

# **J&M Demolition & Recycled Aggregates Limited**

## **Environmental Management System (EMS)**

**Aggregate Facility  
Horwich Loco Works  
Chorley New Road  
Horwich  
Bolton  
BL6 5UE**

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**September 2021  
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## 1. GENERAL

### 1.1 Site Covered by the EMS

This Environmental Management System (EMS) describes the procedures and environmental management controls relating to the inert waste processing activities undertaken by J&M Demolition Ltd at their recycling centre at Horwich Loco Works. These activities will be authorised by an Environmental Permit issued by the Environment Agency.

The site comprises a 1.15 Ha secure yard on the established industrial complex formerly used for the manufacture of locomotive engines. Access to the yard is via the security-controlled estate access road off Chorley Old Road and then via the extensive estate road to the far Southern corner of the works.

What remains of the Loco Works is situated adjacent to the North, and this land is being developed for housing. The recycling facility will service this development (for waste and supply of recycled aggregates) and will cease when the development reached this corner of the works.

To the South and South West is open land known as Red Moss, which includes a SSSI designated nature conservation site. To the East is a trading estate (manufacturing and distribution). The nearest housing is located 197m to the North East (off Chorley New Road).

The site location is shown in Appendix 1.

The site address:

Aggregate Facility  
Horwich Loco Works  
Chorley New Road  
Horwich  
Bolton  
BL6 5UE

### 1.2 Waste Types and Quantities

The site will be permitted to accept <75,000 tonnes per year of inert and non-hazardous excavation waste from construction and demolition industry. See appendix 11 for LoW codes.

### 1.3 Operation of the Site

Waste Management operations at the site will be undertaken solely by the permit holder.

#### **1.4 Authorised Activities**

The permit will be bespoke (due to proximity to SSSI) but based on standard rules SR208No11 (Inert & Excavation Waste Treatment, 75kTe pa). The main LoW codes of wastes imported will be 170504 (Soil and Stones) and 170101 (concrete/hardcore).

This permit allows for manual sorting, separation, screening and crushing of waste into different components for disposal or recovery.

The technical competence provision for the site is provided by Mr John Webb, who attained the appropriate EPOC qualification on 25th January 2018.

The operator will be responsible for complying with all applicable legislation (both Environmental and Health/Safety) for the reception, storage and transfer of material stored at the site.

#### **1.5 Hours of Operation**

The operational hours of the facility are restricted to the following:

Processing:           0730-1700 Mon-Fri  
                              0730- 1300 Sat

Receipt of waste:    As above

#### **1.6 Display of Waste Management Licence, Planning Permission and Operational Plan**

The terms of the Environmental Permit and this EMS will be available at the site office at all times.

#### **1.7 Contact Details**

Persons to contact during operating hours:

| <b>Name</b>  | <b>Role</b>                   | <b>Telephone Number</b> |
|--------------|-------------------------------|-------------------------|
| Mr John Webb | Technically competent manager | 07739617899             |

Contact numbers for use where emergency access is required, will be written on the Site Identification board at the entrance to the site.

### **1.8 Staffing and Management**

Whenever the site is open to receive or dispatch waste the site shall be supervised by at least one member of staff who is suitably trained and fully conversant with the requirements of the Permit and the Management Plan with respect to:

- a) Waste acceptance and control procedures
- b) Operational controls and monitoring
- c) Maintenance
- d) Record keeping
- e) Emergency action plans

The site operatives are responsible for the day-to-day operations at the site, including general housekeeping and maintenance.

The Site Manager is able to call upon the services of nominated contractors to deal with specific problems and emergencies should they occur.

When the Site Manager is on annual leave/sickness, a suitably trained senior member of site staff is assigned the temporary responsibility of Site Manager. Note that Mr Michael Webb also holds the EPOC certificate.

All personnel employed at the site receive training and instruction on the responsibilities and procedures described in the Management Plan, and the provisions of the Permit.

### **1.9 Emergency Situations**

For the purposes of this Management Plan an emergency shall be a situation in which there is an imminent danger of:

- i) serious pollution to the environment; and/or
- ii) serious harm to human health; and/or
- iii) the activities authorised become seriously detrimental to the amenities of the locality.

## **2. SITE INFRASTRUCTURE**

### **2.1 Site Layout**

The general layout of the site is shown in the Site Layout Plan in Appendix 2.

A perimeter earth bund exists on the N, E and S boundaries. A further soil bund (inherited) inside the S/E bund will be retained.

The layout incorporates stockpiles of mixed inert demolition waste (pre-treatment), stockpiles of screened soils, stockpiles of pre-crushed aggregates, and stockpiles of manufactured recycled aggregates such as 6F2, MOT Type 1 aggregate.

Also present is a small office/mess cabin and mobile crushing and screening plant.

The whole site is currently surfaced with a permeable crushed/compacted hardcore other than a relic concrete pad previously associated with a moving crane.

The yard is effectively split into Northern and Southern. All processing will take place in the Northern yard.

### **2.2 Site Access**

There are 1 vehicular entrance, secured with lockable steel gates. The gate shall be inspected each working day and any damage detected will be temporarily repaired, with permanent repair being completed within 48 hours.

### **2.3 Site Security and Fencing**

The site boundary treatment is 2.4m steel palisade fencing. This will be checked on a daily basis and if damaged such that security is compromised, will be repaired within 48 hours.

### **2.4 Site Identification Board**

A Site Identification Board will be prominently displayed at the site entrance. The board will be easily readable in daylight hours, and display the following information:

- Site Name and Address

- Permit Holder
- Operator Name
- Emergency Contact Telephone Number (Out of Hours)
- Statement that the site is licensed by the Environment Agency
- EA emergency number

The identification board will be inspected on a daily basis. In the event of damage or defect, the board shall be repaired or replaced within 48 hours.

## **2.5 Warning Notices**

Notices shall be erected and maintained at the entrance to the site warning persons of the danger of trespass, and the appropriate safety provisions for visitors.

## **2.6 Site Office & Welfare Facilities**

A small cabin provides welfare provision for staff, including 1<sup>st</sup> aid. Delivery tickets and other documentation such as site diary will be kept here, although annual waste transfer notes, waste carrier certificates and plant maintenance schedules are found in the main Company office nearby in Horwich.

A notice board will be provided in the main office. This will display the Site Permit, EMS, Health & Safety Policy, EPOC Certificate, Public Liability Insurance etc.

## **2.7 Surfacing & Drainage**

Due to the inert nature of the waste being processed, there is no requirement for impermeable pavements and sealed drainage systems. Therefore, the flooring of all areas where waste is stored and processed is constructed of compacted rolled hardcore which provides a durable working platform but allows the transmission of rainwater. This will be kept level to avoid areas of surface water ponding.

## **2.8 Traffic Restriction Measures**

A traffic speed restriction of 5mph will be in place inside the site.

## **3. WASTE RECEPTION**

### **3.1 Checks on Incoming Waste**



The types of waste deposited, stored and processed at the facility shall consist only of inert, and non-hazardous demolition rubble and excavation waste from the construction/demolition/utilities industries. Such materials are brought to site in 6 or 8 wheeled tipper vehicles.

There is no long-term storage of waste at the facility. Materials entering the site will be visually checked for compliance at the waste reception area by the site supervisor who directs these activities from his elevated position in the loading shovel.

Only EWC170504 (soil and stones) and EWC170107 (mixed hardcore) will be brought to site. Loads of mainly soil (eg clay) are not imported as the objective of the operation is to produce secondary recycled aggregates for sale to the construction industry.

There is no weighbridge at the facility. Instead, weights are estimated using the following conversion factors (HM Customs LFT Guidance):

| Waste type       | Cubic yards | Conversion factor | Tonnes |
|------------------|-------------|-------------------|--------|
| Heavy inert skip | 4           | x 1.15            | 2.4    |
|                  | 8           | x 1.15            | 4.8    |
| Bulk Tippers     | 6 wheel     | -                 | 15     |
|                  | 8 wheel     | -                 | 20     |
|                  | 4 wheel     | -                 | 5      |

### 3.2 **Non-Conforming Waste**

Should a load not be as described or be found to be outside of the scope of the permit it will be rejected (see appendix 6) or items within may be quarantined in a dedicated container (eg gas bottle, tyres etc). Such items will be disposed of off-site to permitted facilities.

### 3.3 **Waste Storage**

Waste will generally be stored in dedicated stockpiles/locations as shown in the Layout Plan, though this is generic layout and piles may move around. They will be subject to the following limits on volume and storage duration:

| <b>Material</b>   | <b>Max amount stored (tonnes)</b> | <b>Max duration</b> |
|-------------------|-----------------------------------|---------------------|
| Mixed Inert Waste | 40,000*                           | 12 months           |
| 6F2 aggregate     | No limit                          | No limit            |
| MOT Type 1        | No limit                          | No limit            |
| Screened Soil     | No limit                          | No limit            |

The typical maximum working height of external stockpiles will be 6m.

#### **4. SITE OPERATIONS**

##### **4.1 Plant & Equipment**

The plant and equipment to be used at the facility is listed below:

###### Powerscreen Warrior 1400 (Mobile Screener)

A vibrating mesh screener producing a soil product. Mixed inert material is loaded into the hopper and two grades of material are discharged to stockpiles via conveyor belts with variable height adjustment.

###### Powerscreen PremierTrak 400 (Mobile Crusher)

A jaw crusher which reduces the size of hardcore/stone to a pre-set size according to the specification of the product being manufactured (eg Type 1 MOT, 6F2, 6F5 etc). Coarse materials are fed into the feed hopper. Product is discharged via conveyor (of adjustable height of 1.5 to 2.8m) into a product stockpile. A fixed over-band magnet removes ferrous metal (reinforcement bar) into a skip alongside the plant.

###### 21 Tonne CASE Excavator

Tracked vehicle used for loading/unloading.

###### 21 Tonne CASE Loading Shovel

Tracked vehicle used for loading/unloading.

All plant is checked and maintained on a daily basis by the machine operator, with further PMI being undertaken every 6 weeks. Routine maintenance and servicing is undertaken by the in-house mechanic, with specialist work being done by the manufacturer's agents.

##### **4.2 Breakdown of Plant & Equipment**

In the event of a breakdown of the loading shovel or machine, arrangements will be made immediately to remedy repairs. The date and time of any such

breakdown will be recorded in the site diary. If required, an alternative machine will be sourced from a local plant hire company whilst repairs are underway. Should processing capacity be reduced due to such downtime, then waste will be brought to site until the storage capacity is met, and from then it will be taken to alternative licensed facilities in the meantime. A programme of preventative maintenance is employed with all plant to prevent such downtime.

#### **4.3 Spillages**

Spill-kits will be available on site, and these will consist of absorbent granules. Due to the nature of the waste, the only risk of spillage is hydraulic or fuel leakage from the mobile plant and wagons.

The time, date and nature of any sizeable spillage or leak, and the subsequent action to clean it up, shall be recorded in the site diary.

#### **4.4 Odours**

No odour-causing waste is dealt with at the site and there is no history of odour complaint.

#### **4.5 Control of Vermin**

Although no putrescible wastes are dealt with, if required a suitable contract will be put in place for a Pest Control Company.

#### **4.6 Control of Litter**

No light waste will be dealt with at the site, and no litter problems have been encountered previously.

#### **4.7 Control of Fires**

There will be no burning of waste in any form on site. On-site fire fighting provisions will fully address the requirements of the Health & Safety at Work Act and associated legislation.

#### **4.8 Control of Dust**

Although the yard is not located close to sensitive land uses (eg housing, schools, offices), due to the nature of the materials being processed, dust production is a hazard requiring management controls, and the Red Moss SSSI (nature conservation site) is located to the SW.

Dust may arise from the following sources:

- Windblown from stockpiles
- Windblown from dried mud on the road (internal and external)
- Mobile screeners
- Mobile crusher

Dust suppression measures being employed include the following:

- Stockpile height restriction
- Dust suppression at processing plant
- Use of mobile bowser to keep surfaces damp
- Use of in-house sweeper brush attachment on entrance

Dust generation will be assessed and recorded on a daily basis as per Appendix 4. Any complaints received regarding dust will be investigated immediately and all details, including remedial measures employed, will be logged in the diary.

#### **4.9 Control of Mud**

Although the estate access roads outside of the site are privately owned the operator acknowledges the potential for the operation to cause the loss of mud onto these areas. The principal issue with this is a dust source once dried out. Therefore, the following control measures are in place to reduce this risk:

- Daily checks by site supervisor at entrance and road
- Use of in brush attachment at access road whenever mud is recorded

#### **4.10 Control of Noise**

Potential sources of noise are (i) loading/unloading, (ii) vehicle movements and (iii) mobile plant (crusher / screener).

The perimeter vegetated earth bund (which encloses the whole estate from lower land to the South and East) provides an effective visual and noise screen to neighbouring land uses. Further noise reduction measures will include:

- Siting crusher and screener within horse-shoe enclosures of stockpiles
- Maintenance of all plant
- Minimising drop heights when loading/unloading

- Securing tail gates of vehicles prior to exit
- Training of staff in all noise reduction measures

## **5. RECORD KEEPING**

### **5.1 Waste Movements**

The Site Manager will keep a daily record of all incoming/outgoing waste materials, to include:

1. Weight (est.) and type of waste material(s) comprising each load (inc. EWC).
2. Name of driver and registration number of vehicle
3. Producer/ disposal site for the waste
4. Date & time of removal from the site

These records will be used to compile the quarterly return to the Regulator, as required by the Permit.

In all cases of waste materials leaving, they will only be transferred to registered waste carriers.

### **5.2 Site Diary**

A Site Diary will be maintained (see Appendix 7). This diary is used to record a daily log of events relating to the operation of the site and includes details of site inspections, complaints received, breakdowns, spillages, fires, rejected loads, emergencies, abnormal events and action taken, problems with waste received and actions taken, damage to fencing, gates, hard surfaces, bunds and storage bays.

### **5.3 Visitors Book**

All visitors must report to the site office upon arrival and sign the Visitors Book.

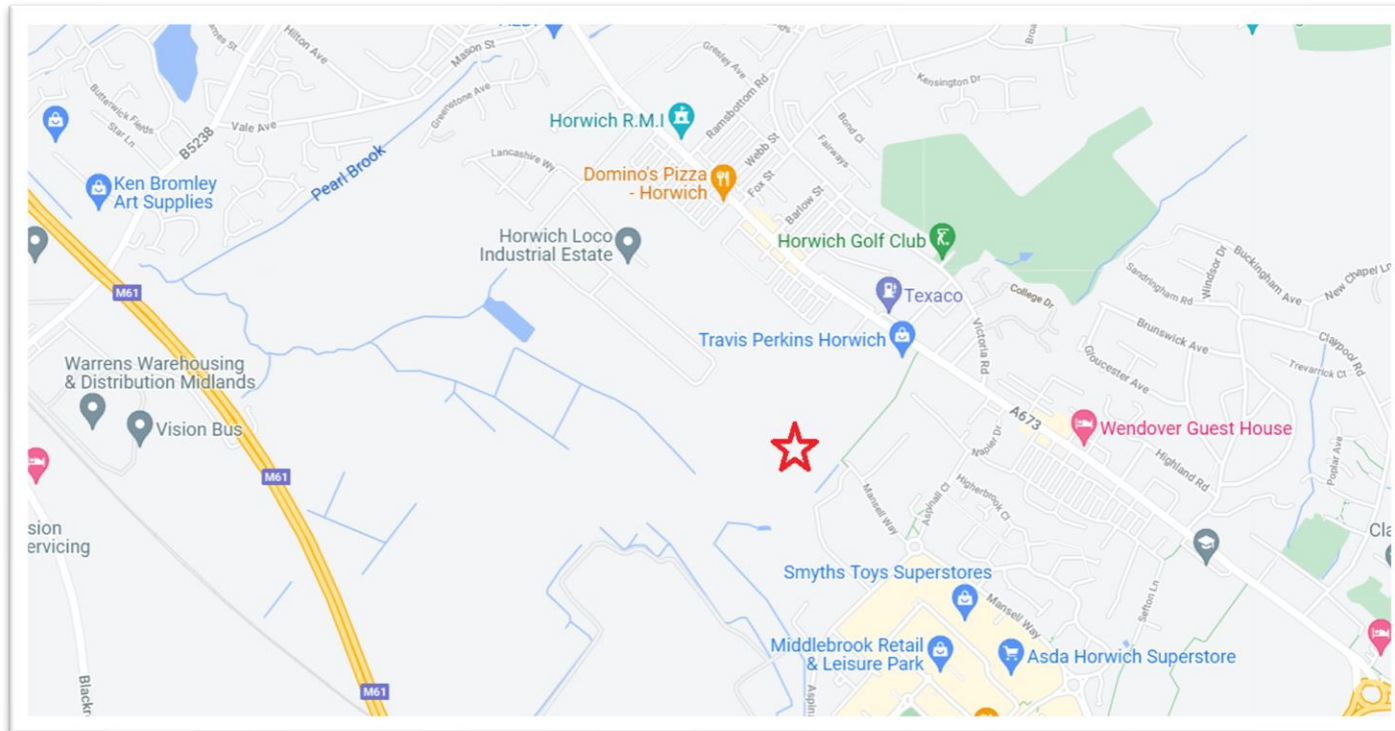
### **5.4 Accident Book**

The Accident Book is to be kept in the main office. All accidents must be reported at the earliest opportunity and the Site Manager informed. Requirements under RIDDOR will be observed where appropriate.

## **APPENDIX LIST**

1. Location Plans
2. Layout Plan
3. Environmental Risk Assessment
4. Dust Monitoring Record
5. Emergency Action Plan
6. Waste Rejection Form
7. Site Audit Form/ Diary
8. Complaints Form
9. Training Form
10. Accident/Incident Form
11. Waste Types (Low Codes)

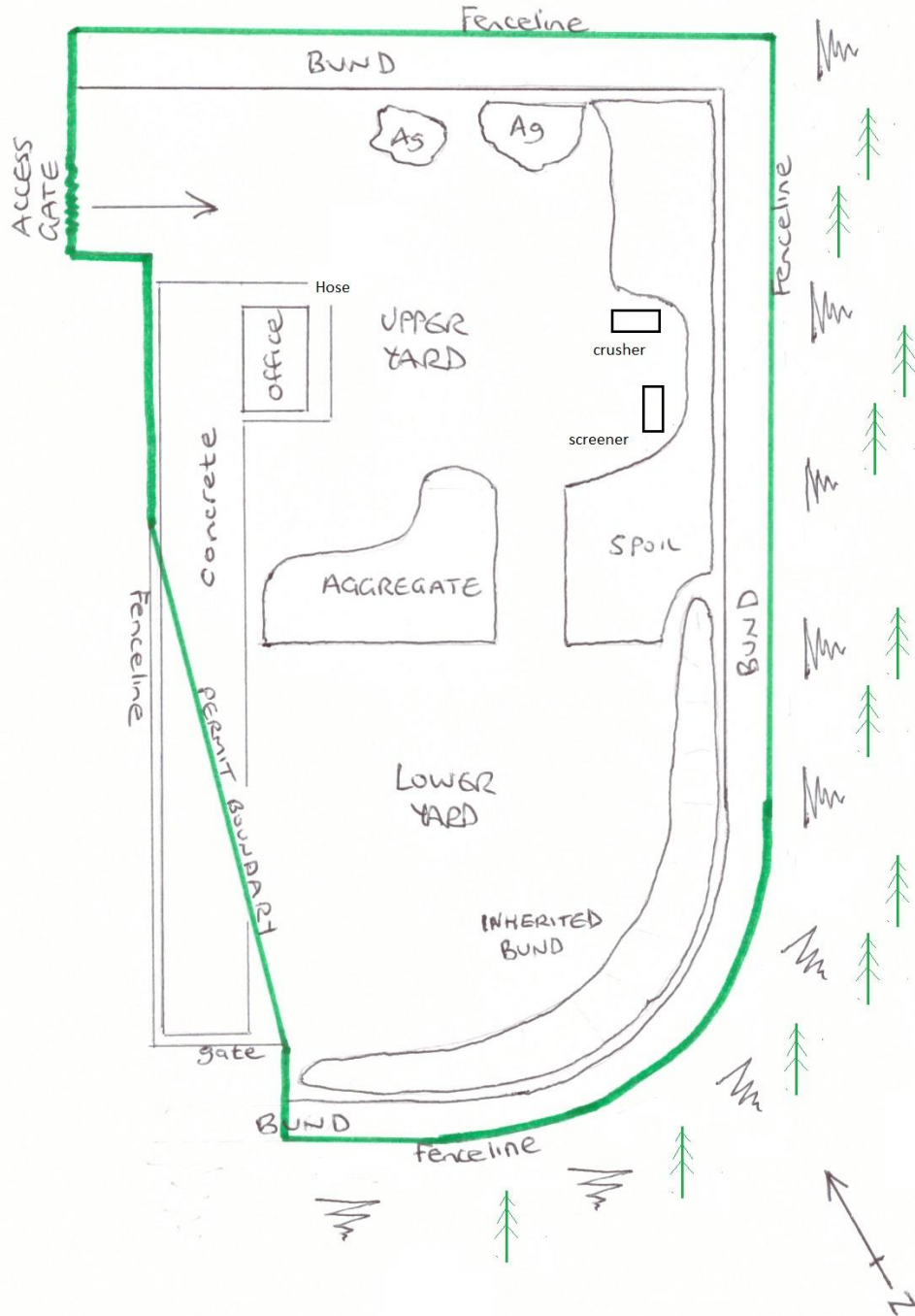
## Appendix 1. Location Plans







# APPENDIX 2 LAYOUT PLAN



### APPENDIX 3: Environmental Risk Assessment Matrix

**The environmental risk profile of the proposed site complies with EA Standard Rules Set SR2008No11 Inert & Excavation Waste Treatment (75,000Te), other than for proximity to conservations sites/habitats located within 500m of the boundary.  
The risk assessment for parameters relating to those aspects is provided below.**

| Hazard              | Source  | Receptor  | Pathway                             | Site Notes  | Management Controls   |
|---------------------|---|---|-------------------------------------|---|---|
| Dust                | Stockpiles<br>Mobile plant<br>Yard surface<br>Loading/unloading | SSSI (104m)<br>Woodland (20m)<br>Water vole (39m) | Air                                 | Prevailing wind is from West – all receptors are located upwind.<br>Perimeter bund (and internal stockpile to be retained) shelter operations from prevailing wind.<br>Lower half of yard will not be used for processing (storage only)  | Mains water available<br>Dust suppression will be in use on the screener and crusher<br>Water hose in use for damping site surfaces and potentially dusty loading/unloading operations.<br>Stockpile heights limited to 5m<br>Site speed limit 5mph<br>Crusher will be housed within a horseshoe of stockpiled material, as standard.<br>>See DMP document< |
| Noise/<br>Vibration | Mobile plant<br>HGV<br>Loading/unloading                        | SSSI (104m)<br>Water vole (39m)                   | Air, ground<br>transmission         | Modern jaw crusher/screener – quiet operation.<br>No high impact activities required (eg pecker)<br>No line of site from activities to receptor (elevation change and perimeter earth bunds).<br>Water voles not normally affected by noise/vibration<br>No processing in lower half of yard (closest to SSSI)<br>Existing working platform consists of several metres of made ground (compacted soils/hardcore) which absorbs vibration.<br>History of similar activities at this and other yards on the Loco Works estate.<br>Temporary (3 year) duration, during which time the whole estate will be subject to demolition and building associated with the housing development. | Crusher will be housed within a horseshoe of stockpiled material, as standard.<br>Tailgates of wagons to be secured before exit   |
| Water run<br>off    | Rainwater impacting<br>on yard & stockpiles                     | SSSI (104m)<br>Water vole (39m)                   | Overland.<br>Perched<br>groundwater | Surface is permeable, with rainwater percolating through to groundwater naturally.<br>No drainage connections from the yard.<br>Perimeter bund (4.5m) across S and W boundary prevent any overland flow of silty water down embankments.<br>All waste materials are uncontaminated/inert (soil, stone, brick, concrete).  | Waste acceptance and rejection procedures   |

## APPENDIX 4: Dust Monitoring Form

Year:

Month:

| Day | AM | PM | Notes/observations/ action taken | initial |
|-----|----|----|----------------------------------|---------|
| 1   |    |    |                                  |         |
| 2   |    |    |                                  |         |
| 3   |    |    |                                  |         |
| 4   |    |    |                                  |         |
| 5   |    |    |                                  |         |
| 6   |    |    |                                  |         |
| 7   |    |    |                                  |         |
| 8   |    |    |                                  |         |
| 9   |    |    |                                  |         |
| 10  |    |    |                                  |         |
| 11  |    |    |                                  |         |
| 12  |    |    |                                  |         |
| 13  |    |    |                                  |         |
| 14  |    |    |                                  |         |
| 15  |    |    |                                  |         |
| 16  |    |    |                                  |         |
| 17  |    |    |                                  |         |
| 18  |    |    |                                  |         |
| 19  |    |    |                                  |         |
| 20  |    |    |                                  |         |
| 21  |    |    |                                  |         |
| 22  |    |    |                                  |         |
| 23  |    |    |                                  |         |
| 24  |    |    |                                  |         |
| 25  |    |    |                                  |         |
| 26  |    |    |                                  |         |
| 27  |    |    |                                  |         |
| 28  |    |    |                                  |         |
| 29  |    |    |                                  |         |
| 30  |    |    |                                  |         |
| 31  |    |    |                                  |         |

|              |                       |
|--------------|-----------------------|
| <b>Title</b> | <b>Appendix 5</b>     |
| <b>Ref</b>   | Emergency Action Plan |

## 1 General

- 1.1 It is the responsibility of all employees to report to their immediate supervisor all emergencies that could put individuals at risk or cause environmental harm.
- 1.2 An emergency is defined as:  
 Uncontrolled fire  
 Explosion  
 Un-contained spillage or leakage  
 Major injury or dangerous occurrence
- 1.3 The following contingency plans should be followed in the case of such emergencies.
- 1.4 An 'out of hours' telephone list of site personnel is attached

| <b>Name</b> | <b>Position</b> | <b>Contact number</b> |
|-------------|-----------------|-----------------------|
| John Webb   | TCM             | 07739617899           |

- 1.5 Written reports of any incidents should be produced by the acting site manager and copied to the relevant authorities

## 2 Uncontrolled fire on site

### Response / Action

- |  | <u>Responsible</u>  |
|--|---------------------|
| 2.1 On identification immediately report it to the site office. The acting site manager MUST be informed immediately.  | Any employee        |
| 2.2 If the fire is in the main office, or away from waste / product storage, then call out the fire brigade - Then if possible, and without risk to personnel, tackle the fire using the nearest appropriate fire extinguishers.   | Any personnel       |
| 2.3 If the fire is within a waste storage area then if possible, and without risk to personnel ensure any adjoining tanks are isolated. Then if possible, and without risk to personnel, tackle the fire using the nearest appropriate fire extinguishers. If the fire is uncontrolled then vacate the site. | Any personnel       |
| 2.4 In both 2.2 and 2.3 above ensure all site personnel and visitors are accounted for and removed to a safe location. Prevent further access to the site until the emergency is over. Ensure access is clear for emergency services.  | Acting site manager |

- 2.5 When all personnel have been accounted for and the emergency services have been informed. Contact the Environment Agency to inform them of the situation. Acting site manager

### 3 Burning loads

| <u>Response / Action</u>   | <u>Responsible</u>  |
|--|---------------------|
| 3.1 If on inspection a load is found to be burning it should be refused admission to the site. The site manager MUST be notified.  | Any employee        |
| 3.2 Details of the said load (name, registration number, type of load, produces) should be recorded on a waste rejection form and the Environment Agency informed.   | Acting site manager |
| 3.3 If the load has entered the site prior to deposit and without risk to personnel, it should be redirected away from any storage areas where the material can be extinguished.   | Any employee        |
| 3.4 Should the fire get out of control or appears to be getting worse then the emergency services should be called out. Then inform the Environment Agency.  | Acting site manager |
| 3.5 After the material has been extinguished it should be quarantined and left for 48 hours until accepted or nominated Manager for disposal. The temperature will be checked prior to acceptance. The waste will be monitored during this 48 hour period. | Acting site manager |

### 4 Explosions

| <u>Response / Action</u>   | <u>Responsible</u>  |
|--|---------------------|
| 4.1 On identification immediately report it to the site office. The acting site manager MUST be informed immediately.  | Any employee        |
| 4.2 Ensure all personnel and site visitors are accounted for and removed to a safe location. Prevent further access to the site until the emergency is over. Ensure access is clear for emergency services.                              | Acting site manager |
| 4.3 If the explosion results in fire or personnel injury the emergency services should be called by the site manager or his appointed deputy in his absence. In addition, the Environment Agency should be notified as soon as possible. | Acting site manager |
| 4.4 Access to the immediate area should be restricted. Under no circumstances should further waste be accepted until authorised by the acting site manager.  | Acting site manager |

- 4.5 Every effort should be made after (4.4) above to identify the cause and source of the explosion. Acting site manager

## 5 Uncontained spillage / leakage

### Response / Action

### Responsible

- 5.1 Immediately report the occurrence to the site office. The site manager must be notified or in his absence the nominated deputy. Any employee
- 5.2 Using strategically places spill kits, every effort must be to contain the spill / leak within the site. Any employee
- 5.3 Having contained the spill / leak and isolated the immediate area the site manager should contact the relevant authorities and inform them of the situation. Acting site manager
- 5.4 Access to the immediate area should be restricted until a disposal / clean up solution has been implemented. Acting site manager
- 5.5 As soon as practically possible the spillage control equipment should be restocked. Acting site manager

## 6 Noticeable personal injury

### Response / Action

### Responsible

- 6.1 Immediately report the occurrence to the site office. The site manager must be notified or in his absence the nominated deputy. Medical assistance will be called for as required. Any employee
- 6.2 Ensure the immediate area is kept clear for the emergency services. Acting site manager or Foreman
- 6.3 Record all injuries in the accident book and note as much information about the incident as possible. Acting site manager
- 6.4 Report the incident to the company Directors and the Health and Safety Executive. Acting site manager
- 6.5 Ensure the immediate area of the incident remains undisturbed as far as is reasonable and practical until any investigations into the circumstances are complete. Acting site manager

| Document | Issue date | Authorised by | Reviewed by | Version number |
|----------|------------|---------------|-------------|----------------|
| EAP      | Jan 19     | KL            | JW          | 1.0            |

|              |                             |
|--------------|-----------------------------|
| <b>Title</b> | <b>Appendix 6</b>           |
| <b>Ref</b>   | <b>Waste Rejection Form</b> |

**Site Location:**

J&M Demolition  
Horwich Loco Works

**Reference No:**

**Date:**

The waste described below was **rejected / quarantined** for the following reasons:

|  |
|--|
|  |
|  |
|  |
|  |

Waste Description:

Producer:

Carrier:

Vehicle Reg Number:

WTN Ref:

Waste quantity:

Date of incident:

EA informed (Date):

Producer informed (Date):

Raised by (Name):

| Document | Issue date | Authorised by | Reviewed by | Version number |
|----------|------------|---------------|-------------|----------------|
| WRF      | June 2021  |               |             | 1.0            |

|       |                 |
|-------|-----------------|
| Title | Appendix 7      |
| Ref   | Site Audit Form |

|           |                                    |
|-----------|------------------------------------|
| Date:     | Weather conditions/wind direction: |
| Auditor : |                                    |

| Item                        | Check | Comments/Remedial Actions |
|-----------------------------|-------|---------------------------|
| Fences & Gates              |       |                           |
| Surfacing                   |       |                           |
| Staffing levels             |       |                           |
| Waste types stored          |       |                           |
| Waste volumes stored        |       |                           |
| Site diary up to date       |       |                           |
| Quarantine area             |       |                           |
| Safety signs & notice board |       |                           |
| Vermin                      | N/A   |                           |
| Spillages                   |       |                           |
| Spill kits                  |       |                           |
| Site drains- clear?         | N/A   |                           |
| Silt trap / interceptor     | N/A   |                           |
| Plant Operational           |       |                           |
| PPE stock                   |       |                           |
| First aid kit               |       |                           |
| Fire fighting equipment     | N/A   |                           |
| Litter                      | N/A   |                           |
| Dust at down-wind boundary  |       |                           |
| Mud at Entrance             |       |                           |

General comments and actions taken

|          |            |               |             |                |
|----------|------------|---------------|-------------|----------------|
| document | issue date | authorised by | reviewed by | version number |
| SAF      | 23/08/21   | KL            |             | 1.0            |



## Appendix 8: Complaints Record

|   |       |
|---|-------|
| Details of Complainant<br>Name  |       |
| Address   |       |
| Phone   |       |
| Date & Time of Complaint  |       |
| Nature of Complaint   |       |
| Who else was aware of the complaint?  |       |
| What caused the problem?  |       |
| Actions taken to prevent reoccurrence   |       |
| Was there any significant pollution or nuisance caused (eg dust, odour, noise, spills)? |       |
| Have you informed the Environment Agency (0800 807060)?                                 | When? |
|   | Who?  |
| Have you written to the local EA office ?   | Y/N   |
|   | Date? |
| Print & Sign your name:   |       |

**Appendix 9: Training Record**

| STAFF NAME | Statutory |                  |                 |                     | Environmental |                 |                  |                    |                     | Job Roles |                  |                |                  |        | Vehicles |           |              |       |
|------------|-----------|------------------|-----------------|---------------------|---------------|-----------------|------------------|--------------------|---------------------|-----------|------------------|----------------|------------------|--------|----------|-----------|--------------|-------|
|            | COTC      | Permit Awareness | Manual Handling | 1 <sup>st</sup> Aid | Duty of Care  | Waste Treatment | Yard maintenance | Drains/interceptor | Accidents/Emergency | Yard      | Plant operations | Loading Shovel | Screener/Crusher | office |          | hooklifts | Bulk tippers | Other |
|            |           |                  |                 |                     |               |                 |                  |                    |                     |           |                  |                |                  |        |          |           |              |       |
|            |           |                  |                 |                     |               |                 |                  |                    |                     |           |                  |                |                  |        |          |           |              |       |
|            |           |                  |                 |                     |               |                 |                  |                    |                     |           |                  |                |                  |        |          |           |              |       |
|            |           |                  |                 |                     |               |                 |                  |                    |                     |           |                  |                |                  |        |          |           |              |       |
|            |           |                  |                 |                     |               |                 |                  |                    |                     |           |                  |                |                  |        |          |           |              |       |
|            |           |                  |                 |                     |               |                 |                  |                    |                     |           |                  |                |                  |        |          |           |              |       |
|            |           |                  |                 |                     |               |                 |                  |                    |                     |           |                  |                |                  |        |          |           |              |       |

## Appendix 10: Accident/Incident Record

|   |               |
|---|---------------|
| Date & Time of Incident   |               |
| What happened?  |               |
| Who else was aware of this?   |               |
| What caused it?   |               |
| What has been done to prevent reoccurrence?   |               |
| Was there any significant pollution or nuisance caused (eg dust, odour, noise, spills)? |               |
| Have you informed the Environment Agency (0800 807060)?                                 | When?<br>Who? |
| Print & Sign Name:  |               |

## Appendix 11 Waste Types

|           |  |
|-----------|--|
| <b>17</b> | <b>CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)</b>   |
| 17 01     | concrete, bricks, tiles and ceramics   |
| 17 01 01  | Concrete   |
| 17 01 02  | Bricks   |
| 17 01 03  | tiles and ceramics   |
| 17 01 07  | mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06  |
| 17 02     | wood, glass and plastic  |
| 17 02 02  | Glass  |
| 17 03     | bituminous mixtures, coal tar and tarred products  |
| 17 03 02  | bituminous mixtures other than those mentioned in 17 03 01   |
| 17 05     | soil (including excavated soil from contaminated sites), stones and dredging spoil   |
| 17 05 04  | soil and stones other than those mentioned in 17 05 03   |
| 17 05 08  | track ballast other than those mentioned in 17 05 07   |
| <b>20</b> | <b>MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS</b> |
| 20 02     | garden and park wastes (including cemetery waste)  |
| 20 02 02  | soil and stones  |