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# 1. Implementation

## 1.1. ENVIRONMENTAL TRAINING, AWARENESS AND COMPETENCE

**PURPOSE:** To ensure that all employees are trained, developed and/or qualified to undertake their duties and fulfil their responsibilities safely, efficiently and effectively and with due regard to the environment. Induction training for new staff, ongoing workplace training and any other internal and external training, as deemed necessary, are included.

<b>Responsibility:</b>	Site Manager
<b>Record:</b>	Form A Environmental Training Record Form B Environmental Training Checklist

### PROCEDURE:

#### Induction Training

1. All new employees, including those transferring from elsewhere in the Sewells Reservoir Construction Limited (SRC) company or returning to work after a break in employment, and temporary staff, shall receive induction training. The induction includes:
  - Introduction to Sewells Reservoir Construction Limited;
  - Introduction to the Site / department and its operations;
  - Quality, Environment and Health & Safety Policy/s and management systems;
  - The Employee's role as per the job description with particular consideration to;
  - any technical and operational responsibilities;
  - any quality, environmental and health & safety responsibilities; and
  - any specific requirements related to product or service provision;
2. The main hazards and control measures applicable to their place of work identified in accordance with the site specific risk assessment; and Emergency procedures.
3. The Environmental Training Record Form should be completed for the Employee and filed.
4. Induction training should take place in the first month of appointment to a role.

#### Ongoing Awareness and Competence Training

1. Training assessment needs to be carried out for all permanent staff when commencing a new role and thereafter at least annually. The review takes account of:
    - The skills and knowledge specified for the job;
    - Any specific operational or technical job responsibilities;
    - Any specific quality, health and safety and environmental job responsibilities; and
    - The employee's current level of competence/performance in respect of these areas. This will be recorded on the Training Checklist Form.
  2. Identified training is agreed, sourced, priced, scheduled and included in the budget wherever possible. Training can be sourced internally or externally.
  3. Refer to the Environmental Training Checklist to ensure all employees have received and continue to receive all the relevant training.
  4. After completion of any training the employees Environmental Training Record is updated. The completed course review form is retained along with any certificate issued.
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## Reference Documents/Notes

1. The Management of Health and Safety at Work Regulations 1999 require that the employers provide employees with adequate health and safety training both upon initial recruitment and when being assigned new duties or responsibilities, or when affected by changing methods of work or work equipment.

## 1.2. REGISTER OF LEGISLATION

**PURPOSE:** To ensure that all documents are updated in response to relevant and emerging legislation

<b>Responsibility:</b>	Site Manager
<b>Record:</b>	See Table Below

### PROCEDURE:

Legislation/code of practice	Applies to process	Hard copy location	Person responsible for compliance
The Environmental Permitting (England and Wales) Regulations 2016, SI 1154	All	<a href="http://www.legislation.gov.uk/ukdsi/2016/9780111150184/pdfs/ukdsi_9780111150184_en.pdf">http://www.legislation.gov.uk/ukdsi/2016/9780111150184/pdfs/ukdsi_9780111150184_en.pdf</a>	Technically Competent Manager
Groundwater Regulations 2009, SI 2902	All	<a href="http://www.legislation.gov.uk/uksi/2009/2902/part/2/made">http://www.legislation.gov.uk/uksi/2009/2902/part/2/made</a>	Technically Competent Manager
Water Resources Act, 1991, As amended	All	<a href="http://www.legislation.gov.uk/ukpga/1991/57/part/I/chapter/I">http://www.legislation.gov.uk/ukpga/1991/57/part/I/chapter/I</a>	Technically Competent Manager
Environmental Protection Act 1990	All	<a href="http://www.legislation.gov.uk/ukpga/1990/43/contents">http://www.legislation.gov.uk/ukpga/1990/43/contents</a>	Technically Competent Manager
Wildlife and Countryside Act 1981 As amended	All	<a href="http://www.legislation.gov.uk/uksi/2011/2015/contents/made">http://www.legislation.gov.uk/uksi/2011/2015/contents/made</a>	Technically Competent Manager
Air Quality Standards Regulations (Amendment) 2016	Dust Emissions	<a href="http://www.legislation.gov.uk/uksi/2016/1184/made">http://www.legislation.gov.uk/uksi/2016/1184/made</a>	Technically Competent Manager
Environmental Protection (Duty of Care) (England) (Amendment), Regulations 2003	All	<a href="http://www.legislation.gov.uk/uksi/2003/63/contents/made">http://www.legislation.gov.uk/uksi/2003/63/contents/made</a>	Technically Competent Manager
Control of Pollution (Oil Storage) (England) Regulations 2001, SI 2954	Oil Storage	<a href="http://www.legislation.gov.uk/uksi/2001/2954/contents/made">http://www.legislation.gov.uk/uksi/2001/2954/contents/made</a>	Technically Competent Manager

## 2. Operational Control

## 2.1. FLUIDS HANDLING PROTOCOL

**PURPOSE:** To ensure that all fuels and oils are stored, and used in a safe manner that minimises the risk of harm to human health or damage to the environment

<b>Responsibility:</b>	TCM/ site supervisor/ site operatives
<b>Related procedures:</b>	Procedure No. 2.10 Maintenance

### PROCEDURE:

#### Bulk storage of fuels and oils, including waste oil

1. All fuels and oils in bulk shall be kept in bunded storage.
2. The walls and floor of storage bunds must be impervious to oil.
3. Delivery lines shall be overhead or, if underground, sleeved.
4. Delivery nozzles shall be stored inside the bund and locked when not in use.
5. Bund drain valves, where fitted, shall be designed so that they can only be removed by key or hand held tool, except when emptying the bund under controlled conditions.
6. All bulk storage tanks shall be appropriately labelled with contents and maximum storage capacity.
7. Spill kits and spill trays shall be provided close to hand.
8. Fill point drip trays should be:
  - clean, free from water and other debris before each use;
  - large enough to hold all the oil that could be lost when the fill point shut off valve has been closed and the delivery hose is disconnected;
  - able to be moved without risk of spilling the oil;
  - checked after each delivery and if necessary safely emptied before being put away; and
  - kept somewhere safe where they cannot collect rain water when not in use.

#### Filling of bulk storage tanks

1. A member of site staff must supervise all tank filling operations.
2. Storage tank levels must be checked to gauge spare capacity before starting filling operations.
3. Check delivery hoses and hose connections for leaks.
4. Report spillages and leaks and clean them up promptly, disposing of waste correctly according to the requirements of prevailing regulation(s).

#### Storage and handling of drums

1. All drums and containers used for the storage of fuels and oils, including waste oil, shall be appropriately labelled and kept in designated areas identified on a site plan. This will include temporary storage areas.
  2. All drums or containers will be kept in bunded storage or on bund trays. This will include temporary storage.
  3. Where drum taps are fitted these should be secure. The tap should be positioned over a bund tray to collect drips and spillage.
  4. No drum shall be stored in the open without a drum cap fitted.
  5. Drums shall be secured when moving them about the site.
  6. Report spillages and leaks and clean them up promptly.
  7. Spill kits shall be provided.
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8. Drum storage areas shall be checked weekly for evidence of poor practice.

### **Refuelling operations**

1. The person refuelling the vehicle must be present throughout the entire refuelling operation.
2. Check vehicle fuel tank level before starting refuelling operations to gauge how much fuel is required.
3. Check delivery hose from the pump / tank to the nozzle for leaks.
4. All delivery nozzles shall be fitted with an automatic cut-out to prevent over-filling.
5. Ensure delivery nozzle is held upright when moving between storage tank and vehicle.
6. Operatives should be prepared to react to any gas oil splashing out whilst re-fuelling.
7. Fuel delivery nozzles shall be locked or similarly disabled when not in use.
8. Report spillages and leaks and clean them up promptly.

### **Procedure for emptying bunded areas**

1. Authority of site management is required before emptying a bund.
2. Details of bund emptying shall be recorded and maintained on site.
3. If the contents of the bund include floating oil, then all of the oil and water contained should be collected and disposed of through a licensed contractor.
4. The reason for bund contamination shall be investigated.

### **Fuel and oil spills**

1. Any spillage that cannot be cleaned up promptly with available inert materials must be reported to the site manager who will co-ordinate the response and investigate the cause.
  2. Spills to ground shall be absorbed and prevented from spreading by using absorbent materials such as sand, fines, absorbent mats, paper or cloth.
  3. Halt the movement of fuel or oil towards a watercourse by creating a barrier in front of it by sand bagging, deployment of absorbent boom or use of 3mm or finer dust.
  4. If oil enters a watercourse, prevent it spreading by deploying an absorbent boom.
  5. If spilt oil or fuel leaves the Site, the site manager must inform the EA (complete Form C: Accident, Incident Record).
  6. Contaminated materials from clean-up should be put in an appropriately labelled container and disposed of through a licensed contractor in line with regulatory requirements.
  7. A list of substances stored at the Site is presented overleaf.
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<b>List of Substances and Storage Facilities</b>			
<b>Material</b>	<b>Maximum Quantity</b>	<b>Type and size of storage</b>	<b>Type and size of Secondary Containment</b>

## 2.2. TRAFFIC MANAGEMENT

**PURPOSE:** To provide for the safe and efficient flow of traffic

<b>Responsibility:</b>	TCM/Supervisor/Weighbridge Operator/All
<b>Record:</b>	

**PROCEDURE:**

1. Only persons with a full current driving licence may operate vehicles on this Site.
  2. Only persons with current qualifications and experience may operate plant on this Site.
  3. Notices and signs will be strategically placed and used to communicate the traffic flow throughout the Site. Temporary changes are communicated to drivers at the weighbridge.
  4. Traffic flow through the Site has been designed to provide the safest route and least likely to cause nuisance or impact the environment, where possible.
  5. Pedestrian routes are communicated to visitors upon arrival.
  6. Vehicle parking for the workforce and visitors are provided away from the work area.
  7. All vehicles must comply with site specific rules and speed limits. Standard road signs are used, where appropriate.
  8. Loads must remain sheeted whilst the vehicle is moving.
  9. One-way systems are employed, where possible, reducing risk, especially in storage areas.
  10. People who direct vehicle movements (signallers) will be trained and authorised to do so.
  11. The driver of many types of mobile plant may have a restricted view in some directions. He/she may also be concentrating on his task and may not notice you even if you are visible.
  12. Never approach from behind any mobile plant or vehicle which might possibly move off in reverse.
  13. Never enter the slewing radius of any excavator, concrete crusher or similar slewing machine unless the driver has signalled you to do so. Remember, it is not just the bucket and boom that slews on an excavator. People have been seriously injured or killed when struck by the slewing body or counterweight.
  14. Always keep well clear of working loading shovels. They move rapidly and require great concentration from the driver on the task in hand. The operator may not notice you if you move into a dangerous area.
  15. Be prepared to take instructions from the site operatives.
  16. No personnel other than the loading shovel operator are permitted to ride in the loading shovel cab.
  17. No personnel should be carried on the outside of the loading shovel.
  18. Traffic management will be reviewed following any changes to site operations or neighbours in so far as to ensure the safe movement of traffic, which causes the least environmental impact and level of resource consumption.
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## 2.3. HOUSEKEEPING, LITTER, PEST AND VERMIN CONTROL

**PURPOSE:** To ensure good housekeeping and control of litter, pest and vermin at all operations

<b>Responsibility:</b>	TCM/Supervisor/All Site Operatives/All Site Operatives Reporting to TCM
<b>Record</b>	Procedure No. 2.10 Maintenance

### PROCEDURE:

#### Waste and Litter

1. Due to the nature of the wastes accepted at the Site, wind-blown litter and waste of the kind likely to attract vermin will not occur or is extremely unlikely to occur.
2. The Site and immediate surroundings are inspected regularly for the presence of litter and non-compliant wastes. Any litter or other non-compliant waste discovered is promptly removed.

#### Housekeeping

1. Site security measures (e.g. gates, fencing) are checked regularly for faults and maintenance. Upon discovery of a fault, the site manager is notified immediately and preparations for repair are made. Temporary repairs must be made by the end of the day so that the site is not left unsecured.

#### Pest Control

1. The nature of the waste facility means that attraction of vermin due to waste is very low to negligible. If any evidence is found to suggest a pest control issue, an appropriate specialist contractor will be called in to remove or eradicate the problem.
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## 2.4. SITE SECURITY

**PURPOSE:** The protection of equipment, facilities and particularly the personnel on sites and offices is an area of critical importance. This procedure defines a basic standard of security awareness and crime prevention strategy development

<b>Responsibility:</b>	Site Operatives/Site Manager/Weighbridge Operative/Weighbridge Supervisor/All
<b>Record</b>	Form C Accident / Incident Report Form

### PROCEDURE:

1. CCTV cameras are located at the site entrance from the public highway (Slough Lane) and within Martells Yard itself.
  2. The Site, Site office, and weighbridge are located within a fenced and gated compound at Martells Yard.
  3. The Site is accessed and secured by lockable gates. Outside operating hours, the site must be left secure with all gates locked. Lockable gates are located at the access point to Martells Yard from Slough Lane.
  4. The Site boundaries will also benefit from a purpose built 5m wall and vegetated bund to the north east and is enclosed by existing, mature perimeter trees and hedging in all directions. Boundaries will be kept well maintained to prevent and discourage access by livestock or the public.
  5. The site security will be checked weekly and strictly maintained with any breaches due to wear and tear or vandalism being made safe by the end of the working day and a full repair carried out within seven days of occurrence.
  6. The Site Office is manned during operational hours preventing unauthorised persons from entering.
  7. The Site Office is locked when not in use.
  8. When not in use and during out of work hours, keys to machines and vehicles are kept secure.
  9. In the unlikely event that a break in should occur, the Accident/Incident Report Form should be completed and the Accident Management Plan should be reassessed.
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## 2.5. ENVIRONMENTAL ACCIDENT, INCIDENT AND COMPLAINTS

**PURPOSE:** To ensure that all environmental accidents, incidents and complaints are promptly reported and investigated

<b>Responsibility:</b>	Site Operatives/Site Operatives reporting to TCM/ Site Manager.
<b>Record</b>	Form C Accident/ Incident Record Form D Complaints Record

### PROCEDURE:

#### Incidents and Accidents

1. Accidents and incidents are unplanned negative events. Included in the group definition are injuries, near misses, dangerous occurrences, spillages, complaints, material damage, pollution incidents and breach of site authorisations.
2. Any unsafe plant, equipment, substances, behaviour, working practices, procedure or situation that has the potential to cause accident, injury, damage or pollution is reported as soon as practicably possible.
3. On discovery of an accident or incident, the Site Manager must be informed.
4. Efforts should be made to reduce any impact of the accident or incident i.e. stop the substance being released and containing the spillage.
5. An Accident (and Incident) Report (Form C) will be completed and kept filed in the Site Office.
6. Following an accident/ incident a review of site procedures is undertaken to establish possible ways to prevent a similar accident from occurring.

#### Complaint

1. As soon as a complaint is received, inform the Site Manager.
  2. A Complaints Record shall be completed and as much detail as possible recorded.
  3. Measures should be taken to assess the issue and find possible mitigation methods.
  4. The record should be kept and if deemed necessary by the TCM, discussed with the Environment Agency on their next visit.
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## 2.6. KEY CONTACTS

**PURPOSE:** To ensure that, in the event of an accident, the correct people/organisations are notified; see below list of Key Contacts

SITE DETAILS		
Location: Martells Yard, Slough Lane, Ardleigh, Essex		
Postcode: CO7 7RU		
Site Access Grid Reference: TM 05111 28296		
SITE CONTACTS	Name	Contact No.(s)
Director:	Oliver Rees	01371 874212
Technically competent management:	Craig Chaplin	01371 874212
EMERGENCY SERVICES		Contact No.(s)
Emergency:		999
Police:		999
Fire:		999
REGULATORS		Contact No.(s)
Health and Safety Executive (HSE); Incident Contact Centre:		0345 300 9923
Local Authority; Norfolk County Council:		0344 800 8020
Environment Agency (EA) (General Enquires		03708 506 506
EA (24 hour emergency hotline):		08708 506506
Natural England head office		0300 060 3900
UTILITY / KEY SERVICES		Contact No.(s)
Water provider		
Sewerage undertaker:		
Gas supplier:		
Electricity supplier:		
Oil supplier:		
Fuel supplier:		
Chemical supplier:		
Oil spill contractor:		
Electrician:		
OTHER KEY CONTACTS	Name	Contact No.(s)
Head Office:	Lodge B Highwood Quarry, Little Canfield, Great Dunmow, Essex, CM6 1SL	
Adjacent landowners/Neighbors:		
Planning/ Environmental Consultants	PDE Consulting Limited	01284 764085 / 01743 361918

## 2.7. ODOUR

**PURPOSE:** To control odours on Site

<b>Responsibility:</b>	Weighbridge Supervisor
<b>Record</b>	Procedure No. 2.3 Housekeeping, litter, pest and vermin control. Procedure No. 2.6 Reporting and Investigation of Accident, Incident and Complaint. Form D Complaints Record.

### PROCEDURE:

1. The types of wastes to be stored and treated on site have a negligible potential to generate odours.
  2. Should contravening waste arrive at the Site, it will be removed from the Site as soon as possible.
  3. Good housekeeping methods are actively maintained on Site further reducing any risks of odour from the Site.
  4. In the event of a complaint of odour being received the Reporting and Investigation of Accident, Incident and Complaint procedure should be followed.
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## 2.8. MAINTENANCE

**PURPOSE:** To ensure that the Site is maintained in accordance with a structured and regular regime

<b>Responsibility:</b>	Site Manager
<b>Record</b>	Form E Maintenance Checklists

### PROCEDURE:

1. Routine maintenance of your site is essential to reduce the risk of leaks, spills and other incidents.
  2. Maintenance checks are to be carried out regularly on the Site.
  3. The maintenance checklists will need to be completed when scheduled. New 'Daily Maintenance Checklists' need to be printed on a weekly basis, 'Weekly Maintenance Checklists' need to be printed on a monthly basis and 'Monthly Maintenance Checklists' and 'Annual Maintenance Checklist' to be printed on a yearly basis.
  4. A record needs to be maintained of when the checks are due and tick off when they are done. This should be kept on file.
  5. All checklists should be kept in chronological order in the Site Office and they should be made available for inspection upon request.
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### **3. Emergency Provisions**

### 3.1. FIRE

**PURPOSE:** To inform of action necessary in the event of a fire

<b>Responsibility:</b>	Site Manager/Weighbridge Supervisor/ Site Operative/ALL
<b>Record</b>	Procedure No. 2.7 Key Contacts Form C Accident/ Incident Record

**PROCEDURE:**

**Fire detected in delivery vehicle**

1. In the extremely unlikely event that wastes on delivery vehicles are smoking or burning, they will not be unloaded on to the Site.
2. If smoking or burning material is discovered during the unloading process, it will be smothered with inert material.
3. Once the material is no longer burning/ smouldering, it shall be reloaded back into a sheeted HGV for removal from Site.
4. The Environment Agency and the TCM must be informed of the incident as soon as reasonably possible and record the details of the incident in the Site Diary and complete the appropriate Accident / Incident Report Form. All instances will require full accident investigation and review of the site procedures.

**Fire Detected in Offices**

1. Upon discovery raise the alarm to others by shouting "Fire" and/or activating any fire alarm system installed. Inform other site staff using the site radio system.
  2. If the fire is of minor nature, attempt to extinguish it with the fire fighting equipment provided. Do not place yourself in danger.
  3. If you cannot control the fire or you are in any doubt, then contact the emergency services by dialling 999.
  4. Evacuate the area taking the visitors book.
  5. Assemble at the Emergency Assembly Point (Car Park) until the fire is extinguished and the appointed fire warden has issued further instructions.
  6. Check that all persons are accounted for using the visitors' book. Any missing persons will be reported to the emergency services.
  7. Position a member of staff at the Site entrance to stop all oncoming traffic and direct the emergency services to the scene.
  8. The Environment Agency and the TCM must be informed of the incident as soon as reasonably possible and record the details of the incident in the Site Diary and complete the appropriate Accident / Incident Report Form. All instances will require full accident investigation and revision of the Accident Management Plan.
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### 3.2. FLOOD MANAGEMENT

**PURPOSE:** To ensure sufficient management is in place to deal with flooding on Site

<b>Responsibility:</b>	Site Manager/ TCM
<b>Record</b>	Procedure No. 2.7 Key Contacts

**PROCEDURE:**

1. Permitted waste types are inert and non hazardous only, so any waste washed off site will add to the volume of the local post-flood clean-up workload, rather than the hazard.
  2. Staff should regularly check the Environment Agency's Flood Warning Service.
  3. Staff should be trained on flood safety procedures and run through flood warning systems and evacuation routes regularly.
  4. Ensure that chemicals, oils and other substances under your responsibility are kept safe and do not have the potential to contaminate flood water.
  5. Know the location of cut-off points for gas, electricity and water.
  6. In the unlikely event of a flood contact Floodline, local authority and insurance company.
  7. In the event of a flood, move items in the Site Office (such as computers, staff files etc.) to a safer location and if possible – to an upper level of the office or Site.
  8. The Environment Agency flood warning codes are presented overleaf.
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### Flood Warning Codes:

	Status
	<p><b>Severe Flood Warning</b> Severe flooding. Danger to life.</p>
	<p><b>Flood Warning</b> Flooding is expected. Immediate action required</p>
	<p><b>Flood Alert</b> Flooding is possible. Be prepared.</p>
	<p><b>Warning no longer in force</b> Flood warnings and flood alerts that have been removed in the last 24 hours</p>

### 3.3. SPILL RESPONSE

**PURPOSE:** To put in place procedures in the event of a chemical, fuel or oil spillage

<b>Responsibility:</b>	Site Manager/Operative/All
<b>Record</b>	Procedure No. 2.7 Key Contacts Form C Accident/ Incident Record Site Plan

**PROCEDURE:**

1. On discovery of a spillage inform the Site Manager immediately.
2. Investigate where the spillage is coming from and try to prevent further spilling. Attempt to contain the spillage using sand, clay or other inert materials.
3. Spill kits will be located in or next to the Site Office and should be used to clean up the leak.
4. If it is a large spillage or has the potential to contaminate surface water or groundwater then contact the Environment Agency and provide them with information of the spillage. The incident should also be reported to the TCM.
5. An Accident / Incident Report Form C should be completed and filed.

### 3.4. UTILITY FAILURE

**PURPOSE:** To put in place procedures in the event of a failure in utility services including electricity and water

<b>Responsibility:</b>	Site Manager/Weighbridge Supervisor
<b>Record</b>	Procedure No. 2.7 Key Contacts

#### **PROCEDURE:**

##### **Electricity**

1. In the event of a failure in electrical supply, the trip switches should be reset to try and remediate the problem.
2. If the problem remains, the TCM must be notified and they or a person delegated by them should phone the electricity suppliers' emergency number (see Key Contacts) to inform them.
3. Acceptance of waste on the Site can continue if deemed safe by the site manager. Depending on the availability of a back-up generator, waste may have to be booked in manually.

##### **Water**

1. In the event that there is a failure in water supply the Site Manager must be notified. Visual dust monitoring will be increased as dust suppression may not be possible.
  2. The water supplier may have to be contacted via their emergency number, see Key Contacts.
  3. Operations should be able to continue as normal; there may be an issue with municipal use of water and if the problem with supply continues the responsible person should arrange for alternative sources of water supply e.g. water tanks.
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