Environmental Accident Management Plan

Chadwich Lane Quarry Ltd

Chadwich Lane Quarry,
Belbroughton,
Stourbridge,
DY9 9UX

Contents

Appendix A

1. Introduction

1.1. There is a requirement that an Environmental Accident Management Plan be produced which can be put into action as and when required. This document has been produced to meet this requirement and to provide guidance to prevent or reduce the impacts that accidents occurring at Chadwich Lane Quarry Ltd, Belbruoghton, Stuorbridge DY9 9UX (Site) may have on the surrounding environment. This Environmental Accident Management Plan forms part of the Environmental Management System (EMS) for the Site.

1.2. This Environmental Accident Management Plan has identified risks from the activities carried out that could damage human health or the environment, assessed how likely they are to happen, described the actions needed to minimise the potential causes and identified how to minimise the consequences if they do happen.

1.3. If an accident occurs, the Environmental Accident Management Plan must be followed, and all reasonable steps must be taken to protect the environment. A review of the Environmental Accident Management Plan may be necessary after an incident to help prevent its reoccurrence.

1.4. This Plan will be reviewed:

- Every 4 years.
- If an accident occurs.

2. Identification of Possible Accidents

2.1. Accidents are not always preventable, but identification of potential accidents will enable preventative measures to be developed at the Site in order that those accidents might be avoided.

2.2. A thorough investigation into the causes and types of accidents possible at the Site due to the waste operations has been carried out as part of the production of this report.

2.3. Those accidents identified as part of that investigation are as follows:

- Leaks or spillages e.g., of liquids during refuelling.
- Failure of plant or equipment - leakages/puncture due to faulty pipe work, valves, over-pressure, blockages, corrosion, severe weather, ground movement and so on.
- Fire.
- Cross-contamination.
- Flooding
- Failure of utilities i.e., water, gas, electricity.
- Unauthorised entry and tampering or malicious damage to plant and equipment.

2.4. A Sensitive Receptor Plan has been produced for the Site that identifies the potential receptors within a 1km radius of the Site. Distances have been measured as the minimum distance between the permit boundary and the boundary of the receptor.

3. Likelihood of Accidents

3.1. The likelihood of each of these accidents occurring is dependent on different scenarios, for example, under normal and abnormal working conditions, activities being undertaken and in worst-case scenarios, in terms of weather, temperature or breakdowns.

3.2. Each identified accident has been reviewed to determine the likelihood of occurrence and the preventative measures in place.

3.3. Where applicable, response actions are outlined for accidents following occurrence.

Leaks or Spillages

3.4. The environmental impact of leaks or spillages is the contamination / pollution of land, drains, groundwater, and watercourses.

3.5. Fuel and oil have the potential to leak (whilst being stored) or be spilled (during refuelling activities).

3.6. No fuel or oil is stored on Site; however, refuelling does take place on Site and fuel is transferred to Site using a tanker when required.

3.7. It is considered there is no risk associated with a fuel leak due to no fuel being stored on Site.

3.8. Plant operated on the Site consists of mobile plant including, front shovel loaders and excavators. There is the possibility that something may malfunction as blockages and corrosion of the plant could occur, which could cause a leak of fuel or oil. The likelihood of corrosion will increase depending on the age of the plant being used.

3.9. There is a potential for spillages in the event of refuelling of plant or vehicles oil and fuel tanks. Refuelling frequency is dependent on the level of activity on the Site. The low occurrence of refuelling on Site causes a low likelihood that spills will occur.

3.10. It is considered that the likelihood of spillage during refuelling is low due to no fuel or oil being stored on Site and the requirement for refuelling to be completed on level ground, for spill trays to be used and staff are trained in refuelling operations.

Failure of Plant or Equipment

3.11. The environmental impact of plant or equipment failure is the contamination / pollution of land, drains, and groundwater from the release of fuel, oil, hydraulic oil etc.

3.12. Plant operated on Site consists of front shovel loaders and excavators. There is the possibility that something may malfunction, the likelihood of failure will increase depending on the age of the plant being used.

3.13. It is considered that the likelihood of plant or equipment failure is low due to the preventative measures implemented on Site.

Fire

3.14. The environmental impact of fire is air pollution (from emission of smoke and particulates) and generation of firewater which can contaminate / pollute land, drains, and groundwater.

3.15. It is considered that the likelihood of onsite fires is low as authorised inert soils have less than 1% combustibility and are not explosive. The likelihood of fires is low due to the preventative measures implemented on Site:

- Combustible, unauthorised wastes are rejected from Site, see EMS Procedures and Forms, Procedure.
- Combustible, contravening wastes picked from stockpiles are stored in small quantities and in designated containers.

- Combustible, contravening wastes picked from stockpiles are not treated and stored in their maximum particle size to allow for heat dissipation.
- Implementation and maintenance of Site security measures will minimise the risk from arson and vandalism.
- There is a no smoking policy on Site.
- Maintenance on plant and equipment, including checking for hot exhausts and accumulation of dust, debris, grease, and oil.

3.16. The likelihood of fire is considered to be low due to the preventative measures implemented on Site.

Cross contamination

3.17. Cross contamination could occur from loss of containment of material which could cause contamination.

3.18. The likelihood of waste mixing is regarded to be low as any inert waste is discharged directly into the void.

3.19. Staff will implement the requirements of the Waste Storage and Handling procedure to ensure the correct storage of waste, see Appendix C Procedures and Forms, Procedure No XX.

Flooding

3.20. Flooding can arise from heavy rainfall, settlement lagoon overflow, watercourse floodwater, blocked drains, burst water main and firewater.

3.21. It is considered that the likelihood of flooding is low due to the following:

It is considered that the likelihood of flooding is low from heavy rainfall due to the location of the Site in Flood Zone 1 (low risk of flooding from due to surface water features and water courses).
It is considered that the likelihood of flooding is low from landscape pond overflow located in the waste reception area due to regular inspection of the drainage pumps located adjacent to the settlement lagoon.
It is considered that the overflow of water from the surface water feature located at the site will not overflow.
It is considered that the likelihood of flooding is low due to low combustibility of authorised wastes and the use of inert material for fire suppression which reduces the quantity of firewater generated.

3.22. Weather conditions are recorded daily in the Site diary so flooding is unlikely to be unexpected, therefore, mitigation measures can be implemented to minimise environmental impact.

Failure of Utilities

3.23. The Site has mains electricity and water supply.

3.24. The Site does not have a gas supply.

3.25. The Site waste operations do not rely on mains electricity or water supply, the Site would therefore remain operational in the event of a failure of utilities.

3.26. Due to the above it is considered that there would be little to no risk from failure of utilities at the Site. It is not considered that there would be an increase in the risk of environmental accidents occurring as a result of utility failure.

Unauthorised Entry

3.27. The environmental impact of unauthorised entry is dependent on the activities completed by the trespasser. This can include arson and malicious damage to plant or equipment.

3.28. Environmental impacts from these activities can include air pollution, firewater generation from fires, the contamination / pollution of land, drains, groundwater, and watercourses.

3.29. Due to the following the likelihood of unauthorised entry is considered to be low:

- It is considered that the likelihood of unauthorised entry is low due to the Sites implementation of security measures.
- It is considered that the likelihood of unauthorised entry is low due to the entrance of the Site having a gate which is locked out of operational hours.

4. Preventative Measures

4.1. The following preventative measures are in place for each of the identified accidents.

Leaks or Spillages

4.2. Refuelling operations are controlled which reduces the likelihood of leaks or spillages.

4.3. Staff will use the spill procedure to clear up and remediate leaks or spillages

4.4. Due to the above preventative measures the likelihood of leaks or spillages causing environmental harm is low.

Failure of Plant or Equipment

4.5. The Site implement the following preventative measures relating to failure of plant or equipment:

- Pre-use checks are completed by staff prior to use to check for indicative features (e.g., leaks, electrical failure, increased noise, and vibration).
- Planned preventative maintenance and servicing as per manufacturer guidelines.
- Only trained staff using plant and equipment.

4.6. In the event of plant or equipment failure, actions outlined in should be followed to mitigate environmental impacts.

4.7. If the failure has resulted in a leak or spillage, staff will implement the requirements of the spill procedure, see Appendix A Procedures for spills. This will minimise the environmental impact of the spill.

4.8. Due to the above preventative measures, it is considered the likelihood of failure of any plant or equipment to cause environmental harm is low.

Fire

4.9. The Site implement the following preventative measures relating to fire:

- Implementation and maintenance of Site security measures prevents arson and vandalism.
- There is a no smoking policy on Site.
- Maintenance and Fire Watches on plant and equipment, including checking for hot exhausts and accumulation of dust, debris, grease, and oil.

4.10. Waste storage and handling is controlled to minimise its environmental impact, see Appendix A Procedures and Forms, Waste Storage and Handling.

4.11. A high standard of housekeeping will minimise the risk of fire spreading across Site and its potential impact on the environment, see Appendix A Procedures and Forms, Housekeeping, Litter, Pest, and Vermin Control.

Cross Contamination

4.12. Staff will implement the requirements of the waste storage and handling procedures to ensure the correct storage of waste, see Appendix A Procedures and Forms, Waste Storage and Handling.

Flooding

4.13. No flooding will occur.

Failure of Utilities

4.14. There are no preventative measures applicable for the failure of utilities.

Unauthorised Entry

4.15. Appropriate actions are taken in the event of unauthorised entry, see Appendix A Procedures and Forms, Site Security.

APPENDIX A

Monitoring Emissions To Air		Procedure No.001
Amendment No	Action	Review Date
02	First Issue	June 2024

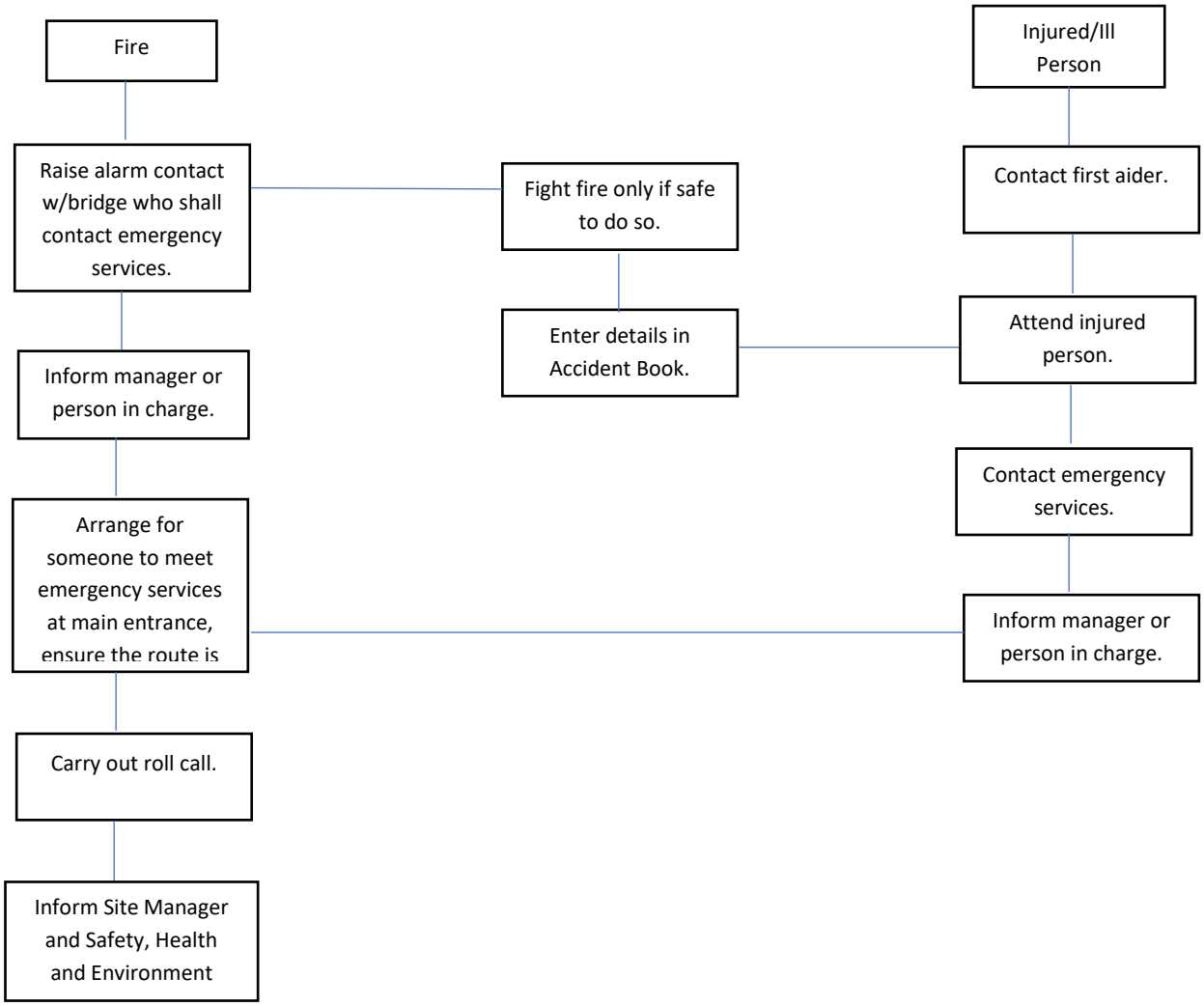
1.	SCOPE : MONITORING EMISSIONS TO AIR
2.	PROCEDURAL DETAIL. PURPOSE: To ensure the emissions to air are monitored on a regular basis so that emissions to air are kept to a minimum.
2.1	All processing plant onsite shall be monitored on a daily basis for emissions to air which are abnormal and likely to impinge on the surrounding of the quarry. Plant operators fill in daily check sheets to start up. Monitoring is carried out by a nominated operator/ quarry manager, but all personnel have a responsibility to report any abnormal conditions to their supervisor immediately. All observations made by the nominated person shall be recorded on the Daily Environmental Log, along with any other incidents or action taking concerning environmental management.
	_____
	_____
2.2	**<u>Stockpiles/ loading out</u>** Drop heights of loading must be kept a minimum, especially when loading from stock. Aggregates is to be tipped in designated areas only, in such a manner as to minimize dust emissions.

2.4	**Roads / Stockpiles** The nominated person shall ensure the emissions coming from the traffic on the internal quarry roads are monitored daily and the excessive emissions are controlled by use of the water bowsers, wheel wash and road sweeper as required. Spillages on roads must be kept to a minimum through careful loading and driving at reasonable speeds. Any spillages should be cleared up as soon as practicable. Stockpiles are located as to minimise the effect of wind-borne dust. Only designated stockpiles are to be used and tipping shall be carried out in accordance with the local managers rules.

DO NOT PROCEED WITH ANY TASK UNLESS SAFE TO DO SO

Authorised by Site Manger/ Director | Date

EMS- Accidents and Emergencies



The aim of these procedures is to ensure that in the event of a fire, explosion, major gas leak or personal injury, personnel can quickly and effectively call on the emergency services and direct them onto site with the minimum of delay.

Fire

If you discover a fire you must:

- Extinguish but only if it is safe to do so and you are trained.
- Escape to a safe area.

The person discovering the fire should contact the weighbridge via the radio, state clearly the FIRE services are required and where in the works the fire is situated.

The weighbridge personnel shall contact the emergency services giving the address of the site.

EMS- Accidents and Emergencies

The weighbridge staff after contacting the emergency services, should inform the site manager, who will arrange for someone to meet the emergency services at the main gate and direct them to where the fire is situated. The site manager will ensure that the route to be taken is kept free from obstruction.

All persons must promptly proceed to the designated assembly point (opposite the weighbridge). A roll call will be held to account for all personnel on site, if anyone is missing the emergency services shall be informed.

If the site manager is unavailable, then the weighbridge staff shall be responsible for arranging for someone to meet the emergency services if this occurs out of hours the nominated person for the site may also be required to unlock the main gate to allow access. As soon as practicable he should contact the site manager at home.

In larger offices specific evacuation instructions exist:

The general precautions for fire are:

- Know your means of escape.
- Know where fire points and extinguishers use.
- Know the type of extinguisher and how to use them.
- Know where the nearest telephone is.

Colour of Red	Content Label	Use on
RED	WATER	WOOD, PAPER, CLOTH
RED	FOAM	FLAMMABLE LIQUIDS
RED	DRY POWDER	GENERAL USE
RED	CO2	ELECTRICAL
RED	HALON	FLAMMABLE LIQUID, ELECTRICAL

- On site we use the following:
    - Foam
    - Dry powder
    - Co2

Always remember if you are dealing with a fire:

- Never use water on electrical or flammable liquid fires.
- Never use foam on electrical fires.
- Remember to arrange for used extinguishers to be replaced.
- Removed used or partly used extinguishers from service.

EMS- Accidents and Emergencies

Serious Injury

The principal concern following a serious injury is the welfare of the injured person.

The application of quick and effective first aid can be critical in ensuring the survival of accident victims. It should be noted that if there may have been to the victims back or neck, no attempt should be made to move the victim until trained medical assistance is available unless there is imminent danger of further injury from unsafe conditions.

On reaching the scene of an accident, an attempt should be made to contact the victim to establish the extent of injury and reassure them that assistance is coming. The person discovering a casualty shall contact the first aider.

The first aider shall treat the casualty and he/she will decide if hospital treatment or an ambulance is required.

If an ambulance is required, the manager or person in charge will ensure someone is positioned at the main gate to direct the ambulance to the casualty.

In some cases, it may be necessary for the casualty to attend hospital.

In serious cases the site manager and director shall be informed as soon as possible.

All accidents, incidents and near misses should be reported to the site manager.

All Accidents

In the event of injury caused at work, you should always seek the attention of a qualified first aider.

Know who your first aiders are and their normal place of work.

Respect all first aid facilities including first aid boxes and equipment.

In the event of an accident requiring first aid:

- Inform the nearest first aider who will take charge.
- Return to the casualty with the first aider.
- Call outside help if asked to do so – call 999 and give address of the site ad any message from the first aider.
- Make sure someone is at the entrance to guide the ambulance.
- Do not touch anything at the scene of the accident except to help the patient.

Accident Reporting

The company must record all accidents causing injury and must send notification of all reportable accidents to the enforcing authorities.

All accidents must be reported to the manager. This includes those which:

EMS- Accidents and Emergencies

- Cause injury.
- Cause damage.
- Cause neither injury or damage but which could have had serious consequences.

If injured no matter how minor, seek the attention of a qualified first aider and record the circumstances in the accident book.

Do not touch or move anything at the scene of an accident unless directed to do so by the site manager, HSE inspector, Police or Fire Officer. Employees are obliged by law to fully co-operate with any investigation of an accident.

Report hazards and unsafe practices immediately to the supervisor or manager, this may stop an unsafe practice turning into an accident.

Spill Kits			Procedure No.004
Amendment No		Action	Review Date
02		First Issue	June 2024
1.	SCOPE : SPILL KITS		
2.	PROCEDURAL DETAIL Purpose: To explain how and when to use spill kits.		
2.1	**Emergency Spill Kits** In the event of minor spillages of diesel, oil or lubricants, the essential action to be taken is to prevent the material migrating to a position where it could cause contamination. The use of an absorbent material (e.g., sand or dust) is most effective if done immediately. if the spillage is major (e.g., split filler pipe or damaged bund wall) it is essential that instant action is taken, using the emergency spill kits. The first action to be taken is to prevent any further spillages if possible e.g. turning off the diesel pump or turning off a valve (isolation where possible). Protect any nearby drains or sewers by placing socks or booms around them, using enough to totally enclose the entrance. Stop the spill spreading by using socks or boom around it, along with absorbent granules or sand on top of it. Once the spill is contained, report immediately to the Site manager. Use absorbent mats and pillows to clear up the spillage, placing them in the disposal bags provided. Take all used products and spillages to the designated storage area, prior to removal by licensed carrier. Report to site manager which materials have been used and need replacing.		
2.2	**Inspection of Spill Kits** The appointed person shall examine all spill kits on site to endure that there is a sufficient amount of material withing the spill kit to adequately contain a spill in that particular area, this will include oil absorbent pad, oil absorbent granules, booms etc. Replacement components for the spill kits will be held on site in the COSHH/ Oil stores. Although the inspections will be carried out daily by the person responsible for the particular area, it is the responsibility of the person who used the spill kit to ensure the site manager is made aware of what needs to be replenished. If anyone is unsure as to where the spill kits are located, they should refer to the location plan, copies of which are posted around the site, further copies can be obtained from the quarry office.		

	All details of the spill kit inspection should be recorded on a daily inspection sheet.
2.3	**Cleaning up Grease** Spilt grease should be cleaned up immediately by adopting the following procedure. Excess grease shall be scraped up using a shovel and disposed of in the special waste bins located around site. Grease residue should be cleaned up with absorbent rags or sand.
2.4	**PPE** The following PPE must be worn: Hi Vis clothing, safety footwear, hardhat, suitable gloves, safety glasses, also refer to the company managers rules in regards to PPE.

DO NOT PROCEED WITH ANY TASK UNLESS SAFE TO DO SO

Authorised by Site Manger/ Director | Date

Fly Tipping		Procedure No.005
Amendment No	Action	Review Date
02	First Issue	June2024
1.	SCOPE : FLY TIPPING	
2.	PROCEDURAL DETAIL. Purpose: To advise what to do in the event of any fly tipping being discovered on site.	
2.1	If fly tipping is observed, then in the first instance site management must be informed who will then take charge of the clean up operation. The site management will also inform the relevant departments within the company about the fly tipping on site. The waste should be disposed of in either the general waste bins or special waste skips both of which are located on site. If hypodermic needles are found no attempt should be made to move the wase, the site manager should be contacted immediately who will arrange for them to be removed. All tipped materials should be examined to determine the nature of the waste, this should be done using shovels and the correct PPE must be always worn, this includes gloves and boots. If the waste is deemed to be hazardous i.e. asbestos, then a specialist contractor should be contacted by the site manager to arrange disposal of the waste.	

DO NOT PROCEED WITH ANY TASK UNLESS SAFE TO DO SO

Authorised by Site Manger/ Director | Date

All Sites Handling Waste Material		Procedure No.006
Amendment No	Action	Review Date
02	First Issue	June 2024

1.	SCOPE : HANDLING WASTE MATERIAL
2.	PROCEDURAL DETAIL. Purpose: To ensure that waste materials are handled correctly and safely.
2.1	Waste that is generated on site shall be detailed on the 'Waste Material Inventory'. The waste is categorised as the following: • Recyclable controlled – scrap metal. • No recyclable controlled – domestic waste. • Recyclable special– water sump only. • Non- recyclable special/ hazardous- Oil Filter (Oil filters get taken away with the contractor). Waste must be disposed of in the designated areas only i.e.: • Wheelie bins at the back of the main office. • Contaminated rags in oil stores bins on main wall. • Oily rags and grease cartridges oil stores bins on main wall. • Scrap metal in skip near machine compound. Waste collection points are checked fully as part of the safety inspection regime.
2.2	Waste Carriers and Disposal Facility Only licensed carriers remove waste from site, the carriers must provide proof of registration, this will be checked on the public register. NRS shall source the disposal site and have copies of any waste management licences and any possible exemptions. These are kept on site in the Environment Management System.
2.3	Waste Transfer Notes All waste transferred off site must be accompanied by a 'waste transfer note' or a 'hazardous consignment note', each note shall include the site origin address, the correct 6 digit EWC code, the producer of waste name and address, SIC code, proposed disposal site information, the hauliers name and carriers licence number and signatures from all parties. Where regular removals occur, using the same carrier and disposal facility a 12 monthly "Season Ticket "covering the removal is acceptable. In most cases we will use transfer notes for each load. Copies of the transfer notes must be kept on site for a minimum of 2 years, or 3 years in the case of hazardous waste.

| Authorised by Site Manger/ Director | | Date

All Sites Site Security		Procedure No.008
Amendment No	Action	Review Date
02	First Issue	June 2024

1.	SCOPE : SITE SECURITY
2.	PROCEDURAL DETAIL.
2.1	Site security fencing is provided around the entire site perimeter there are lockable steel gates at the entrance. The fence is made up of three strand barbed wire. Gates are to be locked outside of operational hours. The site fence is inspected daily, and comments are to be included in the site diary by the site manager. Repairs, where necessary will be carried out within 24 hours and all repairs will be reported in the site diary.

DO NOT PROCEED WITH ANY TASK UNLESS SAFE TO DO SO

Authorised by Site Manger/ Director | Date

Chemicals On Site			Procedure No.009
Amendment No		Action	Review Date
02		First Issue	June 2024
1.	SCOPE : CHEMICALS ON SITE		
2.	PROCEDURE DETAIL: PURPOSE: To ensure the products purchased for site have been COSHH checked and how to handle and deal with these products.		
2.1	Purchasing Substances Hazardous to Health When ordering any product, the requires a COSHH assessment i.e. paints, adhesives, oils, cleaning fluids etc, you should firstly ensure that a COSHH assessment has been carried out on the substance. If no assessment has been carried out on the substance, then prior to ordering a COSHH sheet should be obtained from the supplier and a COSHH assessment sheet carried out, only then should the substance be ordered. If an assessment has been carried out you should ensure that the tasks the substance has been assessed on are the tasks in which it is to be used, if this is not the case then a further assessment should be carried out. A list of approved suppliers is available from the NRS office, check the list for all product to ensure the product that you will be ordering is on the list. If it is not, then the product MUST NOT be purchased without permission from site management.		
2.2	Only chemicals approved by the site manager must be kept on site, with an up-to-date inventory maintained in the office. The site manager must ensure that all relevant COSHH data sheets are available for chemicals on site, with COSHH assessments available for substances used. All chemicals must be stored in a suitable, sealable container and clearly labelled. Small quantities of chemicals must be kept in the designated storage area, preferably in bund trays if applicable. Bulk chemicals must be kept within a bunded tank or bunded wall, which shall be inspected regularly. Strict housekeeping standards must be maintained when handling chemicals and any spills must be cleaned up immediately, following the instructions on the relevant product data sheet. Surplus or waste chemicals must be disposed of only in accordance with the manufacturer’s recommendations.		

	Waste chemicals must be removed from site by registered carriers only strictly in accordance with the Duty of Care. NO CHEMICALS are to be flushed down drains, sinks or foul drains anywhere on site. Emergency spill kits are available for minor spillages at storage points. Full PPE must be worn when handling chemicals – Hi Vis clothing, Hardhat, Safety footwear, suitable gloves and eye protection.

DO NOT PROCEED WITH ANY TASK UNLESS SAFE TO DO SO

Authorised by Site Manger/ Director | Date

Vehicles Leaving Site Transporting Mud, Dust Debris Onto Public Highway		Procedure No.011
Amendment No	Action	Review Date
02	First Issue	June 2024
1.	SCOPE : VEHICLES LEAVING SITE TRANSPORTING MUD, DUST, DEBRIS, ONTO PUBLIC HIGHWAY	
2.	PROCEDURAL DETAIL. Purpose: To advise of the procedure to ensure that mud, dust and debris do not reach the public highways.	
2.1	The following operational procedure will be implemented to ensure that mud, dust and debris do not reach the public highways and surrounding land. • Where possible, the site roads will be constructed of hardcore or hard surfaces. • A wheel wash will be located within the site operational boundary positioned to allow sufficient length of concrete haul road prior to exit onto the highway. All vehicles exiting the operational area of the facility will be required to use this equipment, during adverse weather conditions and as appropriate at other times to prevent the spread of mud and debris onto the public highway. • The wheel wash facility will be maintained at all times. If the wheel wash system is broken or unserviceable e.g., due to freezing weather etc, then immediate steps must be taken to bring it back into full working order. If the wheel wash cannot be repaired within 24 hours, then no vehicles can enter or exit the operational area unless the wheel wash facility has been repaired or a temporary wheel wash/bath is installed and used while the other wash system is repaired. • Signage will be displayed instructing all vehicles to use the wheel wash. Any vehicles found not to comply will be banned from site by written instruction from the site manager. • Site machinery moved off for repair or maintenance will be thoroughly cleaned before being allowed off site. • The site road between the final wheel wash and the public highway is constantly monitored. When dirt or mud is found on the highway measures are taken immediately utilising a road sweeper. The road sweepers are kept at each site and are to be used when and where required. The cause of the debris on the highways will be identified and any appropriate measures to reduce the probability of this nuisance reoccurring will be taken. • If mud or dirt has been identified on the site roads between the final wheel wash and the public highway will be inspected to ensure that mud or dirt has not been	

	transferred. If the mud or dirt has been transferred, the site manager will organise the immediate sweeping of the road with the road sweeper. • All records and observations will be recorded in the site diary.

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EMS- Maintenance

General Site Maintenance

Aim

The aim of these procedures is to ensure that general site maintenance is carried out across all sites.

- Good Housekeeping
- Maintaining First Aid Boxes
- Boundary Fence Inspection
- Incidents of Vandalism
- Vegetation Management
- Quarry Energy Save

Good Housekeeping

On a regular basis all areas around the site will be assessed and any areas that require attention should be addressed immediately. On a regular basis the site manager will conduct a site inspection to ensure good housekeeping are being achieved.

The critical areas are that where electrical equipment is present:

- Substations.
- Any switchgear.
- Control rooms.
- Workshops.
- Canteen/ Mess rooms.
- Oil & Fuel storage areas.
- Offices.

Where possible all the above areas should be free of any flammable material, (Paper, card, plastics, fuels, and oils etc). If flammable materials are to be stored in the areas above, they should be kept well away from any source of ignition, anyone noticing flammable material in the vicinity of electrical equipment should move it to an area with no risk, if the material is waste then it should be deposited in the waste skips/bins provided.

Maintaining First Aid Boxes

On a monthly basis the first aid boxes will be inspected by an appoint person or the site manager. All out of date stock must be removed and deposed of in the proper manner (if in doubt ask the site manager). All eye wash stations should be check monthly, any out-of-date bottles of eyewash must be removed, and the station restocked. A check list will be filled in and given to the site manager monthly.

Below is listed the minimum requirements of a first aid box:

- A leaflet giving general guidance on first aid.
- Twenty assorted adhesive dressings.
- Two sterile eye pads with bandage.

EMS- Maintenance

- Four individually wrapped triangular bandages.
- Assorted safety pins.
- Six medium sized individually wrapped sterile un-medicated dressings.
- One pair of disposable gloves.
- Individually wrapped sterile cleaning wipes.
- Resuscitation aid.

Boundary Fence Inspection

On a monthly basis all boundary walls, hedges, and fences should be inspected by a competent person, the inspection should also consider any signs in place. The result should be recorded on the 'Boundary Fence Inspection' sheet and filed.

Incidents of Vandalism

If anyone becomes aware that any form of vandalism has occurred, they should inform the site manager immediately, who will fill in an 'Incident Report' form. The site manager will inform the director if appropriate to do so. Any form of vandalism should be investigated, and any recommendations should be actioned as soon as possible to prevent re-occurrence. If an employee witness's an act of vandalism, under no circumstances should they approach the culprit, they should inform the site manager who will investigate the situation.

Vegetation Management

Vegetation around site should be managed in accordance with best practice. All areas should be monitored on a fortnightly basis and any area that requires attention should highlighted to the site manager who will arrange for relevant work to be actioned. It is not an individual's responsibility to monitor vegetation around the site, therefore the company hope the whole workforce will be active to ensure the quarry and surrounding areas are kept tidy.

Injurious weeds such as Ragwort, Creeping Thistle etc should be controlled by the chosen method, with regard to Ragwort this is done by hand pulling. It is important to pull Ragwort before it seeds to reduce the spread.

Quarry Energy Save

All lighting must be switched off when leaving a room and at close of business each day. All office electrical equipment must be switched off at the end of each working day. All other electrical equipment must be switched off when not in use. All screeners or mobile plant that is not being used should be switched off to save fuel.

Any heaters with timers – the timer should be set correctly and used (ensuring the timers are changed when the clocks are changed), do not switch the off at the mains. All other heaters should be used on a low setting during the winter months and switched off when not required.

EMS- Maintenance

Other Site Maintenance

Maintenance operations at units can be extremely dangerous if they are not carried out properly. The following procedures have been designed to minimise such risks. All maintenance tasks should carry a risk assessment and method statement.

- Abrasive Wheels.
- Maintenance- Electrical.
- Maintenance-Mechanical.
- Battery Charging.
- Welding.
- Welding in Confined Spaces.
- Welding and Burning Work.
- Hot Works for Drums.

Abrasive Wheel

When an abrasive wheel is misused, the wheel can shatter. Fragments of broken wheel can cause a fatality. You must,

- Only mount an abrasive wheel if trained and competent to do so and authorised by the site manager.
- Never use a damaged wheel and ensure that correct PPE such as eye protections is worn at all times.
- Ensure the tool rest is as close as possible to the wheel.
- Remember abrasive wheels mounted on portable grinding machines are equally dangerous and all the same precautions must be taken.

Maintenance – Electrical

A considerable number of deaths occur each year either directly or indirectly as a result of electrical maintenance and repair work. Any person who works on or with any electrical equipment must be competent to so and will be appointed in writing.

Unless it is unreasonable in all circumstances, no person will work on or near any live conductor. Prior to starting work, the equipment or circuit to be worked on must be isolated and 'locked off'.

Repairs to broken equipment and cables etc must be carried out in accordance with IEE 16th edition guidelines and the Electricity at Work Regulations (use of Electricity at Quarries) 1989.

When replacing defective parts or units, those being replaced must conform to the appropriate British Standard for which it is intended. In cases where the same type of part cannot be purchased ensure that any similar part is of the same rating as the original.

EMS- Maintenance

When installing new equipment ensure that the work is carefully planned, protected, commissioned, and tested. Select suitable equipment such as waterproof switchgears if it is likely to be exposed to water. Always ensure that cable duct covers, and switch covers are replaced and fixed into position.

Never take short cuts by disguising damaged insulation especially on portable equipment. Always replace the damaged cable. Those persons appointed by the site manager to work with electrical equipment and installations should refer to the appropriate Codes of Practice, Regulations and Standards required should there be any doubt.

Under no circumstances will anybody not appointed by the site manager tamper or interfere with any electrical apparatus unless in an emergency situation only to prevent danger.

Maintenance Work – Mechanical

Only qualified maintenance employees and qualified contractors can be authorised to carry out mechanical repairs or other work that requires special skills or knowledge. You must:

- Never attempt any maintenance outside your abilities or authorisation.
- Never remove a machine guard, barrier, or fence while the machine is operating or in motion.
- Before maintaining or cleaning machinery or plant, isolate the source of power. Never rely on any airline being drained to immobilise equipment. Always check doors in a safe position.
- Exercise caution when working on plant with in running nips and intermeshing gears. Machine parts can still move even when power is off.
- Tell the site manager if you come across unexpected problems.
- Never leave machine parts, tools, materials etc where they can be a danger to others.
- When you are satisfied that the job is done, replace all guards.
- When maintenance or repairs are complete, get authorised person responsible for the section of plant to restart it, after checking it is safe to do so.
- Immediately report any defect on plant start up signals or emergency stop systems to the site manager.
- At no time rise on conveyors, hoists, or any moving machinery.

Workshops

Vehicles are also a hazard in the workshop, before starting work on a vehicle you should :

- Ensure the breaks are applied or the wheels are chocked.
- Ensure raised bodies or cabs are propped using purpose made props or ram choke.
- Support vehicles on both jacks and axle stands. Never rely on hydraulic jacks alone.
- Beware of explosion risk when draining/repairing fuel tanks or when charging batteries. Batteries being charged give off hydrogen, which can be explosive. Exclude all sources of ignition.
- Use a tyre cage when inflating tyres, particularly with split rim wheels, if one is not available stand well clear to the side and ensure no one else is in the area that could be injured.
- Beware of explosion risk when carrying out hot work (cutting or welding) on wheels or axels. Always remove tyres completely from rims.

EMS- Maintenance

- Avoid battery short circuits. These can cause burns.

Battery Charging

Warning, when a battery is being charged an explosive mixture of oxygen and hydrogen is formed, a short circuit, an open flame or a spark near the battery can cause a powerful explosion. Battery charges should be sited in a well-ventilated area with smoking / naked lights etc prohibited within 10 meters.

Always connect the charger leads before turning on the charger.

Make sure the positive lead is on the positive terminal and negative lead on the negative terminal.

Make sure the battery being charged can breathe i.e. loosen battery plugs.

Turn off the charger as soon as the battery is charged., overcharging may damage the battery.

Always turn off the charging current before disconnecting the charger leads. Ventilate well, particularly if the battery is being charged in a confined space. The battery electrolyte includes corrosive sulphuric acid. Any electrolyte that is spilled on the skin should be removed immediately. Wash with soap and plenty of water. If electrolyte gets in your eyes or any other part of the body, rise off immediately with plenty of water and contact a doctor straight away.

Welding

Welding and Burning work – Compressed Gas Welding

Gas welding and burning uses heat from a supply of fuel gas (normally propane or acetylene) supplied under pressure to the torch where it is burned with oxygen to produce a hight temperature flame. To reduce the likelihood of injury you must:

- Only carry out welding work if you are trained and authorised by the site manager or you are trained under the close personnel supervision of an authorised person.
- Wear appropriate personal protective equipment. In addition to your safety boots and flameproof overalls this will always include eye protection and gloves.

Note : Wherever possible screens must be erected around the welding position to protect persons working nearby.

- Always check the equipment before commencing to ensure it is in a satisfactory condition; in particular the hoses must not be perished and must be undamaged. Always use proprietary hose clamps.
- Always avoid excessive lengths of hose. The large quantities of gas required to purge the hose properly may produce hazardous conditions in a confined or poorly ventilated area.
- Always replace a hose that is unsuitable. As a general guide if more than two slices occur in a five-metre length then the hose should be scrapped.
- Always use proper hose couplers to join lengths of hose. Pipe should not be used as the outer surface is smooth and does not make a secure joint.

EMS- Maintenance

Note: Never use copper pipe of high copper alloys on acetylene hose. This can cause an explosion in the system.

- Always try to carry gad cylinders on a purpose build trolly.
- Always move cylinders with their valves closed.
- Always purge each hose separately to ensure that no mixed gases are present. **Under no circumstances should purging be carried out in a confined or poorly ventilated space, it must be done before entry.**
- Always ensure that cylinders and the hoses are safely located before cutting or burning begins. **Spare cylinders must not be kept at the welding position but brought from a safe storage location as necessary.**
- Never hang the torch over regulators. If the equipment is accidentally knocked a leak may occur.
- **Never use grease or oil on an oxygen cylinder, never attached a regulator or equipment that is contaminated with grease or oil, this can cause a spontaneous fire.**
- Always work with adequate ventilation. You may need forced ventilation equipment in confined spaces or during work with some metals or coated metals.

Welding in Confined Spaces

Never carry out any welding in a confined space without referring to your manager. Nitrous flames can be produced and if breathed over a period, can become dangerous and might even have fatal results. Welding fumes analysis should have been carried out in all major areas of confinement to determine whether LEV is required or adequate. When cutting or welding in confined spaces you must:

- Keep gas cylinders outside of the confined space.
- Check to ensure that hoses are in a good condition and all connections are tight.
- Always have a second person stationed outside of the control gas supply.
- Always pass the lighted torch into the confined space.
- **Ensure adequate ventilation is maintained at all times.** Where this cannot be done by natural draught, suction fans are recommended.
- **In special circumstances am airline or air fed breathing equipment should be used.**
- **Under no circumstances must an oxygen line be used for this purpose.**

Welding Work- Using Electric Arc Equipment

Arc welding joins pieces of metal using heat from electric arc. The arc is formed by a large electric current flowing between the work piece and the welding electrode.

There are electrical hazards for the welder. In addition, the intense light can cause painful eye irritation called ‘arc eye’ to both the user and persons working nearby you must:

- Only carry out electrical arc welding if you are trained and authorised by the site manager or you are training under the close personnel supervision of an authorised person.
- Wear appropriate person protective equipment. In addition to your safety boots and flameproof overalls this will always include eye protection, gloves and an apron.

EMS- Maintenance

- Wherever possible screens must be erected around the welding position to protect persons working nearby.
- Always visually check the equipment before work commences to ensure it is in a satisfactory condition and that you have ready means of switching off the power supply e.g. an accessible mains switch near the welding transformer. Never allow any equipment to be placed or stored on top of the welding set.
- Always earth the work piece. The earthing conductor must always be conducted to the work piece and a suitable earth terminal by bolted lugs or secure screw clamps.
- Always remove personnel jewellery, in particular rings, bracelets, and metallic watch straps, before starting work.
- Always have some means to make an electrode holder dead so that electrodes can be replaced safely e.g. a plug and socket connector on the welding lead connection to the electrode holder.
- You should not rely on the insulation of your gloves to protect you if you try to change electrodes with the holder live. **Never hold live electrodes under the armpit**.
- Always be careful where you put down the electrode holder if you stop welding for a short time.
- After finishing welding make the holder dead by disconnecting the welding lead, remove the electrode from the holder and switch off the power supply unit.
- Special precautions are required when welding in confined conductive spaces e.g. the inside of a bin or hopper, and you should seek advice from your site manager.
- Always work with adequate ventilation. You may need forced ventilation equipment in confined spaces or during work with some metals or coated metals.

Welding and Burning Work – Fire Risk

Welding and burning work above or close to combustible materials is a common cause of fire. In a confined space the flames may trap you. To reduce this risk you must:

- Take all necessary precaution to prevent fires. When working above or close to portable combustible materials there must be moved clear. When working above or close to fixed combustible plant or equipment this must be covered by fireproof blankets or where suitable, at least a 5 cm (2inch) layer of sand. Remember conveyor belts and other man-made materials such as plastic screens are easily ignited and burn with dense acrid smoke in a fire that is hard to extinguish.
- Always have at least one suitable fire extinguisher immediately available for use at the workplace. For work at height extinguishers should be positioned at any lower levels where there is a risk of fire starting.
- Follow the special precautions when carrying out welding or burning work on plant containing bitumen or flammable oils.
- You must always follow the requirements detailed in a Hot Work Procedure.

<u>Hot Works on Drums</u>

Several fatalities have occurred when burning gear has been used for cutting and the drum has exploded.

EMS- Maintenance

- Drums should be cut using ‘Cold’ methods e.g. air chisels, special drum cutters etc.
- Where burning gear is to be used the drum should be drained and filled with water.
- Care is needed to avoid steam/hot water near the cutting frame.
- On no account shall empty drums be cut without these precautions.

Approved by

Mr N Wood

Director

The following rules/ procedures will be enforced by the Site Managers and the Directors.

Environment Impacts from Emergencies		Procedure No.012
Amendment No	Action	Review Date
02	First Issue	June 2024

1.	SCOPE : MANAGING ENVIROMENT IMPACTS FROM EMERGENCIES
2.	PROCEDURAL DETAIL. Purpose: To advise of the process to follow managing environmental impacts from emergencies.
2.1	Emergency Procedures in the Event of Possible Water Contamination. Any incident, which may lead to, the contamination of local watercourses or ground water is a potential emergency and must be treated as such. The consequences for the environment, the local community and for the company could be catastrophic. Immediately after any incident occurs, action must be taken to prevent further damage. This can be, amongst other things: • Switch off any taps or pumps. • Bund spillages with absorbent materials e.g. sand. • Prevent contamination of drains/sewers using absorbent bunds. • Absorb surface spillages of water using pad/booms. • Contact site manager immediately. In the event if serious spillages, there may be other risks associated with the incident e.g fire. The emergency services must be contacted in the normal way. Other agencies that may need to be contacted. These may be : • Environment Agency - 0800 807 060 • HSE - 0292 0263 013 An emergency spill kit is located in the COSHH/ Oil stores. They are clearly marked and contain absorbent granules, pads and mini booms. Make sure you are familiar with the use of materials and their location. After contamination all material must be cleaned up and placed in an area designated for the purpose by the Site Manager and removed from site by a licensed carrier.
2.2	**Emergency Procedure In the Event of a Substantial Discharge of Oil** This procedure is to be followed after any discharge of oil. The most likely scenarios for such incidents include the accidental damage by mobile plant or vehicles of storage tank or delivery paperwork and accidents involving tankers delivering oils. Suitable measures shall be in force to minimise the risk of such incidents. The operation of this procedure is designed to ensure the safety of personnel and prevent damage to the environment. Effectively carried out it will also serve to minimise the risk of damage to plant.

A rang of hazards are associated with the discharge of oil these are:

- Fire- all oils represent fire risk. Discharges of volatile oils (petrol or diesel) may produce a cloud vapour that may ignite in areas of the plant away from the scene of the discharge.
- Pollution – Oils can cause extensive environmental damage particularly to streams and rivers if allowed to get off the site via drains etc.
- Health- waste engine oil s identified as a carcinogen but all oils can cause skin complains after contact and internal injury if ingested or inhaled.

Where significant discharge of any oil is occurring, immediate steps shall be made to control the discharge by shutting down pumps or closing valves etc.

Whether the control is effective or if it proves impossible to stem the discharge, the Site Manager shall be informed immediately, and he will assume responsibility.

Assessment and evaluation of the extent of the problem – the site manager shall gather all the information they can to identify the location and extent of the discharge ad whether any personnel are in danger or injured.

Evacuation of affected areas of plant- the sire manager shall ensure that all areas of the plant that may be affected are evacuated, and all personnel are accounted for. This will include any areas that would be affected by the fumes form the discharge.

Electrical Isolation – A full electrical isolation shall be carried out in all areas where there may be danger of ignition from sparks.

Call out Emergency services- an emergency services required to assist in the containment of the situation should be called out.

Possible agencies include :

- Fire brigade
- Environment Agency
- Anti Pollution Control

Effect measure to control the discharge – Significant volumes of liquid oil will need to be controlled, dammed and then pumped out for disposal by a specialist company.

Smaller quantities and final clean up will be effectively dealt with by oil absorbent materials and dispersants, these are available from the COSHH/ Oil stores.

Notification – the following persons shall be notified in the event of an incident:

- Site Manger
- Director – M. Ketcher

Depending on circumstances, notification may also be required to :

- Environment Agency

	• HSE • Local Authority

DO NOT PROCEED WITH ANY TASK UNLESS SAFE TO DO SO

Authorised by Site Manger/ Director		Date