CONTENTS

1 INTRODUCTION

1.1 This report provides a summary of the Environmental Management System which is in place at the site.

1.2 GED Limited operate an Environmental Management System which has been developed in line with the Environment Agency's Guidance. This management system covers GED Limited's operations and is rolled out to new sites.

2 SUMMARY OF ENVIRONMENTAL MANAGEMENT SYSTEM

2.1 Table 1 below shows how the Environmental Management System addresses the issues raised in the Environment Agency's guidance "How to Comply With Your Environmental Permit".

Table 1 **Summary of EMS Procedures**	
"How to Comply" Requirement	**Where or how the issue is addressed**
Site specific processes	Please refer to the EMS. GED Limited's Operating Procedures set out the activities that will take place on site and confirms how these are controlled to prevent emissions. The Operating Procedures form part of the Environmental Management System (EMS).

Table 1 Summary of EMS Procedures	
"How to Comply" Requirement	**Where or how the issue is addressed**
Accidents and incidents	Please refer to the EMS. GED Limited have procedures in place to respond to incidents to ensure that they are investigated and systems are put in place to minimise the risk of recurrence.
Waste acceptance	The EMS includes the pre-acceptance and acceptance procedures in place at the site to ensure that all materials utilised on site are suitable for use for site restoration.
Waste storage	As part of the EMS GED Limited have operating procedures in place to ensure the correct storage of all wastes. Stockpiles will be managed to minimise dust. All staff members and contractors are inducted and trained in all aspects of waste handling relevant to their work. Storage infrastructure is also detailed.
Materials storage	Fuel for site plant, maintenance oils and waste oil (from plant maintenance) will be stored on site in double skinned tanks and will be in full compliance with the oil storage regulations.
Transport distribution	Waste will be received in covered or sheeted vehicles which will enter the site via the haul road and weigh bridge.

Table 1 Summary of EMS Procedures	
"How to Comply" Requirement	**Where or how the issue is addressed**
	Waste taken off site will be limited to any quarantined unacceptable waste. Acceptance procedures will keep this to a minimum. Speed limits will be enforced on site to minimise dust and noise.
Potential impacts on air, water, land and neighbours	These are summarised in the Environmental Risk Assessment GED Limited's EMS includes procedures to control dust and noise.
Procedures to ensure compliance with the waste hierarchy	The EMS has been developed with consideration to the waste hierarchy.
Compliance with the Duty of Care	GED Limited's EMS includes waste acceptance procedures which includes procedures to ensure that transfer notes are correctly completed and that the completed notes are stored for at least two years and the duty of care is complied with.
Site Closure	Records of all incoming waste will be kept to demonstrate that all waste utilised was suitable for use. A topographic survey will be completed to show that the site has been restored to the contours agreed in the planning consent.
Staff Training	GED Limited's EMS includes procedures to ensure that all staff receive induction training. Training needs will be reviewed on an annual basis and training will be given where required to ensure that staff are aware of the requirements of both the Permit and EMS.
Control of Contractors	Contractors will be provided with an induction to ensure that they are aware of all relevant health and safety and environmental issues.
Audit and commitment to continuous improvement	GED Limited are committed to legal compliance and to continuous improvement in environmental matters, as reflected in their environmental policy. A dedicated compliance team ensure that procedures are being followed

	and permit conditions are complied with. The EMS procedures are audited annually and the findings are fed back to senior staff to allow improvements to be made and targets to be set for the year ahead.

3 EMS CONTENTS

The documents are maintained and updated by the operator. The contents of the EMS are listed below.

Document Title	Version/Date
GED Site Waste Acceptance Procedure – A.S.A Morley's	1. - September 2024
GED Health Safety Policy	1. - October 2023
GED Environmental Policy	1. - October 2023
GED Site Environmental Monitoring and Management Plan	1. - August 2023
GED Hazard Identification, Risk Assessment and Risk Control Procedure	1. - October 2023
GED Emergency & Response Procedure	1. - October 2023
GED Skills, Training and Competencies	1. - October 2023
GED Accident and Incident Investigation Procedure	1. - October 2023
GED General Site Rules incl. Daily Site Log	1. - March 2025
GED Environmental Complaint Procedure	1. - March 2025
GED Commitment to Environmental Continual Improvement	1. - January 2024

GED Site Waste Acceptance Procedure

ASTLEY SAND AND AGGREGATES Ltd.

A Green Earth Developments (Group) Ltd. Company

MORLEY'S QUARRY, ASTLEY
WASTE ACCEPTANCE PROCEDURE

EPR/LP3597SR

SITE	Morley's Quarry
DOCUMENT TITLE	Waste Acceptance Procedure
DOCUMENT REF.	ASA/LP3597SR/WAP
DATE ISSUED	27/01/2023
ISSUED BY	C Gettinby - TACCL
DATE CHECKED	19/09/2024
CHECKED BY	S Towers, M Moschidou
REVISION NO.	6.0
RELATED DOCUMENTS	Permit EPR/LP3597SR
AMENDMENTS	N/A

CONTENTS

APPENDED

1. GENERAL

1.1 Waste Acceptance Procedures

1.1.1 Waste will only be accepted for disposal at Morley's Quarry if it is demonstrated that it meets the criteria for landfills of inert waste. To do this the following waste acceptance procedures will be implemented.

Table 1: Waste Types Permitted Without Testing

EWC	Description	Restrictions
17 01 01	Concrete	Selected C&D waste only*
17 01 02	Bricks	Selected C&D waste only*
17 01 03	Tiles and ceramics	Selected C&D waste only*
17 01 07	Mixtures of concrete, bricks, tiles and ceramics	Selected C&D waste only*
17 02 02	Glass	
17 05 04	Soil and stones	Excluding topsoil, peat; excluding soil and stones from contaminated sites
20 02 02	Soil and stones	Only from garden and parks waste; Excluding topsoil, peat

* Selected construction and demolition waste (C & D waste): with low contents of other types of materials (like metals, plastic, soil, organics, wood, rubber, etc). The origin of the waste must be known.
— No C & D waste from constructions, polluted with inorganic or organic dangerous substances, e.g. because of production processes in the construction, soil pollution, storage and usage of pesticides or other dangerous substances, etc., unless it is made clear that the demolished construction was not significantly polluted.
— No C & D waste from constructions, treated, covered or painted with materials, containing dangerous substances insignificant amounts.

Note.
1. These materials are only acceptable if they arise from a single identified source.
2. Mixtures of different types of these wastes from the same single source are acceptable without testing.
3. Mixtures of these wastes from different sources are NOT ACCEPTABLE unless pre-testing is carried out.
4. **No tarmac** (weathered or unweathered) will be accepted into the landfill as fill material.
5. Materials suitable for use as **topsoil will be brought onto site for use as topsoil only**, with or without pre-treatment. Topsoil will not be placed at a depth greater than 500mm from the site surface.

Table 2: Materials Acceptable for Disposal after testing provided they meet the waste acceptance criteria for inert waste

EWC	Description

01 02 02	Waste from mineral non-metalliferous excavation
01 04 08	Waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	Waste sand and clays
01 04 13	Wastes from stone cutting and sawing other than those mentioned in 01 04 07
10 12 08	Waste ceramics, bricks, tiles and construction products (after thermal processing)
17 01 01	Concrete
17 01 02	Bricks
17 01 03	Tiles and ceramics
17 01 07	Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 02 02	Glass
17 05 04	Soil and stones other than those mentioned in 17 05 03
17 09 04	Mixed construction and demolition waste other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
19 12 09	Minerals (for example sand, stones)
20 02 02	Soil and stones

1.2 **Recycling Area**

1.2.1 Waste is required to be fully characterised prior to disposal to landfill. Although the recovery of suitable construction material undertaken at Morley's Quarry is not a landfill activity, the basic principles of the Waste Acceptance Criteria have been adopted. The WAP protocol requires waste used for aggregate production is inert and may include acceptance of (non-hazardous) tarmacadam.

1.2.2 Residual waste from recycling / aggregate production is subject to the sampling / testing for inert waste acceptance criteria and as outlined in section 1.1.13.

1.2.3 A record will be made of number of loads transferred from the aggregate recycling area to the landfill. The vehicle used will generally be assumed to be a dump-truck with net payload as listed in Appendix II.

2. ENQUIRY STAGE

2.1.1 For each waste enquiry from which prospective customers intend to bring waste to Morley's Quarry, the customer will be required to provide waste characterisation information with guidance and assistance if required. Waste streams that run beyond 1000 tonnes or one year will require testing for compliance with WAC leaching/bulk limits.

2.1.2 Waste included in Table 1, from a known single source that is known to be uncontaminated, for example soils from a greenfield site, or demolition waste that has been physically segregated e.g. clean brick, concrete and tile, can be accepted without any testing information.

Where testing or site investigation information *is* available, this must be referred to the Technical Department for review prior to acceptance.

2.1.3 Limited waste streams from sites adequately characterised as low risk of contamination, e.g. residential plots (no topsoil), school fields, etc. can be accepted without any testing information at the discretion of site staff providing there are no physical indications of contamination or contrary waste. Where there is any concern regarding contamination risk; testing / site investigation information will be requested and in any case this clause will not apply to enquiries exceeding 1,000m³.

2.1.4 If the waste is from a brownfield source with potentially contaminating use/history, site investigation data and chemical testing results will be required or the enquiry will be rejected. Acceptability of the waste enquiry by the Technical Department will be copied to site staff.

2.1.5 Waste transfer documentation must only be accepted if it includes all the statutory obligatory information. The waste transfer notes will be filed alongside the corresponding waste characterisation forms, preferably stapled together.

2.1.6 Only waste characterised as acceptable at inert landfill with low potential for contamination will be accepted. If information provided indicates historical or present uses which are likely to have caused contamination (e.g. petrol stations, gas works, industry development etc.), then the waste will be rejected unless analysis is attached that confirms that the material is acceptable. However, should site investigations information confirm that an appropriate number of relevant chemical analyses can demonstrate that part or all of the waste is acceptable, then the proportion of material that complies can be accepted.

2.1.7 An adequate description of the waste must be given in the appropriate section. Broad descriptions such as 'muck' or 'earth' are not deemed to be acceptable. The form will be rejected if inadequate information is provided. If the material is likely to contain soils, bricks, concrete, etc. this should be included on the form. Alternatively, the provision by the producer of borehole / trial pit logs will offer a means of better describing the waste types present.

2.1.8 Characterisation should confirm that no biodegradable waste is present in the waste. Up to 3% organic carbon is permissible, but **topsoil and peat are specifically prohibited.**

3. ASSESSMENT OF ANALYTICAL INFORMATION

3.1.1 The Technical Department will assess any analytical information provided and advise site staff of the acceptability of the waste. A waste enquiry reference and DEC (waste declaration form) form will be provided to customers with acceptable wastes:

- Waste analysis will be assessed and rejected if any significant contamination is indicated or if the waste exceeds the relevant limits of total content of organic parameters[1];

[1] Determination may be via direct comparison of values or the statistical approach outlined in WM2 guidance.

- Leaching results will be compared to the relevant limit values for inert landfill[1].

4. WASTE RECEPTION AT SITE

4.1.1 The weighbridge will be manned by a weighbridge clerk who will record the movement of vehicles to and from Morley's Quarry and identify the loads they are carrying. The clerk will complete transfer notes and issue a receipt for each load accepted; they are responsible for the safe storage of this documentation.

4.1.2 Duty of Care transfer notes will be retained for a minimum period of two years and will be made available for inspection by the EA.

4.1.3 The drivers of all vehicles delivering waste to Morley's Quarry must report to the weighbridge to disclose the nature of the waste they are carrying and provide the relevant documentation.

4.1.4 The weighbridge clerk will ensure that:

- A fully completed DoC Transfer Note is held for every load[2];
- Basic characterisation and a DEC form has been received characterising the waste as acceptable for inert landfill;
- The waste has not been rejected; and
- Each load is visually inspected through CCTV to ensure obvious non-compliant waste is not accepted.

4.1.5 After inspection of the load (where practicable), the weighbridge clerk will sign the waste transfer note to confirm the details are correct. If inspection is not possible in the waste reception area, the clerk will only sign the waste transfer note on return of the vehicle to the weighbridge after the deposit of the waste has taken place. If the load is unacceptable rejection procedures as described below will be implemented.

4.1.6 Season tickets may be obtained by waste suppliers and a DoC transfer note may cover multiple loads from a single source for a maximum period of one year. Loads supplied on this basis will be audited at regular intervals to ensure that they comply with the original season ticket.

5. WASTE INSPECTION

5.1.1 Vehicles that are sheeted will normally unsheet at the weighbridge area for inspection, except where windy conditions and/or the nature of the load may give rise to wind-blown dust. In such circumstances, the vehicle will remain sheeted until it reaches the tipping face and the clerk will contact the machine operator by radio with details of the vehicle, to ensure that the load is suitably inspected at the tipping face.

5.1.2 The weighbridge clerk and machine operator will use two-way radios so that visual inspection and cross-checking of any waste loads can be carried out. Morley's Quarry manager or his nominee will also carry a radio so that he can be made aware of potential problems at the earliest opportunity.

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[2] Multiple loads can apply to a 'season ticket' for a maximum period of one year and the total volume of waste must be stated.

5.1.3 Acceptable loads will be directed to the location where the waste is to be deposited.

5.1.4 On arrival at the working area the load will be deposited as directed by the operative(s) at the advancing face.

5.1.5 Morley's Quarry operative(s) will inspect the waste before and during the placement operation. If any unacceptable waste is discovered it will be dealt with in accordance with the procedure detailed below for rejection of waste.

5.1.6 Morley's Quarry manager or his nominee will make regular inspections of incoming waste.

6. RECORDS

6.1.1 The following records of waste acceptance are required to be maintained:

- Quantity – the type of wagon for each received load is recorded and converted to the relevant tonnage (conversion factors in Appendix 2);
- Characteristics – recorded on basic characterisation (DEC) forms with reference to any analysis / site investigation information;
- Date of delivery – recorded on deposit receipt;
- Origin of waste – recorded on waste transfer note and DEC forms;
- Producer and carrier – recorded on waste transfer note and DEC forms.

6.1.2 The weighbridge Heavy Tech system contains the above records.

7. DEPOSIT RECEIPT

7.1.1 The information provided on a deposit receipt will be:

- Site reference (relating to the aggregate recycling facility or landfill);
- Date and time of delivery;
- Vehicle registration number and waste carrier license.

8. DUTY OF CARE

8.1.1 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.

8.1.2 All incoming waste movements must be documented by a valid waste transfer note to be completed, signed and kept by all parties involved in the waste movement. 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 (and a Season Ticket has been completed)).

8.1.3 A weighbridge ticket for each load received will be issued and a copy given to the carrier. A suitable record will be maintained on the Heavy Tech weighbridge system so that each load of incoming waste can be attributed to the corresponding transfer note.

8.1.4 DoC transfer notes will be held securely for a minimum of two years, to allow inspection by the EA. Transfer notes will be filed with the corresponding waste characterisation form.

8.1.5 The duty of care transfer note must include sufficient detail to comply with the legislative requirements. The customer vehicle may be accommodated in the site reception area pending hand-over of necessary documentation, or the load will be rejected.

9. REJECTION OF WASTE

9.1 Waste Visual Inspection/Rejection

9.1.1 Waste visual inspection/rejection forms (ref. PCE/EMS/WVF) will be completed and filed following any routine waste inspections or rejections of any waste loads or part-loads. The form will make reference to any samples or photographs taken (including sample/reference number).

9.2 Rejection of Waste

9.2.1 Should the weighbridge clerk find that the waste on the vehicle does not comply with the permitted waste types, the load will not be accepted at Morley's Quarry. The driver will be advised to deliver the waste to a suitably permitted disposal facility. If the load is part of an enquiry consisting of a number of loads, the customer must be contacted to ensure that no further contrary wastes are dispatched. If the load is typical of the enquiry waste, the whole job should be rejected and the Technical Department informed of the reason for rejection.

9.2.2 The inspection of waste at the working face will be observed by a site operative whilst the vehicle is unloading.

9.2.3 Should it be identified that following deposit, that the presence of a significant quantity of unacceptable waste has been deposited the driver will be alerted and, if possible, the unacceptable waste reloaded onto the delivery vehicle. Unacceptable waste will not be covered.

9.2.4 Minor occurrences of contrary waste will be reloaded onto the customer's vehicle or placed in a waste skip in the tipping area. It is good practice to record rejection of minor constituents as a part-load rejection as it may be indicative of a wider problem with the job.

9.2.5 If the delivery vehicle has left the working area, the operative will contact the weighbridge via portable radio and inform the weighbridge clerk who will detain the delivery vehicle at Morley's Quarry office if possible.

9.2.6 The weighbridge clerk will inform the site foreman or his nominee will inspect the load with the delivery driver and, where practicable, ensure that the unacceptable waste is returned on the same vehicle to the waste producer.

9.2.7 The weighbridge clerk or site foreman will record the incident on a waste rejection form, the record will be held for a minimum of two years and made available to the Environment Agency for inspection. The customer and the Environment Agency will be informed of all rejections.

9.2.8 Where the delivery vehicle has already left site, the unacceptable waste will be isolated or moved to a temporary storage location if safe to do so. 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 reloaded into a suitably safe container on their behalf. The waste will then be consigned to an alternative disposal facility that is permitted to receive such waste, using a registered waste carrier.

9.2.9 Wastes that have been deemed unacceptable must be removed from the installation within 5 calendar days of receipt, or following return of analytical results. Unacceptable wastes must be removed from the installation within 24 hours if the quarantine container becomes full.

10. WASTE DESPATCH

10.1.1 Waste dispatched from Morley's Quarry will be loaded into a suitably safe container and will be dispatched to an alternative disposal facility that is licensed to receive such waste, using a registered waste carrier.

10.1.2 Each load of waste dispatched from Morley's Quarry will be accompanied by a waste transfer note (or consignment note for any hazardous waste).

11. WASTE SAMPLING AND TESTING

11.1.1 Waste is required to be fully characterised prior to disposal to landfill. Incoming waste characterisation will be documented on DEC forms as appropriate.

11.1.2 The waste acceptance and inspection procedures described above will aid in preventing waste being deposited that is not acceptable, they cannot however eliminate the risk of, for example, contaminated soils entering Morley's Quarry undetected. For further verification Astley Sand and Aggregates additionally undertakes random sampling and laboratory analysis of waste inputs.

11.1.3 The procedures to be followed for sampling and analysis are described below:

- The site foreman or their nominee will audit a number of loads per week and fill in a visual inspection form (ref. PCE/EMS/WVF). The form will record whether the load has been sampled or photographed.
- The site foreman or their nominee will determine which loads are to be sampled. Selection of loads will try to ensure that a representative selection of incoming waste are sampled (i.e. both small one-off loads as well as larger contracted wastes). The site foreman will inform the weighbridge clerk which loads are to be sampled.

- The weighbridge clerk will ensure the sample is labelled and referenced on the corresponding visual inspection form (this will provide a complete record of the load being assessed and can later be cross-referenced with enquiry information, characterisation form and transfer documentation).
- The weighbridge clerk will inform the driver of an incoming vehicle if the load is to be sampled.
- The site manager or his nominee will subsequently take a combined sample from the tipped load. The sampler will use the technique of coning and quartering to prepare a sample. Following coning and quartering, a suitable sample container supplied by the UKAS accredited laboratory will be filled with at least 1kg of sample. Larger samples can be useful if the laboratory needs to carry out further/repeat testing.
- The sample container will then be sealed and labelled and kept in secure, dry and cool area prior to collection and transport to the laboratory. NB: A representative sample should be taken from the body of the waste, avoiding surfaces that have been exposed to surface water or drying out.

11.1.4 Where an unacceptable load is part of a large contract, the contract will be halted immediately and the waste investigated in more detail. If Level 3 testing cannot confirm the classification and / or the waste exceeds WAC limits, they will not continue to accept the waste population at the site until the waste producer has provided adequate characterisation information. Where the additional sampling indicates that the offending sample was a one-off the contract may resume.

12. ANALYTICAL PROCEDURES AND DETERMINANTS

12.1.1 All soil samples will be prepared and analysed by a UKAS accredited laboratory using the MCERTS performance standards where appropriate. The analysis procedure and chemical determinants will be reviewed from time to time to take into account changes in legislation. The limit values for waste acceptance at inert landfill are listed in Appendix 4.

APPENDIX I WASTE CHARACTERISATION FORM (DEC)

ASTLEY SAND AND AGGREGATES Ltd.
A Green Earth Developments (Group) Ltd. Company

Astley Sand and Aggregates LTD

PRODUCER DECLARATION FORM

REFERENCE:

Section A – General Information

Name and Address of Company (state if broker)				Name and Address of Producer (if different)	
				Name and Address of Haulier (if different)	
Tel:		Fax:			
Contact Name:					
Email:					
Carrier Reg No:				Carrier Reg No:	

Source of Waste (location):			
General Description of Waste:	INERT SOILS AND STONE		
Process from which waste arises including SIC Code:	43.12 excavations		
Quantity:		Frequency:	AS REQUIRED
The Waste is:	Inert		
Physical Nature:	Solid and Granular		
Odour:	NONE		

Relevant Chemical Components and Concentrations:
Answer **Yes** or **No** in the columns below, if yes please specify including concentrations.

Components	Yes	No	Details
Toxic Metals	☐	☐	
Oils	☐	☐	
Solvents	☐	☐	As Per Analysis Supplied
Halogenated Solvents	☐	☐	
PCB / Dioxins	☐	☐	
Phenols	☐	☐	
Cyanide / Isocyanates	☐	☐	
Biocides	☐	☐	
Oxidising Agents	☐	☐	
Radioactive Materials	☐	☐	
Liquids	☐	☐	
Explosives	☐	☐	
Corrosive Materials	☐	☐	
Flammable Materials	☐	☐	
Hospital / Clinical Waste	☐	☐	
R&D Laboratory Waste	☐	☐	
Whole Tyres	☐	☐	
Asbestos	☐	☐	

Section B – Requirements under the Landfill Directive

ASTLEY SAND AND AGGREGATES Ltd.
A Green Earth Developments (Group) Ltd. Company

Astley Sand and Aggregates LTD

PRODUCER DECLARATION FORM

Does the waste require treatment under article 6(a) of the Landfill Directive?	Yes ☐ No ☐
If **No**, please provide reason for exemption	
If **Yes**, please provide details of treatment in place to meet the requirements of the Environment Agency Guidance on the waste treatment requirements of article 6(a) of the Landfill Directive.	
Does the material pass the criteria for inert WAC (BS EN 12457)? Yes ☐ No ☐	
Have you applied the Waste Hierarchy to this waste as per The Waste Regulations 2011 (England and Wales)	
1. Prevention of Waste	Yes X
2. Preparing for Re-Use	Yes X
3. Recycling	Yes X
4. Recovery	Yes X
5. Disposal	Yes X
Sampling Plan:	
1. Has the sample been taken using an approved method or plan?	Yes X
2. Has the sample been taken by a trained person	Yes X
(if possible, please provide details of 1 and 2)	

Section C – Requirements under the Animal By-Products Order 1992

Does the waste contain Tannery Waste	No X
Does the waste contain Catering Waste	No X
Does the waste contain Animal By-Products	No X

DECLARATION:
I / We certify that the above information and any enclosures are correct in every respect.

Customer Signed:		Name:		Date:	
Producer Signed:		Name:		Date:	
Haulier Signed:		Name:		Date:	

		EWC Code	Yes		No	
		Banned	Yes		No	
		Treated	Yes		No	
		Accept	Yes		No	
Name	Date	Position		Signature		
		Technical Waste Coordinator				

APPENDIX II WASTE CONVERSION FACTORS

Table 3: Approximate tonnage payloads of various vehicle types

Vehicle Type	Average Equivalent Payload (Tonnes)
Four-wheel vehicles, including vans, pickups, small tippers, skip lorries	1
Six-wheel lorries	13
Six-wheel grab-lorries	8.5
Eight-wheel lorries	15
Eight-wheel grab-lorries	12
Dump trucks (internal site use)	18

APPENDIX III WASTE VISUAL INSPECTION / REJECTION FORM (PCE/EMS/WVF)

Person undertaking the inspection:	
Date:	Time:
Site and Area receiving the waste:	
Registration of vehicle delivering waste:	Haulier:
Site where the waste was produced (or job reference from duty of care if unknown):	

Description of waste:

Concrete	yes/no
Brick	yes/no
Ash/clinker	yes/no
Tiles	yes/no
Tarmac	yes/no
Roots	yes/no
Vegetation	yes/no

Other Comments:
e.g. dry/wet/dusty

Plastic	yes/no
Cloth/textile	yes/no
Suspected asbestos	yes/no
Tyres	yes/no

Tick one:

Load accepted	☐	
Load rejected	☐	Fill in actions box
Load part-rejected	☐	Fill in actions box

Sample taken	yes/no

Sample reference:

Photo taken	yes/no

Actions taken:

APPENDIX IV INERT LANDFILL LIMIT VALUES FOR WASTE ACCEPTANCE

Leaching limit values

The following leaching limit values apply for waste acceptable at landfills for inert waste, calculated at liquid to solid ratios (L/S) of 2 l/kg and 10 l/kg for total release and directly expressed in mg/l for C0 (the first eluate of percolation test at L/S = 0.1 l/kg). Where available, L/S 0.1 l/kg will be used

Component	L/S = 2 l/kg	**L/S = 10 l/kg**	C_o (percolation test)
	mg/kg dry substance	**mg/kg dry substance**	mg/l
As	0.1	**0.5**	0.06
Ba	7	**20**	4
Cd	0.03	**0.04**	0.02
Cr Total	0.2	**0.5**	0.1
Cu	0.9	**2**	0.6
Hg	0.003	**0.01**	0.002
Mo	0.3	**0.5**	0.2
Ni	0.2	**0.4**	0.12
Pb	0.2	**0.5**	0.15
Sb	0.02	**0.06**	0.1
Se	0.06	**0.1**	0.04
Zn	2	**4**	1.2
Chloride	550	**800**	460
Fluoride	4	**10**	1.5
Sulphate	560(*)	**1000(*)**	1500
Phenol Index	0.5	**1**	0.3
DOC (**)	240	**500**	160
TDS (***)	2500	**4000**	-

(*) If the waste does not meet these values for sulphate, it may still be considered as complying with the acceptance criteria if the leaching does not exceed either of the following values: 1 500 mg/l as C0 at L/S = 0.1 l/kg and 6,000 mg/kg at L/S = 10 l/kg. It will be necessary to use a percolation test to determine the limit value at L/S = 0.1 l/kg under initial equilibrium conditions, whereas the value at L/S = 10 l/kg maybe determined either by a batch leaching test or by a percolation test under conditions approaching local equilibrium.

(**) If the waste does not meet these values for DOC at its own pH value, it may alternatively be tested at L/S = 10 l/kg and a pH between 7.5 and 8.0. The waste maybe considered as complying with the acceptance criteria for DOC, if the result of this determination does not exceed 500 mg/kg. (A draft method based on prEN 14429 is available).

(***) The values for total dissolved solids (TDS) can be used alternatively to the values for sulphate and chloride.

Limit values for total content of organic parameters
In addition to the leaching limit, inert wastes must meet the following additional limit values:

Parameter	Value mg/kg
TOC (total organic carbon)	30000 mg/kg or 3% (*)
BTEX (benzene, toluene, ethylbenzene and xylenes)	6 mg/kg
PCBs (polychlorinated biphenyls, 7 congeners)	1 mg/kg
Mineral oil (C10 to C40)	500 mg/kg
PAHs (polycyclic aromatic hydrocarbons)	100 mg/kg

(*) In the case of soils, a higher limit value maybe admitted by the competent authority, provided the DOC value of 500 mg/kg is achieved at L/S = 10 l/kg, either at the soil's own pH or at a pH value between 7.5 and 8.0.

GED Health Safety Policy

COMPANY POLICY - Health & Safety Statement

The company recognises that the controlling of risks to health and safety of all employees and all persons likely to be affected by its operations, including subcontractors and members of the public is of paramount importance.

In order to achieve this, the company will:

- Ensure good health and safety complements commercial and operational needs - good safety standards make good business sense.
- Ensure all employees are committed to preventing all accidents and incidents, whether near miss, minor or major, resulting from its activities and investigating any which do happen to prevent reoccurrence.
- Ensure health and safety law is the starting point for the company and, wherever reasonably practicable,

legal standards will be exceeded.

- Ensure line managers have prime responsibility for health and safety - this is a non- negotiable duty.
- Ensure all employees, from managing directors to operational workers will observe health and safety rules and take all reasonable steps to guard their own and other's health, safety and welfare.
- Employ and/or commission suitably qualified Safety Advisors and/or consultants to assist in fulfilling the company's responsibilities.
- Encourage consultation with all employees and will pursue a proactive communications strategy.
- Ensure health and safety will be the prime consideration in the design, purchasing, installation and commissioning, operation, repair and maintenance, decommissioning and disposal of all equipment, plant and facilities.
- Ensure health and safety will be the prime consideration in any activity undertaken by the company, including the management of change of any kind, including management systems and organisation.
- Ensure no task or operation will be started which cannot be stopped in a safe condition.
- Maintain links with trade organisations, professional associations, regulators and other bodies to ensure that its health and safety performance is continuously improved.
- Provide adequate resources, including training and development of employees, to ensure the effective implementation of this policy and create a working environment, which is safe for its employees and third parties.

Responsibilities

All company employees have responsibility for health and safety. GED Ltd management system documents, job descriptions and profiles allocate specific responsibilities for safety. However, in general terms:

- The Board of directors is responsible for ensuring that company management is adequately resourced and staffed, representing safety to the board and co-ordinating health and safety standards.
- Operating company directors and senior managers will provide the resources and framework to promote a positive safety culture through budgeting, management of change, visible commitment and direction.
- Line managers have the prime responsibility for health and safety, placing it at the head of their priorities and ensuring that employees comply with health and safety rules, practices and systems. These duties will be demonstrated through their actions - no manager will allow poor practice or pass it by without comment.

- Employees are responsible for taking all reasonable care for their own health and safety, their workmates' and third parties who may be affected by their actions. Employees must comply with safety rules and systems and co-operate on safety issues. No employee will ignore poor practice without commenting.

- All employed by GED ltd, are responsible for promoting health and safety, putting health and safety first and never ignoring poor practice - not to do so will be a serious breach of conduct and may be a disciplinary offence.

-

GED Environmental Policy

Green Earth Development Group (GEDG) Environmental Policy

1. Introduction & Statement of Intent Green Earth Development Group (GEDG) is committed to conducting its business in a manner that minimizes adverse effects on the environment while striving to enhance environmental sustainability. Our goal is to integrate environmental responsibility into all aspects of our operations, ensuring compliance with legal requirements and promoting continual improvement.
2. Regulatory Compliance & Responsibilities We adhere to all relevant environmental laws, regulations, and best practices established by the UK government and regulatory authorities. The responsibility for implementing this policy lies with the GEDG Board, with operational execution managed by the Health and Safety Manager and senior leadership. All employees and stakeholders play an integral role in upholding our environmental commitments.
3. Environmental Management & Sustainability Goals We are dedicated to:

- Preserving and enhancing environmental conditions through responsible business practices.
- Reducing environmental damage caused by resource consumption and operations.
- Promoting sustainable waste management, including recycling and reusing materials where possible.
- Implementing responsible power generation solutions, reducing reliance on non-renewable resources.
- Encouraging the use of alternative fuels and transportation methods to minimize environmental impact.

4. Pollution Prevention & Biodiversity Conservation GEDG takes proactive measures to prevent pollution of air, land, and water, including:

- Implementing effective waste management practices to reduce landfill disposal.
- Controlling emissions and adopting clean technologies.
- Minimizing habitat destruction and supporting biodiversity conservation initiatives.

5. Carbon Management & Climate Action To address climate change and reduce our carbon footprint, we commit to:

- Annually measuring and assessing greenhouse gas emissions.
- Setting targets to reduce emissions and improve energy efficiency.
- Integrating renewable energy and sustainable transportation practices.
- Encouraging carbon reduction initiatives throughout our supply chain.

6. Monitoring, Reporting & Continuous Improvement Environmental performance is systematically monitored, assessed, and improved through:

- Regular internal audits and external evaluations.
- The use of Environmental Management Systems (EMS) for standardization and tracking progress.
- Setting clear environmental targets and reporting progress through compliance reports.

7. Stakeholder Engagement & Public Transparency GEDG actively collaborates with stakeholders, including customers, suppliers, regulatory bodies, and local communities, to:

- Promote environmental awareness and education.
- Maintain open dialogue on sustainability initiatives.
- Provide public access to environmental performance information.

8. Commitment to Implementation This policy is communicated to all employees, contractors, and stakeholders. Training and awareness programs ensure active participation in achieving our environmental objectives. Regular policy reviews and updates ensure alignment with best practices and regulatory changes.

GED Site Environmental Monitoring and Management Plan

GED SITE ENVIRONMENTAL MONITORING AND MANAGEMENT PLAN

CONTENTS

TABLES

1.0 ENVIRONMENTAL MONITORING PLAN

1.1 This plan has been proposed with reference to a number of related documents and should be read in conjunction with the following:

- Hydrogeological Risk Assessment
- Leachate Management Plan
- Surface Water Management Plan
- Groundwater Management Plan

This plan will be reviewed on at least an annual basis, or sooner if compliance limits or assessment criteria are changed, or where a material change in the site or surrounding environment requires it.

1.2 General Monitoring Objectives

- To achieve consistency in monitoring procedures and techniques to ensure the provision of data with acceptable quality, comparability and usability.
- To provide a monitoring program that ensures regulatory compliance.
- To carry out routine monitoring in order to assess the environmental effects of activities.
- To discern potential breaches of control and trigger levels.
- To ensure that work is undertaken in a safe manner and according to company Health and Safety policies.
- To achieve Quality Control through minimisation of uncertainty at the time of measurement and sampling through good practice and a robust set of monitoring procedures.
- To achieve Quality Control through a process of review to ensure technical accuracy, completeness and conformance to standards.

1.3 Details of the management structure and technical competence can be found in the site EMS. For the purposes of the Environmental Management and Monitoring Programme responsibilities are for the most part split between the Technical Manager and the Monitoring Technician(s).

- The Technical Manager is line manager to the Monitoring Technician(s) and responsible for assessing results against compliance criteria, initiating any compliance actions and liaising with the Environment Agency.
- The Monitoring Technician(s) undertakes all routine monitoring and arranges for transport of samples to the appropriate laboratory for analysis.

1.4 All monitoring and sampling shall be undertaken by trained Monitoring Technician(s) using equipment appropriate to the monitoring required and calibrated to the correct specifications.

1.5 The Monitoring Technician(s) shall take all necessary steps to ensure their own safety and that of others whilst carrying out all their monitoring duties. Site specific risk assessments are kept at head office and all staff are fully trained in company health and safety policies.

1.6 The Monitoring Technician(s) is subject to an internal audit once a year to ensure monitoring procedures are adhered to.

1.7 The program of monitoring for the site has been devised from the consideration of site specific information relating to geology, hydrogeology, engineering details, surrounding land use, sensitivity of receptors, and the trigger levels established in the Permit or otherwise agreed with the EA. The Environmental Monitoring regime is designed to determine the environmental impacts associated with GED sites.

1.8 Aqueous sample analysis is undertaken by a suitable appropriate UKAS accredited laboratory (per ISO/IEC17025: 2005 Standard) to analyse a number of the analytical suites requested. Analysis certificates contain information regarding the accreditation status and the analytical method used for each parameter. Details of the current analysis provider and a description of analytical methods used for parameters can be found in the laboratory resource folder (LRF) located at head office.

2.0 LEACHATE

2.1 Leachate monitoring will be undertaken in accordance with the leachate monitoring regime detailed in the permit.

2.2 Should a trigger level in a leachate monitoring point be exceeded, the Leachate Contingency Action Plan detailed in Table 1 will be implemented.

Contingency Action	Response Time	Responsibility
Inform EA	24 Hours	Monitoring Technician(s) to inform Technical Manager Technical Manager to submit Permit Schedule 6 notification
Reduce leachate levels on site	7 Days	Site Manager
Following repeated breaches submit leachate control programme to the EA	As agreed with the EA	Technical Manager

Table 1 – Leachate Contingency Action Plan

2.3 All leachate monitoring boreholes will be inspected during each monitoring visit. The results of these

checks are recorded on a specific check sheet. Completed forms are held at head office.

2.4 Should any leachate monitoring point be found to be damaged or unsuitable for purpose then a reasonable attempt shall be made to effect the necessary repairs immediately. Should this be impractical then the necessary actions will be recorded in the site diary and repairs will be scheduled prior to or during the next monitoring visit. Should major repairs or replacement be deemed necessary the proposals and timescales will be submitted to the EA. Details of installation depths, design, including any specification of materials to be used for the proposed installation will be submitted to the EA. Upon completion of such works a Validation Report will be forwarded to the EA in accordance with the agreed Construction Quality Assurance Plan.

3.0 SURFACE WATER

3.1 The surface water management system is detailed in the Surface Water Management Plan.

3.2 Should parameters be exceeded, the Surface Water Contingency Action Plan detailed in Table 2 will be implemented.

Contingency Action	Response Time	Responsibility
Inform EA	24 Hours	Technical Manager to submit Permit Schedule 6 notification and notify Site Manager
Quality assurance verification of sample(s)	24 Hours	Technical Manager
Check surface water drainage for visual signs of contamination; switch off discharge pump and remediate any source of contamination.	48 Hours	Site Manager
In the event that the sample analysis is correct, undertake repeat sampling	7 Days	Monitoring Technician(s) in consultation with the Technical Manager
Arrange further investigation of surface water quality between sump and outfall	7 Days	Technical Manager

Table 2 – Surface Water Contingency Action Plan

4.0 GROUNDWATER

4.1 Groundwater monitoring will be undertaken in accordance with the groundwater monitoring regime detailed in the site permit.

4.2 Trigger levels have been established for groundwater quality in order to determine whether the landfill is performing as designed and in order to prevent any significant adverse effects on groundwater quality. The principles employed to calculate the trigger and control levels are detailed in the Hydrological Risk Assessment for the site.

4.3 Should a groundwater trigger concentration in a monitoring borehole be exceeded the Groundwater Contingency Action Plan detailed below in Table 3 will be implemented.

Contingency Action	Response Time	Responsibility
Inform EA	24 Hours	Technical Manager to submit Permit Schedule 6 notification
Quality assurance verification of sample(s)	24 Hours	Technical Manager
In the even that the sample analysis is correct, undertake repeat sampling	7 Days	Monitoring Technician(s) in consultation with the Technical Manager
Investigate the cause of the exceedance	7 Days	Technical Manager
Inform EA of repeat sampling results	24 hours of receipt of results	Technical Manager
Following repeated breaches submit review of HRA and derivation of trigger values for groundwater	As agreed with the EA	Technical Manager

Table 3 – Groundwater Contingency Action Plan

4.4 All groundwater monitoring boreholes will be inspected during each monitoring visit. The results are these checks are recorded on a specific check sheet. Completed forms are held at head office.

4.5 Should any groundwater monitoring point be found to be damaged or unsuitable for purpose then a reasonable attempt shall be made to effect the necessary repairs immediately. Should this be impractical then the necessary actions will be recorded in the site diary and repairs will be scheduled prior to or during the next monitoring visit. Should major repairs or replacement be deemed necessary the proposals and timescales will be submitted to the EA.

5.0 Data Management and Reporting

Data Management

5.1 Internal Data Quality Assurance Audits are carried out quarterly to display reliability, credibility and

correctness of data and information. This covers two monitoring points from field notebook through to quarterly reports. Any follow up action required is documented to preserve evidence of data quality. Documentation of this is held at head office.

5.2 Previous completed field notebooks and chain of custody forms are held at head office.

5.3 Data validation is carried out as part of the creation of the Annual Review for the site.

5.4 All monitoring data and sampling results are stored electronically on spreadsheets and in folders. Paper copies are located at head office. All results are stored in accordance with the company archiving policy.

Reporting

5.5 Reporting will be undertaken in accordance with the Permit requirements or as otherwise agreed with the EA.

5.6 All leachate, groundwater and surface water monitoring data will be reviewed by PCE as soon as practicable. The data collated and available for the review will include determinands monitored and sampled, the date that monitoring was undertaken, the results of the measurements and sample analysis and an interpretation of the data where necessary.

5.7 Any adverse environmental effects detected through the comparison of results against the agreed trigger levels, will be reported to the Environment Agency within at least 24 hours of discovery of the result. The nature and timing of any corrective measures will be agreed with the EA.

GED Hazard Identification, Risk Assessment and Risk Control Procedure

Hazard Identification, Risk Assessment and Risk Control Procedure

1.0 OBJECTIVE

1.1 The objective of this procedure is to eliminate risk where reasonably practicable or to minimise risks to occupational health and safety arising from the activities of the Company to a tolerable level by establishing the methodology for:

a) The identification of hazards to occupational health and safety.

b) The assessment of the risk(s) associated with the identified hazards.

c) The identification of management controls to reduce the risk(s) as assessed at (b) above.

d) The review of the assessment of risks subsequent to the implementation of the management controls.

2.0 DEFINITIONS

2.1 Hazard

A *hazard* is a source or situation with a potential for harm in terms of injury or ill health, damage to property, damage to the workplace environment or a combination of these.

2.2 Hazard Identification

Hazard identification is the process of recognising that a hazard (see 3.1 above) exists and the defining its characteristics.

2.3 Risk

A *risk* is the combination of likelihood and consequence(s) of a specified hazardous event occurring.

2.4 Risk Assessment

Risk assessment is the overall process of estimating the magnitude of risk.

2.5 Tolerable Risk

A *tolerable risk* is a *risk* that has been reduced to a level that can be endured by the organisation having regard to its legal obligations.

2.6 Consequence of Hazard

The *consequence of hazard* is the consequence which might occur in the event of the realisation of the hazard.

2.7 Risk Evaluation

Risk evaluation is the decision whether or not the *risk* is tolerable.

3.0 RECORDS

3.1 All risk assessments records are maintained during the life of a process and for a minimum of two years after a process has ceased to be practiced.

4.0 PROCEDURE

4.1 Operational Processes

The operational processes of the company are maintained in Part 2 of this Health & Safety Management System.

4.2 Hazard Identification

These processes are regularly reviewed to identify the hazards which may arise from these processes.

4.3 Risk Estimation

Risk Estimations are recorded.

4.4 Risk Evaluation

When the risk evaluation identifies that the risk is tolerable management controls are identified to minimise the realisation of the hazard.

4.5 Identification of Risk Management Controls

Identification of the management controls to be implemented to minimise the realisation of the hazard.

4.6 Review of Risk Assessments

All risk assessments are reviewed at a minimum of once per year for applicability and effectiveness. Where there is some significant change to be made to an existing process a risk assessment is carried out before the implementation of the revised process.

GED Emergency & Response Procedure

Emergency & Response Procedure

1.0 OBJECTIVE

1.1 The objective of this procedure is to establish and maintain plans to identify the potential for, and responses to, incidents and emergency situations, and for preventing and mitigating the likely illness and injury that may be associated with them.

2.0 DEFINITIONS

2.1 Accident

An accident is an undesired event giving rise to death, ill health, injury, damage or other loss.

2.2 Incident

An incident is an event that gave rise to an accident or had the potential to lead to an accident.

2.3 Interested parties

Interested parties are individuals or groups concerned with or affected by the occupational health and safety performance of the Company.

2.4 Risk Assessment

A risk assessment is the overall process of estimating the magnitude of risk and deciding whether or no a risk is tolerable.

3.0 PROCEDURE

3.1 Identification of potential incidents and emergency situations

3.2 Risk assessment

A risk assessment will be carried out.

3.3 Emergency response plans

3.3.1 A response plan will be documented.

3.3.2 All staff are trained to respond to the emergency response plans.

3.4 Emergency drills

Drills to test the emergency response plans are held periodically, and at a minimum of once per annum, where reasonably practicable.

4.0 RECORDS

All records required by this procedure are held by the company for a minimum of 2 years.

GED Skills, Training and Competencies

SKILLS AND COMPETENCIES REQUIRED FOR EACH MEMBER OF SITE STAFF

Operations Manager

- Implementing and co-ordinating all measures relating to the Health and Safety of all persons who work at site including contractors and visitors.
- Ensuring that the conditions and requirements of the Environmental Permit are complied with.
- Investigating any incidents of pollution or breaches of permit conditions.
- Identification of staff training requirements.
- Purchasing of new plant and equipment.
- Ensuring that best available techniques (BAT) are implemented to safeguard the environment.
- Ensuring that the site meets with the expectations of the Environment Agency and the public.
- Safeguarding the security of the premises and its equipment.
- Managing environmental control and monitoring systems.
- Investigation of complaints.

Site Supervisor

- Ensuring that the requirements and conditions of the Environmental Permit are complied with.
- Managing safe systems of work and compliance with all Health and Safety procedures.
- Inspection of the site on a daily basis in accordance with the Environmental Permit and ensure that pollution control systems are functioning correctly.
- Ensuring all practicable steps are taken to protect the public.
- Ensuring all plant and equipment is operational and maintained in accordance with the Company's preventative maintenance programme.
- Recording of environmental accidents, incidents and complaints.
- Ensuring that only wastes permitted by the Environmental Permit are accepted at the site.
- Recording, storage and validation of all documentation for waste deposited at the site.
- Instructing drivers entering the site on site rules and procedures.
- Instructing contractors working at the site on site rules and procedures.
- Maintain a record of deliveries, which have been rejected as unsuitable. Search records to identify Contractor / Haulier.
- COTC Holder.

Operatives

- Performing their duties in a safe manner.
- Having a care for their colleagues' welfare, health and safety.
- Co-operating in the company's Health and Safety practices.
- To assist with any duties concerning the protection of the environment at the discretion of the Site Supervisor.
- To be aware of the permitted waste types and inform the Site Supervisor as soon as practicable of any irregularities/ non-conforming loads.
- Control of vehicle movements.
- Ensure daily preventative maintenance checks are completed on site plant and operational equipment.
- Reporting of all accidents, incidents and complaints to the Site Supervisor.

Sales Manager

- To obtain from potential suppliers of waste a completed producer declaration form and either copies of analysis or samples for analysis to be undertaken.

- To notify suppliers or potential suppliers of waste should their waste be declared not suitable for acceptance at any stage of the process.

Technical Waste Co-ordinator

- To receive information from the Sales Manager and undertake the initial assessment of waste as detailed in the waste acceptance procedure.
- Qualifications - B.Sc. Chemistry

TRAINING PROCEDURE

1 PURPOSE

1.1 To detail company procedures that:

a) Identify training needs and provide for the necessary training of all personnel at site and to ensure the training program is appropriate to maintain and improve environmental protection.

b) Ensure that personnel and contractors required to carry out assigned tasks at the site are qualified on the basis of appropriate education, training and/or experience, and that sufficient internal skills are maintained.

c) Ensure employees are made aware of environmental impacts of the site, the benefits of ensuring environmental protection, any significant environmental impacts that may be caused by the operations, the roles and responsibilities of personnel at the site including emergency procedures, and the consequence of departing from the procedures.

d) Ensure that appropriate training records are maintained.

e) Ensure that recruitment is based on the ability of the person to undertake the tasks set.

2 RESPONSIBILITY & APPLICABILITY

2.1 These procedures are applicable to all activities carried out at the site.

2.2 The Operations Manager has overall responsibility for ensuring that staff are adequately trained to satisfactorily perform their duties and that there are suitable reviews and appraisal of performance in order to identify training needs and effect any further appropriate training.

2.3 Staff are responsible for outlining extra training they feel is necessary.

2.4 The Site Supervisor is responsible for ensuring that staff have and maintain the necessary skills and abilities relevant to their duties. Staff should only be assigned tasks that they are trained to carry out.

2.5 The Site Supervisor is responsible for the collation of all information and for the day to day administration of this procedure.

3 PROCEDURE

- **Recruitment**

3.1 New employees whose role will be integral to environmental management and control, or where the performance of their duties could result in significant impacts to the environment, will only be

employed once the Operations Manager is satisfied that references, qualifications, or adequate experience is held to enable that person to adequately and efficiently carry out their job function.

- **Induction**

3.2 All new employees, and current employees accepting new positions, will be given induction training. The induction training will be given by the person to whom they report.

3.3 The induction training will include an outline of all areas that have implications for environmental impact and health and safety. This will include outlining the Environmental Permit and other legal requirements relating to the site and the Company operations.

3.4 Both the Trainee and the Trainer are required to sign the training record as evidence that the listed training has been given.

3.5 For all new staff, a Personal Protective Equipment (PPE) issue list record will be raised to log the issue of safety equipment. Records will be maintained by the Site Supervisor.

- **Training Records**

3.6 For all employees a Training Record will be raised and maintained by the Company and the appropriate sections completed with details of relevant qualifications and pre-employment experience.

3.7 Upon completion of the induction training, the trainer will sign and date the Record appropriately, and return this to the Training Records File.

3.8 Details of all completed training will be entered on to the Training Record with the required signatures and dates, to update the Training Record File.

3.9 Where training requires renewal after a defined period, the expiry/renewal date(s) will be detailed on the Training Record appropriately.

3.10 Evidence of formal training e.g. certificates of courses attended, shall be attached to the individual's record.

- **Identification and Review of Training Needs**

3.11 The skills and competencies for each job role have been identified and copies will be maintained in the Training Records File, these will form the base line upon which basic training needs will be assessed.

3.12 The Operations Manager and Site Supervisor will identify any further training required in terms of changes in Environmental Permit conditions, company policies and procedures or other such requirements as these arise. Such training will be recorded on a Training Record sheet and maintained in the Training Records File.

- **Environmental Training**

3.13 Employees whose role will be integral to environmental management and control, or where performance of their duties could result in significant impacts to the environment, as identified in 3.1, will receive further environmental awareness training.

3.14 Environmental awareness training will cover:

- The Environmental Permit and its regulatory implications
- Potential environmental effects of waste management operations under normal and abnormal circumstances
- The procedure to be followed in reporting potential and actual non-compliance with the Environmental Permit conditions
- Prevention of accidental emissions and action to be taken if they occur.

GED Accident and Incident Investigation Procedure

Accident and Incident Investigation Procedure

1.0 OBJECTIVE

1.1 The objective of this procedure is to ensure that all accidents and incidents are investigated and that subsequent to any accident or incident appropriate corrective and preventive action is taken.

2.0 DEFINITIONS

2.1 Accident

An *accident* is an undesired event giving rise to death, ill health, injury, damage or other loss.

2.2 Incident

An *incident* is an event that gave rise to an accident or had the potential to lead to an accident.

2.3 Near Miss

A *near miss* is an incident where no ill health, injury, damage or other loss occurs.

3.0 PROCEDURE

3.1 Immediate Action in the event of accidents and incidents involving injury

3.1.1 In the event of an accident or incident which gives rise to injury employees aware of the injury ensure that the injured person is attended to by the First Aider or the Appointed Person.

3.1.2 When the First Aider or the Appointed Person assess that the injured person requires medical attention they arrange for the injured person to be taken to the nearest Accident and Emergency Hospital (as designated on the HSE Need to Know Poster) or in the case of severe injury they summon an ambulance.

3.2 Reporting accidents and incidents

3.2.1 All employees report accidents and incidents at work, including near misses, to the Director or HSE manager as soon as is reasonably practicable after the event.

3.2.2 Any employee who is injured as a result of an accident or incident at work records the details of the accident in the Accident Book.

3.2.4 In the event that an injury arising form an accident at work results in death or if the injury is a major injury as defined in Schedule 1 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (as amended) the Director or HSE manager notifies the Health & Safety Executive (HSE) by the quickest practicable means and within 10 days submits form 2508 to the HSE.

3.2.5 When an employee is absent from work for more than three days as a result of an accident or incident at work the Director or HSE manager, as soon as practicable and within 10 days, reports the accident to the HSE using form 2508.

3.2.6 In the event of a dangerous occurrence, as defined in Schedule 2 of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (as amended), the Director or HSE manager notifies the Health & Safety Executive (HSE) by the quickest practicable means and within 10 days submits form 2508 to the HSE.

4.3 Investigation of accidents, incidents and near misses

Where the implication is critical the Company immediately, or as soon as is reasonably practicable, conducts an investigation into the events leading to the accident, incident or near miss.

4.4 Review of accidents, incidents and near misses

4.4.1 The HSE manager analyses this data and makes recommendations for the implementation of corrective and preventive action having carried out a risk assessment on the recommendations for preventive action.

4.4.2 The HSE manager reports the results of investigations and identifies any developing trends to the Management Review.

5.0 <u>RECORDS</u>

All records relating to accidents, incidents and dangerous occurrences are held for a minimum of 3 years.

GED General Site Rules

General Site Rules

OBJECTIVE

To ensure the safe use of the Restoration Site by staff, drivers and visitors.

PROCEDURE

1. No smoking on site except directly outside the site office.

2. All visitors must report to the site office and provide identification or state reason for visit and enter details in site visitor book.

3. Drivers must adhere to the site speed limits and routing plan through the site and report to the weighbridge office. From there drivers must follow site operators' directions or instructions whilst to the tipping area.

4. All unsafe vehicles, plant or equipment will not be allowed access to the restoration site.

5. All drivers delivering waste must ensure they have the appropriate delivery documentation before depositing wastes. Particulars and details of loads must be given to the site staff, in order to comply with Duty of Care requirements.

6. All drivers, when outside the confines of their vehicles, must wear appropriate personal protective equipment including hi-vis clothing, hard hat and safety footwear. The wearing of shorts on site is prohibited.

7. The speed limit on site is indicated on notice boards at the site entrance and along the route. Drivers must drive at a lower speed if prevailing conditions occur, e.g. weather, demand.

8. Only trained and authorised personnel may operate/drive vehicles on site.

9. Vehicles and machines should be checked on a daily basis and recorded on the daily check-sheet. Any faults found should be reported to the Site Supervisor.

10. All vehicles, plant and equipment will be operated in a manner showing due care and attention to safety, having regard to all circumstances at the time.

11. Drivers must follow site routing instructions and direction signs, where applicable, on entering and leaving site, and travel only on recognised and prepared site roads and must not deviate from these routes unless directed by staff.

12. In conditions of fog or darkness or poor visibility dipped headlights must be used.

13. It is imperative that any damage or accident occurring on the site involving personnel or vehicles must be reported to the Site Supervisor at the time of such incident and logged in the site log.

14. Vehicles or pedestrians, drivers or operators must not, under any circumstances, encroach into the operational arc of an excavator or other plant. The Operator must cease his operation immediately on noticing any vehicle or pedestrian encroachment within his operating arc.

15. If a waste load sticks in the vehicle body and will not discharge under its own weight, assistance must be sought from site operatives, who will use mechanical means, i.e., excavator, to release it. On no account must drivers attempt manual freeing of such loads.

16. If a vehicle breaks down on the site, the vehicle should be moved to a safe area where it does not obstruct other site users, if possible. Drivers should carefully make their way to the site office to report the incident and make arrangements for the recovery/repair of the vehicle.

17. If a vehicle breaks down and is unable to move off the site under its own power then the vehicle should not be pushed. Site Operatives should be asked for assistance and follow the procedure contained in these rules.

18. If a vehicle loses traction in the tipping area, towing may only be effected by a certificated and tested chain attached to an appropriate towing eye, at the front or rear of the vehicle. The towing vehicle must travel in a forward direction at all times.

19. It is the vehicle driver's responsibility to affix and detach from his vehicle and tow chain, taking care that it is fixed securely prior to being towed, and to ensure that during towing operations he and other site users are not exposed to risk, by verifying their presence in vehicle cabs.

20. Handling of waste should only be carried out if absolutely necessary and in this event UPVC gloves must be worn as a minimum, refer to COSHH assessment.

21. In their interests of safety and hygiene, ensure that hands are washed regularly and specifically before eating, drinking or smoking in those areas designated for such purposes. Under no circumstances will eating, drinking or smoking be allowed at the tipping area.

22. Drivers are advised that dust and mud monitoring is carried out on site on a regular basis and dust suppression, mud clearing is carried out when conditions require, and should therefore be aware of the movements of additional site traffic, i.e. roadsweeper.

23. Vehicles should vacate the site after tipping, unless parking in areas designated by site management for authorised purposes.

24. Report any dangerous situation, fire or accident involving personnel or plant to site management immediately. Do not disturb any casualty, do not disturb the accident scene.

25. Any broken down or stranded vehicle should remain where it is until the correct equipment is available. Under no circumstances should makeshift pins, ropes or devices be used for towing.

26. Under no circumstances should any attempt be made to push a vehicle free. The attachment of the towing chain to an appropriate towing eye on the stranded or broken down vehicle is solely the responsibility of its driver.

27. Prior to towing, a system of signals should be agreed by both drivers to prevent damage to either vehicle. The sounding of horns is not recommended, as it can give rise to confusion. Two way radios or the use of vehicle lights is preferred. Consideration should be given to excavating a path ahead of the vehicle to be towed, prior to towing, in order to ease recovery. Care should be taken to ensure that no other vehicles or personas are in the line of towing.

28. The line of towing should be the shortest line possible to firm ground. When towing vehicles toward the top of the face for tipping purposes, it is mandatory that only the bulldozer vehicle be used, travelling in a forward direction.

GREEN EARTH
DEVELOPMENTS GROUP

DAILY SITE LOG

KEEP IN SUPERVISOR'S OFFICE / VEHICLE

SITE :		**DATE:**	/ /	**Weather:**		

COTC Attendance:			**Staffing Levels:**
Name:	Time In:	Time Out:	

Plant Details:

360 Excavator ☐	Tractor ☐
Bulldozer D6R ☐	Pressure washer ☐
Bulldozer D6T ☐	Bowser ☐
Dump Truck ☐	Loading Shovel ☐
Finley Screener ☐	Extec Crusher ☐
Extec Robo Track ☐	

Operational Details :	***Daily Inspections***		**Comments**
Other details:	Public Rd clean		
	Cover		
	Road sweeping		
	Wheel Cleaning		
	Weighbridge		
	Odour		
	Dust		
	Noise		
	Surface water discharge		
	Litter		
	Fencing		
	Security		
	Lighting		
	Condition of haul Rd		
	Fuel tanks /Interceptors		
	Safety Instructions		

Agency Inspection	Action Taken

Non-compliance/Observation details	
Incident/Non-compliant Waste/Waste Rejection Reports:	**Action Taken**
Report No:	
Complaint Log:	

Inspections/Checks

Others Comment
Visitors / Contractors / Temp staff / Meetings:

Signed: **Print:** **Position:**	**Signed:** **Print:** **Position:**
Date / /	**Date: / /**

GED Environmental Complaint Procedure

Company Complaints Procedure – Environmental Complaints

Purpose
This procedure outlines how our company handles environmental complaints related to our restoration sites. We are committed to addressing concerns promptly and effectively, ensuring environmental responsibility and community engagement.

Scope
This procedure applies to all complaints regarding environmental impacts from our restoration sites, including noise, dust, pollution, habitat disturbance, or other related concerns.

Complaint Submission
Complaints can be submitted via:

- Email: info@greenearthgroup.co.uk
- Telephone: 0161 938 7070
- Written form submitted to the site office *

Complainants should provide their name, contact details, location of concern, description of the issue, and any supporting evidence (e.g., photographs).

Complaint Handling Process

- Step 1: Acknowledgement
    - The Site Supervisor will acknowledge receipt of the complaint within **3 working days**.
- Step 2: Investigation
    - The Site Supervisor will investigate the issue, assessing potential causes and consulting relevant personnel.
    - If necessary, mitigation measures will be implemented to address the issue.
- Step 3: Response
    - The Site Supervisor will provide a response to the complainant within **10 working days**, outlining the findings and any actions taken.
- Step 4: Escalation (if required)
    - If the complainant is unsatisfied with the response, they may escalate the complaint to the **Environmental Compliance Manager** for further review.
    - A final decision will be provided within **15 working days** of escalation.

Record Keeping

All complaints and responses will be documented and stored securely for at least **three years** for auditing and continuous improvement purposes.

Continuous Improvement

Regular reviews of complaints will be conducted to identify trends and improve environmental management practices.

Complaint Form *

GED Environmental_Compl

GREEN EARTH
DEVELOPMENTS GROUP

GREEN EARTH
RESTORATIONS Ltd.

Environmental Complaint Form

Complainant Details

Name: _____

Contact Number: _____

Email Address: _____

Address: _____

Complaint Details

Date of Incident: _____

Location of Concern: _____

Description of Issue: _____

_____

_____

_____

Supporting Evidence (if applicable): _____

_____

For GED Office Use Only

Date Received: _____

Received By: _____

Investigation Details: _____

_____

_____

Action Taken: _____

_____

_____

GED Commitment to Environmental Continual Improvement

Company Commitment to Environmental Continual Improvement

1. Introduction

At Green Earth Developments, we recognize that protecting and enhancing the environment is an ongoing responsibility that requires dedication, compliance, and continuous improvement. As stewards of the planet, we are committed to integrating environmental sustainability into our business operations and adhering to the highest standards of environmental compliance.

2. Commitment to Environmental Continual Improvement

-Setting Clear Objectives: Establishing measurable environmental objectives and targets aligned with sustainable development principles.
- Regular Assessment and Evaluation: Conducting assessments to monitor key environmental indicators and benchmark against industry best practices.
- Innovation and Technology: Investing in new technologies to enhance resource efficiency and minimize environmental impact.
- Employee Engagement and Empowerment: Providing training and opportunities for employees to actively contribute to environmental initiatives.
- Supply Chain Collaboration: Working with suppliers and partners to implement sustainable practices across the value chain.
- Stakeholder Engagement: Engaging with customers, communities, and regulatory agencies to incorporate environmental feedback into decision-making.
- Transparency and Communication: Maintaining open communication about environmental performance and sustainability efforts.
- Compliance and Certification: Striving to exceed environmental regulatory requirements and obtaining relevant certifications.
- Celebrating Success and Learning from Challenges: Recognizing achievements and using setbacks as opportunities for learning and growth.
- Integration with Business Strategy: Embedding environmental sustainability into business operations and risk management frameworks.

3. Commitment to Environmental Compliance

-Compliance with Regulations: Adhering to environmental laws, permits, and standards in all aspects of our business activities.
- Continuous Monitoring: Implementing robust monitoring and reporting systems to ensure compliance and identify areas for improvement.
- Risk Assessment and Mitigation: Conducting environmental risk assessments and implementing mitigation measures to prevent harm.
- Employee Training and Awareness: Educating employees on regulatory requirements, best practices, and emergency procedures.
- Supplier and Contractor Compliance: Ensuring business partners align with our environmental standards and commitments.
- Continuous Improvement: Regularly reviewing and enhancing our environmental management systems

through audits and evaluations.
- Transparency and Accountability: Openly communicating environmental performance and taking corrective actions when necessary.
- Community Engagement: Collaborating with local communities to foster dialogue, address concerns, and contribute positively to environmental well-being.

4. Conclusion

Our commitment to environmental continual improvement and compliance is embedded in our corporate values. Through proactive initiatives and sustainable practices, Green Earth Developments will strive to minimize our environmental impact and contribute to a healthier planet for future generations.

Signed,

Simon Towers

02 January 2024