


ENVIRONMENTAL MANAGEMENT SYSTEM



May 2023

	ENVIRONMENTAL MANAGEMENT SYSTEM Contents	EMS: EMS/CON
		Version: 1 Effective: May 2023

Mack Contracts Ltd EMS CONTENTS

Section 1	Permits
Section 2	Drawings
Section 3	Standard Operation Procedures
SOP/3.1	Emergency Preparedness
SOP/3.2	Waste Acceptance Procedure
SOP/3.3	Non Conformance Waste Procedure
SOP/3.4	Waste Segregation, Treatment and Storage Procedure
SOP/3.5	Weighbridge Operation
SOP/3.6	Traffic Management
SOP/3.7	Security Management
SOP/3.8	Daily Site Monitoring
SOP/3.9	Monitoring and Control Management
SOP/3.10	Noise Management
SOP/3.11	Odour Management
SOP/3.12	Pest Management
SOP/3.13	Litter Management
SOP/3.14	Dust Management
SOP/3.14.1	Dust and Emissions Plan (Draft to be approved)
SOP/3.15	Training Procedure
SOP/3.16	Accident Management Plan
SOP/3.17	Spillage Procedure
SOP/3.18	Fire Prevention Plan
SOP/3.19	Maintenance Procedure
SOP/3.20	Complaints Management
SOP/3.21	Waste Treatment Procedure
SOP/3.22	Contingency Plan
SOP/CLO	Closure

Section 4	Forms
Form 4.1	Daily Site Inspection Sheet
Form 4.2	Monthly EH&S checklist
Form 4.3	Monitoring of Emissions (Dusts)
Form 4.4	Non-conformance report
Form 4.5	Waste Rejection Record
Form 4.6	Accident and Incident record
Form 4.7	Complaints Record Form
Form 4.8	Permit to Work
Form 4.9	Plant Inspection Form
Form 4.10	Maintenance Record
Form 4.11	Maintenance Record
Form 4.12	Training Record
Form 4.13	Training Matrix
Form 4.14	Employee Induction Checklist

SECTION 1

PERMIT




SECTION 2

DRAWINGS



SECTION 3
STANDARD OPERATING
PROCEDURES



	STANDARD OPERATIONS PROCEDURE Emergency Preparedness Procedure	SOP: 3.1/EP
		Version: 1 Effective: May 2023 Reviewed:
Authored by: Olive	Reviewed by: Julie Hudson	Approved by: B Scott

1.0 PROCEDURE

The flow charts below are to be implemented across the site in order to ensure that the management of fire risk, accidents, spillage or other is well understood and effective.

1.1 Consultation

The organisation shall take advice from the emergency services and liaise with neighbouring sites prior to establishing and implementing procedures. The advice, comments and information gained shall be formalised as a report and maintained as supplementary documents. The information shall be reviewed at regular intervals and further advice sought as appropriate.

1.2 Major Incidents

An emergency is considered to be an event or incident that has, or has the potential to, cause immediate harm to the environment, employees, neighbours, on site property, neighbouring property, and/or result in a legal non-compliance that puts the company and its business at risk.


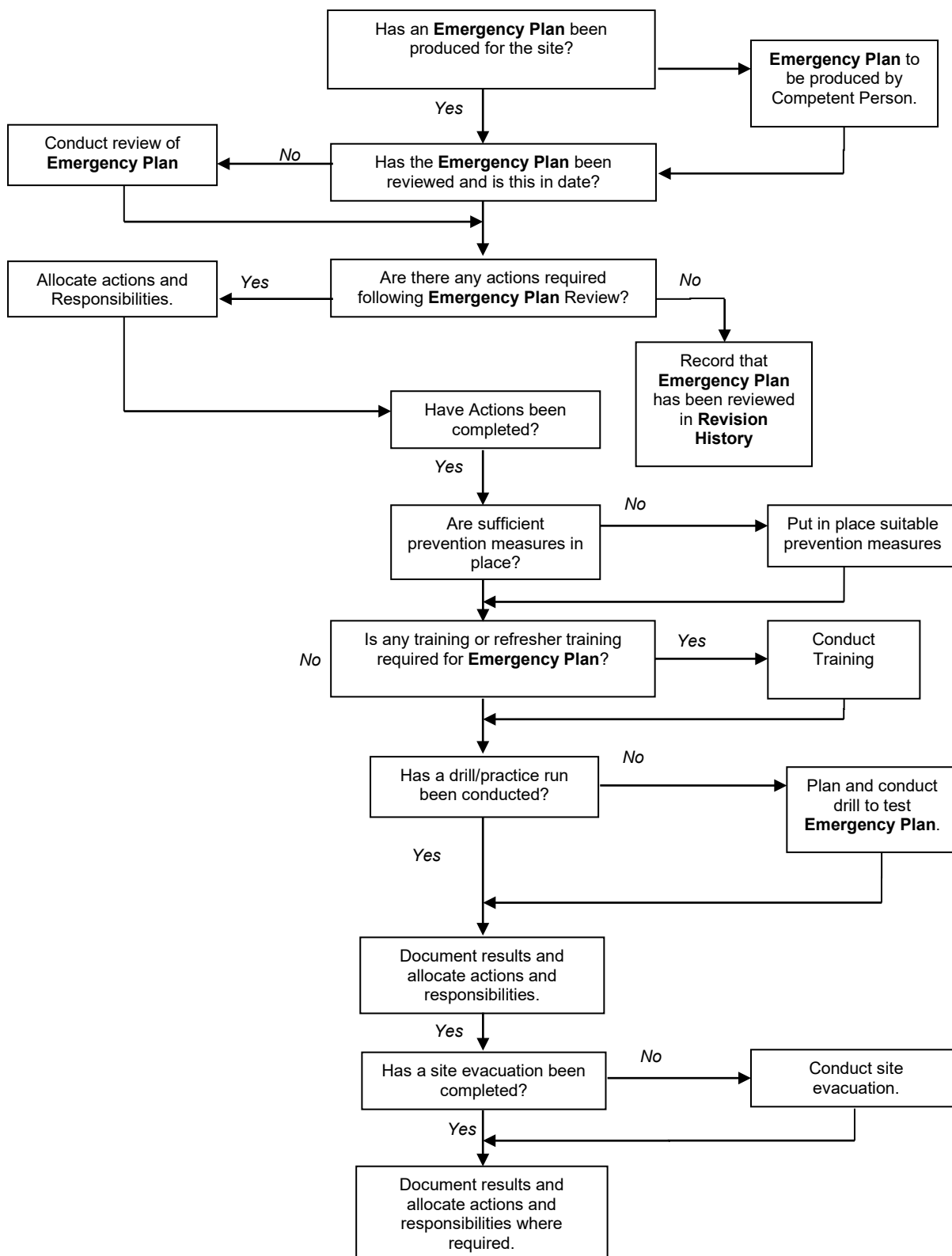
	STANDARD OPERATIONS PROCEDURE Emergency Preparedness Procedure	SOP: 3.1/EP
		Version: 1 Effective: May 2023 Reviewed:
Authored by: Olive	Reviewed by: Julie Hudson	Approved by: B Scott

Figure 1 - Emergency Plans




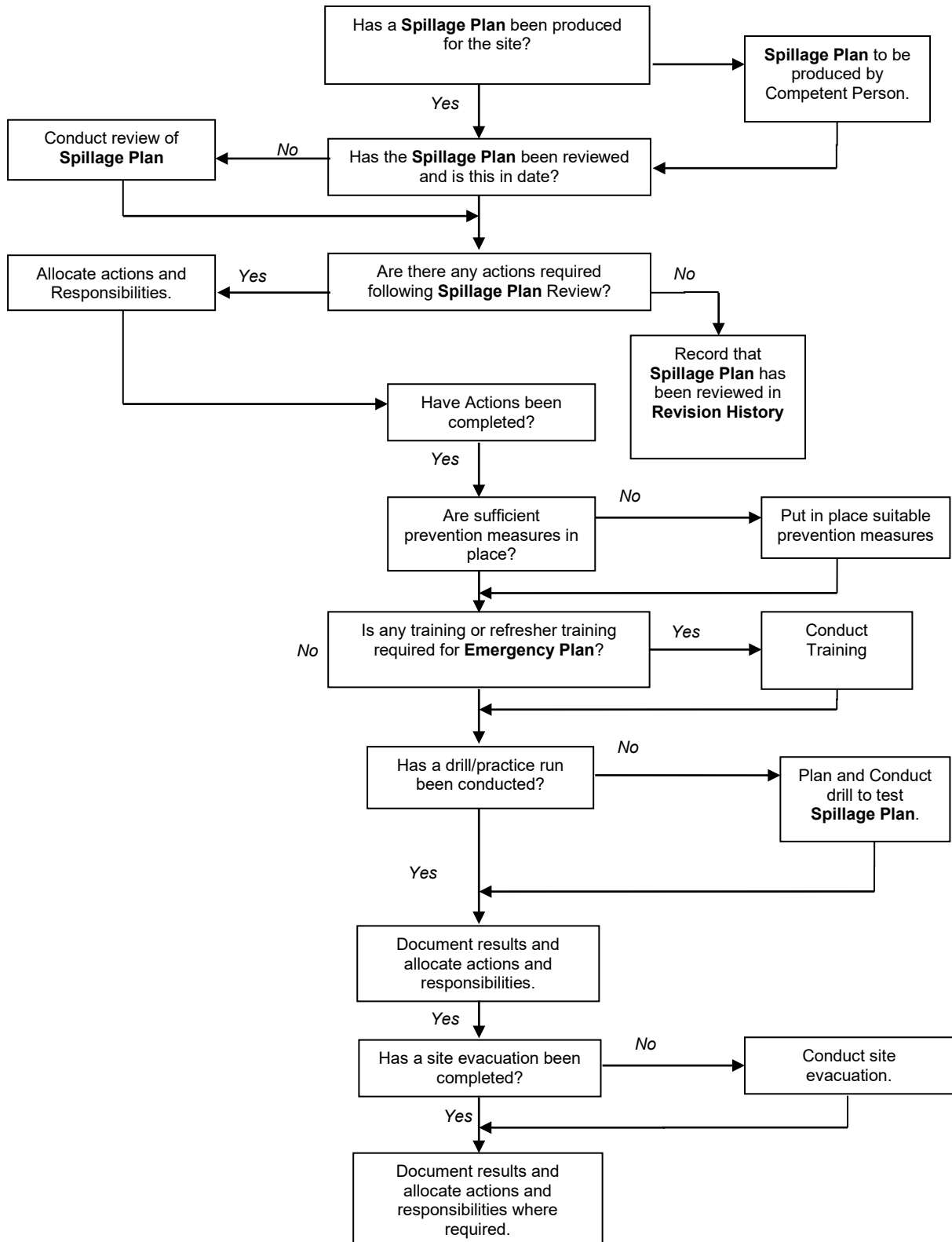

	STANDARD OPERATIONS PROCEDURE Emergency Preparedness Procedure	SOP: 3.1/EP
		Version: 1 Effective: May 2023 Reviewed:
Authored by: Olive	Reviewed by: Julie Hudson	Approved by: B Scott

Figure 2 - Spillage Plans



	STANDARD OPERATIONS PROCEDURE	SOP: 3.1/EP
	Emergency Preparedness Procedure	Version: 1 Effective: May 2023 Reviewed:
Authorized by: Olive	Reviewed by: Julie Hudson	Approved by: B Scott

1.3 Fire

Any outbreak of fire at the site shall be treated as an emergency. In the event of fire, the following action will be taken:

- The fire brigade will be notified immediately, and the EA as soon as practicable;
- The burning area will be isolated and attempts will be made to extinguish the fire utilising the on-site fire extinguishers, if safe to do so;
- Contaminated site runoff will be isolated and prevented from entering any unsurfaced ground; and
- The site will be evacuated if the fire is not containable.

The area of fire must be evacuated without generating panic. Site personnel must ensure that no persons or vehicles re-enter the affected area. The emergency meeting point is opposite the site entrance.

1.4 Severe accident or fatality

In the event of a severe accident or fatality, the ambulance service should be contacted immediately.

The site's designated first aider will employ emergency first aid as appropriate.

Where an accident results in a casualty requiring an individual to be taken to hospital, the Health and Safety Executive (HSE) will be notified as soon as practicable.

1.5 Major spillage

In the event of a spillage which has the potential to cause pollution or off-site contamination, the Site Manager will immediately contact the EA via the incident hotline (**0800 80 70 60**) and the emergency services. Staff will follow instructions and take appropriate actions taking into consideration the risks associated with the spilt substance.

If appropriate and safe to do so, action will be taken to prevent the transmission of the substance(s).

1.6 Records


A list of personnel trained to respond to specific tasks or given specific emergency roles shall be maintained in the site office and main office reception as follows:

- First Aiders
- Fire co-ordinator
- Fire trained.

The Site Manager will be responsible for ensuring that at least one member of staff on each shift is adequately trained and competent in each of the above roles.

1.7 Communication

In the event of an emergency, the occupants of neighbouring properties will be contacted and advised of the incident, its severity and contingency arrangements that may include evacuation.

	STANDARD OPERATIONS PROCEDURE	SOP: 3.1/EP
	Emergency Preparedness Procedure	Version: 1 Effective: May 2023 Reviewed:
Authorized by: Olive	Reviewed by: Julie Hudson	Approved by: B Scott

In all cases after an event, an **Accident and Incident Record** (Form 4.6) is completed. An investigation may be carried out by the Compliance Manager or other designated person. The incident will be reported to the relevant authorities including:

- Environment Agency
- Health & Safety Executive
- Sewerage Undertaker

1.8 Training

Suitable and sufficient training and information shall be provided to all relevant employees in order that they are aware of their duties in an emergency situation. Such training shall be recorded and updated as required in the **Training Plan and Record** held by head office.


1.9 Testing and Reporting

The site fire alarms shall be maintained to the required standard and tested at regular intervals as per the **Maintenance Checklist** (Form 4.11). Records shall be kept of maintenance and testing in the **Maintenance Record** (Form 4.10).

Evacuation drills and mock spill incidents and accidents shall be staged at six monthly intervals. The Compliance Manager shall maintain a record of these incidents plus recommendations for improvement which shall be discussed with the Board of Directors.

2.0 EMERGENCY CONTACT NUMBERS

ORGANISATION / PERSON	CONTACT TELEPHONE NUMBER
FIRE EMERGENCY	999
FIRE LOCAL	0191 4441200
POLICE EMERGENCY	999
POLICE LOCAL	01661 872555
ENVIRONMENT AGENCY	0800 80 70 60
HSE	0345 300 9923
LOCAL COUNCIL	01661 872555
NORTHUMBRIAN WATER	0870 218 6717
BARRY SCOTT	
JULIE HUDSON CONSULTANT	07979536066

	STANDARD OPERATIONS PROCEDURE	SOP: 3.1/EP
	Emergency Preparedness Procedure	Version: 1 Effective: May 2023 Reviewed:
Authorized by: Olive	Reviewed by: Julie Hudson	Approved by: B Scott

3.0 ADDITIONAL PROCEDURES REFERENCE

- SOP/3.1 Emergency Preparedness
- SOP/3.17 Spillage Plans
- Form 4.10 Maintenance Record
- Form 4.11 Maintenance Checklist


4.0 CIRCULATION LIST

Job Title	Job holder at time of issue

5.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor
1.0	Original	N/A	

END OF DOCUMENT

	STANDARD OPERATIONS PROCEDURE Waste Acceptance Procedure	SOP: SOP/3.2/WAP
		Version: 1 Effective: May 2023 Reviewed:
Authored by: Olive	Reviewed by: Julie Hudson	Approved by: B Scott

1.0 WASTE ACCEPTANCE PROCEDURE

The following procedures outline the pre-acceptance and acceptance measures that will be followed at all times.

1.1 Pre-acceptance procedures to assess waste

1.1.1 *Sampling of waste from suppliers*

Sampling of waste will not be routinely undertaken to validate the waste type against the description in the waste transfer note since the waste types which can be accepted onto site are easily identifiable.

1.1.2 *Waste Transfer Note*

All pick up and deliveries to site will be booked before arrival to avoid any build-up of traffic on-site and on the surrounding road network.

All waste arriving at the site will be accompanied by a waste transfer note. Where multiple loads arrive under contract, one note may cover all deliveries.

Waste will be described in the waste transfer note with reference to the European Waste Catalogue (EWC) Codes with the appropriate code number. A copy of the list of wastes that can be accepted on site can be found in the site's environmental permit.


The Site Manager and the site operatives will be trained to identify a correctly completed waste transfer note. The Site Manager and all site operatives will be trained to complete all sections of a waste transfer note fully and accurately.

Training is detailed further in SOP/3.15/TP (Training Procedure).

The weighbridge operative or a site operative will check that the waste transfer note includes signed confirmations that the waste hierarchy has been applied correctly under the Environmental Permitting (England and Wales) Regulations 2010 (as amended). The waste hierarchy illustrates the most and least favoured options of disposal (1 being the most favoured):

1. Prevention;
2. Minimisation;
3. Reuse;
4. Recycling;
5. Recovery/energy recovery; and
6. Disposal.

All waste transfer notes will be kept at the site office for no less than 2 years (Although records are to be kept for the life of the site).

	STANDARD OPERATIONS PROCEDURE Waste Acceptance Procedure	SOP: SOP/3.2/WAP
		Version: 1 Effective: May 2023 Reviewed:
Authorized by: Olive	Reviewed by: Julie Hudson	Approved by: B Scott

1.1.3 Waste Carrier Check

The company regularly undertakes checks of waste carrier's licences. Waste vehicles using the site will be checked to ensure that the vehicle is properly licensed by using one of the following methods:

- Contacting the Environment Agency on 08708 506 506 to request an instant Waste Carrier Validation Check; or
- Online on the Environment Agency's waste carrier register at: <http://www2.environment-agency.gov.uk/epr/search.asp?type=register>.

If vehicles are arriving from the same fleet/under same contract the Waste Carrier Licence may cover the entire fleet.


1.2 Waste Acceptance Procedure Deliveries

The following steps will be followed for all deliveries. The Site Manager and all site operatives will be trained to understand and implement the following waste acceptance procedures:

- On arrival vehicles will supply a member of staff with the relevant paperwork (waste transfer note and any sampling schedules/results) for initial checks. Any discrepancies will be resolved before the waste is officially accepted on-site. The Site Manager will be directly responsible for ensuring that no non-conforming waste is accepted for processing.
- The delivery vehicle will be directed by a member of staff to the relevant tipping bay.
- A visual load inspection will take place if possible. This will be carried out before the waste is unloaded and will be undertaken by a site operative, to ensure consistency with the waste transfer note.
- Checks on storage capacity will take place throughout the day to ensure that suitable space is available for all incoming wastes. The checks on capacity will be made by site operatives and will be visual only.
- If the load is rejected, the waste transfer note will be completed with the reason for rejection, and the vehicle directed off site.
- If the load is accepted, the vehicle will be directed to unload in the stockpile area, as illustrated on the Site Layout Plan.
- If it is not possible to inspect the waste prior to unloading, the waste will be inspected immediately after off-loading in the waste reception area.
- If after the off-loading of waste, it is shown to be non-compliant, the load will be either re-loaded or immediately directed to the designated quarantine area.

1.3 Waste Acceptance Procedure Waste Collection

- The site manager will book in the load and ask the waste producer to supply the details of the waste and description of the materials. The information will allow the site manager to create the relevant duty of care paperwork for the driver.

	STANDARD OPERATIONS PROCEDURE	SOP: SOP/3.2/WAP
	Waste Acceptance Procedure	Version: 1 Effective: May 2023 Reviewed:
Authorized by: Olive	Reviewed by: Julie Hudson	Approved by: B Scott

- Checks on storage capacity will take place throughout the day to ensure that suitable space is available for all incoming wastes. The checks on capacity will be made by site operatives and will be visual only.
- The duty of care paperwork will be given to the driver.
- Upon arrival to pick up, the driver will make a visual inspection of the load before loading the vehicle and will be undertaken by the driver, to ensure consistency with the waste transfer note.
- If the site/home occupier is available, then the Duty of Care note will be signed by them alternatively the driver will sign the note to confirm pick up.
- The delivery vehicle will return to the site and directed the relevant tipping bay.
- If the load is rejected, the waste transfer note will be completed with the reason for rejection, and the material will be quarantined, and the waste producer will be contacted to arrange alternative arrangements. The site will complete a **Non-Conformance form**.
- If the load is accepted, the vehicle will be directed to unload in the stockpile area, as illustrated on the Site Layout Plan.
- If it is not possible to inspect the waste prior to unloading, the waste will be inspected immediately after off-loading in the waste reception area.
- If after the off-loading of waste, it is shown to be non-compliant, the load will be either re-loaded or immediately directed to the designated quarantine area.

1.4 Non-compliant waste


If waste is found to be non-compliant prior to being off-loaded from the vehicle, the details will be recorded, and the vehicle turned away. Should wastes be found to be non-compliant following tipping on the site floor, or within waste bays, then the waste will be:

- reloaded on to the delivery vehicle for transport off-site to a suitably permitted facility; or
- removed to the designated quarantine skip, pending removal off-site to a suitably permitted facility.

All records of non-compliant waste received at the site will include the following details:

- the quantity;
- characteristics;
- origin;
- delivery date and time; and
- the identity of the producer and carrier.

This record will be made in the Site Diary, or other recording system, on-site. Further information on the procedure for non-conforming waste can be found in SOP/3.3/NCWP (Non-Conforming Waste Procedure).

	STANDARD OPERATIONS PROCEDURE	SOP: SOP/3.2/WAP
	Waste Acceptance Procedure	Version: 1 Effective: May 2023 Reviewed:
Authorized by: Olive	Reviewed by: Julie Hudson	Approved by: B Scott

2.0 ADDITIONAL PROCEDURES REFERENCE


SOP/3.3 Non-Conforming Waste Procedure

SOP/3.15 Training Procedure

3.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor
1.0	Original	N/A	

END OF DOCUMENT

	STANDARD OPERATIONS PROCEDURE	SOP: SOP/3.3/NCWP
	Non-Conforming Waste Procedure	Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

1.0 WASTE REJECTION

1.1 Procedure

If waste is found to be non-conforming, the following procedure is to be followed;


1. Notify the relevant EA officer(s) of significant loads as soon as is practicable;
2. If the carrier's vehicle is still present, the waste should, wherever possible, be reloaded back onto the carrier's vehicle;
3. If the material is reloaded onto the carrier's vehicle: the office of the carrier should be notified by telephone; the details including time of call and contact name are to be recorded in the Site Diary (or other recording system); and a copy of the Waste Delivery/Acceptance/Rejection note is to be retained;
4. If the carrier has departed the site, and if it is considered safe to do so, the waste is to be put in suitable containers and placed in the quarantine area pending the outcome of further investigations;
5. If the waste is of unknown composition, it is to be isolated at the operational area pending further investigations. This is to be achieved by the placement of cones or other barriers around the waste;
6. Further investigations may include contact with the carrier and the producer to seek to determine the likely composition of the waste, including photographs where possible. These investigations are to be undertaken by the Site Manager or other designated person;
7. If the waste is confirmed as not being permitted for recovery at the site, the waste is to be directed to an alternative, suitably licensed facility; and
8. Wherever possible, rejected waste is to be removed from the site within 24 hours of receipt at the site such as odorous wastes. However, identification of suitable disposal facilities may result in the waste being stored for a longer period prior to removal from the facility.

The Non-Conformance Report SOP/Form 4.4 is to be filled out each time a significant load or incident occurs. Records are to be stored within the Site Diary (or other recording system) on-site.

1.2 Waste Delivery/Acceptance/Rejection Note

The Waste Delivery/Acceptance/Rejection Note is to be completed and cross referenced in the Site Diary (or other recording system). It should include the following details:

- Date and time;
- Producer details;
- Carrier details;
- Transfer note reference number;
- Description of waste;
- Volume of waste;
- European Waste Catalogue (EWC) code;
- Non-conforming waste; and
- Actions agreed and taken

	STANDARD OPERATIONS PROCEDURE	SOP: SOP/3.3/NCWP
	Non-Conforming Waste Procedure	Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott


2.0 CIRCULATION LIST

Job Title	Job holder at time of issue

3.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor
1.0	Original	N/A	

END OF DOCUMENT

	STANDARD OPERATIONS PROCEDURE	SOP: SOP/3.4/WSSP
	Waste Segregation and Storage Procedure	Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by B Scott

1.0 PROCEDURE

1.1 General Storage Requirements

Site are permitted for 75000 tonnes of inert material per annum. Treatment consisting only of manual sorting, separation, screening or crushing of waste into different components for disposal, (no more than 50 tonnes per day) or recovery.

Inert material will be stockpiled within the storage areas within the site boundary.

The Site Layout Plan provided identifies the location of each storage area at the site. The following requirements apply to storage at the site:


- Storage areas are to be located appropriately to minimise or eliminate the double handling of wastes at the site;
- Segregated wastes are easily identified visually. Specified stockpiles are not in place due to the variation in coming waste streams; and
- There will be an inspection of all the accessible storage areas.

Storage areas are to be regularly inspected and maintained, including, where appropriate, surfacing, building integrity and site drainage.

Inspections will pay particular attention to any signs of damage, deterioration, or leakage. If any defects are found the following procedures are to be followed:

- any stored wastes will be moved to alternative suitable storage location(s);
- records of actions to rectify any damages will be recorded in the Site Checklist; and
- faults will be repaired as soon as is practicable.

Location	Waste Types	Form	Storage Method	Storage Dimensions volume	Storage Restrictions MAX
Bay 1	Soil/subsoil/clay/ stone	Loose	Bay Three sided	600m ³	6 months
Bay 2	Soil/subsoil/clay/ stone	Loose	Bay Three sided	800m ³	6 months
Bay 3	Soil/subsoil/clay/ stone	Loose	Bay Three sided	520m ³	6 months
Bay 4	Soil/subsoil/clay/ stone	Loose	Bay Three sided	675m ³	6 months
Stockpile	Processed Topsoil	Loose	Stockpile	Freeform	1 yr
Stockpile	Processed Topsoil	Loose	Stockpile	Freeform	1 yr
Stockpile	Processed Subsoil	Loose	Stockpile	Freeform	1 yr
Stockpile	Processed stone	Loose	Stockpile	Freeform	1 yr

	STANDARD OPERATIONS PROCEDURE	SOP: SOP/3.4/WSSP
	Waste Segregation and Storage Procedure	Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by B Scott

Location	Waste Types	Form	Storage Method	Storage Dimensions volume	Storage Restrictions MAX
Stockpile	Processed stone	Loose	Stockpile	Freeform	1 yr

In order to achieve good stock rotation and ensure the implementation of the “first in-first out” principle. Inert waste will be accepted onto site and tipped in the designated sorting area within the building. Inert material is sorted by Operatives and placed into source segregated containers/stockpiles using the loading shovel.

Inert wastes stored outside on hard standing, will be stored for longer periods of time due to the nature of the material and its low risk.

All movements of waste incoming and outgoing the site is recorded and available for inspection by the Environment Agency upon request.

1.2 Types of Wastes

The site will receive waste listed within the permit only.

1.3 Storage Areas

The site layout drawing 003. This layout highlights waste reception bays.

1.3.1 Pile Sizes

The site will only stockpile inert wastes. However, stockpiles are managed and stored in a manner that the site is accessible, and wastes are manageable at all times.

Inspections on the inert stockpiles and wastes stored in containers will be carried out daily to ensure the management of all wastes, this will also be recorded on the Daily Site Inspection Sheet (Form4.1) to record and verify any corrective measures that were implemented.

1.4 Drainage

There is no formal drainage on site, surface water collects within the centre of the permitted area due to the fall in site surfacing. Inert wastes which are stored on hardstanding as shown on the drawing 003.


1.5 Contingency Planning

In the event of any delay to the export of material off site or should a significant breakdown/incident occur which would result in the delay of processing waste on site the site manager will adhere to the site contingency plan.

2.0 ADDITIONAL PROCEDURES REFERENCE

SOP/3.1 Emergency Preparedness

SOP/3.8 Daily Site Monitoring

	STANDARD OPERATIONS PROCEDURE Waste Segregation and Storage Procedure	SOP: SOP/3.4/WSSP
		Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by B Scott

SOP/3.22 Contingency Plan

Site layout plan denoting storage areas Drawing 003


3.0 CIRCULATION LIST

Job Title	Job holder at time of issue

4.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor
1.0	Original	N/A	

END OF DOCUMENT

	STANDARD OPERATIONS PROCEDURE	SOP: SOP/3.5/WOP
	Weighbridge Operations Procedure	Version: 1 Effective: May 2023 Reviewed:

1.0 PROCEDURE

1.1 General

This procedure will ensure weighbridge operations are undertaken to reduce environmental risks and ensure that the company complies with the Duty of Care requirements.

The drivers of all vehicles carrying wastes into site will report to the weighbridge/reception office prior to the delivery of any waste to site.

The drivers of all vehicles carrying waste or product off site will report to the weighbridge/reception office prior to the removal of any waste or products from site.

1.2 Training

Training for the Reception/Weighbridge Operator is to be provided by the company to ensure that all operators are competent in all aspects of acceptance of consignments of waste and to ensure the safe and efficient running of the weighbridge.

1.3 Weighbridge Duties

Weighbridge Operators are to ensure the following checks are carried out when a vehicle arrives on site:

- Load is secured and covered if required
- Waste delivery/acceptance/rejection note
- Blacklisted/banned customer/driver/ vehicle lists

If there is a discrepancy or problem, vehicles are to be directed off the weighbridge and not allowed to unload their vehicle until the discrepancy has been resolved.

All vehicles carrying waste to be deposited on-site are to be entered on the weighbridge system as they arrive.


All other vehicles entering site are recorded in the visitors sign in sheet.

The Weighbridge Operator is to ensure that the Competent Person is made aware of any complaints, non-conformances or damage is reported to them.

Upon induction to the site the Weighbridge Operator is to make all drivers aware of the following if implemented on the site:

- Site rules
- Traffic Management Plan
- PPE requirements (enforce the wearing of PPE where/whenever possible)
- Safety information (where appropriate)

Weighbridge Operators will inform site operatives of the following:

	STANDARD OPERATIONS PROCEDURE	SOP: SOP/3.5/WOP
	Weighbridge Operations Procedure	Version: 1 Effective: May 2023 Reviewed:

- New drivers;
- Passengers; and
- Overweight vehicles.

The Weighbridge Operator will ensure that drivers sign and print their names on the Waste Acceptance Note.

At least one copy of the entire delivery/acceptance/rejection note, including incorrect ones, will be kept indefinitely.

The delivery/acceptance/rejection note will have the following details written on them:

- reason for error;
- any action taken;
- date; and
- signature

The Weighbridge Operator will notify nominated operatives that incoming loads are to be inspected and validated once the initial waste acceptance checks have been completed.


The Managing Director will be informed of, and supplied with, the incorrect tickets at the end of the Weighbridge Operator's shift.

Recording

A weekly checklist is completed by the Weighbridge Operative to review and check site recording and key infrastructure systems for example are compliant.

Any maintenance and calibration documentation, along with local Environment Agency contacts and telephone numbers is also kept in the weighbridge office.

END OF DOCUMENT

	STANDARD OPERATIONS PROCEDURE Traffic Management	SOP: SOP/3.6/TM
		Version: 1 Effective: May 2023 Reviewed:
Authored by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

1.0 PROCEDURE

1.1 General Information

This traffic management procedure will be implemented to ensure that all traffic and pedestrian movements within the site are carried out in a safe and effective manner.

It is the responsibility of the Site manager or designated person to ensure that all employees, temporary workers, contractors, drivers and visitors to the site comply with the requirements of this procedure.

1.2 Training

Employees, temporary workers and contractors shall be inducted in the requirements of this procedure before commencing any work on-site. This induction shall be recorded in the Site Diary (or other recording system).

Site operational staff shall be given Banksman Training.

Outlined below are the traffic management procedures for the site:

1.2.1 *Vehicles entering the site*

A number of signs inform drivers to slow down and designate the site speed limit at 5mph. Visitors are directed, by various signs, to reception.

They shall also ensure that all new drivers are given the 'Site User Rules' and record all inductions.

1.2.2 *Traffic movements around the site*

When vehicles enter the permitted area, the site operative responsible for receiving the waste, will then direct the vehicle.

1.2.3 *Traffic Movements*


All vehicles are to proceed to designated areas as directed by the appropriate site operative.

If the driver of a vehicle leaves their cab, for any reason, they are to wear a hard hat, safety boots, and high visibility clothing, at all times.

All plant vehicles used on-site shall be fitted with orange beacons and appropriate audio reverse warning systems.

1.2.4 *Site Signage*

There are numerous signs in place around the site that range from directional/informational signs to Health & Safety signs.

	STANDARD OPERATIONS PROCEDURE Traffic Management	SOP: SOP/3.6/TM
		Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

The signs are to be kept clean and to be checked daily for legibility and condition. All inspections are to be logged in the Site Inspection Sheet, included in SOP/3.8/DSM (Daily Site Monitoring).

1.2.5 Vehicles Leaving the Site

When vehicles are leaving the site they are to following and in accord with all traffic signs.

1.2.6 Pedestrian Movements

Pedestrians are required to be accompanied on site.

If pedestrians are leaving the immediate surroundings of the office they shall wear a hard hat, safety boots, and high visibility clothing at all times.

Pedestrians needing to use vehicle routes within the site shall position themselves so that they walk within the designated pedestrian zones. They shall remain alert to vehicle movements from any direction, and position themselves as far as possible so that they can be seen by vehicle drivers.

2.0 NOTIFICATION AND DISTRIBUTION LISTS

Once approved, this document will be published and will be effective from date of approval. Where appropriate, paper copies of this document will be distributed as controlled copies.


The QMS Administrator will be responsible for maintaining a distribution list for each paper copy issued. The QMS Administrator is also responsible for the retention of a file copy for business continuity.

Electronic notification to named users will be recorded when a document is published/becomes approved or effective.

3.0 CIRCULATION LIST

Job Title	Job holder at time of issue

4.0 REVISION HISTORY

	STANDARD OPERATIONS PROCEDURE Traffic Management	SOP: SOP/3.6/TM
		Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor
1.0	Original	N/A	

END OF DOCUMENT

	STANDARD OPERATIONS PROCEDURE Security Management	SOP: SOP/3.7/SM
		Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

1.0 PRINCIPLE

This section outlines the general procedures for security management at Mack Contracts Ltd Facility. The purpose of this procedure is to ensure that any site operative working on site is aware of the procedures to ensure the security of the site is maintained.

2.0 SCOPE

This procedure covers the management of the security on-site.

3.0 RESPONSIBILITY

All site operatives are responsible for carrying out the procedure as detailed in Section 5 below. The Site Manager has the overall day to day responsibility in ensuring that the procedure is upheld for all activities on site.

Any changes required are the responsibility of the Compliance Manager or other designated person to update and re-issue the amended procedure.

4.0 HEALTH AND SAFETY

All site operatives are to work with due regard to all relevant Health and Safety Regulations currently in existence relevant to operations on-site.

5.0 PROCEDURE

5.1 Security Management

The site benefits from lockable security gates to the entrance and a 1.8m secure perimeter fence. The site has a monitored CCTV system in addition to a security PIR activation lighting across the site.

No unauthorised persons are allowed access to the site and a record is to be kept of all authorised visitors. All visitors to the site are required to report to the site office and sign the visitors' book.

Regular inspections of the site are to be carried out to ensure that all gates, fencing and infrastructure are in a safe and secure condition. The findings of the inspection shall be recorded weekly on SOP/Form 4.1 (Daily Site Inspection Sheet) and differences and defects shall be rectified promptly.

Fencing and gates are to be maintained and repaired to ensure their continued integrity. In the event that damage is sustained, repairs are to be made by the end of the working day. If this is not possible, suitable measures are to be taken to prevent any unauthorised access to the site and permanent repairs are to be made as soon as practicable.

Operational procedures will ensure continual monitoring and maintenance of the security provisions at the site.

	STANDARD OPERATIONS PROCEDURE Security Management	SOP: SOP/3.7/SM
		Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

6.0 NOTIFICATION AND DISTRIBUTION LISTS

Once approved, this document will be published and will be effective from date of approval. Where appropriate, paper copies of this document will be distributed as controlled copies.

The QMS Administrator will be responsible for maintaining a distribution list for each paper copy issued. The QMS Administrator is also responsible for the retention of a file copy for business continuity.

Electronic notification to named users will be recorded when a document is published/becomes approved or effective.


7.0 CIRCULATION LIST

Job Title	Job holder at time of issue

8.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor
1.0	Original	N/A	

END OF DOCUMENT

	STANDARD OPERATIONS PROCEDURE Daily Site Monitoring	SOP: SOP/3.8/DSM
		Version: 1 Effective: May 2023 Reviewed:
Authored by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

1.0 PRINCIPLE

This section outlines the general procedures for completing the daily site monitoring table at the Mack Contracts Ltd Facility. The purpose of this procedure is to ensure that any site operative working on-site is aware of the requirements for daily site monitoring.

2.0 SCOPE

This procedure covers the completion of the daily site monitoring and environmental log at the facility.

3.0 RESPONSIBILITY

All site operatives are responsible for carrying out the procedure as detailed in Section 5 below. The Site Manager has the overall day to day responsibility in ensuring that the procedure is upheld for all activities on site.

Any changes required are the responsibility of the Compliance Manager or other designated person to update and re-issue the amended procedure.

4.0 HEALTH AND SAFETY

All site operatives are to work with due regard to all relevant Health and Safety Regulations currently in existence relevant to operations on site.

5.0 PROCEDURE

5.1 Daily Site Monitoring and Environmental Log

Designated site operatives are to carry out a daily inspection the site, completing SOP/Form 4.1 (Daily Site Inspection Sheet).

The designated operative is to carry out a monitoring tour of the site completing the required list of checks, answering yes or no as to whether the site is compliant or not. If there are any issues identified not in the scope of the inspection checklist, these comments will also be recorded and reported to the Site Manager.


6.0 ADDITIONAL PROCEDURES REFERENCE

SOP/Form 4.1 Daily Site Monitoring Form

7.0 NOTIFICATION AND DISTRIBUTION LISTS

Once approved, this document will be published and will be effective from date of approval. Where appropriate, paper copies of this document will be distributed as controlled copies.

The QMS Administrator will be responsible for maintaining a distribution list for each paper copy issued. The QMS Administrator is also responsible for the retention of a file copy for business continuity.

	STANDARD OPERATIONS PROCEDURE Daily Site Monitoring	SOP: SOP/3.8/DSM
		Version: 1 Effective: May 2023 Reviewed:
Authored by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

Electronic notification to named users will be recorded when a document is published/becomes approved or effective.


8.0 CIRCULATION LIST

Job Title	Job holder at time of issue

9.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor
1.0	Original	N/A	

END OF DOCUMENT

	STANDARD OPERATIONS PROCEDURE Monitoring and Control Management	SOP: SOP/3.9/MCM
		Version: 1 Effective: May 2023 Reviewed:
Authored by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

1.0 PRINCIPLE

This document outlines the general procedures for the monitoring of emissions from all facilities of Mack Contracts Ltd Facility, ensuring that each of the activities has the appropriate level of procedures in place in the event of an emergency situation and all staff are trained to an acceptable level on the procedures.

2.0 SCOPE

This procedure covers the monitoring of emissions on-site.

3.0 RESPONSIBILITY

The Site Manager and Technically Competent Manager are responsible for carrying out the procedure as detailed within this SOP. Any changes required are the responsibility of the Site manager or other designated person to update and re-issue the amended procedure.

4.0 HEALTH AND SAFETY

All site operatives will work with due regard to all relevant Health and Safety Regulations currently in existence relevant to operations on site.

5.0 PROCEDURE

There are no listed point source emissions from the site therefore there are no conditions of the environmental permit that set specific emissions limits.

Should any such parameter be imposed in the future then this procedure would be reviewed.

6.0 NOTIFICATION AND DISTRIBUTION LISTS


Once approved, this document will be published and will be effective from date of approval. Where appropriate, paper copies of this document will be distributed as controlled copies.

The QMS Administrator will be responsible for maintaining a distribution list for each paper copy issued. The QMS Administrator is also responsible for the retention of a file copy for business continuity.

Electronic notification to named users will be recorded when a document is published/becomes approved or effective.

7.0 CIRCULATION LIST


Job Title	Job holder at time of issue

	STANDARD OPERATIONS PROCEDURE Monitoring and Control Management	SOP: SOP/3.9/MCM
		Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

8.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor
1.0	Original	N/A	

END OF DOCUMENT

	STANDARD OPERATIONS PROCEDURE Noise Management	SOP: SOP/3.10/NM
		Version: 1 Effective: May 2023 Reviewed:
Authorised by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

1.0 PRINCIPLE

This document outlines the general procedures for noise management of the Mack Contracts Ltd Facility. The purpose of this procedure is to ensure that any site operative working on site is aware of the procedures for the management of noise.

2.0 SCOPE

This procedure covers the management of noise on-site.

3.0 RESPONSIBILITY

All site operatives are responsible for carrying out the procedure as detailed in Section 5 below. The Site Manager has the overall day to day responsibility in ensuring that the procedure is upheld for all activities on site.

Any changes required are the responsibility of the Compliance Manager or other designated person to update and re-issue the amended procedure.

4.0 HEALTH AND SAFETY

All site operatives are to work with due regard to all relevant Health and Safety Regulations currently in existence relevant to operations on site.

5.0 PROCEDURE

5.1 Noise Control and Minimisation Strategies

All waste management operations on-site shall be conducted so as to prevent or reduce noise nuisance off-site. Noise shall be limited to such levels that are unlikely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality outside the site boundary.


All site operations shall be conducted in such a manner that noise from such operations does not give rise to unacceptably high levels of noise.

The main sources of noise are as follows:

- Noise from vehicular movements (site access road and internal site movements);
- Dropping material from height; and
- Noise from operation of site plant including loading and unloading of materials, operation of the crusher/screener etc.

It is considered that the generation of vibration as a result of operations at the site will not be significant.

All site operatives are trained in the need to minimise site noise, and are responsible for monitoring and reporting excessive noise when carrying out their everyday roles.

	<p style="text-align: center;">STANDARD OPERATIONS PROCEDURE</p> <p style="text-align: center;">Noise Management</p>	<p>SOP: SOP/3.10/NM</p>
		<p>Version: 1 Effective: May 2023 Reviewed:</p>
<p>Authored by: OCL</p>	<p>Reviewed by: Julie Hudson</p>	<p>Approved by: B Scott</p>

5.2 Plant and Equipment

Where practicable, the selection and use of low-noise equipment or alternative working methods is to be adopted by the Site Managers to minimise the generation of noise at source. Inspection and repairs are to be undertaken in accordance with the manufacturers' recommendations as per the Form 4.11 (Maintenance Checklist) and recorded in the Form 4.10 (Maintenance Record).

Noise control is to be implemented through one or more of the following procedures:

- Care is to be taken during the unloading and loading of materials which are to be stored externally. For example, minimise drop heights to prevent unnecessary noise creation.
- Site operations are restricted to hours specified in the planning consent.
- Timing of noisy works away from evenings and weekends.
- Follow site speed limits and ensure they are complied with by vehicles using the site.
- Switch off plant and vehicles when not in use.
- Plant is to be selected and operated to minimise noise. All site plant and machinery shall be operated and maintained in accordance with manufacturer's specifications. Site plant will be subject to a planned preventative maintenance schedule.
- Auditory inspections shall be carried out daily and in response to complaints.
- A record of the inspection findings and any complaints are to be made in the Site Diary (or other recording system).

5.3 Monitoring

If a noise problem is noticed or a complaint is received by site personnel, it will be immediately reported to the Site Manager. The source of the problem will then be investigated, and appropriate corrective action will be taken.


In the event that noise derived from the site is detected beyond the site boundary by the Site Manager or a Site Operative which in their opinion could give rise to complaints, investigation action shall be taken without delay. The nature of the investigation shall take into consideration the meteorological conditions prevailing at the time and any operational issues together with the nature of the receptors. The following remedial action may be appropriate:

- Relocate plant and equipment to less sensitive locations;
- Undertake maintenance on equipment that will reduce noise levels;
- Modify plant to incorporate noise suppression equipment; and
- Replace noisy plant and equipment with quieter models.

5.4 Complaint Records

A record relating to the management and monitoring of any noise complaints is to be maintained, and documented in Form 4.7 (Complaints Record Form). The information required to complete the complaint form is as follows:

- Telephone number and location of caller (if provided);

	STANDARD OPERATIONS PROCEDURE Noise Management	SOP: SOP/3.10/NM
		Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

- Date, time and duration of offending noise;
- Callers description of the noise and any other comments;
- Weather conditions;
- Wind strength and direction;
- Detail any other complaints about the noise;
- Potential noise sources that could give rise to the complaint;
- Operating conditions at the time of the noise issue;
- Any follow up taken with the caller; and
- Any amendments to the NMP.

6.0 ADDITIONAL PROCEDURES REFERENCE

Form 4.7 Complaints Record Form

Form 4.10 Maintenance Record

Form 4.11 Maintenance Checklist

Site Layout Plan drawing 003

7.0 NOTIFICATION AND DISTRIBUTION LISTS

Once approved, this document will be published and will be effective from date of approval. Where appropriate, paper copies of this document will be distributed as controlled copies.

The QMS Administrator will be responsible for maintaining a distribution list for each paper copy issued. The QMS Administrator is also responsible for the retention of a file copy for business continuity.

Electronic notification to named users will be recorded when a document is published/becomes approved or effective.

8.0 CIRCULATION LIST

Job Title	Job holder at time of issue

9.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor
1.0	Original	N/A	



**STANDARD OPERATIONS
PROCEDURE**
Noise Management

SOP: SOP/3.10/NM


Version: 1
Effective: May 2023
Reviewed:

Authored by: OCL

Reviewed by: Julie Hudson

Approved by: B Scott

END OF DOCUMENT

	STANDARD OPERATIONS PROCEDURE Odour Management	SOP: SOP/3.11/OM
		Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

1.0 PRINCIPLE

This section outlines the general procedures for odour management at the Mack Contracts Ltd Facility. The purpose of this procedure is to ensure that any site operative working on site is aware of the procedures for the management of odour.

2.0 SCOPE

This procedure covers the management of odour on the site.

3.0 RESPONSIBILITY

All site operatives are responsible for carrying out the procedure as detailed in Section 4 below. The Site Manager has the overall day to day responsibility in ensuring that the procedure is upheld for all activities on site.

Any changes required are the responsibility of the Compliance Manager or other designated person to update and re-issue the amended procedure.

4.0 PROCEDURE

4.1 Odour Management and Minimisation Strategies


The nature of the waste materials handled at the site means that odours are not likely to be an issue. Notwithstanding this, a number of measures are to be employed to ensure that odorous wastes are not accepted at the site and, if accepted, are handled appropriately.

Odour control is to be implemented through the following procedures:

- Adhere to strict waste acceptance procedures to ensure only permitted wastes are accepted on-site;
- Keep the site clean and tidy by way of a regularised housekeeping regime;
- The Site Manager is to monitor for odours throughout the working day;
- In the event that odours are detected, investigations are to be undertaken to determine the cause and appropriate remedial action taken;
- In the event that non-conforming wastes are delivered to site, they should be isolated and removed from site at the earliest opportunity. If identified on the vehicle the waste is to remain in the vehicle and be sent off site to a suitably permitted facility; and
- If identified following a delivery, the waste will be removed to a designated quarantine area pending removal off site to a suitably licensed facility.

4.2 Odour Survey

An odour survey or 'sniff test' is to be carried out by the Site Manager or designated person on a daily basis. The findings and any comments will be recorded on the SOP/Form 4.1 (Daily Site Inspection Sheet).

	STANDARD OPERATIONS PROCEDURE Odour Management	SOP: SOP/3.11/OM
		Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

5.0 HEALTH AND SAFETY

All site operatives will work with due regard to all relevant Health and Safety Regulations currently in existence relevant to operations on site.

6.0 NOTIFICATION AND DISTRIBUTION LISTS

Once approved, this document will be published and will be effective from date of approval. Where appropriate, paper copies of this document will be distributed as controlled copies.

The QMS Administrator will be responsible for maintaining a distribution list for each paper copy issued. The QMS Administrator is also responsible for the retention of a file copy for business continuity.

Electronic notification to named users will be recorded when a document is published/becomes approved or effective.


7.0 CIRCULATION LIST

Job Title	Job holder at time of issue

8.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor
1.0	Original	N/A	

END OF DOCUMENT

	<p style="text-align: center;">STANDARD OPERATIONS PROCEDURE</p> <p style="text-align: center;">Pest Management</p>	<p>SOP: SOP/3.12/PM</p>
		<p>Version: 1 Effective: May 2023 Reviewed:</p>
<p>Authored by: OCL</p>	<p>Reviewed by: Julie Hudson</p>	<p>Approved by: B Scott</p>

1.0 PRINCIPLE

This section outlines the general procedures for pest management at Mack Contracts Ltd Facility. The purpose of this procedure is to ensure that any site operative working on site is aware of the procedures for the management of pests.

2.0 SCOPE

This procedure covers the management of pests on-site.

3.0 RESPONSIBILITY

All site operatives are responsible for carrying out the procedure as detailed in Section 5 below. The Site Manager has the overall day to day responsibility in ensuring that the procedure is upheld for all activities on site.

Any changes required are the responsibility of the Compliance Manager or other designated person to update and re-issue the amended procedure.

4.0 HEALTH AND SAFETY

All site operatives will work with due regard to all relevant Health and Safety Regulations currently in existence relevant to operations on site.

5.0 PROCEDURE

5.1 Pest Control and Minimisation Strategies

The nature of the waste materials handled at the site means that pest infestations are not likely to be an issue. Notwithstanding this, operations at the site are to be undertaken such that infestation or colonisation by pests are prevented.


On a daily basis, the site will be inspected for pests by the Site Manager or designated person and recorded in the SOP/Form 4.1 (Daily Site Inspection Sheet).

If infestations are identified, a treatment programme is to be employed to deal with any infestation by insects, rodents or other pests.

Site operatives are to be vigilant and report any potential infestations to the Site Manager, who will ensure appropriate measures are taken.

The following procedures will be followed to control and monitor any insect and rodent infestations:

- Surfaces used for the storage of waste are to be regularly washed down or cleaned;
- The site is to be monitored on a daily basis for any visible signs of rodent or insect activity, such as runways, droppings, larvae, and the findings logged in the site diary;
- If any signs of potentially problematic numbers of pests or vermin are discovered at the site, the Site Manager or designated person is to contact a pest contractor as soon as possible; and
- Should the use of pesticides or other means of pest control be recommended, they must only be implemented by persons qualified/trained to carry out the necessary measures.

	STANDARD OPERATIONS PROCEDURE Pest Management	SOP: SOP/3.12/PM
		Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

6.0 NOTIFICATION AND DISTRIBUTION LISTS

Once approved, this document will be published and will be effective from date of approval. Where appropriate, paper copies of this document will be distributed as controlled copies.

The QMS Administrator will be responsible for maintaining a distribution list for each paper copy issued. The QMS Administrator is also responsible for the retention of a file copy for business continuity.

Electronic notification to named users will be recorded when a document is published/becomes approved or effective.


7.0 CIRCULATION LIST

Job Title	Job holder at time of issue

8.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor
1.0	Original	N/A	

END OF DOCUMENT

	<p align="center">STANDARD OPERATIONS PROCEDURE</p> <p align="center">Litter Management</p>	<p>SOP: SOP/3.13/LM</p>
		<p>Version: 1 Effective: May 2023 Reviewed:</p>
<p>Authored by: OCL</p>	<p>Reviewed by: Julie Hudson</p>	<p>Approved by: B Scott</p>

1.0 PRINCIPLE

This section outlines the general procedures for litter management at Mack Contracts Ltd Facility. The purpose of this procedure is to ensure that any site operative working on site is aware of the procedures for the management of litter.

2.0 SCOPE

This procedure covers the management of litter on-site.

3.0 RESPONSIBILITY

All site operatives are responsible for carrying out the procedure as detailed in Section 4 below. The Site Manager has the overall day to day responsibility in ensuring that the procedure is upheld for all activities on site.

Any changes required are the responsibility of the Compliance Manager or other designated person to update and re-issue the amended procedure.

4.0 PROCEDURE

All waste management operations on-site are to be undertaken to minimise windblown litter outside the site boundary. The site is to be operated to comply with the following principles:

- Adhere to strict waste acceptance procedures to ensure only permitted wastes are accepted on site;
- In the event of any nuisance from litter occurring, pick up the litter.
- The Site Manager or designated person are to undertake a daily inspection and litter pick of the site and perimeter; and
- Imported loads will be checked for contaminants. Any contaminants will be handpicked, quarantined, and sent off-site for disposal, or returned to the sender.

All waste management operations shall be carried out in a manner to ensure that windblown litter is prevented from escaping the site.


On-site inspections for litter shall be made daily. All on-site inspections shall be recorded in the SOP/Form 4.1 (Daily Site Inspection Sheet).

5.0 HEALTH AND SAFETY

All site operatives will work with due regard to all relevant Health and Safety Regulations currently in existence relevant to operations on site.

6.0 NOTIFICATION AND DISTRIBUTION LISTS

Once approved, this document will be published and will be effective from date of approval. Where appropriate, paper copies of this document will be distributed as controlled copies.

	STANDARD OPERATIONS PROCEDURE Litter Management	SOP: SOP/3.13/LM
		Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

The QMS Administrator will be responsible for maintaining a distribution list for each paper copy issued. The QMS Administrator is also responsible for the retention of a file copy for business continuity.

Electronic notification to named users will be recorded when a document is published/becomes approved or effective.


7.0 CIRCULATION LIST

Job Title	Job holder at time of issue

8.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor
1.0	Original	N/A	

END OF DOCUMENT

	STANDARD OPERATIONS PROCEDURE Dust Management	SOP: SOP/3.14/DM
		Version: 1 Effective: May 2023 Revised:
Authorised by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

1.0 PRINCIPLE

This section outlines the general procedures for dust management at Mack Contracts Ltd Facility. The purpose of this procedure is to ensure that any site operative working on site is aware of the procedures for the management of dust.

2.0 SCOPE

This procedure covers the management of dust on-site.

3.0 RESPONSIBILITY

All site operatives are responsible for carrying out the procedure as detailed in Section 5 below. The Site Manager has the overall day to day responsibility in ensuring that the procedure is upheld for all activities on site.

Any changes required are the responsibility of the Compliance Manager or other designated person to update and re-issue the amended procedure.

4.0 HEALTH AND SAFETY

All site operatives will work with due regard to all relevant Health and Safety Regulations currently in existence relevant to operations on site.

5.0 PROCEDURE


5.1 Dust Control and Minimisation Strategies

The wastes handled and activities undertaken at the site have the potential to generate dust. In order to prevent the generation of dust, all site operatives must follow the mitigation measures proposed below to minimise and avoid any fugitive dust emissions to the surrounding area.

- All wastes are to be stored within the designated areas;
- Adhere to the site's speed limit;
- Be vigilant in noticing and report to the Site Manager if dust is being visually generated;
- Where required, operational areas are to be kept tidy to reduce dust emissions.
- If areas are dusty dampen down
- Use specified dust control measures
- Hire in road sweeper to clear areas of pavement/roadways that are visually generating dust.

The site has an approved Dust and Emissions Plan (DEMP) in place to manage the risk of emissions, complaint and monitoring.

Visual inspections are to be carried out by the Site Manager or nominated personnel on a daily basis, and more frequently if required during dry and windy conditions. The Site

	STANDARD OPERATIONS PROCEDURE Dust Management	SOP: SOP/3.14/DM
		Version: 1 Effective: May 2023 Revised:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

Manager should assess the need for remedial action and implement such action where necessary. A record of the inspection findings and remedial action taken will be made in the SOP/Form 4.1 (Daily Site Inspection Sheet).

5.2 Dust monitoring

Regular inspections of the site are conducted during the day. If dust is being generated the Site Manager or designated operative will walk around the site and adjacent roads to determine if and dust from the site is causing an impact.

If dust from the site is causing an impact, the activities causing it will be ceased or and areas dampened down.

A note will be made in the SOP/Form 4.1 (Daily Site Inspection Sheet).

6.0 NOTIFICATION AND DISTRIBUTION LISTS

Once approved, this document will be published and will be effective from date of approval. Where appropriate, paper copies of this document will be distributed as controlled copies.

The QMS Administrator will be responsible for maintaining a distribution list for each paper copy issued. The QMS Administrator is also responsible for the retention of a file copy for business continuity.


Electronic notification to named users will be recorded when a document is published/becomes approved or effective.

7.0 CIRCULATION LIST

Job Title	Job holder at time of issue


8.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor

	STANDARD OPERATIONS PROCEDURE Dust Management	SOP: SOP/3.14/DM
		Version: 1 Effective: May 2023 Revised:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

--	--	--	--

END OF DOCUMENT

	STANDARD OPERATIONS PROCEDURE Training Procedure	SOP: SOP/3.15/TP
		Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

1.0 PRINCIPLE

This document outlines the general procedures to ensure that all site operatives at Mack Contracts Ltd Facility are trained to an acceptable level of competency.

2.0 SCOPE

This procedure describes how training is implemented by the company.

3.0 RESPONSIBILITY

The Site Manager is responsible for carrying out the procedure as detailed in Section 5 below.

Any changes required are the responsibility of the Compliance Manager or other designated person to update and re-issue the amended procedure.

4.0 HEALTH AND SAFETY

All site operatives are to work with due regard to all relevant Health and Safety Regulations currently in existence relevant to operations on site.

5.0 TRAINING

The site is to be managed by sufficient numbers of staff competent to operate the site without causing pollution. Staff are to have clearly defined roles and responsibilities. The Form 4.12 (Staff Responsibility Record) is to be kept up to date identifying individual's job roles and responsibilities.

Training is to be provided when:


- A new employee/site operative begins work on-site;
- New equipment is introduced on-site, thereby changing the site's operating procedures;
- An audit identifies a particular training need; and
- Procedures set out within the EMS and site specific plans are amended.

5.1 Site Operative Training

The Site Manager is responsible for ensuring that all site operatives receive the correct level of training and that all new site operatives receive an induction. All new site operatives are to be provided with clear instructions regarding their individual tasks and requirements.

In particular, emphasis is to be made in ensuring all site operatives are aware of the following aspects and environmental considerations:

- The aims and objectives of the Environmental Policy of the company;
- The conditions set out in the environmental permit, such as: permitted waste codes (EWC) and activities;
- Regulatory implications of the environmental permit for the site and their specific work activity;
- All potential environmental effects from operations under normal and abnormal circumstances;

	<p style="text-align: center;">STANDARD OPERATIONS PROCEDURE</p> <p style="text-align: center;">Training Procedure</p>	<p>SOP: SOP/3.15/TP</p>
		<p>Version: 1 Effective: May 2023 Reviewed:</p>
<p>Authored by: OCL</p>	<p>Reviewed by: Julie Hudson</p>	<p>Approved by: B Scott</p>

- The need to report deviations from the conditions set out in the environmental permit;
- Prevention of accidental emissions and action to be taken should accidental emissions occur; and
- The roles and responsibilities of all site operatives to ensure that all aspects of this EMS are complied with.

Training is to be provided as required to ensure that site operatives are familiar with their responsibilities and the conditions of the environmental permit. Training will also ensure that site operatives will be fully aware of how to maintain optimal plant performance.

A training record is to be kept in the head office site for all site operatives. Staff responsibilities and training records are to be kept in the following appendices to this SOP:

Form 4.12: Staff Responsibilities;

- records each employee’s name and position within the company;

Form 4.13: Training Record (PDP);

- the training required by each individual site operative;
- the date due and carried out;
- a date for a refresher of the training; and
- any further comments.

The training requirements of existing and new site operatives are to be reviewed annually. Training is a continual process which ensures that site operatives are familiar with their responsibilities and the condition of the environment permit. Training will also ensure that site operatives will be fully aware of how to maintain optimal plant performance.

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

All site operatives are to attend Health and Safety courses to cover the basic requirements, and also any specific Health and Safety related elements with respect to their role on site.

Any contractors enrolled on site will receive a suitable induction for Health and Safety and environmental risks.


Form 4.14 (Training Record) will be kept up-to-date and stored within the site office. Copies of the relevant certificates of technical competence will be kept together with the Training Record.

6.0 NOTIFICATION AND DISTRIBUTION LISTS

Once approved, this document will be published and will be effective from date of approval. Where appropriate, paper copies of this document will be distributed as controlled copies.

The QMS Administrator will be responsible for maintaining a distribution list for each paper copy issued. The QMS Administrator is also responsible for the retention of a file copy for business continuity.

Electronic notification to named users will be recorded when a document is published/becomes approved or effective.

	STANDARD OPERATIONS PROCEDURE Training Procedure	SOP: SOP/3.15/TP
		Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott


7.0 CIRCULATION LIST

Job Title	Job holder at time of issue

8.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor

END OF DOCUMENT

	STANDARD OPERATIONS PROCEDURE Accident Management Plan	SOP: SOP/3.16/AMP
		Version: 1 Effective: May 2023 Reviewed:
Authorised by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

1.0 PRINCIPLE

This section sets out the general procedures for accident management on-site. The purpose of this procedure is to ensure that any site operative working on site is aware of the procedures for preventing and managing accidents.

2.0 SCOPE

This procedure covers foreseeable accidents on-site.

3.0 RESPONSIBILITY

All site operatives are responsible for carrying out the procedure as detailed in Section 4 below. The Site Manager has the overall day to day responsibility in ensuring that the procedure is upheld for all activities on site.

Any changes required are the responsibility of the Compliance Manager or other designated person to update and re-issue the amended procedure.

4.0 PROCEDURE

The company recognises the importance of the prevention of accidents that may have environmental consequences and that it is crucial to limit those consequences. The company has developed a system to identify, assess and minimise the environmental risks and hazards of accidents and their consequences.


This accident management plan is to be implemented and maintained at the site to ensure the site and site operatives are fully prepared for such incidents. The accident management plan is to be reviewed at least every four years or as soon as practicable after an incident with changes made accordingly to minimise the risk of occurrence.

This accident management plan describes the techniques to be implemented to minimise the risks posed to the environment. Activities affecting the health and safety (H&S) of operatives, contractors and visitors are separately managed in compliance with H&S regulation and company H&S Policy.

4.1.1 Hazard Identification

The following hazards have been identified:

- fire and explosion;
- loss of containment – spillage and leakage;
- unauthorised waste receipt and processing;
- security and vandalism; and
- flooding.

	STANDARD OPERATIONS PROCEDURE Accident Management Plan	SOP: SOP/3.16/AMP
		Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

4.1.2 Risk Estimation

This Accident Management Plan has adopted a risk assessment approach to each potential hazard by combining the probability and magnitude of the potential risk to give an estimation of the risk prior to any mitigation measures. The risk management measures, which are designed to reduce the likelihood of occurrence, are then detailed followed by an estimation of the actual risk post-mitigation (Residual Risk Rating).

4.1.3 Control Techniques

The company ensures that:

- All incidents, near misses, abnormal events, changes to procedures and significant findings of maintenance inspections are logged and recorded in the Form 4.6 (Accident and Incident Record); and
- Site operatives training requirements are identified, and the relevant training provided.

The Accident Management Plan is to be reviewed at least every four years.



STANDARD OPERATIONS PROCEDURE
Accident Management Plan

SOP: SOP/3.16/AMP

Version: 1
Effective: May 2023

Authored by: OCL

Reviewed by: Julie Hudson

Approved by: B Scott

Table 1 – Accident Management Plan

Accident Scenario and Consequence	Probability of accident occurring	Magnitude of Potential Impact	Risk rating before mitigation	Risk Management	Residual Risk Rating (following mitigation)
<p>Spillage or leakage during transfer of substances e.g fuelling Oils, Fluids etc</p> <p>Spillage or leakage of fuels, oils and fluids could result in a release to the environment affecting local land quality, surface water or groundwater.</p> <p>Mobile fuel tanks used for refuelling 360 excavator</p>	Medium	Moderate	Medium	<p>Care is to be taken during the transfer of fluids to ensure that spillages/leaks are minimised.</p> <p>All connection points are to be checked prior to the commencement of transfer and drip trays used.</p> <p>The container vessels which fluids are transferred to are stored within a bunded area.</p> <p>In the event of a spillage, use a spill kit to clean up the spill. Spill kits are located within the workshop.</p>	Low
<p>Spillage or leakage due to overfilling of vessels e.g Fuelling Oils, Fluids etc</p> <p>Spillage of oils and fluids during transfer could result in a release to the environment.</p>	Low	Moderate	Medium	<p>Storage tanks and vessels are fitted with level indicators/alarms to prevent overfilling.</p> <p>Storage tanks and vessels are to be checked on a daily basis to ensure there is sufficient capacity to prevent overfilling.</p> <p>Secondary containment to be fitted to heating fuel storage</p> <p>Spill kits: materials suitable for absorbing and containing minor spillages are available in the workshop. In the event of a spill, use a spill kit to clean up the spill.</p> <p>In the event of any potentially polluting leak or spillage occurring on site, the following action will be taken:</p> <p>Minor spillages are to be cleaned up immediately, using sand or proprietary absorbent.</p>	Low



STANDARD OPERATIONS PROCEDURE
Accident Management Plan

SOP: SOP/3.16/AMP

Version: 1
Effective: May 2023

Authored by: OCL

Reviewed by: Julie Hudson

Approved by: B Scott

Accident Scenario and Consequence	Probability of accident occurring	Magnitude of Potential Impact	Risk rating before mitigation	Risk Management	Residual Risk Rating (following mitigation)
				<p>The resultant materials will be placed in a skip for offsite disposal to a suitable facility;</p> <p>In the event of a major spillage, which is causing or is likely to cause polluting emissions to the environment, immediate action is to be taken to contain the spillage and prevent liquid from entering surface water drains. The spillage shall be cleared immediately and placed in containers for offsite disposal, and the EA informed.</p>	
<p>Containment failure i.e. tank rupture, vehicle strike etc</p> <p>Spillage or leakage of fuel oils and fluids could result in a release to the environment affecting local land quality, surface water or groundwater.</p>	Low	Moderate	Medium	<p>Tanks and vessels containing hazardous oils and fluids are provided with secondary containment as a safeguard against a tank rupture. (Heating tank containment due to be installed.</p> <p>Tanks and vessels containing hazardous oils and fluids are stored in designated areas away from areas of the sites which are subject to frequent vehicle movements.</p> <p>Vehicle operators are to maintain a safe distance from, tanks, vessels etc at all times.</p> <p>The site benefits from an impermeable surface and sealed drainage system to limit the potential for off-site egress of oils and fluids in the event of a containment failure.</p>	Low
<p>Plant and equipment failure</p> <p>Failure of plant and equipment can lead to impacts upon the environment if maintained or operated in accordance with the manufacture's recommendations.</p>	Medium	Moderate	Medium	<p>Plant and equipment are to be maintained in accordance with the manufacturer's recommendations.</p> <p>Plant and equipment are to be operated in accordance with the manufacturer's instruction manuals.</p> <p>Induction training and refresher training is to be provided to staff in the safe operation of plant and equipment relevant to their role.</p>	Low



STANDARD OPERATIONS PROCEDURE
Accident Management Plan

SOP: SOP/3.16/AMP

Version: 1
Effective: May 2023

Authored by: OCL

Reviewed by: Julie Hudson

Approved by: B Scott

Accident Scenario and Consequence	Probability of accident occurring	Magnitude of Potential Impact	Risk rating before mitigation	Risk Management	Residual Risk Rating (following mitigation)
				<p>Inspection of plant and equipment is to be undertaken on a daily basis to check for faults and ensure safeguards are in place for example pressure of vessels, guards on tools etc.</p> <p>In the event of a failure or suspected fault with an item of plant or piece of equipment, the operator should ensure that the equipment is shut off in a safe manner and not used until the equipment can be repaired or replaced.</p>	
<p>Unauthorised waste receipt and processing</p> <p>Acceptance of unauthorised materials could result in impacts upon the environment for example odour, contamination of land, surface water or groundwater etc</p>	Low	Moderate	Medium	<p>Strict waste acceptance procedures are to be employed at the site as described in the Waste Acceptance Procedure SOP/3.2</p> <p>All wastes are to be subject to inspection and checking against the declaration on the waste transfer note.</p> <p>In the event that unauthorised waste is delivered to the site, the waste is to be segregated and stored in the designated quarantine area prior to export from site to a facility licensed for its handling.</p>	Low
<p>Fire</p> <p>Risk of fire and electrical fires from incoming waste vehicles or plant</p> <p>Air transport of smoke, spillages, and contaminated firewater by direct run off from site and via surface water drains.</p>	Low	Severe	Medium	<p>All vehicles delivering waste will be checked for any evidence of waste that is on fire or that is smouldering on arrival at the site This is unlikely due to the waste types accepted at the site.</p> <p>The plant inspection schedule includes checks of electrical equipment used at the site to ensure that any faults are identified and repaired.</p> <p>Fire extinguishers are provided at designated locations.</p> <p>Smoking is not permitted in operational areas of the site. Use the site's designated smoking area.</p> <p>Mack Contracts Ltd working practices ensures the regular assessment of fire</p>	Low



STANDARD OPERATIONS PROCEDURE
Accident Management Plan

SOP: SOP/3.16/AMP

Version: 1
Effective: May 2023

Authored by: OCL

Reviewed by: Julie Hudson

Approved by: B Scott

Accident Scenario and Consequence	Probability of accident occurring	Magnitude of Potential Impact	Risk rating before mitigation	Risk Management	Residual Risk Rating (following mitigation)
				<p>hazards and training of employees in fire prevention, e.g. the use of fire extinguishers and emergency procedures. Refer to the Fire Prevention Plan for further information.</p> <p>No wastes are to be burned on the site and any fire at the site is to be treated as an emergency.</p> <p>In the event of fire, the following action is to be taken:</p> <ul style="list-style-type: none"> • Notify the fire brigade immediately and the Environment Agency as soon as practicable; • Isolate the burning area from other combustible materials and make attempts to extinguish the fire using the onsite fire extinguishers if safe to do so; • Where possible, try to prevent fire water from leaving the site; and • Evacuate the site if the fire is not containable. 	
<p>Security and vandalism</p> <p>Unauthorised access resulting in loss of containment or fire.</p>	Low	Moderate to Mild	Medium/Low	<p>The site has the following security measures in place;</p> <ul style="list-style-type: none"> • Fencing: fencing extends around the perimeter of the facility; • Security gates: the gates to the site are to be locked closed whenever the site is not manned; 24hr security in place via monitored CCTV/PIR Lighting • Inspection: gates and will be inspected daily by the operations staff to identify deterioration and damage, and the need for any repairs. All inspections will be recorded in the Daily Site Inspection; • Maintenance and repair: fencing and gates are to be maintained and repaired to ensure their continued integrity. In the event that damage is sustained, repairs are to be made by the end of the working day where possible. If this is not possible, suitable measures should be taken to prevent any unauthorised access to the site and permanent repairs affected as soon as practicable; • Authorised access system: all visitors to the site are required to register in the 	Low



STANDARD OPERATIONS PROCEDURE
Accident Management Plan

SOP: SOP/3.16/AMP

Version: 1
Effective: May 2023

Authored by: OCL

Reviewed by: Julie Hudson

Approved by: B Scott

Accident Scenario and Consequence	Probability of accident occurring	Magnitude of Potential Impact	Risk rating before mitigation	Risk Management	Residual Risk Rating (following mitigation)
				<p>visitor's book and sign out again on exit to minimise the risk of unauthorised visitors being present on site; and</p> <ul style="list-style-type: none"> Monitoring techniques: operational procedures, including regular inspections will ensure continual monitoring of security provision at the site. <p>In the event of a breach of security at the site, the cause will be investigated, and appropriate mitigation measures implemented. This will be recorded in the Accident and Incident Record Records maintained will include inspections and maintenance of security fencing and gates, breaches of security, investigations and actions taken.</p>	
<p>Flooding</p> <p>Could lead to potentially contaminating liquids impacting on local land quality, surface water and groundwater.</p>	Low	Moderate / Severe	Medium	<p>The site is not located within an area identified by the Environment Agency as at risk of flooding.</p> <p>Containment measures and appropriate drainage measures will be in place at the site.</p>	Low
<p>Shortage of Staff</p> <p>In extreme circumstances staff shortage may cause down time and waste back log, maintenance slow down</p>	Low	Moderate	Medium	<p>Control authorised leave</p> <p>If required restricted activities in the event of staff shortages.</p> <p>Use of agency staff as and when required</p>	Low
<p>Odour</p> <p>Due to the type of materials accepted on site odour is not deemed to be a significant risk although control of unauthorised waste is paramount to prevent problematic odorous materials on site</p>	Low	Medium	Medium	<p>Pre acceptance / acceptance checks to ensure only permitted wastes accepted on site</p>	Low



STANDARD OPERATIONS PROCEDURE
Accident Management Plan

SOP: SOP/3.16/AMP

Version: 1


Effective: May 2023

Authored by: OCL

Reviewed by: Julie Hudson

Approved by: B Scott

Accident Scenario and Consequence	Probability of accident occurring	Magnitude of Potential Impact	Risk rating before mitigation	Risk Management	Residual Risk Rating (following mitigation)
Pests, Flies, Vermin Pest flies and vermin have the potential to be a health hazard and become a nuisance off site	Low/Medium	Medium	Medium	Monitoring of levels of insects and signs of pest or vermin, (eg droppings, runs) Use pesticide and rodenticide where appropriate. Use of professional pest controller on call out	Low

	STANDARD OPERATIONS PROCEDURE	SOP: SOP/3.16/AMP
	Accident Management Plan	Version: 1 Effective: May 2023
Authoried by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

5.0 HEALTH AND SAFETY

All site operatives shall work with due regard to all relevant Health and Safety Regulations currently in existence relevant to operations on site.

6.0 NOTIFICATION AND DISTRIBUTION LISTS

Once approved, this document will be published and will be effective from date of approval. Where appropriate, paper copies of this document will be distributed as controlled copies.

The QMS Administrator will be responsible for maintaining a distribution list for each paper copy issued. The QMS Administrator is also responsible for the retention of a file copy for business continuity.

Electronic notification to named users will be recorded when a document is published/becomes approved or effective.


7.0 CIRCULATION LIST

Job Title	Job holder at time of issue

8.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor
1.0	Original	N/A	

END OF DOCUMENT

	STANDARD OPERATIONS PROCEDURE Spillage Procedure	SOP: SOP/3.17/SP
		Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

1.0 PRINCIPLE

This document outlines the general procedures for ensuring that the Mack Contracts Ltd Facility has an appropriate level of procedures to ensure that an emergency situation has sufficient procedures in place and to ensure that staff are trained to an acceptable level on the procedures.

2.0 SCOPE

This procedure covers the storage of all waste and raw materials on-site.

3.0 RESPONSIBILITY

The Site Manager and Technically Competent Manager are responsible for carrying out the procedure as detailed within this SOP. Any changes required are the responsibility of the Site Manager or other designated person to update and re-issue the amended procedure.

4.0 PROCEDURE

The site is assessed for risk and control measures implemented to prevent/minimise the risk of a spillage. The procedure provides a controlled manner in which spillages are dealt with.

Items such as sawdust and sand are available on site. These are used to soak up and contain any spilled fluids.



STANDARD OPERATIONS PROCEDURE
Spillage Procedure

SOP: SOP/3.17/SP

Version: 1
Effective: May 2023

Authored by: Olive Compliance Ltd

Reviewed by: Julie Hudson

Approved by: B Scott

4.1 Risk Assessment Spillage Risk

Table 1 – Risk Assessment Spillage Risk

Likelihood ► Severity ▼	Very unlikely	Unlikely	Possible	Likely	Very likely
Negligible	1	2	3	4	5
Minor	2	4	6	8	10
Significant	3	6	9	12	15
Major	4	8	12	16	20
Very Major	5	10	15	20	25

Risk Assessment Score

- 1-3 = Very minor risk, no further action required
- 4-6 = Possible risk of injury or damage
- 7-9 = Acceptable risk, improvements advisable
- 10-12 = Corrective action or work permit required
- 13-25 = Site/activity is unsafe

Hierarchy of Controls

- Eliminate activity or substance
- Prevent access to the hazard
- Reduce exposure to the hazard (reorganise)
- Provide adequate PPE and train
- Provide welfare facilities

Common Hazard Code

A	Moving vehicles	E	Confined spaces	I	Lone working	M	Manual Handling
B	Trip hazards	F	Fire	J	Machinery	N	Noise
C	Chemical hazards	G	Water hazards	K	Weather conditions	O	Other (electrical, radioactive, biological, RSI)
D	Dust, fumes	H	Falls from height	L	Cuts abrasions	P	Behavioural (human actions)
						ENV	Environmental

Haz Code	Location/Comment	Personnel at risk	Current Control methods	L	S	Score	Additional controls required
A J	Yard area - Use of heavy plant Vehicles reversing	Employees Visitors Tanks, barrels	Staff trained to use vehicles and plant with appropriate 'tickets' Hi-vis wear compulsory CCTV on site with screens in main office All visitors are supervised whilst on site by staff members	3	4	12	Annual review of staff training records Signage denoting speed limit 5mph



STANDARD OPERATIONS PROCEDURE

Spillage Procedure

SOP: SOP/3.17/SP

Version: 1


Effective: May
2023

Authored by: Olive Compliance Ltd

Reviewed by: Julie Hudson

Approved by: B Scott

			or if unaccompanied will receive site induction Supervise vehicles tipping off. Banks man to control reversing vehicles				
Env	Vehicular movements on site	Employees Visitors Tanks, barrels	Site speed limit of 5mph Drivers trained Banks man supervision	2	2	4	Annual audit of H&S and training requirements
C	Condition of bays and stockpiles and tanks	Employees ENV	Designated stockpiles within the permitted boundary	2	2	4	Daily checks ensure condition containment tanks
P ENV	Health and Safety of all employees and visitors	Employees Drivers Visitors	Signage denoting emergency exits	3	2	6	Annual audit of H&S requirements
F P	Contractors coming on to site	Employees Drivers Visitors	Permit to work	3	2	6	Review permit to work scheme

	<p align="center">STANDARD OPERATIONS PROCEDURE</p> <p align="center">Spillage Procedure</p>	<p>SOP: SOP/3.17/SP</p>
		<p>Version: 1 Effective: May 2023</p>
<p>Authored by: OCL</p>	<p>Reviewed by: Julie Hudson</p>	<p>Approved by: B Scott</p>

5.0 ON-SITE CONTROL PROCEDURES

No hazardous materials shall be accepted at the site other than those detailed in the environmental permit.

Any spillage of hazardous materials at the site shall be treated as an emergency and immediate action taken to absorb or contain it using inert materials or the spillage control kit provided.

The Site Manager is to be contacted immediately and informed of the situation.

If the spillage cannot be controlled on-site, then a specialist contractor is to be contacted by telephone immediately.

The area of the spillage must be evacuated without generating panic. Site personnel must ensure that no persons or vehicles re-enter the affected area.

A check shall be conducted to ensure that all persons present on-site are safe and accounted for.

The Site Manager is to contact the Environment Agency by telephone, and in writing, as soon as reasonably practicable, after the spillage of hazardous materials to advise them of the incident and of the action taken.

Spillage Control Kits will be clearly visible on-site for all personnel and contractors to see with adequate signage to instruct anyone on-site of the location of these Spillage Control Kits. The Spillage Control Kits will contain:

- clip close bags
- inert materials
- sand
- disposal bag and tie
- containment drum
- protective gloves and goggles

Full training is to be provided to all relevant staff on the correct use of the Spillage Control Kits.


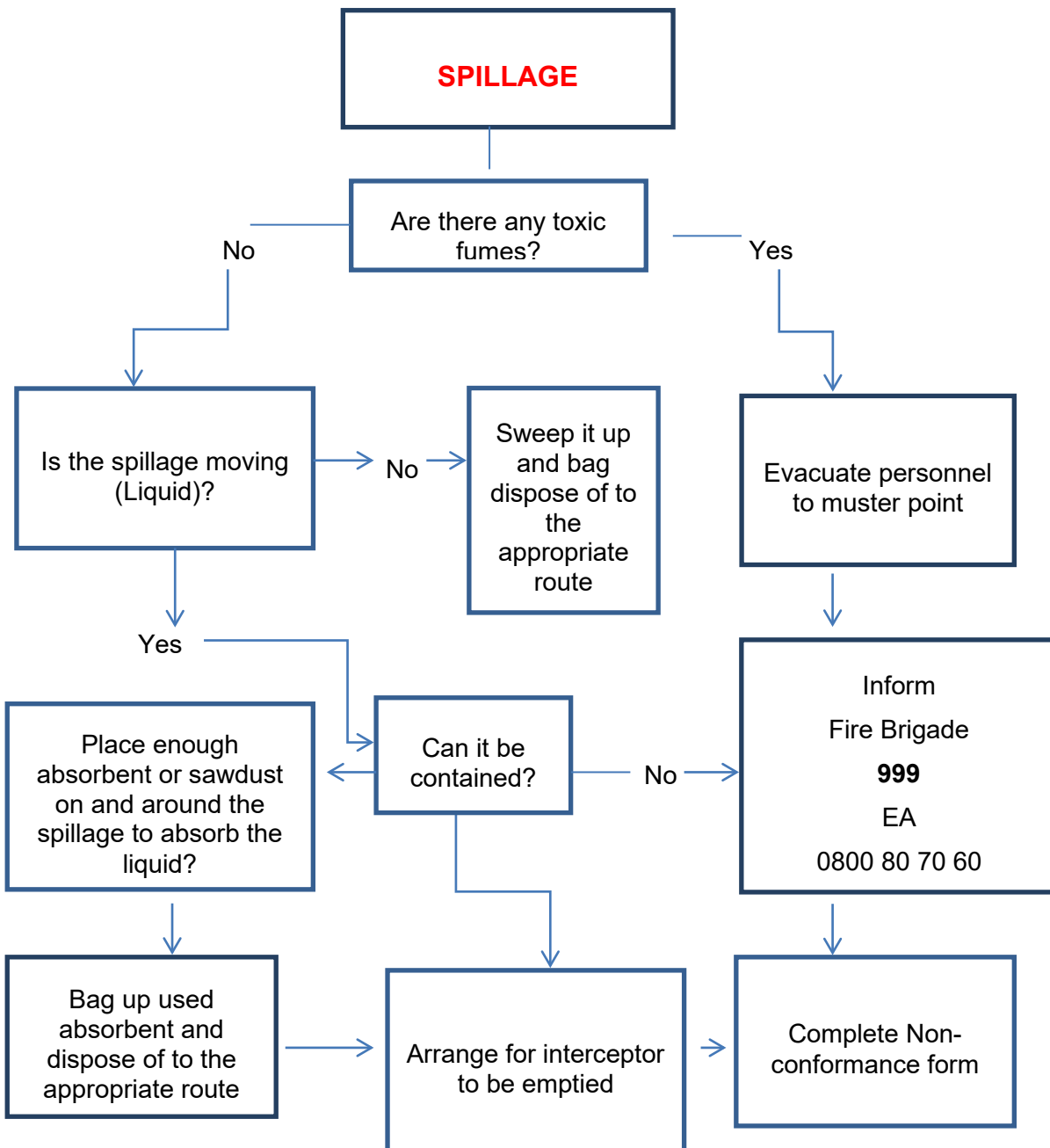

	STANDARD OPERATIONS PROCEDURE Spillage Procedure	SOP: SOP/3.17/SP
		Version: 1 Effective: May 2023
Author: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

Figure 1 - Site staff actions In the event of a Spillage



	STANDARD OPERATIONS PROCEDURE Spillage Procedure	SOP: SOP/3.17/SP
		Version: 1 Effective: May 2023
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

6.0 HEALTH AND SAFETY

All site operatives will work with due regard to all relevant Health and Safety Regulations currently in existence relevant to operations on site.

7.0 ADDITIONAL PROCEDURES REFERENCE

SOP/3.1/EP Emergency Preparedness

Drawing 003 Site Layout Plan

8.0 NOTIFICATION AND DISTRIBUTION LISTS

Once approved, this document will be published and will be effective from date of approval. Where appropriate, paper copies of this document will be distributed as controlled copies.

The QMS Administrator will be responsible for maintaining a distribution list for each paper copy issued. The QMS Administrator is also responsible for the retention of a file copy for business continuity.

Electronic notification to named users will be recorded when a document is published/becomes approved or effective.


9.0 CIRCULATION LIST

Job Title	Job holder at time of issue

10.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor
1.0	Original	N/A	

END OF DOCUMENT

	STANDARD OPERATIONS PROCEDURE	SOP: 3.18/C
	Climate Considerations	Version: 1 Effective: May 2023 Reviewed:
Authored by: OCL	Reviewed by: Julie Hudson	Approved by: M Baldry

1. SCOPE

This procedure is to identify possible impacts and mitigation measures in place when as part of the climate change risk assessment.

2. SUMMER DAILY MAXIMUM TEMPERATURE

RISK - THIS MAY BE AROUND 7°C HIGHER COMPARED TO AVERAGE SUMMER TEMPERATURES NOW.

Impact 1

There is a potential for increased waste reactions or fires on site in respect to the storage and treatment of packaging waste.

To manage this the below controls are in place:

-

Impact 2

Dry vegetation in and around railway siding presents an increased fire risk.

- Not applicable due to inert waste accepted on site.

Impact 3

There is a potential increase in high temperature expansion and stress of plant, pipework and fittings.

- The site has a regular inspection and preventative maintenance of site, plant and equipment.

Impact 4


There is a potential increased dust emissions from processing areas and site roads due to the nature of the waste activity.

- The site has a housekeeping regime in place which includes regular site cleaning and use of dust suppression systems around the site.
- Daily site inspections are conducted to identify the risk of dust leaving site.

Impact 5

Stockpiled food and drink containers, food contaminated wastes and 'black bag' type wastes.

- Not applicable due to inert waste accepted on site.

	STANDARD OPERATIONS PROCEDURE	SOP: 3.18/C
	Climate Considerations	Version: 1 Effective: May 2023 Reviewed:
Authored by: OCL	Reviewed by: Julie Hudson	Approved by: M Baldry

3 WINTER DAILY MAXIMUM TEMPERATURE

Risk - This could be 4°C more than the current average with the potential for more extreme temperatures, both warmer and colder than present.

Impact 1

Slightly higher winter maximums could generate regular odour complaints and pest infestations.

Due to the waste expected on site odours will be minimal, however the below procedures are in place.

- Environmental Management System in place to minimise risk of odour and influx of pests.
- Waste acceptance procedures are in place to prevent excessively odorous or insect-infested loads being deposited at the site.
- Housekeeping measures in place to make waste is turned around rapidly, and that storage areas and bays are cleaned and washed down regularly.
- Pest Management Procedure in place minimising the risk of increased pests by utilising preventative and direct measures via a retained pest control company.

Impact 2

Lower winter temperatures could result in an increased risk of pipes (or similar) freezing.

- The site conduct regular inspection and preventative maintenance of site, plant and equipment.

4 DAILY EXTREME RAINFALL

RISK - Daily rainfall intensity could increase by up to 20% on today's values.

Impact 1


Potential for increased site surface water and flooding.

- A flood plan is under way as part of the site Planning Conditions.

Impact 2

There is potential for drainage systems and interceptors to be overwhelmed.

- Not applicable due to no formal drainage being present on site.

	STANDARD OPERATIONS PROCEDURE	SOP: 3.18/C
	Climate Considerations	Version: 1 Effective: May 2023 Reviewed:
Authored by: OCL	Reviewed by: Julie Hudson	Approved by: M Baldry

5 AVERAGE WINTER RAINFALL

RISK - Average winter rainfall may increase by over 40% on today's averages.

Impact 1

Potential for increased site surface water and flooding.

- A flood plan is under way as part of the site Planning Conditions.

Impact 2

Potential for drainage systems and interceptors to be overwhelmed.

- Not applicable due to no formal drainage being present on site.

6 SEA LEVEL RISE

RISK - Sea level rise which could be as much as 0.6m higher compared to today's level.

Impact 1

If a site is located near the coast there is potential increased risk of flooding.

- Daily site inspections and weather logs are kept to minimise any risk occurring from the River Tyne.


7 DRIER SUMMERS

RISK - Summers could see potentially up to 40% less rain than now.

Impact 1

Potential increased use and reliance on mains water for dust suppression, cleaning and fire water.

- measures are in place to review and minimise water use
- mains water capacity is adequate, taking into account reduced availability of rainwater for activities such as dust suppression, cleaning and fighting fires

	STANDARD OPERATIONS PROCEDURE	SOP: 3.18/C
	Climate Considerations	Version: 1 Effective: May 2023 Reviewed:
Authored by: OCL	Reviewed by: Julie Hudson	Approved by: M Baldry

8 RIVER FLOW

RISK - The flow in the watercourses could be 50% more than now at its peak, and 80% less than now at its lowest.

Impact 1


Increased impact from on-site drainage systems where they are connected to watercourses.

- Not applicable to site drainage systems

Impact 2

Increased risk of water course flows being too high to allow discharge and drainage backs up on site.

- Not applicable to site drainage systems

	STANDARD OPERATIONS PROCEDURE	SOP: SOP/3.19/MP
	Maintenance Procedure	Version: 1 Effective: May 2023 Reviewed:
Authored by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

1.0 PRINCIPLE

This document outlines the general procedures regarding the maintenance program currently implemented on all sites to ensure that all site operatives at Mack Contracts Ltd Facility are trained to an acceptable level of competency.

2.0 SCOPE

This procedure describes the maintenance program and recording implemented at the site.

3.0 RESPONSIBILITY

The Site Manager and Technically Competent Manager are responsible for ensuring the delivery of the procedure as detailed within this SOP. Any changes required are the responsibility of the Site Manager or other designated person to update and re-issue the amended procedure.

4.0 MAINTENANCE CHECKLISTS

All maintenance audits and monitoring will be carried out in accordance with the manufacturer's specifications, which can be found in the site office.

This procedure includes a proactive approach to maintenance programs. The Form 4.11 (Maintenance Checklist) allows all site operatives to actively take part in the sites maintenance schedule.

The Checklist will be completed and maintained by the site manager, with the following information compiled;

- the item that will require maintenance;
- how often maintenance will need to be carried out;
- a record of any particular maintenance instructions; and
- who on site will be responsible for each maintenance check.


This Checklist will ensure that all site operatives are aware of their particular responsibilities for maintenance checking. The site manager will ensure that all site operatives are aware of any amendments and additions to the checklist.

When a maintenance issue is dealt with, Form 4.11 (Maintenance Record) will be completed for each separate piece of equipment or infrastructure.

This record form will include the following information;

- the item required for maintenance;
- the frequency of the required maintenance for instance; daily, weekly or monthly;
- completed date and who carried out by; and
- any particular comments.

The record forms will be kept in the site office to ensure there is access for all site operatives to the records.

	STANDARD OPERATIONS PROCEDURE Maintenance Procedure	SOP: SOP/3.19/MP
		Version: 1 Effective: May 2023 Reviewed:
Authored by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

5.0 HEALTH AND SAFETY

All site operatives will work with due regard to all relevant Health and Safety Regulations currently in existence relevant to operations on site.

6.0 NOTIFICATION AND DISTRIBUTION LISTS

Once approved, this document will be published and will be effective from date of approval. Where appropriate, paper copies of this document will be distributed as controlled copies.

The QMS Administrator will be responsible for maintaining a distribution list for each paper copy issued. The QMS Administrator is also responsible for the retention of a file copy for business continuity.

Electronic notification to named users will be recorded when a document is published/becomes approved or effective.


7.0 CIRCULATION LIST

Job Title	Job holder at time of issue

8.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor
1.0	Original	N/A	

END OF DOCUMENT

	STANDARD OPERATIONS PROCEDURE Complaint Management	SOP: SOP/3.20/CM
		Version: 1 Effective: May 2023 Reviewed:
Author'd by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

1.0 PRINCIPLE

This document outlines the general procedures regarding the management of complaints received regarding Mack Contracts Ltd Facility to ensure that all site operatives at facilities are trained to an acceptable level of competency.

2.0 SCOPE

This procedure covers how to record and respond to a complaint.

3.0 RESPONSIBILITY

The Managing Director is responsible for ensuring the delivery of the procedure as detailed within this SOP. Any changes required are the responsibility of the Managing Director or other designated person to update and re-issue the amended procedure.

Any changes required are the responsibility of the Compliance Manager or other designated person to update and re-issue the amended procedure.

4.0 COMPLAINTS RECORD


Any complaints received from the local public will be recorded on SOP/Form 4.7/Complaints Record Form. The complaint will also be recorded in the Site Diary (or other recording system).

All site operatives will need to follow the steps set out below if a complaint is received at the site:

1. Details of the complainant (including; name, address and a telephone number) if provided.
2. Make a record of the date and time the complaint was made.
3. What happened, what was the complaint actually about?
4. Was anyone else on site or other stakeholders aware of the issue and if so, who?
5. Once confirmation is made that the complaint issue relates to the site, investigate the source of the problem. Contact the Managing Director.
6. Record how the site has implemented methods to ensure the issue will not cause complaint in the future.
7. Make a record of any signs of pollution. If the complaint (such as emissions to groundwater or a local watercourse) is significant, the Environment Agency will need to be contacted on 0800 807060 as soon as possible. The severity of the incident will be determined by the Managing Director.
8. The Director will send an email to the local Environment Agency office.
9. All Complaint Record forms must be signed and dated.

Any actions taken in response to the complaint will be recorded on the Complaints Record form and the site diary.

The Environment Agency will be notified of any complaints received and the actions taken in response to the complaint. The complaints received will be reviewed during site audits to ensure the source of the complaint will be avoided in the future.

	STANDARD OPERATIONS PROCEDURE Complaint Management	SOP: SOP/3.20/CM
		Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

5.0 HEALTH AND SAFETY

All site operatives will work with due regard to all relevant Health and Safety Regulations currently in existence relevant to operations on site.

6.0 NOTIFICATION AND DISTRIBUTION LISTS

Once approved, this document will be published and will be effective from date of approval. Where appropriate, paper copies of this document will be distributed as controlled copies.

The QMS Administrator will be responsible for maintaining a distribution list for each paper copy issued. The QMS Administrator is also responsible for the retention of a file copy for business continuity.

Electronic notification to named users will be recorded when a document is published/becomes approved or effective.


7.0 CIRCULATION LIST

Job Title	Job holder at time of issue

8.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor
1.0	Original	N/A	

END OF DOCUMENT

	STANDARD OPERATIONS PROCEDURE Waste Treatment	SOP: SOP/3.21/WST
		Version: 1 Effective: May 2023 Reviewed:
Author'd by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

1.0 PRINCIPLE

The purpose of this document is to ensure that all site operatives are aware of all waste treatment processes carried out on-site.

2.0 SCOPE

This procedure is to be applied when a waste has been accepted at the site, in preparation for further treatment if necessary, and managed in accordance with the environmental permit.

3.0 RESPONSIBILITY

All site operatives are responsible for carrying out this procedure. Any changes required are the responsibility of the Compliance Manager and QMS Administrator to update and re-issue the amended procedure.

The Site Manager will have the overall day to day responsibility in ensuring that the procedure is upheld for all activities on-site.

4.0 PROCEDURE


4.1 Inert Wastes

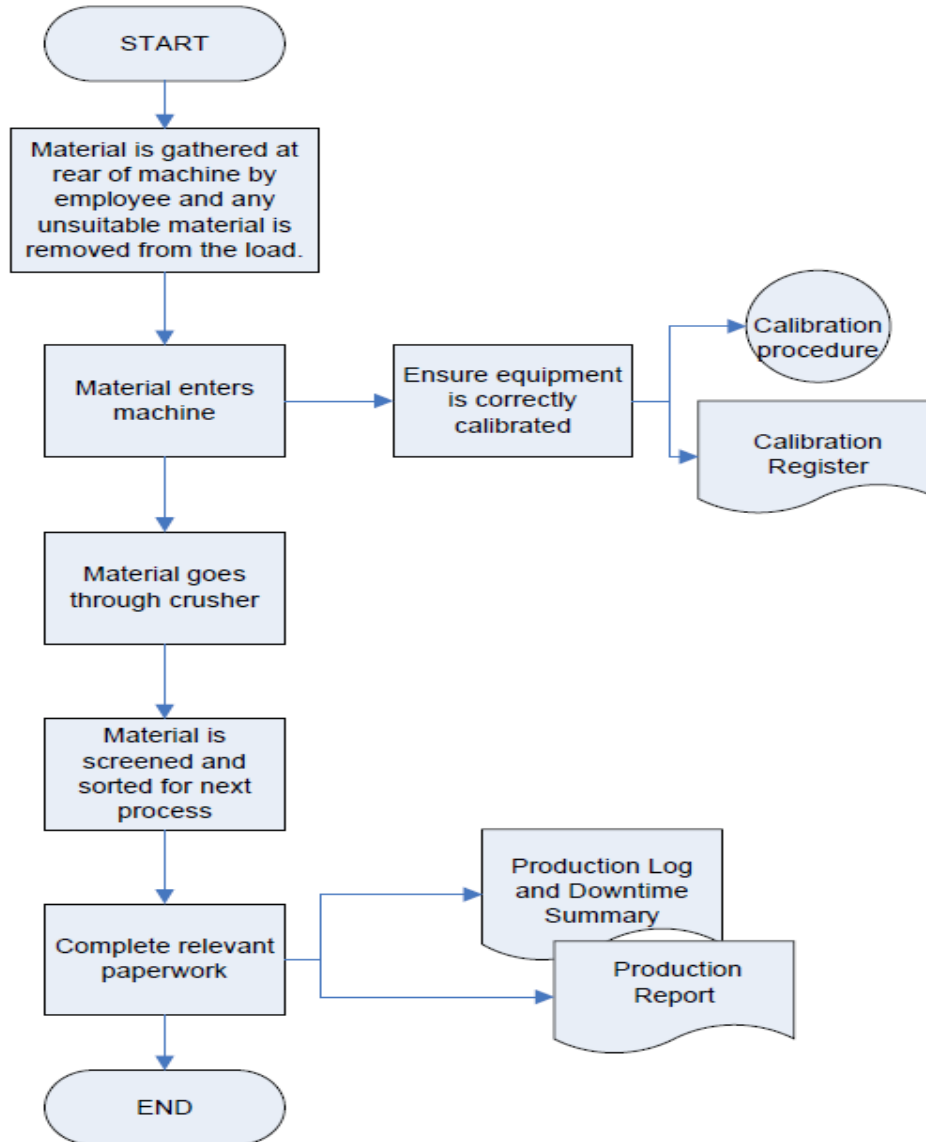
Inert wastes are subject to processing in accordance with the WRAP Protocol for aggregates.

Wastes are bulked then when sufficient tonnage is available, the waste is crushed, then fed through the trommel with magnetic and mechanical removal of any low-level metals/plastics that may arise within the waste stream.

The company has a site-specific WRAP protocol procedure in place.

The below flow chart specifies the treatment process.

	STANDARD OPERATIONS PROCEDURE Waste Treatment	SOP: SOP/3.21/WST
		Version: 1 Effective: May 2023 Reviewed:
Authored by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott




Any residues from the treatment process are bulked into the appropriate container and removed as general waste, metal or plastic.

5.0 HEALTH AND SAFETY

All site operatives will work with due regard to all relevant Health and Safety Regulations currently in existence relevant to operations on site.

6.0 ADDITIONAL PROCEDURES REFERENCE

- SOP/3.2 Waste Acceptance Procedure
- SOP/Form 4.4 Record of Incidents and Non-Conformances

	STANDARD OPERATIONS PROCEDURE Waste Treatment	SOP: SOP/3.21/WST
		Version: 1 Effective: May 2023 Reviewed:
Authored by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

WRAP Protocol

7.0 NOTIFICATION AND DISTRIBUTION LISTS

Once approved, this document will be published and will be effective from date of approval. Where appropriate, paper copies of this document will be distributed as controlled copies.

The QMS Administrator will be responsible for maintaining a distribution list for each paper copy issued. The QMS Administrator is also responsible for the retention of a file copy for business continuity.

Electronic notification to named users will be recorded when a document is published/becomes approved or effective.


8.0 CIRCULATION LIST

Job Title	Job holder at time of issue

9.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor
1.0	Original	N/A	

END OF DOCUMENT

	STANDARD OPERATIONS PROCEDURE Contingency Plan	SOP: SOP/3.22/CM
		Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

1.0 PRINCIPLE

This document outlines the general procedure regarding the contingency management of all incoming, stored and outgoing waste on site regarding operations at Mack Contracts Ltd Facility to ensure that all site operatives at facilities are trained to an acceptable level of competency.

2.0 SCOPE

This procedure covers the contingency procedure and notification process.

3.0 RESPONSIBILITY

The Managing Director is responsible for ensuring the delivery of the procedure as detailed within this SOP. Any changes required are the responsibility of the Managing Director or other designated person to update and re-issue the amended procedure.

Any changes required are the responsibility of the Compliance Manager or other designated person to update and re-issue the amended procedure.

4.0 CONTINGENCY MEASURES

The company has a plan for how to minimise the impact on the environment of any:

- Breakdowns
- Changes in normal operations, for example due to flooding or fire
- Enforced shutdowns

4.1 Breakdowns


Minor breakdowns can be managed with repairs will being carried out within 48 hours. All sites retain parts for critical onsite equipment in preparation for the maintenance and repair of onsite plant.

If repairs within this timescale are not possible, plant and equipment will hired or outsourced until such time as repairs have been completed.

If any vehicle, plant, or equipment breakdown leads to an interruption to waste handling or processing, discussions will take place between senior management, to discuss and plan to divert waste elsewhere until such time as the site can resume normal operations.

In the event there is a significant breakdown which will impact site operations, the EA will be notified. Discussions between the site and the EA in respect to timescales in relation to the recommencing of site operations.

In the case of total plant failure resulting in a prolonged delay in site operations, the contingency plan would be to cease all waste acceptance and utilise company fleet to remove waste from the site to other permitted third-party premises until the situation was resolved.

	STANDARD OPERATIONS PROCEDURE Contingency Plan	SOP: SOP/3.22/CM
		Version: 1 Effective: May 2023 Reviewed:
Authorised by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

4.2 Enforced Shutdowns

In the event the site is shut down for example due to flooding or major staffing issues, all deliveries to site will be ceased. Site security, emergency and fire prevention measures will be maintained. Senior site management will contact EA regarding actions and timescales in relation to the recommencing of site operations.

4.3 Fire

In the event of fire or any other major incident on site the contingency plan will be implemented. This means that all operations i.e. waste acceptance and treatment will be ceased until the Environment Agency or Fire Service advises Senior Management that it is safe to carry out the activities.

4.4 Storage Capacity

If during the daily site inspections, Site Management identify that waste storage areas are nearing/or at storage capacity, discussions will be made with senior management.

Consideration will be made whether to:

- temporary cease waste acceptance until stockpiles are manageable
- arrange for processed material to be moved off site utilising additional transport
- divert wastes to other third party waste facilities

In the event of any delay to the removal of processed material from the site, senior management will contact the relevant 'waste receiver' in order to determine the anticipated length of the delay.

If deliveries to the site are scheduled, before the delay to waste removal is resolved, that would result in an exceedance of the storage capacity, or if such a delay could cause a breach of the limits to the waste storage time on-site or Fire Prevention controls, Site management will contact the EA immediately and incoming deliveries will be ceased.


In addition, in the event of a contract failure with, or closure of, a waste receiver (and its operations) that could result in the storage of material on-site for a long period, Senior Management will contact the EA immediately.

In the event of any delay to the removal of processed material from the site, management will contact the relevant 'waste receiver' in order to determine the anticipated length of the delay.

The company has relationships with an extensive network of waste management companies and suppliers. These contacts can also be drawn upon to temporary redirect wastes.

5.0 HEALTH AND SAFETY

All site operatives will work with due regard to all relevant Health and Safety Regulations currently in existence relevant to operations on site.

	STANDARD OPERATIONS PROCEDURE Contingency Plan	SOP: SOP/3.22/CM
		Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

6.0 NOTIFICATION AND DISTRIBUTION LISTS

Once approved, this document will be published and will be effective from date of approval. Where appropriate, paper copies of this document will be distributed as controlled copies.

The QMS Administrator will be responsible for maintaining a distribution list for each paper copy issued. The QMS Administrator is also responsible for the retention of a file copy for business continuity.

Electronic notification to named users will be recorded when a document is published/becomes approved or effective.


7.0 CIRCULATION LIST

Job Title	Job holder at time of issue

8.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor
1.0	Original	N/A	

END OF DOCUMENT

	STANDARD OPERATIONS PROCEDURE Closure	SOP: SOP/CLS
		Version: 1 Effective: May 2023 Reviewed:
Authorized by: OCL	Reviewed by: Julie Hudson	Approved by: P Devanney

1.0 PRINCIPLE

This document outlines the preparation of the closure of the site at the end of its lifetime. The purpose of this procedure is to ensure that any site operative working on site is aware of the procedures in place to ensure when the site is closed the environment is protected.

2.0 SCOPE

This procedure covers the closure of the facility.

3.0 RESPONSIBILITY

The site manager and technically competent manager are responsible for ensuring the delivery of the procedure as detailed within this SOP. Any changes required are the responsibility of the Site Manager or other designated person to update and re-issue the amended procedure.

4.0 PROCEDURE

Operations on the site during the lifetime of the environmental permit should not lead to any deterioration of the site from its original state if the conditions of the SOP, EMS and environmental permit conditions are met.

5.0 HEALTH AND SAFETY


All site operatives will work with due regard to all relevant Health and Safety Regulations currently in existence relevant to operations on site.

6.0 NOTIFICATION AND DISTRIBUTION LISTS

Once approved, this document will be published and will be effective from date of approval. Where appropriate, paper copies of this document will be distributed as controlled copies.

The QMS Administrator will be responsible for maintaining a distribution list for each paper copy issued. The QMS Administrator is also responsible for the retention of a file copy for business continuity.

Electronic notification to named users will be recorded when a document is published/becomes approved or effective.

	<p align="center">STANDARD OPERATIONS PROCEDURE</p> <p align="center">Closure</p>	SOP: SOP/CLS
		Version: 1 Effective: May 2023 Reviewed:
Authored by: OCL	Reviewed by: Julie Hudson	Approved by: P Devanney

7.0 CIRCULATION LIST

Job Title	Job holder at time of issue

8.0 REVISION HISTORY

Version	Reason for Revision	Supersedes Document Dated	Signature of Site Supervisor
1.0	Original	N/A	

END OF DOCUMENT

SECTION 4
RECORDING AND REPORTING
FORMS





Daily Site Monitoring

Inspection

Version: 1
Effective: May 2023

Authored by: OCL

Reviewed by: Julie Hudson

Approved by: B Scott

SITE: Mack Contracts Ltd

WEEK COMMENCING:.....

ITEM		MON	TUE	WED	THUR	FRI	SAT	SUN
1.	Staffing levels (agency staff req?)							
2.	Security/CCTV/Fencing (damage/faults)							
3.	Signage/Safety Markings (Weekly)							
4.	Site surfacing (cracks/defects/standing water, drains)							
5.	Storage Areas (capacity/containment issues)							
6.	Stockpile management (Containers and separation distance compliant)							
7.	Housekeeping / Tidiness of Site							
8.	Plant and Equipment (Breakdowns/Equipment Repairs)							
9.	Dust							
10.	Odour							
11.	Noise							
12.	Insects/Vermin/Flies							
13.	Litter							
14.	Site records updated (non conformance's, site diary etc)							
15.	Integrity of any containers/skips containing wastes							
16.	Condition of fuel & storage bunds/tanks							
17.	Spill Kit (stock/equipment required?) (Weekly)							
18.	PPE (stock levels in welfare area/first aid/replacements) (Weekly)							
19.	Records Updated (eg, Site Diary, Non-Conformances)							
20.	Fire/heat detection							



SECTION 4 FORMS

Form:4.2

Version: 1

Effective: May 2023

Authored by: OCL

Reviewed by: Julie Hudson

Approved by: B Scott

Monthly – EH&S Audit Checklist

Date of Audit:

Auditor:

Supervisor or Manager:

Check Item		Findings		Comments
1	Housekeeping: General Tidiness, tools and parts returned to proper place. Walkways and aisles free of obstacles and trip/slip hazards. All exits free of obstacles inside and outside. Spills or wet areas (slip hazards) cleaned up immediately. If not marked off.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2	All employees in work areas of the workshop or yard wearing appropriate PPE: Safety shoes and glasses, where eye injury is possible. Hearing protection if required. Apron, goggles and neoprene gloves when charging batteries.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3	All employees observed following Safe Operating Practises: All Visitors in designated Areas	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4	Check that Risk Assessments are being complied with and that they are current i.e. Access to Site De-sheeting etc?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5	Are guards in place on moving mechanical devices?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
6	Have Fire Drills been carried out? Are smoke alarms working	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
8	Waste containers displaying & storing correct waste. Evidence of spills in the yard and equipment storage areas: Stains, Dead vegetation, Oil or Diesel. Ensure spill containment material is replenished if used. (Absorbents, Booms, Floor Dry, bio mediation product, shovels, bags, etc)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
9	Staff Welfare is the fridge toilet working areas Clean and tidy Are No Smoking Signs Displayed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Mack Contracts Ltd

Form 4.3 Quarterly Auditing Checklist

Location:
Date:
Auditor:
Supervisor or Manager:


Check Item	Findings		Comments
	Yes	No	
Housekeeping: General Tidiness, Tools and Parts returned to proper place, Walkways and Work Surfaces free of obstacles and trip/slip hazards, All fire exits free of obstacles inside and outside, Spills or Wet areas (Slip Hazards) cleaned up immediately, if not, marked off.	Yes	No	
All employees in work areas of yard wearing appropriate PPE: Safety Shoes and Glasses, Face Shield when grinding or where eye injury is possible, Hearing protection when necessary, Goggles and Gloves when moving batteries	Yes	No	
MSDS Binder: Up to date, including Risk Assessments and accessible to all employees. (Employees must know how to use MSDS to obtain information on chemicals.)	Yes	No	
Fire Extinguishers inspected annually (tagged), mounted and marked in designated location of workshop, office and yard. Verify other fire fighting equipment in tact, i.e. Smoke Alarms	Yes	No	
Company vehicles properly maintained: both mechanically and kept in a clean condition.	Yes	No	
Evidence of spills in the yard and equipment storage areas: Stains, Dead Vegetation, Oil or Diesel. If yes what action has been taken.	Yes	No	
Spill Containment Materials Available to personnel and in proximity of possible contamination area:	Yes	No	
Are No Smoking Signs Displayed	Yes	No	
All containers labelled to reflect contents and waste in correct storage containers including rubbish cans, used oil buckets, aerosols etc...to reflect contents	Yes	No	
Signs in place including, visitors, face shields, exit, eye wash stations, fire extinguishers,	Yes	No	
Emergency information posted, including phone numbers, evacuation routes, Emergency Response Plans, Environmental Contingency Plan.	Yes	No	
Is the EH&S policy and Environmental Objectives posted on the wall	Yes	No	
Is someone on site first-aid at work trained and name displayed in office / workshop? Are all first aid boxes and eye wash stations in good working order?	Yes	No	
All Portable appliances tested and electrical cords not frayed and in good working order.	Yes	No	

Mack Contracts Ltd


Form 4.3 Quarterly Auditing Checklist


Location:
Date
Auditor:
Supervisor or Manager:

<i>Check Item</i>	<i>Findings</i>	<i>Comments</i>
Comments		


	SECTION 4 FORMS Accident and Incident record	Form 4.6
		Version: 1 Effective: May 2023
Authored by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

Date and time of the incident	
What happened, what was it about?	
Was anyone else aware of this – other witnesses? If so who?	
What caused it?	
What action did you take to fix the problem? Were external agencies involved?	
What have you done to make sure that it does not happen again?	
Was there any significant pollution – for example: oil entering a surface water drain. If so what?	
If there was then you must notify the Environment Agency on 0800 807060 ASAP. Have you done so?	Yes/No/not applicable Time: Date: E.A Incident number:
Please print your name and sign	

	SECTION 4 FORMS Accident and Incident record	Form 4.6
		Version: 1 Effective: May 2023
Authored by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

	SECTION 4 FORMS Complaints record	Form 4.7
		Version: 1 Effective: May 2023
Authored by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

Complainant Details	Name:	
(State if source is anonymous)	Address:	
	Phone No:	
Date and time they made the complaint		
What happened, what was it about?		
Was anyone else aware of this – other neighbours or your staff? If so who?		
Assuming the complaint relates to your site, what was the problem, what went wrong? If you can't find the source of the problem you should record what the problem was.		
What have you done to make sure that it does not happen again?		
Was there any significant pollution – for example: excessive odour / dust / spillages? If so the Environment Agency must be informed.		
If there was then you must notify the Environment Agency on 0800 807060 as soon as possible.	Yes/No/not applicable	At what time did you phone?
You must also write or send an email to confirm this to the local office (see your accident management plan for the address). Have you done so?	Yes/No/not applicable	Time: Date: EA incident number:

	SECTION 4 FORMS Permit to Work	Form 4.8
		Version: 1 Effective May 2023
Authored by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

Permit Cancellation after inspection and satisfactory recommission

Signature of issuer

SECTION II CERTIFICATE OF SAFETY

Permit To Work Number.....

Description of Works

Hazards Identified

Confined Space

	Oxygen
	Carbon Monoxide
	Toxic
	Flammable

Hot Work

	Oxygen
	Carbon Monoxide
	Toxic
	Flammable

Responsible Person


Print NameDate / Time

Signature


Contractor

Print NameDate / Time

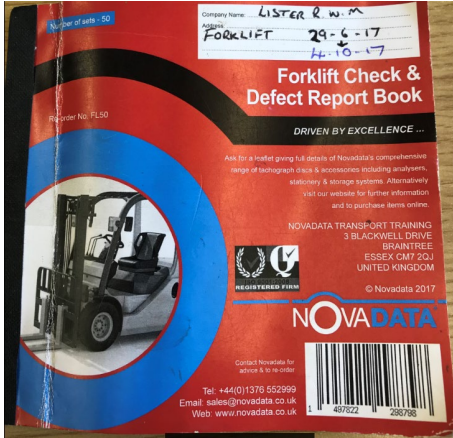
Signature

	<p align="center">SECTION 4 FORMS</p> <p align="center">Permit to Work</p>	<p>Form 4.8</p>
		<p>Version: 1 Effective May 2023</p>
<p>Authored by: OCL</p>	<p>Reviewed by: Julie Hudson</p>	<p>Approved by: B Scott</p>

<p>Standby</p> <p>Print NameDate / Time</p> <p>Signature</p>

	SECTION 4 FORMS Plant Inspection Form	Form 4.9
		Version: 1 Effective : May 2023
Authored by: OCL	Reviewed by: Julie Hudson	Approved by: B Scott

DAILY PLANT / EQUIPMENT INSPECTION RECORD – MOBILE PLANT



IF AN "X" IS PLACED IN ANY OF THE BOXES YOU MUST INFORM THE MANAGER ASAP. ANY DAMAGE TO ANY PLANT MUST BE REPORTED IMMEDIATELY TO THE MANAGER.

DEFECT REPORT 0356251		DATE: 29-6-17
HOURS CHECKED:	HOURS START:	HOURS OPERATED:
DAILY CHECK ✓ or X WHEN CHECKED		
ALL TRUCKS	<input checked="" type="checkbox"/>	OPERATING CONTROLS <input checked="" type="checkbox"/>
FORKLIFTS PREVIOUS DAY	<input checked="" type="checkbox"/>	ENGINE OIL LEVELS <input checked="" type="checkbox"/>
PREVIOUS LEAKS	<input checked="" type="checkbox"/>	OPERATING SYSTEM <input checked="" type="checkbox"/>
HYDRAULIC FLUID LEVELS	<input checked="" type="checkbox"/>	WARNING LIGHTS <input checked="" type="checkbox"/>
MAINT & CARRIAGE	<input checked="" type="checkbox"/>	GAUGES/INSTRUMENTS <input checked="" type="checkbox"/>
CHAINS & FIXING BELTS	<input checked="" type="checkbox"/>	LIGHTS/BEACON <input checked="" type="checkbox"/>
WORKS	<input checked="" type="checkbox"/>	HORN <input type="checkbox"/>
BACKREST/EXTENSION	<input checked="" type="checkbox"/>	ALARMS <input type="checkbox"/>
ATTACHMENTS	<input type="checkbox"/>	OTHER WARNING DEVICES <input type="checkbox"/>
TYRES/WHEELS/NUTS	<input checked="" type="checkbox"/>	SAFETY GUARDS/COVERS <input checked="" type="checkbox"/>
SEAT & SEAT BELTS	<input checked="" type="checkbox"/>	BODYWORK <input checked="" type="checkbox"/>
STEERING	<input checked="" type="checkbox"/>	PETROL/DIESEL/LPG
SERVICE BRAKES	<input checked="" type="checkbox"/>	FUEL LEVEL <input checked="" type="checkbox"/>
PARKING BRAKE	<input checked="" type="checkbox"/>	FUEL CONNECTIONS <input checked="" type="checkbox"/>
		ENGINE OIL LEVELS <input checked="" type="checkbox"/>
		COOLANT LEVEL <input checked="" type="checkbox"/>
		BATTERY <input checked="" type="checkbox"/>
		FAN/OTHER BELTS <input checked="" type="checkbox"/>
		INCHING PEDAL <input type="checkbox"/>
		LPG BOTTLE SECURITY <input type="checkbox"/>
		ELECTRIC
		ELECTROLYTE LEVELS <input type="checkbox"/>
		CABLE CONNECTIONS <input checked="" type="checkbox"/>
		GENERAL CLEANLISNESS <input checked="" type="checkbox"/>
		BATTERY SECURITY <input checked="" type="checkbox"/>
		No Defects Write Nil Here: NIC
		Time of Inspection:
RECORD BELOW ANY ACCIDENTS (HOWEVER SMALL), VEHICLE DEFECTS OR IRREGULAR CIRCUMSTANCE HAND WHITE COPY INTO OFFICE. VEHICLE DEFECTS MUST ALSO BE REPORTED TO THE APPOINTED PERSON WHO WILL INITIAL THE ORIGINAL TOP COPY		
Driver's Name: Adam Moran	Signature: <i>Adam Moran</i>	Date:
Supervisor:	Signature: <i>[Signature]</i>	Date:

THIS PLANT INSPECTION RECORD MUST BE GIVEN TO YOUR MANAGER AT THE END OF THE WORKING WEEK TO BE SIGNED OFF.

COMMENTS:.....

MANAGERS SIGNATURE:.....

Training Matrix is a Live document available on site.



Site Induction Health and Safety Training Checklist.

To be completed during initial induction.

- Explain the company's health and safety policy, pointing out any particular aspects that apply to employee.
- Emphasise employee's personal responsibility
- Issue and explain any relevant safety literature
- Introduce responsible safety people / first aiders
- Safe working systems – describe particular hazards associated with the working area and the work to be done. Explain the importance of following safe working practices at all times.
- Prohibited areas. Describe areas, which employees may not visit and give the reasons why.
- Machinery – clearly identify plant or machinery that employees must not operate, stressing the need for training and supervision before use, explain fault reporting and repair procedures.
- Explain the necessity for good housekeeping and tidy work areas.
- Dangerous substances – explain the need to read labels on containers and comply with instructions.
- Risk assessments – explain the importance of the control measures and who is responsible for maintaining them.
- Protective clothing – what is provided, when and why it must be worn.
- Safety equipment – when and why it must be used. Who is responsible for maintenance.
- Hygiene – where washing and toilet facilities are to be found.
- The organisations smoking policy.
- First aid facilities.
- Accident procedures. Stress that all accidents, injuries and near misses must be reported and show where the accident book is kept.
- Emergency procedures – what to do in the event of a fire or evacuation.

I have received and understood the above training and information.

Signed: (Employee)

Date:

Signed: (Line Manager)



Site Induction Environmental Management & Quality Training Checklist.

To be completed during initial induction.

- Explain the company's Environmental and Quality policies, pointing out any particular aspects that apply to employee. Highlight environmental and quality impacts which are relevant to the employee's work.
- Emphasise the employee's personal responsibility.
- Explain any relevant environmental literature including Working Plans, Licence Conditions and Planning Conditions relevant to the employee's work. Explain where these documents are held.
- Explain any quality documents relevant to the employee's work such as British Standards, company checklists and other forms.
- Explain the role of the Environment Agency and the inspections they carry out on the site.
- Explain the necessity for good housekeeping and tidy work areas.
- Dangerous substances - explain the need to read labels on containers and comply with instructions. Consider the environmental impacts of using the substance.
- Environmental Risk assessments - explain the importance of the control measures and who is responsible for maintaining them.
- Emergency procedures including spillages. Explain the relevant procedures for the site, the location of pollution control equipment (absorbent granules, booms, shovels, etc). Stress that all incidents must be reported.
- Explain the importance and benefit of recording all complaints regarding environmental and quality issues. Explain the procedure for dealing with enquiries and complaints.
- Explain the site drainage and particularly the location of drains, interceptors and storage tanks.

I have received and understood the above training and information.

Signed: (Employee)

Date:

Signed: (Line Manager)