



# Environmental Management System

Permit No EPR/GB3005GQ/A001

Waste Return Ref. EAWML 404673

Metro (London GB) Ltd

October 2018 Ver. 3





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## APPENDIX A      Site drainage plan

Document Control (Document ref. EMS001)

<b>Date</b>	<b>Status</b>	<b>Summary of Revision</b>
May 2018	Version 2	Issued
October 2018	Version 3	Amended in response to Environment Agency advice and guidance.



## **1.0 MANAGEMENT**

- 1.1 Metro (London GB) Ltd (the company) will operate the facility in compliance with the conditions of the site environmental permit and as per the procedure and guidance detailed within this Environmental Management System (EMS). The company will provide sufficient resources and competent persons.
- 1.2 The Company will maintain records of procedural compliance as contained within this EMS. All records will be legible and stored in date order within clearly marked files. All files will be stored within the site office and made available to regulatory authorities on request.
- 1.3 All operational and managerial staff will be made aware of the conditions contained within the permit and the procedures and guidance contained within the EMS.

A written record of their instruction or training will be maintained and kept on site.

A copy of the permit and EMS will be kept in the site office in a clearly marked file.

The file will be updated upon variation or amendment of the permit or EMS.

- 1.4 The appointed Technically Competent Manager (TCM) will be qualified to manage a Medium Risk facility and will maintain continued professional competence as required by the Waste Management Training & Advisory Board (WAMITAB).

The TCM's qualification certificate will be on open display within the site office.

## **2.0 OPERATIONS**

### **2.1 Permitted activities**

The site has the benefit of a standard rules environmental permit SR2010No12 (Ref. EPR/GB3005GQ/A001 dated 12 April 2018) for the treatment of waste to produce soil, soil substitutes and aggregate.

The permitted waste types are listed in table 2.3 of the environmental permit

The permitted activities to be undertaken at the facility are listed in table 2.1 of the environmental permit.

Treatment of waste listed in table 2.3 of the environmental permit EPR/GB3005GQ is limited to sorting, separation, screening, crushing and blending of waste for recovery as soil, soil substitute or aggregate.

### **2.2 Waste Acceptance**

All waste materials that enter the facility are subject to this waste acceptance procedure, the waste shall only be accepted if:



- It is of a type listed in table 2.3 of the environmental permit;
- It conforms to the description in the documentation supplied by the producer and holder;
- Its chemical, physical and biological characteristics make it suitable for its intended treatment
- Any excavated soil from potentially contaminated sites has been shown by prior chemical analysis and assessment to be suitable for the intended use without significant risk of pollution; and
- It is visually inspected on arrival and before it enters the treatment process to ensure it complies with the conditions of the environmental permit.

## 2.3 Waste Rejection Procedures

If the site operative finds that the waste on the vehicle at the ticket office does not comply with the conditions of the permit, the waste will not be accepted. The driver will be issued with a Rejected Waste Form and asked to leave the site.

If during or after deposit the site operative observes the presence of a significant quantity of unacceptable waste he will alert the driver and, if possible, reload the unacceptable waste onto the delivery vehicle.

If the vehicle has left the site, the site operative will inform the Site Manager who will detain the delivery vehicle at the site office if possible.

The Site Manager or his nominee will then inspect the load with the delivery driver and, where practicable, ensure that the unacceptable waste is returned to the waste producer.

Where the delivery vehicle has already left site, the unacceptable waste will be isolated or moved to a temporary quarantine storage location if safe to do so. Unacceptable waste must not be covered with other waste.

The waste carrier will then be offered the opportunity to remove the waste. If the carrier is unable to collect the waste, it will be re-loaded into a suitably safe container on his behalf. The waste will then be consigned to an alternative disposal facility that is authorised to receive such waste, using a registered (and reputable) waste carrier. Wastes that have been deemed unacceptable will be removed from the site within 5 calendar days of receipt.

Each load of waste dispatched from the site will be accompanied by a waste transfer note.

The Site Manager or his nominee will record the incident in the site diary and inform the waste producer and waste carrier with the issue of a Rejected Waste Form. Where unauthorised waste is received for a second time from the same waste producer a warning letter will be issued to the waste producer in addition to the Rejected Waste Form. Any further receipt of unauthorised waste will result in the issue of a letter prohibiting the waste producer's use of the site.



## 2.4 Waste Carriers Licence

Vehicles entering the site will have to have a waste carriers' licence

## 2.5 Duty of Care

Section 34(1) of the Environmental Protection Act 1990 imposes a Duty of Care on any person who imports, produces, carries, keeps, treats or disposes of controlled waste. The Duty of Care came into force on 1st April 1992 by way of "The Environmental Protection (Duty of Care) Regulations 1991".

The above Regulations require an adequate waste description to be provided and a waste transfer note to be completed, signed and kept by the parties to a waste transfer. There are however, some circumstances where a waste carrier will not provide a transfer note for each load (e.g. where the load is part of a regular consignment). To ensure that each load received can be accounted for the Company has arranged the receipt docket in a way that duplicates the information required by the transfer note. The Duty of Care is therefore complied with in all respects providing a waste description is received from the waste carrier, a receipt docket is duly completed, and a copy given to the waste carrier.

Waste transfer Notes will be kept in a safe place for a period of at least two years, to allow inspection by the Environment Agency, in accordance with the Duty of Care Regulations.

## 2.6 Waste Transfer Notes

A Waste Transfer Note will be required for the acceptance of any waste (inputs) for treatment and issued for all outgoing waste (outputs) materials that includes:

- A description of the waste;
- An EWC / LoW code(s);
- How the waste is contained;
- The quantity of the waste, this can be the volume of waste or its weight
- The full name and address of the current holder of the waste (i.e. Transferor)
- The full name and address of person collecting the waste (i.e. Transferee) including the details of the waste carrier's registration.
- The full name, address of the transfer of the waste including details of the receiving facilities Environmental Permit number, or waste exemption registration reference
- SIC code (2007)
- The Waste Transfer Note should contain a statement to confirm that where reasonably possible management of the waste has moved the waste up the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011

The Waste Transfer Note is to be signed by both parties. Kept for at least two years and copies must be provided to the Environment Agency, Waste Planning Authority or Local Authority on demand.



## 2.7 The Site

The site is located Bradfield Road Silvertown, the site is surrounded by heavy industrial, the site is approx. 191.75m away from River Thames, There are no Schools/Residential nearby.

All activities will take place within the boundary of the site being the land shown edged in green as defined in the site plan attached to the environmental permit

In accordance with the conditons of the environmental permit the activities shahll not be carried out within:

- Within 500m of a European site or a SSSI.
- Within 250m of the presence of Great Crested Newts where the site is linked by good habitat to the breeding ponds of the newts.
- Within 50m of a site that has species or habitats protected under a biodiversity action plan that the EA considers is at risk from this activity.
- Within 50m of a NNR, LNR, LWS, ancient woodland or a scheduled ancient monument.
- Within 50m of any well, spring or borehole used for the supply of water for human consumption, including private water supplies.
- Within 50m of any well, spring or borehole not used for the supply of water for domestic or food production purposes.
- Within 10m of a watercourse.
- Within a specified air quality management area (AQMA) for particulate matter less than 10 microns (PM10).

During the permit application process no nearby sensitive receptors have been identified.

The site will be open for the treatment of waste between the following hours:

Monday to Friday	07:00 to 17:00
Saturday	07:00 to 13:00

The site will be closed on Sundays and Bank Holidays unless prior written consent has been obtained from the Local Planning Authority and/or the Environment Agency.

When the site operates during the hours of darkness during the winter months the company will provide portable electric lighting to:

Ensure safe working conditions  
Enable all waste deposited to be properly identified



### **3.0 EMISSIONS AND MONITORING**

The Company has recently established an environmental management system

This system ensures that management techniques are instigated to ensure compliance with all planning permissions, Waste Management Licences, PPC permits and other legal requirements. The company has committed itself to a programme of environmental improvements.

The following sections deal with particular potential environmental problems.

#### **3.1 Odour**

No odorous material will be accepted on site. It is unlikely that there will be an odour problem from wastes delivered to the site, therefore no necessity for odour management, monitoring or action plans.

#### **3.2 Noise & Vibration**

The site will not emit noise and vibration at a level which is likely to cause pollution outside of the boundaries of the site. Noise & vibration will be controlled using the following best practice techniques for the control of noise as detailed within this EMS.

- All plant and machinery will be maintained as per manufactures recommendations.
- All drivers and operators will conduct their activities in a manner to minimise the emission of noise.
- All waste containers will be raised and lowered in a steady manner.
- Travel speed within the site is limited to a maximum of 5mph.
- Vehicles will close and secure the tailgate before travelling across the site.
- There will be no loud music on the site.
- No un-necessary moving of plant across concreted areas of the site

#### **3.3 Dust, Fibres and Particulates**

The operator will take all reasonable steps and all appropriate measures to prevent fugitive emissions from dust, mud and litter. Appropriate measures include: -

- Design to minimise handling operations.
- Erect litter fences around the site where required.
- Surface, repair, maintain and clean roadways where possible.
- Cover vehicles skips and vessels.
- Have rigorous maintenance standards.
- Minimise points of access from the public highway.
- Make sure vehicles stay on paved areas where possible.
- Use water to wash wheels and keep roadways damp.
- Avoid certain activities when there are high winds.
- Clear litter and mud at the end of each working day.



The use of water sprays on haul roads has been documented as a very effective dust control measure, being able to reduce dust emissions by over 90% depending upon the degree of wetting and the frequency of application. A water bowser for dust suppression on the haul roads and a hand-held hose is available for use by site staff during dry and windy conditions or when monitoring of site operating conditions at the site dictate that dust suppression is required. Periodic damping down of the stockpiles and the access road will take place to reduce the re-suspension of dust by the action of moving vehicles or wind whipping the stockpiles. An adequate supply of water for spray equipment will be maintained to ensure that the rate of application will be sufficient.

In the event that complaints are received from neighbours regarding dust emissions from site being of nuisance or that during routine site inspections observations of dust being emitted from site operations to such an extent that they considered a nuisance the operator shall instruct that operations cease until the problem has been resolved.

Vehicle access to the site is directly from the road network from Bradfield Road which is of tarmac construction, which in turn leads to the site entrance. All vehicle-running surfaces from the site entrance to the haul to the site compound are concrete.

The operator regularly monitors the condition of the highway and internal entrance road and when required sweeps the tarmac surface of the site to ensure no build-up of detritus through daily operations, which reduces the potential for mud being carried out of the site on to the public highway.

A high-pressure water jet wash will be available at the entrance-exit to the site to clean tyres that have detritus attached that could be carried on to the site road network giving rise to potential mud and dust nuisance. Runoff water will be collected in the seal drainage system.

In the event that mud, or other debris is generated from within the site it will be controlled by standard site management practice, i.e. visual identification through the daily monitoring carried out by the Site Manager as part of the EMS.

### **3.4 Pests**

The risk of scavenging animals, scavenging birds and other pests arising from the site and affecting the surrounding environment is considered to be negligible due to the permitted waste types accepted on the site. In addition to continuous monitoring by site staff, a specialist contractor will be consulted to inspect the site if there is reason to believe there is a presence of vermin or other pests. The contractor will attend to any specified incidence of pests on request to ensure eradication.

The appropriate measures to control pests will include: -

- Regular inspections by nominated personnel.
- Isolation and securing/removal of wastes that are attracting scavengers.
- Employing professional pest controllers, either directly or by contract.





All materials that are treated at the facility under the conditions of the permit.

A daily visual check will be made of containers that hold oil, fuel or lubricants and the method of spillage containment. Should the container, bunding or other method of containment show leakage then the repair or re-containment will take place immediately.

The Company will submit to the Environment Agency an emissions management plan if requested to do so within an agreed period of time.

The requirements of any such plan will be implemented once the plan has been formally approved by the Environment Agency.

All liquids will be stored as per the preventative measures detailed within the Accident Management Plan contained within this EMS.

## **4.0 ENVIRONMENTAL ACCIDENTS & INCIDENTS**

All site operations and activities will be controlled for purpose of reducing the likelihood of accidents and incidents. All hazards will be risk assessed to enable the incorporation of best available techniques and therefore minimise the risk to human health and the environment.

### **4.1 Fire Prevention**

There will be no smoking within any areas of the site.

All plant and machinery will be maintained as per manufactures recommendations.

All electrical equipment will be safety tested.

Flammable and explosive materials such as oils, lubricants and gases will be stored separately from combustible substances and wastes.

Any welding or cutting will take place in an isolated area which is free of combustible materials.



## **In the Event of Fire**

### *Minor fire on plant, vehicles or machinery*

The persons discovering the fire should sound the fire alarm. If possible park the vehicle in the open away from other vehicles and combustible materials and if it is safe to do so, extinguish the fire using a fire extinguisher. All mobile plant to have fire extinguishers.

### *All other fires*

The persons discovering the fire should sound the fire alarm.

The office staff will call the fire service.

All vehicles and mobile plant should be moved away from the fire if this can be conducted without risk to personal safety.

The site will be evacuated, and all persons will assemble at the designated fire assemble point.

The person calling then emergency services will inform the fire service of the location of the fire and the presence of flammable substances.

The office staff will check that all persons working at or visiting the site are present in the assembly area.

Continued operation of the facility during any fire will be done so on the advice of the Fire Brigade.

A plan of the site drainage is attached under appendix and available on site

### *Investigations & Notifications*

The Environment Agency will be informed of the fire and an entry made in the site diary.

Residue from the fire will be disposed of in accordance with advice obtained from the Environment Agency.

The damage will be assessed, and the Company Insurers notified immediately if the damage warrants a claim.

In the event of a major fire all groundwater holding tanks and drains will have to be cleared of debris.

The site will be checked for compliance with the site permit and authorisation sort from the Environment Agency to re-open the site if applicable.



The site manager will submit a full and comprehensive report detailing the cause and future preventative actions to the Director.

#### Site Drainage

Site drainage systems directs water to tanked cellular storage facility (Drawing 07)

## 4.2 Spillage

All hazardous liquids that are stored in containers with a capacity that exceeds 5lts will be held in an area that is engineered to prevent leaks or spillage which may cause damage to the environment.

All oils, fuels and lubricants will either be stored in containers that are bunded, double skinned, held on trays or held within an area that has an impermeable surface and sealed drainage.

All containers will be free of leaks and maintained in good condition, dispensing equipment such as funnels, nozzles and jugs will be fit for purpose.

Refuelling and maintenance of plant and machinery will only take place in designated areas.

#### *In The Event Of Spillage*

The activity that caused the spillage will cease immediately and will only recommence once the spillage has been cleared.

Absorbent granules or dried sand will be applied to the area of spillage, the amount applied will be sufficient to absorb any spilt material.

The absorbent material and any item or waste that has been contaminated by the spillage will be bagged and disposed of as hazardous waste.

#### *Investigations & Notifications*

All spillages will be recorded within the site diary.

Any spillage which results in an escape of hazardous material from the site through overflowing the boundaries or via the drainage system will be reported to the Environment Agency immediately.

Any spillage of liquid that is estimated to exceed 10lts will be investigated by the site manager and the results of the investigation will be recorded in writing together with recommendations in report format.



## **5.0 INFORMATION & RECORDS**

### **5.1 Records**

All records contained within the Appendix of this management system shall be completed in a legible manner within 1 working day of the occurrence.

All records will be retained for a minimum period of 6 years and be made available to the Environment Agency on their written request. Records of any incident which affected the condition of the land or groundwater within or outside of the site boundary will be retained for the duration of the permit.

All of the recording systems contained within the appendix of this EMS will be filed in separate clearly marked folders which will be stored and maintained within the site office. It will be the responsibility of the site TCM to ensure that all records are completed as per the procedures contained within this EMS.

### **5.2 Reporting**

All reports and notifications required by this EMS and permit will be submitted to the Environment Agency at the contact address supplied by the inspecting officer.

Within 1 month of the end of any quarter, commencing 1<sup>st</sup> April each year, the Company will submit a return to the Environment Agency detailing all materials received and disposed of from the site. The information will be submitted electronically using a form downloaded from the Environment Agency website. Once submitted a hard copy will be retained in a separate clearly marked file which will be kept in the site office.

### **4.3 Notifications**

The following incidents require the immediate Notification to the Environment Agency:

- Any breakdown, malfunction or equipment failure that has resulted in an emission which has caused or may cause significant pollution.
- Any breach of a limit specified within this EMS
- Any significant adverse environmental effect
- Fire

Notifications should be made by telephone on 0800807060

Any reported incident should be confirmed in writing to the Environment Agency within 24 hours of the incident.

If requested to do so in writing, by the Environment Agency, the Company will conduct monitoring or sampling. The Company will give the Environment Agency a minimum of 14 days' notice of the date that the monitoring or sampling is to take place. The TCM will make the notification and retain a copy.



The operator will notify the Environment Agency in writing of any of the following changes:

- Change in trading name or registered name
- Change in registered office
- Intention to go into administration, voluntary arrangement or being wound up



## 6.0 ENVIRONMENTAL POLICY STATEMENT

The Policy has been produced by the Metro (London GB) Limited in order to ensure that the procedures and activities of the company are carried out with the minimum of environmental impact and in compliance of all Environment agency Legislations.

Metro (London GB) Limited has a commitment to recycle the maximum amount of material that it collects and brings to the site for processing.

The Operator have implemented an Environmental Management System.

### **Staffing and Supervision**

The aim of the Company is to provide a well managed site operated in accordance with the environmental permit and the environmental management system, using technically competent and trained staff.

The site will have a full complement of staff, additional suitably qualified staff are available as back up. In addition, Metro Concrete Limited provides health and safety support and human resources advice. Staff at all levels will receive the necessary training and instruction in their duties relating to the control of all operations and the potential sources of dust emissions. Particular emphasis will be given to dealing with plant malfunctions and abnormal conditions. Site staff will inform the manager of any problems

The site supervisor has the main responsibility for the day-to-day operation of the facility.

- Vehicle movements
- All loading, tipping and materials handling operations
- Operation of dust suppression measures
- Inspection, cleaning and maintenance of all plant and equipment

The Operator will instruct and encourage the employees and subcontractors to effectively use the resources available and minimise the use of raw materials, gas, electric, water and fuel.

The Operator will design and implement training programmes for employees and subcontractors in order to increase and maintain awareness of environmental aspects, impacts and Legislation.

The Operator will ensure that the company is prepared to deal with all incidents and emergency situations on the site and that suitable and effective training has taken place. TBT to be given and daily briefing. All staff will be made aware of the Emergency procedures. for Spillages, Fire



The Operator are determined to continually improve the service provided by Metro (London GB) Limited and by using expert knowledge, increase the quantity of material recycled at the site on an on-going basis.

All employees, visitors, suppliers and sub-contractors are encouraged to assist in enforcing this policy by following site rules, Standard Operating Procedures and Verbal Instructions.

**If any material is tipped that could potentially be a serious risk to human health or the environment all operations will be suspended until the material is identified and the site manager authorises the recommencement of operations. Waste material suspected of not complying with the list of permitted wastes or suspected of being a risk to human health or the environment or not will be placed in a designated Quarantine area.**

### **Procedure in the Event of Mechanical Failure**

All plant and machinery is maintained to manufacturer's recommendations and is subject to daily inspections for the purpose of identifying faults. All mobile plant will carry a fire extinguisher and will be inspected and maintained in accordance with the plant maintenance schedule to mitigate against potential fires and breakdown

Continuous use of the screening and picking line is essential to the uninterrupted operation of the facility. Therefore, key component spare parts are stored on site for use in event of a breakdown. The key component spare parts are screens for the Screeners, and Teeth for the Crushers. In the event of unexpected mechanical failure, the item of plant or equipment will be repaired without unnecessary delay.

If key machinery cannot be repaired in a reasonable time scale (4 hours) to keep the site operational then hired machines will be brought to site. If replacement machinery cannot be sourced and delivered to site within 24 hours then the site will close until the faulty machinery is repaired or replaced.

Once parts have been removed from the stores for use, their replacement are ordered the same day for immediate delivery. Parts that required for frequent replacement are held in the stores in multiple numbers. All mechanical failures are entered into the site diary.

In the event of a major mechanical failure the site will be closed and the Environment Agency will be informed and notified of the action being taken, this will be recorded within site diary, and in the machine Maintenance schedule

**Maintenance Schedule**

<b><i>Equipment</i></b>	<b><i>Frequency</i></b>	<b><i>Description</i></b>





## 7.0 COMPLAINTS PROCEDURE

A complaint is a negative comment made verbally or in writing by one of the following:

Regulatory authority including routine inspections

Neighbour

Customer

Member of the public

All complaints must be documented and investigated with all details recorded on the complaints form.

All complaints must be dealt with by the site manager.

When the site is audited by the Environment Agency any incidence of non-compliance with licence conditions will be confirmed in writing by the Officer conducting the audit. Any such incident will be treated as a complaint and documented accordingly.

Any person who makes a complaint must be treated in a courteous non-confrontational manner, even if their opinion is incorrect.

Staff should not enter in to any discussions with the complainant but should refer the complainant to the site manager.

The site manager will respond to any complaint within a time period suitable for the severity of the complaint.

### **Guidelines for Response**

*Complaint Breach of Licence Conditions*

Response Immediate Action & Written Response within 48hrs

*Complaint Danger to Human Health*

Response Immediate Action & Written Response within 48hrs

*Complaint Non Urgent Verbal Opinion*

Response Verbal 24hrs

*Complaint Non Urgent Written Opinion*

Response Written 5 Working Days



### **Complaints Record**

**Date Received:**

**Time Received:**

**Complainant:**

**Complainant Contact Details:**

**Details of Complaint:**

**Details of Investigations:**

**Was The Complaint Justified?**



**Action Taken:**

**Response Given To Complainant:**

**Form Completed By:**

**Date:**



## **8.0 SITE DIARY**

A site diary will be maintained by an appointed person within the office.

The diary will be completed on an on-going basis with all incidents recorded within 24 hours of occurrence.

The site diary will be made available to any Environment Agency Officer on request.

The site diary will contain the following information:

1. Attendance of the technically competent manager, detailing arrival and departure times.
2. Opening & Closing times
3. Weather conditions
4. Fencing
5. Site Security
6. Complaints
7. Breakdowns
8. Maintenance
9. Submissions Of EA returns
10. Non-Conforming Waste
11. Weekly Site Audit
12. Drains
13. Pest control



# **SITE DIARY**

WEEK COMMENCING:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
TCM ATTENDANCE						
OPENING HOURS						
WEATHER CONDITIONS?						
FLOORING IN GOOD CONDITION?						
SITE SECURITY						
ANY COMPLAINTS? Pest/Odour/Dust						
ANY BREAKDOWNS?						
ANY MAINTENANCE?						
ANY SUBMISSIONS TO EA?						
ANY NON-CONFORMING WASTE?						
WEEKLY SITE AUDIT COMPLETED?						
DRAINS CLEAR?						

Comments:



### **Site Diary Comments**

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday



## **9.0 SITE RULES**

All persons working at or visiting this site must comply with the site rules. Any employee who breaches these rules may be subject to disciplinary procedure which could result in dismissal. Any visitor, customer or contractor who breaches the rules will be asked to leave site and may be excluded from this facility in the future.

- All visitors, customers or contractors must report to the weighbridge office before entering the site.
- All contractors must be issued with a permit to work prior to commencing any activity.
- All persons must wear high visibility jackets and protective footwear at all times.
- All persons must wear Personal Protective Equipment as directed to do so.
- Do not operate any plant, machinery or vehicle unless you are trained and authorised to do so.
- Drivers must obey the site speed limit and traffic management system.
- No smoking in any operational areas or buildings.
- Do not use mobile telephones when driving or operating plant/machinery.
- Do not use audio headphones.
- Do not walk behind vehicles or plant.
- Stand clear of any vehicle being loaded or tipped.
- Do not jump out of vehicles.
- Do not remove any item of waste from the site unless authorised to do so.
- Report all accidents, spillages and near misses to the site manager or office.
- Do not climb on vehicles or containers.
- Do not act in a manner which may cause harm to you, others and the environment.
- No alcohol or drugs are allowed on to the site.
- Do not enter the site if you are under the influence of alcohol or drugs.
- Pets and children are not permitted on to the site; if they are passengers within a visiting vehicle then they must remain in the cab at all times.
- Any person who does not understand these site rules will not be permitted entry to the site.

### Site Rules Register of Issue

*All persons using the site must be issued with the site rules.*

[illegible]



**INDUCTION & TRAINING RECORD**

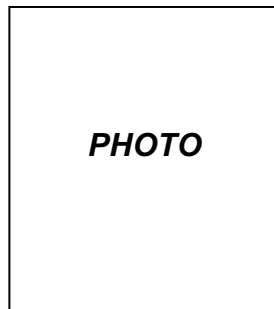
NAME.....DATE.....

NAT.IND.No.....

D.O.B.....

NATIONALITY.....

ADDRESS.....



.....

.....

JOB DESCRIPTION.....

PHONE No.....

INTRODUCTION TO MANAGER /DIRECTOR Y/N

SITE WELFARE SHOWN Y/N

SICKNESS &HOLIDAY PROCEDURES EXPLAINED Y/N

PPE ISSUED/CHECKED Y/N

HARD HAT

BOOTS

GLOVES

HI VIS

SAFETY GLASSES

EAR PROTECTION



<b>PERMIT CONDITIONS EXPLAINED</b>	<b>Y/N</b>
<b>AWARENESS OF HEALTH &amp; SAFETY POLICY</b>	<b>Y/N</b>
<b>ACCIDENT/INCIDENT PROCEDURES</b>	<b>Y/N</b>
<b>MANUAL HANDLING TRAINING</b>	<b>Y/N</b>
<b>COPY OF SITE RULES</b>	<b>Y/N</b>
<b>LANGUAGE PROBLEMS</b>	<b>Y/N</b>

**PERSONAL INFORMATION**

**QUALIFICATIONS**

**ADDITIONAL TRAINING**

**SIGNED.....DATE.....**



### Training Record

**Name:**

**Job Title:**

Date	Description / Topic	Documents Issued	Conducted By	Trainer Signature	*Trainee Signature

\* This signature acknowledges receipt and understanding of the training



## **10.0 HEALTH & SAFETY POLICY STATEMENT**

### **Health & Safety at Work Act 1974**

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction and supervision for employees.
- To ensure all employees are competent to do their tasks, and to give them adequate training.
- To prevent accidents and cases of work-related ill health.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary at regular intervals.

Signed:

Date: October 2018

Review Date: October 2019



## **11.0 PERMIT TO WORK PROCEDURE**

Any contractor that is conducting any task within any part of the facility must be issued with authorisation to conduct that task. This authorisation can only be given using the permit to work form.

The permit to work authorisation will be issued by a manager or director.

On arrival at the facility all contractors will report to the weighbridge office

The office will record their arrival in the visitor's book and direct them to the site manager or director who will issue the permit to work authorisation.

Each section of the permit to work form will be completed and assurance will be sort from the contractor that they understand fully the instruction and detail given in each section.

On completion of the work or at the end of each working day the manager or director will sign-off the form.

For the tasks that continue in to another day a new permit to work will be issued at the start of every day.



### **Permit to Work**

Date:
Contractor:
Names Of Persons Working On Site:
Emergency Contact Number & Contact:
Permitted Activity:
Location Of Activity:
Site Rules Issued ? <b>Yes / No</b>
P.P.E. Required:
Member Of Staff Contractor Reports To:
Fire Extinguishers Required ? <b>Yes / No</b>

I understand the instruction issued to me and will comply with the site rules and only carried out the permitted tasks, I will seek authorisation prior to starting any other activity.

Print Name:

Signature:



### **Sign Off**

#### **Contractor**

I no longer wish to conduct any further work today and confirm that I have left all items involved with the aforementioned task in a safe a proper manner.

Print Name:

Time:

Signature:

---

#### **On Behalf of Metro (London GB) Limited**

The task has been completed to a satisfactory standard and is now complete YES / NO

Print Name:

Time:

Signature:

---

#### **Additional Comments:**



## **12.0 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (C.O.S.H.H.)**

Using chemicals or other hazardous substances at work can put people's health at risk, so the law requires employers to control exposure to hazardous substances to prevent ill health. They have to protect both employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended).

### **Hazardous substances**

Hazardous substances include:

- substances used directly in work activities (eg adhesives, paints, cleaning agents);
- substances generated during work activities (eg fumes from soldering and welding);
- naturally occurring substances (eg grain dust);
- biological agents such as bacteria and other micro-organisms.
- substances used directly in work activities (eg adhesives, paints, cleaning agents);
- The above detailed substances that have been discarded in waste

### **What COSHH requires**

To comply with COSHH the following steps will be taken:

#### **Step 1 Assess the risks**

#### **Step 2 Decide what precautions are needed**

#### **Step 3 Prevent or adequately control exposure**

#### **Step 4 Ensure that control measures are used and maintained**

#### **Step 5 Monitor the exposure**

#### **Step 6 Carry out appropriate health surveillance**

#### **Step 7 Prepare plans and procedures to deal with accidents, incidents and emergencies**

#### **Step 8 Ensure employees are properly informed, trained and supervised**

Employees of Metro (London GB) Limited do not work with or are exposed to large quantities of hazardous substances. However, all products must be assessed and if found to be hazardous must be assessed and those exposed to the substance trained and issued with the appropriate PPE.



In the first instance a data sheet must be obtained from the material supplier, this will then be assessed for compliance with the intended use.

Those exposed to this substance will be trained by a person appointed to do so by the Company. A record of this training will be kept using the training form.

All COSHH data and risk assessments will be kept in a clearly marked file in the administration office.



### 13.0 FIRST AID PROCEDURES

A person will be appointed by the company who is trained to administer first aid to casualties should the need arise.

All employees will be made aware of who the first aider is and where they can be found.

First aid kits are located in the following location:

- Main Office
- Waste Reception Area

If any item is used from the first aid kits then the first aider must be informed as it is their responsibility to replenish used items.

The first aid kits will be checked on a monthly basis by the first aider.

In the event of an accident, injury or illness the first aider will be asked to attend the casualty and administer first aid.

All work activities must cease in the vicinity of the casualty until the casualty is removed.

If the injury or illness is serious then the first priority will be to call the emergency services by telephoning 999. A member of staff will be appointed to stand by the site entrance and direct the emergency services to the casualty

All accidents and injuries must be recorded in the accident book which is located in the main office.

All accidents and injuries must be reported to a Director who will assess the situation to establish if the occurrence is subject to R.I.D.D.O.R.

All accidents and injuries will be investigated, and measures implemented to prevent reoccurrence.



## 14.0 RISK ASSESSMENT PROCEDURE

All operations and activities that are conducted within the facility must be assessed for the risks that they pose to human health and the environment.

All hazards must be controlled for the purpose of minimising the risk to human health and the environment.

Risk assessments will be conducted by a person who is deemed competent to do so by the Company. This person will either be a Director or Manager of Metro (London GB) Limited or an appointed contractor.

The risk assessment will be recorded using the risk assessment form; historic risk assessments using other formats can also be used and retained.

The prevention control measures detailed on the form must be implemented prior to this activity being conducted.

All persons who have the potential to be exposed to the detailed activity must be informed of the findings of the risk assessment before exposure/conducting the assessed activity. This process will be known as training and documented as required by the training procedure.

Risks will be rated as follows:

1. Low Risk
2. Low to Medium Risk
3. Medium Risk
4. Medium to High Risk
5. High Risk

Preventative control measures must be implemented for the purpose of achieving the lowest risk possible. Activities that remain at level 5 once control measures are implemented are not acceptable and cannot be conducted.

All completed risk assessments will be stored in a separate file which is accessible by all staff during hours of operation.

Risk assessments will be reviewed on a yearly basis or when an activity or process is changed.

The maximum period of review for any activity is 12 months.



### **Risk Assessment**

***Activity/Hazard***

***Location***

***Risk***

***Persons exposed to risk***

***Risk Rating if Left Uncontrolled***

***Prevention Control Measures***

***Risk Rating with Control Measures in Place***

***Risk Assessment Conducted By***  
***Date***  
***Next Review Date***

## PPE Issue Record

[illegible]



## 15.0 NEAR MISS & ACCIDENT REPORTS

### Procedure

Any incident of non-compliance with the site rules that did not result in an accident must be reported using this form. The purpose of this report is to prevent accidents which could result in damage to human health or the environment.

### ***'Prevention Is Better Than Cure'***

Any person can complete this form; it must then be submitted to the site manager who will decide on any further action. The completed form will be sent to a Company Director within 24hrs of the incident.

**Date:**

**Time:**

**Person(s) Involved In Near Miss:**

**Person Reporting Near Miss:**

**Description of Incident:**

**Immediate Action Taken:**

**Additional Action to be Taken:**



### **Accident Report**

**Date of Accident:**

**Time of Accident:**

**Persons Involved in Accident:**

**Description of Accident:**

**Did the Accident Result in a Breach of Permit Conditions? *If so give detail***

**Environmental Impact of Accident**



**Was an Injury Caused? If so give details**

**Was this injury reportable under R.I.D.D.O.R.? *If so attach a copy of the notification form.***

**Why Did the Accident Occur?**

**Was the Activity Risk Assessed?**

**Does the Risk Assessment Require Review?**

**What Action is now in place to prevent this Accident Happening Again?**

**Form Completed By:**

**Date:**



## **APPENDIX A**

### **Site Plans**