

SANDON QUARRY NORTHERN VOID RESTORATION

Site Operating Techniques

Prepared for: Brett Aggregates Limited

Client Ref: 416.09886.00050

SLR Ref: 416.09886.00050
Version No: 1
January 2022



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1.0 INTRODUCTION

1.1 Overview

Brett Aggregates Limited (BAL) has instructed SLR Consulting Limited (SLR) to prepare a bespoke Environmental Permit (EP) application to authorise the deposit of waste for recovery in the restoration of the Northern Void, Sandon Quarry, Sandon, Chelmsford, Essex, CM2 7RL, hereafter referred to as 'the site'.

1.2 The Project

This EP application seeks to authorise the use of suitable imported inert waste materials as a replacement for non-waste construction material, in stabilising the quarry slopes including that adjacent to the A12(T), and the restoration of the quarry void to agricultural and nature conservation uses with new public rights of way. The proposed restoration of the land is illustrated in the following drawing:

- 'Restoration Proposals' ref. 1910/005/K dated March 2012.

The void will be restored using inert waste for which treatment is not technically possible. The majority of the area will be restored to a species rich grazed grassland with shallow pools and areas of exposed substrate interspersed throughout to provide habitat for invertebrate species relevant to the void's current designation as a Local Wildlife Site (LWS). The restored landform will comprise a gentle slope from approximately 32mAOD in the south to approximately 25mAOD in the north. Around the edges of the Site, woodland will be allowed to naturally regenerate, and a hedgerow will be planted through the centre of the Site dividing it into two. A permissive bridleway will run around the inside edges of the woodland along with permissive footpaths through the centre of the Site and to link in with the existing network of footpaths in the area.

Although not included within the scope of this EP, since materials will be sourced from on-Site stockpiles, the restoration scheme included within the scope of ESS/08/16/CHL includes a biodiversity compensation area to compensate for loss of the Northern Void LWS and restoration of the plant site to the east of the northern void. The biodiversity compensation area will be created at least 1 year prior to the commencement of the northern void's restoration and will incorporate reed swamp, exposed substrate and exposures created by soil stripping and disturbance, sparse ephemeral over bare ground, species-rich grassland, tall ruderal vegetation, log piles, scrub, shallow pools and open water to provide habitat for invertebrates found in the northern void LWS. Existing trees and woodland, semi-improved grassland, ponds and associated vegetation will be retained as far as possible.

The restoration scheme for the plant site will form an extension to the habitats created in the biodiversity compensation area. The plant site will be restored following the cessation of operations within the plant site. Once restoration of the northern void is completed, it is anticipated that the target invertebrate species will recolonise from the biodiversity compensation area.

Given stability issues at the Site - as described in Section 2.2 - the site will be restored in a partially dewatered state and involve subaqueous placement of the attenuation layer and fill until above the water level. The level of water within the void will be maintained at 14.5-15mAOD unless operational safety reasons require it to be drawn down to a minimum of 9mAOD.

Key points regarding the proposed Northern Void restoration are as follows:

- Due to the stability risks to the A12 and quarry slopes, the quarry void will be filled in a phased and partially dewatered manner to within 300-400mm of the pre-settlement contour levels. The infilling will be undertaken over 12 phases which can be summarised as follows and are illustrated in Drawings 001-012. The phasing scheme has been designed in accordance with the requirements of Condition 10 of planning permission ESS/08/16/CHL.

- Phases 1 through to 9 involve the creation of berms within the quarry void and then infilling the voids between the berms to achieve a level platform at 17mAOD, above the water level within the void. The phasing has been designed to provide stability to the quarry side slopes in order of priority. Phase 1 comprises the emergency earthworks to be completed under the LEP (ref. AH/EAWML102405).
- Phase 10 involves the creation of a buttress to the full height of the former quarry in the north-eastern corner.
- Phase 11 involves the creation of a buttress to the full height of the former quarry in the south-eastern corner.
- Phase 12 involves the placement of fill to within 300-400mm of the pre-settlement contour levels.
- Following completion of fill material placement, a layer of fine clay and sand approximately 300-400mm thick will be sourced from any remaining on-Site material (following restoration of the plant site) and imported waste. It will be spread to provide a suitable substrate which will be sown with species rich chalk grassland. Shallow ponds and areas of sandy substrate will be created in line with approved details
- Including 67,000m³ of waste material to be placed under the LEP, volumetric calculations based on the current topography and proposed restoration contours estimate that approximately 846,737m³ of material will be required to complete the scheme. This equates to approximately 1,608,800 tonnes based on a conversion factor of 1.9 tonnes per m³.
- Waste will be deposited at a maximum rate of up to 300,000 tonnes per annum for use in restoration of the void. Restoration of the northern quarry void is anticipated to be completed in approximately 8.5 years.

The Site location is shown on Drawing EP1 Site Location, the Site permit boundary is shown on Drawing EP2 Environmental Permit Boundary.

2.0 MANAGEMENT

2.1 Management System

The activities to be carried out at Sandon Quarry Northern Void will be managed and operated in accordance with the Brett Integrated Management System (IMS) known as QHEST (Quality, Health, Environment, Safety Together) which combines the requirements for quality, occupational health, environment and safety into one comprehensive set of procedures. The management system is certified to the following standards:

- BS EN ISO14001:2015, Environmental management systems;
- BS EN ISO9001:2015, Quality management systems;
- BS OHSAS18001: 2007, Occupational health and safety management systems – Specification;
- QSRMC Quality and Product Conformity Regulations 2017 (EN 206-1); and
- BES 6001 Issue 2 Responsible Sourcing of Construction Products.

The management systems will therefore ensure that:

- The risks that the activities pose to the environment are identified;
- The measures that are required to minimise the risks are identified;
- The activities are managed in accordance with the management system;

- Performance against the management system is audited at regular intervals; and
- The EP is complied with.

A summary of the QHEST management system is enclosed as Appendix A. These documents include:

- Introduction to the QHEST system; and
- QHEST Index.

The QHEST IMS is subject to continual review in response to significant changes to the activities, accidents or non-compliance. A copy of the QHEST IMS will be available for inspection on site.

The QHEST procedures and index applicable to the Sandon Quarry Northern Void, are specified below and summarised in Appendix A.

2.1.1 Management Structure and Responsibilities

Structure, responsibilities and resources will be in accordance with the following QHEST procedure:

- BG2.1 Structure, Responsibilities and Resources.

2.2 Technical Competence and Training

The site will be managed by sufficient staff who are competent to operate the site without causing pollution.

Operations at the site will be under the control of a technically competent person who holds the relevant Certificate of Technical Competence (COTC) under the Waste Management Industry Training and Advisory Board (WAMITAB) scheme.

Training will be undertaken in accordance with the following QHEST procedures and forms:

- BG2.2 Training, Awareness and Competence;
- Form BG2.2a Training Evaluation Form;
- Form BG2.2b Training Request Form (for training requests initiated by the individual recipient); and
- Form BG2.2e Training Course Attendance Form.

2.3 Display of Environmental Permit

A copy of the EP will be kept available for reference by all staff and contractors whose work may have an impact on the environment.

2.4 Managing Documentation and Records

Controls will be in place to ensure that all documents are issued, revised and maintained in a consistent fashion in accordance with the following QHEST procedure and forms:

- BG2.4 Document Control;
- Form BG2.4a Site-Specific Procedures List; and
- Form BG2.4b Site Specific Controlled Documents List.

Records will be maintained in accordance with the following QHEST procedure and related forms:

- BG2.5 Records and Records Management;
- Form BG2.5a QHEST forms; and

- Form BG2.5b Site Specific Forms.

2.5 Reporting Non-Compliance and Taking Corrective Action

Procedures will ensure appropriate corrective action is taken in response to problems identified at the site. The procedures will ensure that non-conformances are reported, investigated and rectified, and that failures and weaknesses are prevented.

A number of QHEST procedures will be in place to implement the necessary action including:

- BG4.1 Monitoring and Inspection;
- BG6.1 Audit Procedure;
- BG5.2 Reporting and Investigation of Accident, Incident and Complaint;
- BG6.2 Non-Conformance, Corrective and Preventative Action;
- Form BG6.2a Corrective Action Request Form;
- BA 1 WI 01 Geotechnical Assessment, Appraisal and Inspection; and
- Form BA 1i Site Inspection Checklists.

2.6 Auditing and Legal Compliance

There will be a formalised internal auditing programme to ensure the facility is audited at defined intervals and that the progress of corrective and preventative action is monitored in accordance with the following QHEST procedures and forms:

- BG6.1 Audit and Inspection Procedure;
- Form BG6.1a QHEST Audit Report;
- Form BG6.1b Audit Checklist;
- Form BG6.1e Checklist for Oil Storage Tanks; and
- BG6.4 Procedure for Submitting Completed Audit Actions.

2.7 Monitoring, Measuring and Reviewing Environmental Performance

A formalised management structure will review environmental performance, and ensure any necessary actions are taken in accordance with:

- BG4.1 Monitoring and Inspection;
- BG6.4 Measuring Up; and
- BG6.3 QHEST Management Review.

2.8 Operational Control, Preventative Maintenance and Calibration

The QHEST IMS will ensure effective control of operations, the use of approved suppliers and contract services, the maintenance of operational equipment and the calibration of monitoring equipment.

All plant and equipment will be subject to a programme of Planned Preventative Maintenance (PPM) which will follow the inspection and maintenance schedule recommended by the manufacturer.

Relevant procedures and forms include:

- BG1.8 Management of Construction and Engineering;
- BG1.9 Control of Purchasing;
- BG3.1 Permit to Work and Permission to Proceed;
- BG3.46 Control of Contractors;
- Form BG3.46a Contractors Inspection Form;
- BG4.1 Monitoring and Inspection;
- BG4.2 Plant and Equipment Maintenance;
- BG4.3 Instrument and Equipment Calibration;
- GN14 Authorising Contractors; and
- GN16 Guidelines for Contractors Inductions.

3.0 ACCIDENT MANAGEMENT PLAN

BAL recognises the importance of the prevention of accidents that may have environmental consequences and that it is crucial to limit those consequences. As part of the QHEST IMS BAL has developed a system to identify, assess and minimise the environmental risks and hazards of accidents and their consequences in accordance with:

- BG1.3 QHEST Risk Assessment;
- BG1.4 Hazardous Substance Risk Assessment (COSHH);
- BG5.1 Emergency Preparedness and Response;
- BG5.2 Reporting and Investigation of Accident, Incident and Complaint;
- Form BG5.2a Group Incident Report Form;
- BG5.3 Near Miss Reporting; and
- Form BG5.3a Near Miss Report.

3.1 Hazard Identification

The following environmental hazards have been identified:

- Unauthorised waste receipt and processing;
- Fire;
- Loss of containment - spillage and leakage;
- Security and vandalism; and
- Flooding.

Actions that will be taken to minimise specific risks are detailed below.

3.1.1 Unauthorised Waste

Acceptance of unauthorised materials could result in unacceptable wastes being present at the site. Emissions may be unacceptable with consequences dependent on the nature of the waste.

Control of waste acceptance will be in accordance with the following procedures and work instructions:

- BG4.1 Monitoring and Inspection;
- BA40 Waste Acceptance at Permitted Landfill, Recovery and Recycling Sites Operated by Brett Aggregates Ltd:
- BA40 WI01 Pre-Approval of Customer Waste Enquires;
- BA40 WI02 Acceptance of Pre-Approved Loads at Landfill, Recovery & Recycling Sites
- BA40 WI05 Waste Sampling and Validation Testing;
- BA40 WI06 Responding to Non-Compliant Test Data:
- BA40 WI07 Load Rejection and Dealing with Non-Compliant Waste;
- BA40 WI10 Summary of Process to Determine Suitability of Waste for Use in Construction of Artificial Geological Barrier

- Form BA40a Allocated Waste Acceptance Roles and Responsibilities in BAL
- Form BA40b Acceptance Criteria;
- Form BA40c Waste Enquiry Form;
- Form BA40d Site Visit Report Form;
- Form BA40e Example Quote Letter;
- Form BA40f Load Rejection Form;
- Form BA40g Customer Declaration Form;
- Form BA40h Analysis Request Form;
- Form BA40i Example Non-Compliant Waste Letter;
- Form BA40j Pre-Approval List (example);
- Form BA40k PAK Marker Testing Log
- BA41 Duty of Care Audits; and
- Form BA41a Duty of Care Inspection Form.

3.1.2 Fire

As part of the QHEST IMS a number of procedures have been developed to prevent and minimise the potential impact of fire.

- BG1.3 QHEST Risk Assessment;
- BG1.15 Fire and Explosion Management;
- BG3.1 Permit to Work and Permission to Proceed;
- BG3.19 Inspection, Testing and Maintenance of Electrical Equipment;
- BG3.42 Use of Fixed Electrical Equipment, Fixed Electrical Installations and Portable Electrical Equipment;
- BG4.2 Plant and Equipment Maintenance;
- Form BA 1i Site Inspection Checklist;
- Form BG1.15a Fire Safety Risk Assessment Proforma;
- GN8 Hot Work; and
- GN21 Working with Electricity.

3.1.3 Loss of Containment – Spillage and Leakage

Loss of containment could lead to spillage and leakage of potentially contaminating liquids. To prevent loss of containment and minimise the risk and impact of releases a number of QHEST IMS Procedures have been developed as follows:

- BG3.3 Control of Gas Oil Deliveries;
- BG3.4 Fuel and Oil Storage;
- BG3.5 Refuelling of Plant / Vehicles on Site;
- BG4.2 Plant and Equipment Maintenance;

- GN29 Guidelines for Oil Storage.

3.1.4 Security and Vandalism

To maintain security at the site the following QHEST procedures will be followed:

- BG1.13 Security (Design into Buildings and Plant);
- BG3.46 Control of Contractors;
- Form BG3.46a Contractors Inspection Form;
- BG3.34 Brett Site Security;
- BA1 Design and Operation of a Quarry;
- Form BA1i Site Inspection Checklist;
- GN42 Guidelines for Employees Encountering Unauthorised Individuals on Site;
- GN43 Guidelines for Vacant Property Security; and
- GN44 Guidelines for CCTV Selection and Management.

3.1.5 Flooding

There are no surface water features within the site boundary.

According to the EA flood map for planning service, the site lies within a Flood Zone 1 and therefore has a low probability of flooding.

In the event that an accident occurs, or additional risks are identified, the Site Manager is responsible for carrying out an investigation to determine the cause and implementing remedial action prior to logging this in the Site Diary.

4.0 OPERATIONS

4.1 General Management

The satisfactory control, operation and management of the site in accordance with the EP will be achieved by operating in accordance with:

- BA12 Control and Operation of a Landfill/Recovery (Permanent Waste Deposits) Facility.

4.2 Waste Acceptance

4.2.1 Means of Measurement

The quantity of waste accepted and dispatched from the site will be measured by a weighbridge in accordance with QHEST IMS procedure:

- BA7 Operation of a Weighbridge;
- BA40 Waste Acceptance at Permitted Landfill, Recovery and Recycling Sites Operated by Brett Aggregates Ltd; and
- BA12 Control and Operation of Landfill/Recovery (Permanent Waste Deposits) Facilities.

4.2.2 Waste Acceptance and Control

Waste acceptance and control will be governed by the following QHEST IMS procedures, forms and guidelines:

- BA7 Operation of a Weighbridge;
- BA40 Waste Acceptance at Permitted Landfill, Recovery and Recycling Sites Operated by Brett Aggregates Ltd;
- BG4.1 Monitoring and Inspection;
- BA12 WI01 Discharging Vehicle at the Landfill;
- BA40 WI01 Pre-Approval of Customer Waste Enquires;
- BA40 WI02 Acceptance of Pre-Approved Loads at Landfill, Recovery & Recycling Sites
- BA40 WI05 Waste Sampling and Validation Testing;
- BA40 WI06 Responding to Non-compliant Test Data;
- BA40 WI07 Load rejection and Dealing with Non-Compliant Waste;
- BA40 WI10 Summary of Process to Determine Suitability of Waste for Use in Construction of Artificial Geological Barrier
- Form BA40a Allocated Waste Acceptance Roles and Responsibilities in BAL
- Form BA40b Acceptance Criteria;
- Form BA40c Waste Enquiry;
- Form BA40d Site Visit Report Form;
- Form BA40e Example Quote Letter;
- Form BA40f Load Rejection Form;

- Form BA40g Customer Declaration Form;
- Form BA40h Analysis Request Form;
- Form BA40i Example Non-Compliant Waste Letter;
- Form BA40j Pre-Approval List (example);
- Form BA40k PAK Marker Testing Log;
- BA41 Duty of Care Audits;
- Form BA41a Duty of Care Checks Form; and
- GN35 Guidelines on the Acceptance of Waste at Brett Aggregates Permitted Waste Facilities; and
- GN36 Guidelines on Sampling and Testing of Waste

4.3 Plant and Equipment

All items of plant and equipment will be maintained in accordance with QHEST IMS procedures:

- BG3.18 Rules for Site Vehicles and Mobile Plant;
- BG3.19 Inspection, Testing and Maintenance of Electrical Equipment;
- BG4.1 Monitoring and Inspection;
- BG4.2 Plant and Equipment Maintenance; and
- BG4.3 Equipment and Instrument Calibration.

5.0 EMISSIONS AND MONITORING

5.1 Point Source and Fugitive Emissions

There will be no point source emissions to air, surface water or groundwater from the activities at the Sandon Quarry Northern Void.

5.1 Groundwater and Surface water

The proposed groundwater and surface water monitoring schedule for Sandon Quarry Northern Void is outlined in the Hydrogeological Risk Assessment (416.09886.00050/HRA). Monitoring will be undertaken in accordance with the following QHEST IMS procedures:

- BG3.16 Lone Working;
- BG4.1 Monitoring and Inspection;
- BG4.2 Plant and Equipment Maintenance;
- BG4.3 Instrument and Equipment Calibration; and
- GN6 Working on or Near Water.

The site will be designed and operated to minimise fugitive emissions to surface water and groundwater. The site will only accept waste that satisfies the waste acceptance criteria and strict waste acceptance procedures outlined in Section 4.2.2 will minimise the risk of accepting unauthorised waste.

5.2 Gas

The proposed gas monitoring schedule for Sandon Quarry Northern Void is outlined in the Environmental Setting and Site Design (416.09886.00050/ESSD). Monitoring will be undertaken in accordance with the following QHEST IMS procedures:

- BG3.16 Lone Working;
- BG4.1 Monitoring and Inspection;
- BH4.2 Plant and Equipment Maintenance; and
- BG4.3 Instrument and Equipment Calibration.

5.3 Odour

Due to the nature of the waste that will be accepted at the site odour is not expected to be a problem. Operations at the site will be undertaken in accordance with procedures which will ensure that any problems associated with odours will be identified, and appropriate remedial and corrective action will be implemented in accordance with QHEST IMS procedures:

- BG3.8 Housekeeping, Litter, Pest and Vermin Control;
- BG4.1 Monitoring and Inspection; and
- BG5.2 Reporting and Investigation of Accident, Incident and Complaint.

5.4 Dust

Implementation of the following QHEST IMS Procedures will minimise the emissions of dust from the site:

- BG3.7 Traffic Management;
- BG3.8 Housekeeping, Litter, Pest and Vermin Control;
- BG4.1 Monitoring and Inspection;
- BG5.2 Reporting and Investigation of Accident, Incident and Complaint; and
- BA5 Creation and Maintenance of Stockpiles.

5.5 Noise

Implementation of the following QHEST IMS Procedures will minimise the emissions of noise from the site:

- BG3.7 Traffic Management;
- BG3.14 Noise Control;
- BG4.1 Monitoring and Inspection;
- BG5.2 Reporting and Investigation of Accident, Incident and Complaint; and
- GN20 Traffic Management.

5.6 Pests

Implementation of the following QHEST IMS Procedures will minimise the risks of pest and vermin infestation:

- BG3.8 Housekeeping, Litter, Pest and Vermin Control;
- BG4.1 Monitoring and Inspection; and
- BG5.2 Reporting and Investigation of Accident, Incident and Complaint.

5.7 Litter

Implementation of the following QHEST IMS Procedures will minimise the emissions of litter from the site:

- BG3.8 Housekeeping, Litter, Pest and Vermin Control;
- BG4.1 Monitoring and Inspection; and
- BG5.2 Reporting and Investigation of Accident, Incident and Complaint.

5.8 Mud and Debris

Implementation of the following QHEST IMS Procedures will minimise the emissions of mud and debris from the site:

- BG3.6 Wheel Cleaning Facilities;
- BG3.7 Traffic Management;
- BG5.2 Reporting and Investigation of Accident, Incident and Complaint; and
- BG4.1 Monitoring and Inspection.

APPENDIX A

QHEST MANAGEMENT SYSTEM SUMMARY

Introduction to the QHEST System



BRETT GROUP

QHEST (Quality, Health, Environment, Safety, Sustainably Together) is an integrated management system aiming to combine the requirements for quality, occupational health, environment, sustainability and safety into one comprehensible set of procedures that all Brett employees can follow. The Brett Group comprises: Brett Aggregates, Brett Concrete, **Capital Concrete**, Brett Landscaping and Building Products and Granite Products in Jersey.

Brett is a successful, established construction and building materials group – one of the largest independents in the UK. Our range of expertise has been developed for over 100 years, and our reputation is based on getting things done.

Building relationships has always been our priority. As we continue to grow, we are committed to staying in touch with the needs of all our customers – large and small, our people and the communities in which we work.

We've always felt strongly about building a long term, sustainable business and we now need to ensure we maintain and develop the relationships that are key to our future. At the heart of how we want to do business are the following three things:

INDEPENDENT

Being an independent company means we can take a long-term view, taking time to build trust and behave with integrity. Research has shown our customers said we are different from our 'plc' competitors. We need to use this advantage and act in a way that makes people want to do business with us.

We need to understand the statutory and non-statutory requirements relevant to our business so that we can conduct our business with integrity. We also need to understand the risks our business poses to the environment, to the health and safety of anyone coming into contact with our activities and to our ability to produce and continue to produce quality products and service. Operating to the QHEST system enables us to do this.

SERVICE

We believe in delivering what we say and we need to ensure this is true – every time. We need to work harder at being proactive, anticipating needs and being flexible, in other words, to provide the service our customers believe we can deliver.

By operating to the QHEST procedures we can be sure that Brett standards are met and that these standards are met every time. Consistency of good performance as a group is vital to our success.

IN TOUCH

Lots of our customers felt that we take the time to be connected with all those who know Brett and that we employ very good people. It's important that we really listen to our customers and understand what they want by putting ourselves in their shoes. We want to be closer to our employees, our customers and all of the people who come into contact with Brett.

Introduction to the QHEST System



Being “in touch” and getting closer to our employees, customers and all of the people who come into contact with Brett means that we need to stay in touch with all regulatory and non regulatory requirements applicable to the operations undertaken by the Brett Group. Requirements include environment, planning, licensing and occupational health & safety of employees, contractors, visitors and local communities.

We are sincere about these issues and serious about our responsibilities. All our people are trained to understand our policies and to put them into practice every day.

QHEST SYSTEM

The senior leaders of the Brett Group take accountability for the effectiveness of the QHEST Management System ensuring that it is suitably implemented, maintained and improved in line with business needs, legislation and following periodic system review. The QHEST System provides a tool for our people to understand and to follow in order to comply with the requirements for product quality, health and safety and environmental concerns.

Brett employees have designed the system to ensure that the procedures work in practice and state what we do. These are not aspirations; these are the way in which we undertake our business.

QHEST DOCUMENTATION

The QHEST system uses a common hierarchy of documents

Policies

A suite of Brett Group Policies comprising an overarching Leadership, Sustainability and Responsible Sourcing Policy supported by specific policies which form the general statement of intent towards managing:

- Safety, Health and Environment
- Quality
- Ethical issues
- Energy, Water, Waste & Resource Management
- Transport
- Employee Training & Competence
- Community Liaison, Consultation & Complaints

This suite of policies have been written by Brett Group Board members and authorised by the Group Chairman. The Policies are reviewed annually.

Procedures

These detail how to go about a particular task. Health, safety, environment and production related requirements have been included as necessary and statutory and non-statutory requirements are included where relevant. By working to the QHEST procedures the main requirements both statutory and non-statutory can be met. QHEST procedures have been written to reflect legal requirements as a minimum.

Work Instructions

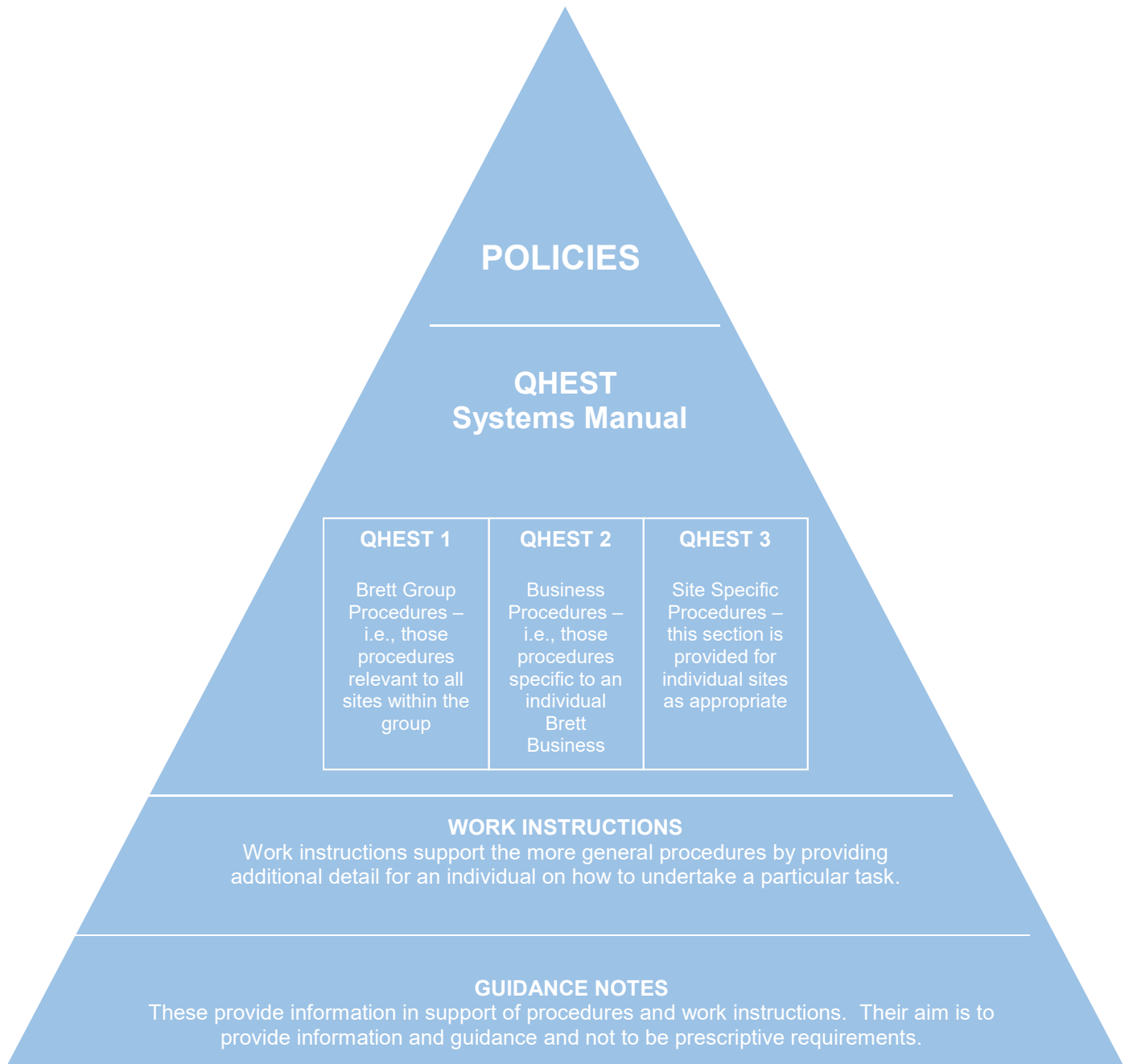
Work instructions support the more general procedures by providing additional detail for an individual on how to undertake a particular task.

Introduction to the QHEST System



Guidance Notes

These provide information in support of procedures and work instructions. Their aim is to provide information and guidance and not to be prescriptive requirements.



QHEST MANUAL

The manual itself is divided into 5 sections;

Introduction to the QHEST System



INTRODUCTION	Contains introduction to the system and Group Policies
QHEST 1	Contains Brett Group Procedures – i.e., those procedures relevant to all sites within the group
QHEST 2	Business Procedures – i.e., those procedures specific to an individual Brett Business
QHEST 3	Site Specific Procedures – this section is provided for individual site or department managers to add in procedures specific to the scope and operation of their site or department function or business activities
QHEST 4	Guidance Notes – provide additional and supporting information for QHEST Procedures

The system has been developed to meet the requirements of the following internationally recognised standards:

- BS EN ISO 14001:2015, Environmental management systems. Requirements with Guidance for use
- BS EN ISO 9001:2015, Quality management systems - Requirements
- OHSAS 18001:2007, Occupational health and safety management systems – Specification
- QSRMC Quality and Product Conformity Regulations 2003 (EN 206-1)
- BES 6001 Responsible Sourcing of Construction Products

A programme of audits is produced to ensure that the system is being operated correctly and to ensure that the system is effective in its implementation.

Where an individual Brett business deems there is benefit in holding certification to a specific or all the above standards the system is audited by an accredited external body to confirm conformance. If conformance to the standards is demonstrated the site is certified to the relevant standard.

External surveillance audits by a third party accredited body, and registration to the internationally recognised standards helps us to demonstrate to our stakeholders the continued commitment to the management of quality, health & safety and environmental issues and the Brett Group’s commitment to continually improving its performance in these areas.

Interaction of Processes

The Brett Group has adopted the international methodology known as Plan-Do-Check-Act (PDCA).

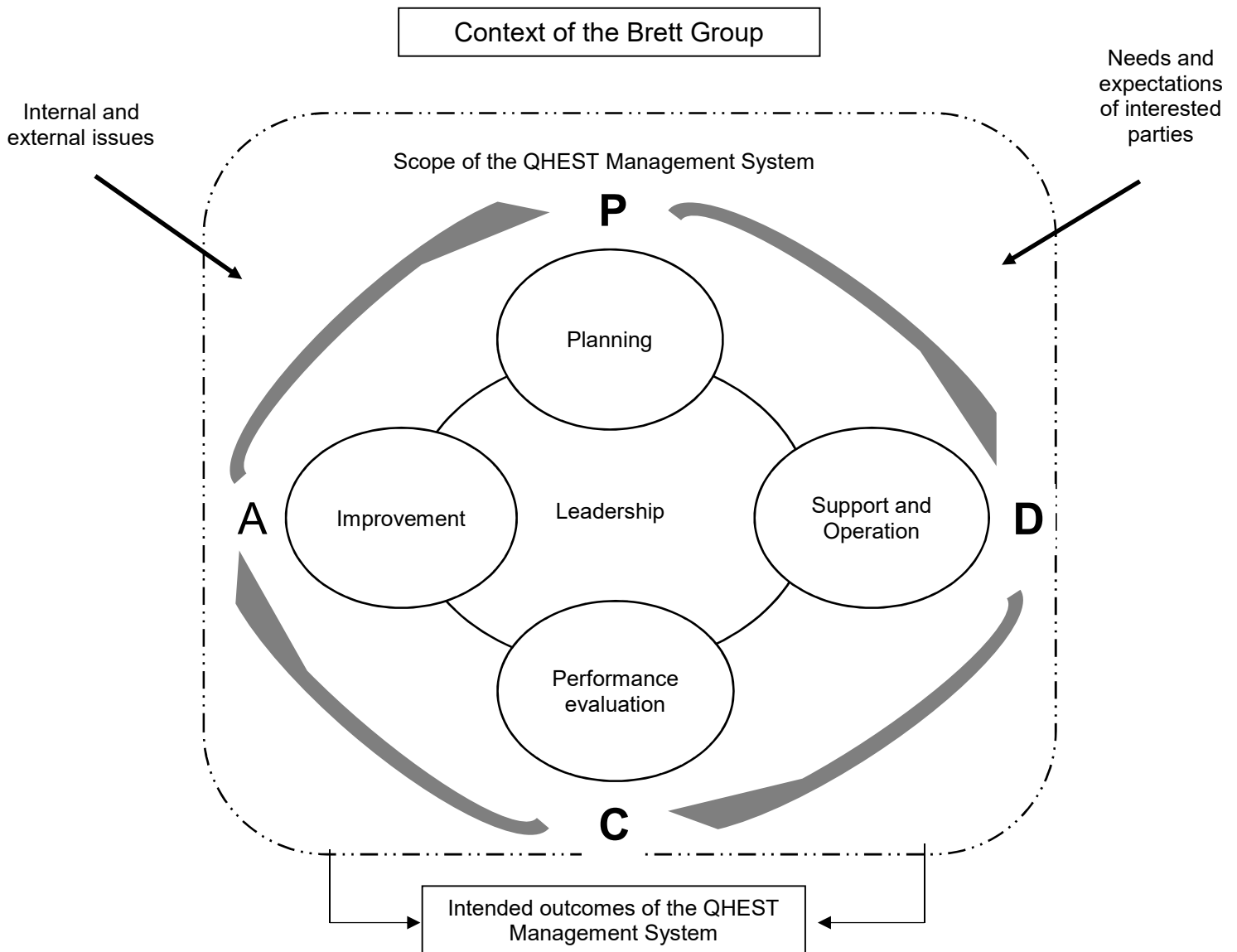
Plan	Establish the objectives and processes necessary to deliver results in accordance with the Brett Policies
Do	Implement the processes

Introduction to the QHEST System



Check	Monitor and measure processes against the Brett Policies, objectives, targets, legal and other requirements and report the results
Act	Take actions to continually improve performance of the QHEST Management System

The following diagram details how this Plan-Do-Check-Act methodology is utilised in practice:



	QHEST Section	Reference
Acceptance Criteria	2 (BA)	BA40b
Acceptance of Bi-Annually Approved Waste at Recycling Sites	2 (BA)	BA40 WI08
Acceptance of Non Pre-Approved Loads(i.e. at the gate) at Recycling Sites	2 (BA)	BA40 WI04
Acceptance of Pre-Approved Loads at Landfill, Recovery & Recycling Sites	2 (BA)	BA40 WI02
Accident, Incident and Complaint, Reporting and Investigation of	1	BG5.2
Admixture, Delivery and Storage of	2 (BLBP)	BLBP1.3
Aggregate Blending for Brett Aggregate Sites	2 (BA)	BA30
Aggregate Non-conformance	2 (BA)	BA28
Aggregate Sources, Notification of a Change in	2 (BA)	BA34
Aggregate, Delivery and Storage of	2 (BLBP)	BLBP1.2
Aggregate, Storage of	2(GP)	JSY13
Allocated Waste Acceptance Roles and Responsibilities in BAL	2 (BA)	BA40a
Analysis Request Form	2 (BA)	BA40h
Appraisal Form Excavations	2 (BA)	BA1 WI01a
Appraisal Form Lakes and Lagoons	2 (BA)	BA1 WI01c
Appraisal Form Solid Tips and Stock Piles	2 (BA)	BA1 WI01b
Approved Job List Covering (insert sites area EXAMPLE)	2 (BA)	BA40j
Asbestos on Site, Management of	1	BG1.11
Audit Actions, Procedure for Submitting Completed	1	BG6.4
Audit Checklist	1	BG6.1b
Audit Memo template	1	BG6.1d
Audit Report, QHEST	1	BG6.1a
Auditing,A225 Guidelines for	4	GN52
Authorisations List, Site Specific	1	BG1.2a
Bagged Aggregates	2 (BLBP)	BLBP2.43
Barrow Bagged Aggregates Pre-Start up checks	2 (BLBP)	BW2.43 WI01
Barrow Site Process	2 (BLBP)	BW2.0
Batching and Mixing Material	2 (BLBP)	BLBP2.1
Batching and Mixing Material Pre-start up Checks	2 (BLBP)	BLBP2.1 WI01
Batteries, Charging	1	BG3.24
Blast Design	2(GP)	JSY10 WI04
Blasting	2(GP)	JSY10 WI05
BLBP Business Management System Process Flow	2 (BLBP)	BLBP2.0
Block and Fittings Machine, Running the	2 (BLBP)	BLBP2.2
Block Machine Pre-start Checks	2 (BLBP)	BW2.2 WI01
Block Machine Pre-start Checks	2 (BLBP)	PL2.2 WI01
Block Making and Lintel Production, Batching and Mixing Material for use in	2(GP)	JSY24
Block Making Machine, Operating the	2(GP)	JSY26
Block Strength Test	2(GP)	JSY28
Block Strength Test Sheet	2 (BLBP)	BLBP2.18a
Blocks, Lintels and Packs using a FLT, Storage and Handling of	2(GP)	JSY30
Blue-Green Algae, Warning Sign Template	4	GN55a
Brett Safe Form available form SHE Dept.	1	BG1.3c
Bribery and Corruption Risk Assessment	2(BAL)	BA46
Bund Size Calculator	1	BG3.4b
Calcining Aggregates	2 (BLBP)	STU2.1
Calcining Pre-start up Checks	2 (BLBP)	STU2.1 WI01
Calibration	2 (BLBP)	BLBP2.21
Calibration of Weighing and Measuring Equipment	2(GP)	JSY03
Calibration Record Spread Sheet (available electronically)	2 (BLBP)	BLBP2.21c
Calibration, Instrument and Equipment	1	BG4.3
CAPEX SHEQ Considerations checklist	1	BG1.9b
CAQ (Collect at Quarry) Plant, Operation of a	2(GP)	JSY23
Cat C material non-conformity, Action in the event of a	2 (BA)	BA28 WI01
CCTV Selection and Management	4	GN44
CDM - Construction Phase Health, Safety and Environment Plan	1	BG1.10b

CDM - Construction Phase Plan for Minor Projects	1	BG1.10c
CDM - Health, Safety and Environment Pre-Construction Information Template	1	BG1.10a
CDM Work, Control of	1	BG1.10
Cementitious Materials/Bulk Powders, delivery and Storage of	2 (BLBP)	BLBP1.1
Cleaning of the Block Plant Hopper	2(GP)	JSY37
Clearance Slow-moving Obsolete Deleted and Quarantine Warehouse Management	2 (BLBP)	BLBP2.36
Clearing Blockage at Plant	2(GP)	JSY22 WI04
Clearing Blockage on Site	2(GP)	JSY22 WI03
Cliffe Block Machine Pre-start Checks	2 (BLBP)	CF2.2 WI01
Cliffe Process Control	2 (BLBP)	CF2.1
Cliffe Site Key Processes	2 (BLBP)	CF2.0
Colour Pigments for use in the Block Making Process, Delivery and Storage of	2(GP)	JSY25
Colour Pigments, Delivery and Storage of	2 (BLBP)	BLBP1.4
Communication and Consultation	1	BG2.3
Communications - SHE Strategy Group (suggested agenda)	1	BG2.3 WI03
Communications Forum (suggested agenda)	1	BG2.3 WI01
Communications/Committee - SHEQ Meetings site based (suggested agenda)	1	BG2.3 WI02
Community Liaison, Consultation and Complaints Policy	Introduction	
Complaint form (generated electronically from Crystal Reports Complaints System)	2 (BLBP)	BLBP2.22c
Complaint Procedure - Commercial Credit Consideration form	2 (BA)	BA22a
Complaint Procedure, Brett Aggregates	2 (BA)	BA22
Complaints Sample Record	2 (BLBP)	BLBP2.22a
Complaints, Customer	2 (BLBP)	BLBP2.22
Concrete Mobile Pump Pre-site Delivery Questionnaire	2(GP)	JSY20a
Concrete Pump - Returning Concrete to Ready-Mix Truck Through Pump	2(GP)	JSY21
Concrete Pump Blockages, Clearing	2(GP)	JSY22
Concrete Pump Pipeline or Hopper, Checking for Wear on a	2(GP)	JSY22 WI02
Concrete Pump Pipeline or Hopper, Locating a Blockage on a	2(GP)	JSY22 WI01
Concrete, Batching of	2(GP)	JSY15
Concrete, Loading, Inspection and Delivery of	2(GP)	JSY16
Confined Space	1	BG3.49
Confined Space Working	4	GN70
Confined Spaces, Categorisation of	4	GN71
Confined Spaces, Register of	1	BG3.49a
Construction and Engineering, Management of	1	BG1.8
Construction Phase SHE Plan template	2(GP)	JSY38b
Construction Phase SHE Plan Template for Small Projects	2(GP)	JSY38c
Contents, QHEST Introduction	Introduction	
Continual Personal Development Record form	1	BG2.2c
Contractors - Checking and Recording that Contractors have Received the Brett Induction	1	BG3.46 WI04
Contractors - SHE Induction Record	1	BG3.46b
Contractors Induction records (Granite Products)	1(GP)	JSY01b
Contractors and Visitors, Control of	2(GP)	JSY01
Contractors Inductions, Guidelines for	4	GN16
Contractors Inspection Form	1	BG3.46a
Contractors, Adding New Contractors to Avetta Approved Scheme	1	BG3.46 WI02
Contractors, Authorisation of Non Avetta Approved Contractors	1	BG3.46 WI03
Contractors, Authorising	4	GN14
Contractors, Checking, Searching for Brett Preferred or Avetta Approved Contractors	1	BG3.46 WI01
Contractors, Control of Contractors	1	BG3.46
Contractors, Mobile plant Checks	2	BG3.46c
Control of Construction Work	2(GP)	JSY38
Controlled Documents List, Site Specific	1	BG2.4b
Controlling the spread of COVID 19	2	BG3.51
Corrective Action Request Form	1	BG6.2a
COSHH - Hazardous Substance Risk Assessment	1	BG1.4
COSHH - Hazardous Substance Risk Assessment (COSHH) Assessment form	1	BG1.4a
Creation and Maintenance of Stockpiles	2 (BA)	BA5

Crisis Management, Guidance for	4	GN56
Curing Process	2 (BLBP)	BLBP2.3
Curing Process	2(GP)	JSY27
Curing Process	2 (BLBP)	PK2.3
Customer Contact Enquiries/Orders/Feedback	2 (BA)	BA29
Customer Declaration Form	2 (BA)	BA40g
Customer Enquiries	2 (BA)	BA29 WI02
Customer Satisfaction Surveys	2 (BLBP)	BLBP2.23
Customers and Deliveries and Operation of the Weighbridge, Control of	2(GP)	JSY02
Cutting Equipment, Guidelines for Use of Gas Welding	4	GN31
Debrillator - Automated External Defibrillator Risk Matrix form	1	BG5.1c
Demolition/Deconstruction, Control of	4	GN40
Design and Development Planning	2 (BAL)	BA44
Design and Operation of a Quarry	2 (BA)	BA1
Design Process	2 (BLBP)	BLBP 5.0
Design Process	2 (BLBP)	BLBP5.0
Discharge Procedure - Wharves	2 (BA)	BA6
Diving Contractor, Guidelines for Selecting a	4	GN32
Document Control	1	BG2.4
Document Control, Document of change form	1	BG2.4c
Driving Abroad, Guidelines for	4	GN33
Driving, Business	1	BG3.32
Driving, Business	4	GN17
Drone Procedure	1	BG3.50
Drugs and Alcohol Testing, Guidelines for	4	GN28
Dry Side Check Sheet - Electronic Spreadsheets in Technical Department Folders	2 (BLBP)	BLBP2.2d
DSEAR (Dangerous Substance and Explosives Atmospheres)	1	BG3.45
DSEAR (Dangerous Substance and Explosives Atmospheres) Guidance Note	4	GN65
Duty of Care Audits	2 (BA)	BA41
Duty of Care Checks	2 (BA)	BA41a
Eye Care - UVEX Prescription Safety Glasses Information	4	GN19a
Electrical Equipment, Inspection, Testing and maintenance of	1	BG3.19
Electrical Equipment, Use of Fixed, Fixed Electrical Installations and Portable Electrical Equipment	1	BG3.42
Electricity, Working with	4	GN21
Emergency Drill Record	1	BG5.1a
Emergency Preparedness and Response	1	BG5.1
Emergency Stops /Cords Inspection form	1	BG5.1b
Employee Training and Competency Policy	Introduction	
End of Shift Shutdown Procedure	2 (BLBP)	BLBP 2.27
Energy, Water, Waste and Resource Management Policy	Introduction	
Environmental Protest - dealing with	4	GN46
Environmental, Responsible Sourcing and Sustainability Management Review meeting (suggested agenda)	1	BG6.3 WI03
Ethical Policy	Introduction	
Example Non Compliant Waste Letter	2 (BA)	BA40i
Example Quote Letter	2 (BA)	BA40e
Excavation / Trench, Work In An	1	BG3.22
Excavations, Inspection Sheet	2(GP)	JSY11a
Expectant Mothers, Guidelines for	4	GN37
Explosives, Conveyance of	2(GP)	JSY10 WI02
Explosives, Ordering of	2(GP)	JSY10 WI01
Explosives, Receipt/Issue of	2(GP)	JSY10 WI03
Eye Wear - Guidelines for Prescription Eye Wear	4	GN19
Fabricated Structural Steelwork, and CE Marking	4	GN66
Fire and Explosion Management	1	BG1.15
Fire Safety Risk Assessment Proforma	1	BG1.15a
Fittings Depallet Record form	2 (BLBP)	BLBP2.2h
Fittings Inspection Record form	2 (BLBP)	BLBP2.2f

Fittings Production Record form	2 (BLBP)	BLBP2.2g
Forms, QHEST	1	BG2.5a
Forms, Site Specific	1	BG2.5b
Fuel and Oil Storage	1	BG3.4
Gas Oil Deliveries, Control of	1	BG3.3
Gas Oil or Diesel for Use on Site, delivery and Storage of	2 (BLBP)	BLBP1.5
Gas Welding / Cutting Equipment, Guidelines for Use of	4	GN31
General Arrangements for the Conveyance, Storage and use of Explosives	2(GP)	JSY10
Generators, use of	1	BG3.43
Geotechnical Appraisal, Guidelines for	4	GN38
Geotechnical Assessment, Appraisal and Inspection	2 (BA)	BA1 WI01
Geotechnical Assessment, Guidelines for	4	GN23
Geotechnical Inspections, Guidelines for Undertaking	4	GN24
GIRF, Group Incident Report Form	1	BG5.2a
Granite, Extraction of	2(GP)	JSY11
Granite, Processing of	2(GP)	JSY12
Group Incident Report Form	1	BG5.2a
Guidance Note on the Description of the Symbols Used in Process Flow Procedures at BLBP	2 (BLBP)	BLBP GN1.0
Guidelines for Gathering Measuring Up Equipment	4	GN60
Hand Arm Vibration Syndrome (HAVS) - Example of completed Hand Arm Vibration Register/Exposure Calculator form	1	BG3.40a
Hand Arm Vibration Syndrome (HAVS) - Symptoms and Assessment	4	GN57
Hand Arm Vibration, Control of	1	BG3.40
Hand-Arm Vibration Register, Occupational Health	1	BG4.4b
Hazardous Substance Risk Assessment (COSHH)	1	BG1.4
Hazardous Substance Risk Assessment (COSHH) Assessment form	1	BG1.4a
Health, Occupational	1	BG4.4
Height, Working at	1	BG3.23
Hot Work	4	GN8
Housekeeping Litter, Pest and Vermin Control	1	BG3.8
Hydraulic Paving	2 (BLBP)	BW2.29
Hydraulic Paving Dryside Check Sheet and Instruction	2 (BLBP)	BW2.29c
Hydraulic Paving Pre-start up Checks	2 (BLBP)	BW2.29 WI01
Hydraulically Bound Material Plant, Operation of	2 (BA)	BA37
Hygiene, Occupational	1	BG4.5
IBAA, Procedure for the Handling and Sale of, and Products Containing IBAA	2 (BA)	BA38
Imported Materials for Concrete Plant, Delivery and Storage of	2(GP)	JSY14
Improvement Opportunity, Business	2 (BA)	BA25
Improvement Plan	1	BG1.5
Improvement Plan Form, Site	1	BG1.5a
Improving Customer Satisfaction	2 (BA)	BA29 WI01
Incident investigation report	4	BG5.2C
Index, QHEST	Introduction	
Inductions, Checking that Contractors have received the Brett Induction	1	BG3.46 WI05
Inductions, Guidelines for Contractors	4	GN16
Injury Absence - Management of	1	BG5.4
Inspection and maintenance of rail wagons, isolating the line	2	BA8 WI02
Inspection and Test	2 (BLBP)	BLBP2.7
Inspection Blockplant and KVM Plant	2(GP)	JSY26a
Inspection Collect at Quarry form	2(GP)	JSY23a
Inspection Sheet Metzco Processing Plant	2(GP)	JSY12a
Inspection, Monitoring and	1	BG4.1
Interlock Key Exchange Systems Replacement Parts / Keys, Control of	2 (BLBP)	BLBP 2.38
Interlock Key Exchange Systems Replacement Parts / Keys, Record form	2 (BLBP)	BLBP 2.38a
Introduction to the Brett Group Management System	Introduction	
Investigation and Reporting, Injury/Incident	4	GN4
Isolation and Lock-off	2 (BLBP)	BLBP2.37
Isolation Log	1	BG3.15a

Isolation of Plant	1	BG3.15
Jump Starting equipment	1	BG3.25
Lakes and Lagoons, Appraisal form for	2 (BA)	BA1 WI01c
Land Survey Standard Procedure	1	BG3.44
Landfill, Work Instruction for Discharging Vehicle at the	2 (BA)	BA12 WI01
Landfill/Recovery (Permanent Waste Deposits) Facilities, Control and Operation of	2 (BA)	BA12
Legal Compliance and Other Regulatory Requirements, Identification, Communication and Evaluation of	1	BG1.2
Legionella, Control the Risks Of	1	BG3.30
Licence and Permit Applications, Control and Management of	1	BG1.7
Lifting Operations	4	GN9
Lintel Production	2(GP)	JSY29
Load Rejection and Dealing with Non-Compliant Waste	2 (BA)	BA40 WI07
Load Rejection Form	2 (BA)	BA40f
Loading and Unloading Containers Using a Ramp	2 (BLBP)	BLBP3.4
Loading of Vehicle - Shovel, Work Instruction for	2 (BA)	BA7 WI01
Loading of Vehicles	2 (BLBP)	BLBP3.2
Locking Off, Guideline for	4	GN25
Lone Working	1	BG3.16
Lone Working	2(GP)	JSY33
Maintenance and Calibration, Concrete Plant	2(GP)	JSY17
Maintenance, Plant and Equipment	1	BG4.2
Malicious Calls - dealing with	4	GN45
Management of Wastes Arising on Site	1	BG3.28
Management Review	1	BG6.3
Management Review meeting (Quality) (suggested agenda)	1	BG6.3 WI02
Management Review meeting (suggested agenda)	1	BG6.3 WI01
Management Review meeting Environmental, Responsible Sourcing and Sustainability) (suggested agenda)	1	BG6.3 WI03
Manual Handling, Control of	4	GN10
Material Blend Record	2 (BA)	BA30a
MCERTS - Guidelines for	4	GN51
Measuring Up	1	BG4.6
Measuring Up - Instructions for completing and returning the monthly Measuring Up data	1	BG4.6 WI01
Merchant Sales Process	2 (BLBP)	BLBP 2.34
Mineral Extraction	2 (BA)	BA3
Mineral Processing	2 (BA)	BA4
Mining Waste Directive, Complying with	4	GN63
Missfire	2(GP)	JSY10 WI06
Mix Design - Electronic Spreadsheets in Technical Department Folders	2 (BLBP)	BLBP2.2b
Mix Design Authorisation and Change	2 (BLBP)	BLBP2.9
Mobile Elevated Work Platform	1	BG3.41
Mobile Plant Tyre Inflation	1	BG3.27
Monitoring and Inspection	1	BG4.1
Monitoring and Sampling, Groundwater	2 (GP)	JSY35
Monitoring and Sampling, Surface water	2 (GP)	JSY36
Mothballed Sites	1	BG3.37
Munitions Discovery	2 (BA)	BA23
Natural Stone Delivery Inspection Sheet	2 (BLBP)	BLBP3.4b
Near Miss Reporting, Guidelines for	4	GN22
Near Miss Reporting, Procedure for	1	BG5.3
Needlesticks and Syringes	4	GN11
Night Worker Register, Occupational Health,	1	BG4.4c
Noise Control	1	BG3.14
Non-conformance Log	2(GP)	JSY32a
Non-Conformance Log Spreadsheet (available electronically)	2 (BLBP)	BLBP2.20a
Non-Conformance Report	2 (BLBP)	BLBP2.20b
Non-conformance Report	2(GP)	JSY32b

Non-conformance, Aggregate	2 (BA)	BA28
Non-conformance, Corrective and Preventive Action	1	BG6.2
Non-conforming Product or Process, Control of	2(GP)	JSY32
Non-Conforming Product or Process, Control of	2 (BLBP)	BLBP2.20
Non-conformity, Action in the event of a visual material	2 (BA)	BA28 WI02
Obsolete, Deleted, Clearance, Slow-moving and Quarantine Warehouse Management	2 (BLBP)	BLBP2.36
Occupational Health	1	BG4.4
Occupational Health, Hand-Arm Vibration Register	1	BG4.4b
Occupational Health, In-Service Health Screening Schedule	1	BG4.4a
Occupational Health, Night Worker Register	1	BG4.4c
Oil storage Tanks, Inspection Checklist	1	BG6.1e
Oil Storage, Guidelines for	4	GN29
Oil, Bund Size Calculator	1	BG3.4b
Operation of Concrete Pump	2(GP)	JSY20
Packaging	2 (BLBP)	BLBP2.4
Permission to Proceed and Permit to Work Register	1	BG3.1a
Permission to Proceed or Permit to Work Issuer Authorisation	1	BG3.1b
Permit to Work - Confined Spaces	1	BG3.1 WI01
Permit to Work - Digging and Excavation	1	BG3.1 WI02
Permit to Work - High Voltage and Complex Electrical	1	BG3.1 WI03
Permit to Work - Hot Work	1	BG3.1 WI04
Permit to Work - Significant Lift	1	BG3.1 WI06
Permit to Work - Working at Height	1	BG3.1 WI05
Permit to Work and Permission to Proceed	1	BG3.1
Planning and Transfers	2 (BLBP)	BLBP 2.35
Planning Applications, Control and Management of	1	BG1.6
Plant and Equipment Maintenance	1	BG4.2
Pocklington Site Key Processes	2 (BLBP)	PK2.0
Poole Site Key Processes	2 (BLBP)	PL2.0
Postal Bomb Threats - dealing with	4	GN47
Power Lines, Working Near	1	BG3.33
PPE, Personal Protective Equipment Standards	2 (BAL)	BA43
PPE, Personal Protective Equipment Standards	2 (BLBP)	BLBP4.0
PPE, Personal Protective Equipment, Control of	1	BG3.17
PPE, Personal Protective Equipment, Control of (Form)	1	BG3.17a
Pre-Approval of Customer Waste Enquiries	2 (BA)	BA40 WI01
Pre-construction Information form	2(GP)	JSY38a
Procedures List, Group	1	
Procedures List, Site-Specific	1	BG2.4a
Product Change Request Form	2 (BLBP)	BLBP2.9d
Product Release and Quarantine	2 (BLBP)	BLBP2.24
Production Plan (Site specific) - Electronic Spreadsheet issued weekly by Production Planning Department	2 (BLBP)	BLBP2.2a
Propping of Tipper Bodies	1	BG3.31
Purchasing and Control of Suppliers	2 (BLBP)	BLBP2.25
Purchasing at Granite Products, Control of	2(GP)	JSY04
Purchasing, Control of	1	BG1.9
QHEST Audit Notes	1	BG6.1f
QHEST Audit Procedure	1	BG6.1
QHEST Audit Programme 2015 - 2016 (Available from SHE Dept./Group Intranet)	1	BG6.1c
Quality Management Review meeting (suggested agenda)	1	BG6.3 WI02
Quality Policy	Introduction	
Quarantine Procedure	2(GP)	JSY31
Quarries Regulation Management Structure Requirements, Compliance with	2 (BA)	BA26
Radial Conveyors, Moving of	1	BG3.20
Radon Gas, Monitoring and Mitigation of	2(GP)	JSY39
Railway Workings at the End of the Line, Work Instruction for	2 (BA)	BA8 WI01
Railworkings Loading Procedure	2 (BA)	BA8
Random Sampling Plan - Electronic Spreadsheets in Technical Department Folders	2 (BLBP)	BLBP2.2e

Records and Records Management	1	BG2.5
Recycling Facility, Operation of Brett	2 (BA)	BA15
Refuelling of Plant / Vehicles On Site	1	BG3.5
Register of Legislation	4	
Remote Working / Working Alone, Control of	2 (BLBP)	BLBP 2.26
Reporting and Investigation of Accident, Incident and Complaint	1	BG5.2
Requirements for the Design, Drilling and Charging of Primary Blast Holes	4	GN61
Responding to Non-Compliant Test Data	2 (BA)	BA40 WI06
Restoration and Aftercare	4	GN18
RCS Dust Exposure	5	BG4.4 WI01
Risk Assessment (Form) also available electronically from SHE Dept., SHE	1	BG1.3a
Risk Assessment Form, Task Based	1	BG1.3b
Risk Assessment, QHEST	1	BG1.3
Risk Register - Significant Health and Safety	1	BG1.3d
River Freight Supply via Barge Procedure - (BAL Cliffe to Capital Concrete Silvertown Concrete Plant)	2 (BA)	BA50
Rules for Site Vehicles and Mobile Plant	1	BG3.18
Running Trief and Kassel Wet Cast	2 (BLBP)	BW2.31
Safe Systems of Work, Guidelines for Documenting a	4	GN68
Safety, Health and Environment Policy (Health and Safety Targets), Brett Group	Introduction	
Sales order processing – Clearance	2 (BLBP)	BLBP 2.33
Sales order processing – Tenders, Quotes and Made-to-Order	2 (BLBP)	BLBP 2.32
Sampling and Testing of Wastes	4	GN36
Safety Glasses Information form - Eye Care - UVEX Prescription	4	GN19a
Scope and Defining the Processes Applicable to the QHEST System, Setting	1	BG1.1
Scope of the QHEST System	1	BG1.1a
Screening Schedule, In-Service Health	1	BG4.4a
Secondary Processing	2 (BLBP)	BLBP2.5
Security (Design into Buildings and Plant)	1	BG1.13
Security Brett Site	1	BG3.34
Service Department Staff, Control of	1	BG3.38 WI01
Services, Buried (Location and Identification)	1	BG3.48
SHE Competency, Guidance for undertaking	4	GN54
SHE Competency, Matrix (available from Group SHE/Group Intranet)	1	BG2.2d
Site Inspection checklist Inc. lagoons	2 (BA)	BA1i
Site Restoration and Aftercare, Management of	2(GP)	JSY09
Site Safety Rules	1	BG3.18c
Site Visit	2 (BA)	BA40d
Site Visits by Non-operational Personnel and Any Accompanying Guests	2 (BLBP)	BLBP 2.28
Site Water, Effluent and Discharges, Management and Monitoring of	2(GP)	JSY07
Soils Treatment Facility - Wastes Acceptable at Hithermoor	4	GN67
Soils Treatment Facility - Management and Monitoring of the Carbon Pod at the Hithermoor - temporarily withdrawn	2 (BA)	BA42 WI04
Soils Treatment Facility - Onward Transfer of Treated Materials and Wastes from Hithermoor - temporarily withdrawn	2 (BA)	BA42 WI05
Soils Treatment Facility - Receipt and Treatment of Waste at Hithermoor - temporarily withdrawn	2 (BA)	BA42 WI03
Soils Treatment Facility - Weighbridge procedure (Hithermoor) - temporarily withdrawn	2 (BA)	BA42 WI02
Soils Treatment Facility (STF) Operation of the Hithermoor Hazardous and Non-hazardous Waste - temporarily withdrawn	2 (BA)	BA42
Soils Treatment Facility Batch Overview form (Hithermoor)	2 (BA)	BA42f
Soils Treatment Facility Batch Record form (Hithermoor) - temporarily withdrawn	2 (BA)	BA42e
Soils Treatment Facility Daily Report form (Hithermoor) - temporarily withdrawn	2 (BA)	BA42c
Soils Treatment Facility Dealing with Customer Enquiries - Commercial flow (Hithermoor) - temporarily withdrawn	2 (BA)	BA42 WI01
Soils Treatment Facility Hithermoor - Containment Tiers	4	GN69
Soils Treatment Facility Job Record form (Hithermoor) - temporarily withdrawn	2 (BA)	BA42d

Soils Treatment Facility Quotation Template form (Hithermoor) - temporarily withdrawn	2 (BA)	BA42b
Soils Treatment Facility Waste Enquiry form (Hithermoor) - temporarily withdrawn	2 (BA)	BA42a
Stock counting	2 (BLBP)	BLBL 3.5
Storage of Blocks and Packs	2 (BLBP)	BLBP3.1
Structural Surveys, Guidelines for	4	GN30
Structure, Responsibility and Resources	1	BG2.1
Sturry Bagged Aggregates Pre-start up Checks	2 (BLBP)	STU2.43 WI01
Sturry Sales Order Processing - Merchant Sales	2 (BLBP)	STU2.3
Sturry Site Key Processes	2 (BLBP)	STU2.0
Summary of Waste Arisings on Site form	1	BG3.28a
Supplier Performance Evaluation	1	BG1.16
Supplier Performance Evaluation - Brett Aggregates	2	BA45
Supplier Performance Evaluation Questionnaire	1	BG1.16a
Supplier Request form (new supplier)	1	BG1.9a
Supplier Request form (new supplier) - Granite Products	2	JSY04a
Supply Aggregate Fill Product to Specification	2 (BA)	BA52
Sustainability and Responsible Sourcing Policy	Introduction	
Sustainability, Environmental, Responsible Sourcing Management Review meeting (suggested agenda)	1	BG6.3 WI03
Testing Log, Monthly PAK Marker	2 (BA)	BA40k
Tipper Bodies, Propping of	2(GP)	JSY06
Top Soil Manufacture at Recycling Facility, Acceptance of Waste	4	GN59
Towing and Recovery of Vehicles on Site	1	BG3.35
Towing and Recovery of Vehicles on Site, Guidance for	4	GN72
Traffic Management	4	GN20
Traffic Management	1	BG3.7
Training Course - Attendance Sheet	1	BG2.2e
Training Evaluation Form	1	BG2.2a
Training Request Form	1	BG2.2b
Training, Awareness and Competence	1	BG2.2
Transport Policy	Introduction	
Trief and Kassel Daily Checksheet	2 (BLBP)	BW2.31 a
Trief and Kassel Pre-Start up Checks	2 (BLBP)	BW2.31 WI01
Truck Mixer Drum Entry and Internal Cleaning	2(GP)	JSY18
Truck Mixer Drum External Cleaning	2(GP)	JSY19
Tyre Inflation, Mobile Plant	1	BG3.27
Unauthorised Individuals on site - guidance on dealing with	4	GN42
Vacant Property Security	4	GN43
Vehicle Check form, Drivers Daily	1	BG3.18b
Vehicle Washing, Guidelines for	4	GN64
Visibility Risk Assessment	1	BG3.39
Visibility Risk Assessment - Rigid Dumper	1	BG3.39h
Visibility Risk Assessment - Tractor and Bowser	1	BG3.39i
Visibility Risk Assessment - Articulated Vehicle	1	BG3.39f
Visibility Risk Assessment - Bulldozer	1	BG3.39c
Visibility Risk Assessment - Dumper	1	BG3.39b
Visibility Risk Assessment - Excavator	1	BG3.39a
Visibility Risk Assessment - Fork Lift Truck	1	BG3.39e
Visibility Risk Assessment - Loading Shovel/Landfill Compactor	1	BG3.39d
Visibility Risk Assessment - Rigid (8 Wheeler)	1	BG3.39g
Visitor Induction form	1	BG3.38a
Visitors, Control of	1	BG3.38
Wash System Operation and Cleaning	2(GP)	JSY34
Washing of Tipper	1	BG3.26
Waste - Acceptance of Wastes at Brett Aggregates Permitted Waste Facilities	4	GN35
Waste Acceptance at Permitted Landfill, Recovery and Recycling Sites Operated by Brett Aggregates Ltd	3 (BA)	BA40

Waste and the Duty of Care, Management of	4	GN62
Waste Arisings on Site, Management of	2(GP)	JSY08
Waste Arisings on Site, Summary of Management of	2(GP)	JSY08a
Waste Electrical and Electronic Equipment (WEEE)	4	GN41
Waste Enquiry form	2 (BA)	BA40c
Waste Enquiry form (Bi-annual) for Construction and Demolition Waste	2 (BA)	BA40I
Waste Sampling and Validation Testing	2 (BA)	BA40 WI05
Waste, Duty of Care Inspection form	2 (BA)	BA41a
Water Absorption Log Spreadsheet (available electronically)	2 (BLBP)	BLBP2.14a
Water and Silt Lagoons, Guidelines for the Management of	4	GN39
Water, Silt and Effluent Management on Site	2(BA)	BA9
Water, Working on, or Near	4	GN6
Wear Plates - Changing Wear Plates on a Loading Shovel Bucket	1	BG3.36
Weeds and Blue-Green Algae, Management of Non-Native Invasive	4	GN55
Weighbridge Procedures, Cash Sales	2 (BA)	BA7 WI02
Weighbridge, Operation of a	2 (BA)	BA7
Welfare Facilities, Provision of	1	BG1.12
Wet Cast Paving CMS1 and CSM2	2 (BLBP)	PK2.2
Wet Cast Paving Pre-start up Checks	2 (BLBP)	PK2.2 WI01
Wet Side Check Sheet - Electronic Spreadsheets in Technical Department Folders for Barrow and Cliffe, Electronic or Spreadsheet held in local drive at Poole	2 (BLBP)	BLBP2.2c
Wheel Cleaning Facilities	1	BG3.6
Whole Body Vibration	1	BG3.47
Work Station Assessment	4	GN3
Working Time Directive - Guidelines for complying with	4	GN50
Working with Electricity	4	GN21
Yard Monitoring and Inspection	2 (BLBP)	BLBP3.3

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