



**Oakfield**  
**Recycling Ltd**

**APPLICATION FOR PERMIT**

**at**

**Oakfield Recycling Ltd**  
**Plot16 Wigwam Lane**  
**Wigwam Lane Industrial Estate**  
**Hucknall**  
**Nottingham**  
**NG15 7TA**  
**Site Registration No BCI/003583**

Tel:01159622569

Email: [recycling@oakfieldconstruction.co.uk](mailto:recycling@oakfieldconstruction.co.uk)

Head office address

Oakfield Construction C.Eng.Ltd.

Civil Engineering Groundworks Contractors

Tel:01773 534000 Fax:01773 534222

Colliers House, Dunsil Road, Moorgreen Industrial Estate, Moorgreen, Nottingham  
NG16 3TN

Email: [office@oakfieldconstruction.co.uk](mailto:office@oakfieldconstruction.co.uk)



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**Nottinghamshire  
County Council**

## **Notice of Planning Decision**

### **Town and Country Planning Act 1990**

#### **TOWN AND COUNTRY PLANNING (DEVELOPMENT MANAGEMENT PROCEDURE) (ENGLAND) ORDER 2015**

**APPLICATION REF. NO.:** 4/V/2014/0603

**APPLICANT:** Oakfield Recycling Limited

**DEVELOPMENT:** Use of site off Wigwam Lane for the recycling of inert materials (retrospective) and the construction of a 5 metre high sound attenuation wall

**LOCATION:** Plots 10, 11, 12, 13, 14 and 16, Wigwam Lane, Hucknall

Following consideration of an application for the above development as shown on the submitted plans, NOTTINGHAMSHIRE COUNTY COUNCIL, in pursuance of their powers under the above Act, hereby

### **GRANT PLANNING PERMISSION**

for the development in accordance with the application, subject to compliance with the attached conditions and for the following reasons.

**Failure to comply with the terms of this permission may render the development unlawful.**

Date of decision 21 September 2015

Authorised to sign on behalf of the County Council

DN1 (FULL P.P.)

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DMP-12-14/07/05 1655

## NOTIFICATION OF COMMENCEMENT OF DEVELOPMENT

TOWN AND COUNTRY ( DEVELOPMENT MANAGEMENT PROCEDURE) ORDER 2010

TOWN AND COUNTRY PLANNING GENERAL REGULATIONS 1992

FROM:-

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TO:- NOTTINGHAMSHIRE COUNTY COUNCIL, DEVELOPMENT MANAGEMENT,  
COUNTY HALL, WEST BRIDGFORD, NOTTINGHAM. NG2 7QP

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**PROPOSED DEVELOPMENT:** Use of site off Wigwam Lane for the recycling of inert materials (retrospective) and the construction of a 5 metre high sound attenuation wall

**LOCATION:** Plots 10, 11, 12, 13, 14 and 16, Wigwam Lane, Hucknall

**APPLICANT:** Oakfield Recycling Limited

**PLANNING PERMISSION No.** 4/V/2014/0603

**SITE CODE:** 4668/W

I hereby notify the County Planning Authority that the above development  
will commence on \_\_\_\_\_

as required in our letter dated 21 September 2015 and Condition 2 of the  
above planning permission.

Signed M. J. Flint Dated Nov 2016



## **APPLICATION REF NO. 4/V/2014/0603**

### **Appeals to the Secretary of State**

If you are aggrieved by the decision of the local planning authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under section 78 of the Town and Country Planning Act 1990.

If this is a decision on a planning application relating to the same or substantially the same land and development as is already the subject of an enforcement notice, if you want to appeal against the local planning authority's decision on your application, then you must do so within 28 days of the date of this notice.

If an enforcement notice is served relating to the same or substantially the same land and development as in your application and if you want to appeal against the local planning authority's decision on your application, then you must do so within 28 days of the date of this notice.

If you want to appeal against the local planning authority's decision then you must do so within six months of the date of this notice.

Appeals must be made using a form which you can get from the Secretary of State at Temple Quay House, 2 The Square, Bristol BS1 6PN or online at [www.gov.uk/government/organisations/planning-inspectorate](http://www.gov.uk/government/organisations/planning-inspectorate).

The Secretary of State can allow a longer period for giving notice of an appeal but will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.

The Secretary of State need not consider an appeal if it seems to the Secretary of State that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements(\*), to the provisions of any development order, and to any directions given under a development order.

(\*) **The statutory requirements are those set out in section 79(6) of the Town and Country Planning Act 1990, namely sections 70(1)-(3) and 72(1) of the Act.**

In practice, the Secretary of State does not refuse to consider appeals solely because the local planning authority based their decision on a direction given by the Secretary of State.

### **Purchase Notices**

If either the local planning authority or the Secretary of State refuses permission to develop land or grants it subject to conditions, the owner may claim that the owner can neither put the land to a reasonably beneficial use in its existing state nor render the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted.

In these circumstances, the owner may serve a purchase notice on the Council (that is, where the land is situated in a National Park, the National Park authority for that Park, or in any other case the district council (or county council which is exercising the functions of a district council in relation to any area for which there is no district council), London Borough council or Common Council of the City of London in which the land is situated). This notice will require the Council to purchase the owner's interest in the land in accordance with the provisions of Chapter I of Part 6 of the Town and Country Planning Act 1990.

### **Judicial Review**

The validity of this decision may be challenged by persons with sufficient interest through a claim for judicial review. Any such claim must be filed with the Administrative Court promptly and in any event not later than three months after the date of the decision. Such claims can be costly and should be pursued as a last resort after all other action has been exhausted. You would be advised to seek professional legal advice before pursuing a claim for judicial review. The full procedures governing the making of such a claim are set out in the Civil Procedure Rules Part 54.

**NOTE: THIS PERMISSION REFERS ONLY TO THAT REQUIRED UNDER THE TOWN AND COUNTRY PLANNING ACTS AND DOES NOT INCLUDE ANY CONSENT OR APPROVAL UNDER ANY OTHER ENACTMENT, BYLAW, ORDER OR REGULATION.**

## STATEMENT OF POSITIVE AND PROACTIVE ENGAGEMENT

In determining this application the Waste Planning Authority has worked positively and proactively with the applicant by entering into pre-application discussions, and assessing the proposals against relevant Waste Local Plan policies and the National Planning Policy for Waste, including the accompanying technical guidance. The Waste Planning Authority has identified all material considerations; forwarding consultation responses that may have been received in a timely manner; considering any valid representations received; liaising with consultees and the applicant to resolve issues and progressing towards the determination of the application. Issues of concern have been raised with the applicant, such as impacts of noise, dust and traffic and these have been addressed through negotiation and acceptable amendments to the proposals. The applicant has been given advance sight of the draft planning conditions. This approach has been in accordance with the requirement set out in the National Planning Policy Framework.

## SCHEDULE OF CONDITIONS AND REASONS

### Commencement

1. This permission is for the retrospective use of the land for the recycling of inert material and new development involving revisions to site layout and the construction of a 5.0m high acoustic wall. The revisions to the site layout and construction of the acoustic wall shall take place in accordance with the timescales outlined below. This permission takes effect on the date of issue.

*Reason: To comply with the requirements of Section 91 (as amended) of the Town and Country Planning Act 1990 and to minimise the impact of the development on the quality of life of those living or working nearby in accordance with Policy WCS13 of the Nottinghamshire and Nottingham Waste Core Strategy.*

2. The Waste Planning Authority (WPA) shall be notified in writing within 7 days of:
  - (a) The completion of the revised site layout;
  - (b) The completion of the erection of the permanent five metre high acoustic wall as required by Condition 14;
  - (c) The completion of the installation of the dust suppression sprinklers as required by Condition 24(a).

*Reason: To assist with the monitoring of the conditions attached to the planning permission and for the avoidance of doubt.*

### Approved details

3. Except where amendments are made pursuant to the other conditions attached to the permission, the development hereby permitted shall be carried out in accordance with the following plans and documents:
  - (a) Planning application forms received by the WPA on 18 November 2014;

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- (b) Planning Statement received by the WPA on 18 November 2014;
- (c) Plan entitled 'Location Map' received by the WPA on 18 November 2014;
- (d) Drawing Number 10428/03 – Site Plan Proposed received by the WPA on 18 November 2014;
- (e) Drawing Number 10428/102F – Layouts as Proposed (Cross Sections) received by the WPA on 13 January 2015;
- (f) Noise Assessment Report received by the WPA on 13 March 2015;
- (g) Dust Emissions Management Plan received by the WPA on 18 November 2014;
- (h) Transport Assessment Revision A received by the WPA on 18 November 2014;

*Reason: For the avoidance of doubt.*

**Hours of operation**

4. Prior to the installation of the permanent five metre high noise barrier as required under Condition 14, and prior to the installation of the dust suppression sprinklers as required under Condition 24(a), and except in the case of an emergency when life, limb or property are in danger (with such instances being notified in writing to the WPA within 48 hours of their occurrence), or with the prior written approval of the WPA, operations associated with the development hereby permitted shall only take place during the following hours:

Monday to Friday                      7.30am to 5.30pm

Saturday                                  8am to 1pm

There shall be no processing of inert waste on Saturdays.

There shall be no working at all on Sundays, Public or Bank Holidays.

*Reason: To minimise the impact of the development on the quality of life of those living or working nearby in accordance with Policy WCS13 of the Nottinghamshire and Nottingham Waste Core Strategy.*

5. Upon the installation of the permanent five metre high noise barrier to the satisfaction of the WPA, as required by Condition 14, and upon the completion of the installation of the dust suppression sprinklers to the satisfaction of the WPA, as required under Condition 24(a), and except in the case of an emergency when life, limb or property are in danger (with such instances being notified in writing to the WPA within 48 hours of their occurrence), or with the prior written approval of the WPA, operations associated with the development hereby permitted shall only take place during the following hours:

Monday to Friday                      7am to 6pm

Saturday                                  7am to 1pm

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There shall be no processing of inert waste on Saturdays.

There shall be no working at all on Sundays, Public or Bank Holidays.

*Reason: To minimise the impact of the development on the quality of life of those living or working nearby in accordance with Policy WCS13 of the Nottinghamshire and Nottingham Waste Core Strategy.*

**Vehicle movements and highways matters**

6. The number of heavy goods vehicles (HGVs) entering the site shall not exceed 100 vehicles per day (200 two-way vehicle movements) and 550 vehicles per working week (1,100 two-way vehicle movements). Records shall be maintained by the operator of the number of HGV movements into and out of the site on a daily basis and these shall be made available to the WPA in writing within seven days upon written request from the WPA. All such records shall be kept for at least 12 months.

*Reason: To ensure the number of HGVs entering and leaving the site can be satisfactorily accommodated by the local highway network in accordance with Policy W3.14 of the Nottinghamshire and Nottingham Waste Local Plan and to minimise the impact of the development on the quality of life of those living or working nearby in accordance with Policy WCS13 of the Nottinghamshire and Nottingham Waste Core Strategy.*

7. Within three months of the date of this permission a Transport Report incorporating a methodology for the surveying of traffic generated by the development hereby permitted, including an assessment of employee car parking and the speed of traffic on Wigwam Lane, shall be submitted to the WPA for its approval in writing. The Transport Report shall provide for separate surveys and analysis to be undertaken in accordance with the approved methodology at periods of 12 and 24 months after its approval and the submission of these surveys and analysis to the WPA within one month of their completion. The Transport Report shall provide for the updating of the national TRICS database in accordance with the Standard Assessment Methodology, or a similar methodology to be approved in writing by the WPA, and shall summarise the trip data collected over the monitoring period and categorise the data into vehicle types, speed, associated loads and equivalent HGV loads.

*Reason: To provide baseline data in the interest of highway safety.*

8. Within one month of the date of this permission a Traffic Management Plan demonstrating how the vehicles associated with the development hereby approved access and egress the site so as not to compromise highway and pedestrian safety shall be submitted to the WPA for its approval in writing. The development hereby permitted shall be operated in accordance with the approved details.

*Reason: To ensure the safe and satisfactory operation of the development hereby permitted in the interests of highway and pedestrian safety in accordance with Policy W3.14 of the Nottinghamshire and Nottingham Waste Local Plan.*

9. Within one month of the date of this permission internal roadways up to the two site access/exit points onto Wigwam Lane shall be surfaced in a bound material for a minimum distance of 30 metres of the highway boundary. The areas subject to the

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surfacing works shall be maintained throughout the life of the development to ensure the continued presence of a bound surface in these areas.

*Reason: To reduce the possibility of mud and deleterious material being deposited on the public highway in accordance with Policy W3.11 of the Nottinghamshire and Nottingham Waste Local Plan.*

10. Within one month of the date of this permission the wheelwash, as detailed on Drawing Number 10428/03 – Site Plan Proposed received by the WPA on 18 November 2014, shall be installed. The wheelwash shall be maintained in working order at all times throughout the development hereby permitted and shall be used by any vehicle carrying mud, dirt or other debris on its wheels before leaving the site. Pending the relocation of the wheelwash to the location detailed on Drawing Number 10428/03 all vehicles shall exit the site over the wheelwash located on Plots 12-14.

*Reason: To reduce the possibility of mud and deleterious material being deposited on the public highway in accordance with Policy W3.11 of the Nottinghamshire and Nottingham Waste Local Plan.*

11. In the event that the wheelwash to be installed in accordance with Condition 10 fails to prevent the deposit of mud, dirt or other debris upon Wigwam Lane, then within 2 weeks of a written request of the WPA a scheme including revised and additional steps or measures to be taken in order to prevent the deposit of mud, dirt or other debris upon Wigwam Lane shall be submitted to the WPA for approval in writing. The approved steps for the protection of the surrounding roads shall be implemented within 7 days of approval and thereafter at all times.

*Reason: To reduce the possibility of mud and deleterious material being deposited on the public highway in accordance with Policy W3.11 of the Nottinghamshire and Nottingham Waste Local Plan.*

12. Within one month of the date of this permission all vehicles using the site shall only enter or exit the site via Wigwam Lane. The gates at the existing vehicular access in the northern corner of the site, as identified on Drawing Number 10428/03 – Site Plan Proposed received by the WPA on 18 November 2014, shall not be used in accordance with the development hereby permitted and shall be kept permanently locked except when life, limb or property are in danger.

*Reason: In the interest of residential amenity in accordance with Policy W3.9 of the Nottinghamshire and Nottingham Waste Local Plan.*

13. Within one month of the date of this permission the office, car parking spaces and a notional turning area, as identified on Drawing Number 10428/03 – Site Plan Proposed received by the WPA on 18 November 2014, shall be provided and thereafter retained and made available for their designated purposes at all times.

*Reason: To ensure the safe and satisfactory operation of the development hereby permitted in the interests of highway and pedestrian safety in accordance with Policy W3.14 of the Nottinghamshire and Nottingham Waste Local Plan.*



Noise

14. Within one month of the date of this permission details of the specification and construction (including timetable) of the permanent five metre high noise barrier, the extent of which is detailed on Drawing Number 10428/03 – Site Plan Proposed received by the WPA on 18 November 2014, and the five metre high temporary noise barrier identified in Appendix 9 of the Noise Impact Assessment received by the WPA on 13 March 2015 shall be submitted to the WPA for its approval in writing. The submitted details shall also include details of measures to raise ground levels on the southern section of the line of the permanent five metre high noise barrier to negate the need for the barrier to be stepped. The permanent noise barrier and the temporary noise barrier shall be constructed in accordance with the approved details and timetable and satisfactorily maintained throughout the life of the development.

*Reason: To minimise the impact of noise from the site in accordance with Policy W3.9 of the Nottinghamshire and Nottingham Waste Local Plan and to help screen the site in accordance with Policy W3.4 of the Nottinghamshire and Nottingham Waste Local Plan.*

15. The five metre high temporary noise barrier provided in accordance with the details approved under Condition 14 shall be moved into the location identified in Appendix 9 of the Noise Impact Assessment received by the WPA on 13 March 2015 when stockpiled materials to its immediate southwest are less than 3.5 metres high. The barrier shall remain in position until such time as stockpiled materials to its immediate southwest have been built up to a height of at least 3.5 metres. The barrier shall be retained on site and shall be available for such use whenever these stockpiles are less than 3.5 metres high.

*Reason: To minimise the impact of noise from the site in accordance with Policy W3.9 of the Nottinghamshire and Nottingham Waste Local Plan and to help screen the site in accordance with Policy W3.4 of the Nottinghamshire and Nottingham Waste Local Plan.*

16. The rating level of the noise emitted from the site shall not at any time exceed the existing background noise level by more than 5dB (including a 5dB penalty for tonal/impulsive noise) when measured in the garden area 3.5 metres from the nearest façade of the closest residential property and when assessed in accordance with BS4142:2014 – Method for Rating and Assessing Industrial and Commercial Sound.

*Reason: To minimise the impact of noise from the site in accordance with Policy W3.9 of the Nottinghamshire and Nottingham Waste Local Plan.*

17. In the event of a noise complaint being received by the WPA regarding the development hereby permitted which, in the considered opinion of the WPA may be justified, the operator shall, within one month of a written request from the WPA, undertake a BS4142:2014 noise survey to determine if the noise level detailed in Condition 16 is being breached and submit the survey results in a report to the WPA for its approval in writing. Details of the noise survey, including the position of noise monitoring equipment, the methodology to be used and the date(s) for the survey to be undertaken, shall have been agreed with the WPA prior to the survey taking place. In the event that the noise survey indicates that the noise criterion detailed in Condition 16 is being exceeded, the submitted report shall include further measures to mitigate the noise impact so as to ensure compliance with the noise criterion,

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including a timetable for the implementation of these additional measures. The additional mitigation measures shall be implemented in accordance with the approved details and thereafter maintained for the life of the development to ensure that the permitted noise levels detailed in Condition 16 are complied with.

*Reason: To minimise the impact of noise from the site in accordance with Policy W3.9 of the Nottinghamshire and Nottingham Waste Local Plan.*

18. All plant and vehicles under the control of the operator must only employ white noise (broadband) reversing alarms when operating on the site.

*Reason: To minimise the impact of noise from the site in accordance with Policy W3.9 of the Nottinghamshire and Nottingham Waste Local Plan.*

19. With the exception of 360° excavators feeding the crusher or screener within plot 16, plant and machinery involved in any operations associated with the development hereby permitted shall operate at ground level at all times. Any 360° excavator operating above ground level in plot 16 shall not operate more than two metres above ground level (ground level to be taken as that at the entrance to the public highway).

*Reason: To minimise the impact of noise from the site in accordance with Policy W3.9 of the Nottinghamshire and Nottingham Waste Local Plan.*

20. All stockpiles of waste and processed inert material on site, including stockpiles of incoming inert waste, stockpiles of processed waste in the screener/conveyor area and stockpiles of processed material awaiting export from the site, shall not exceed five metres in height above ground level. The height of stockpiles on the south western boundary of the site shall not exceed the height of the noise barrier constructed in accordance with details pursuant to Condition 14.

*Reason: In the interest of visual amenity and to minimise the impact of noise from the site in accordance with Policy W3.9 of the Nottinghamshire and Nottingham Waste Local Plan and to minimise the impacts of dust in accordance with Policy W3.10 of the Nottinghamshire and Nottingham Waste Local Plan.*

21. Crushing and screening operations shall only be undertaken in Plot 16 and broadly in accordance with the locations detailed on Drawing Number 10428/03 – Site Plan Proposed received by the WPA on 18 November 2014.

*Reason: To minimise the impact of noise from the site in accordance with Policy W3.9 of the Nottinghamshire and Nottingham Waste Local Plan.*

22. The maximum plant and machinery complement permitted to operate at any one time at the site shall be as follows:

1 x Crusher

1 x Screener

1 x Loading Shovel

2 x 360° Loaders

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The noise emissions of any alternative or replacement plant and machinery shall not exceed that which it replaces.

*Reason: To minimise the impact of noise from the site in accordance with Policy W3.9 of the Nottinghamshire and Nottingham Waste Local Plan.*

23. All plant and machinery on site shall be regularly serviced and maintained to ensure that noise emissions do not exceed the manufacturers' specifications. In the event that the manufacturers' maximum operating noise levels are exceeded then the machinery shall be switched off and repaired/adjusted so as to ensure compliance with these operating noise levels.

*Reason: To minimise the impact of noise from the site in accordance with Policy W3.9 of the Nottinghamshire and Nottingham Waste Local Plan.*

**Dust**

24. Within one month of the date of this permission a dust management scheme shall be submitted to, the WPA for its approval in writing. The dust management scheme shall set out measures to minimise the generation of dust and reduce its impact on nearby dust sensitive receptors to acceptable levels and provide a scheme for dealing with complaints. The dust management plan shall include, but not necessarily be limited to, any or all of the following steps as appropriate:

- (a) The submission of details for dust suppression sprinklers to be installed around the perimeter of the site, details to include the operation of the sprinklers which shall provide for their operation both during and outside normal operating hours;
- (b) The sweeping and dampening of access and haul roads, where necessary;
- (c) Limiting on-site vehicle speeds;
- (d) Provisions for the temporary suspension of crushing, screening, stockpiling of materials and vehicle movements during periods of unfavourably dry or windy weather conditions;
- (e) Details of the mechanism for dealing with any complaints received either directly from members of the public or via the WPA.

The dust management plan shall be implemented in accordance with the approved details and the dust suppression sprinklers shall be suitably maintained throughout the life of the development.

*Reason: To minimise the dust impacts associated with the operation of the development in accordance with Policy W3.10 of the Nottinghamshire and Nottingham Waste Local Plan.*

**Operational matters**

25. Prior to the installation of the permanent five metre high noise barrier as required under Condition 14, and prior to the installation of the dust suppression sprinklers as required under Condition 24(a), the maximum quantity of inert waste processed at the



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site shall not exceed 75,000 tonnes per annum. Records of the tonnage of inert waste imported to the site shall be maintained by the operator and provided to the WPA in writing quarterly from the date of the permission. Only inert wastes shall be imported, processed and stockpiled at the site and no non-inert waste materials shall be brought onto the site. In the event that any non-inert waste arises from the inert waste processing, such waste shall be stored within separate waste skips and, once full, shall be removed from the site and disposed of at a suitably licensed facility.

*Reason: In the interest of local amenity and to minimise the impact of noise from the site in accordance with Policy W3.9 of the Nottinghamshire and Nottingham Waste Local Plan.*

26. Upon the installation of the permanent five metre high noise barrier to the satisfaction of the WPA, as required by Condition 14, and upon the completion of the installation of the dust suppression sprinklers to the satisfaction of the WPA, as required under Condition 24(a), the maximum quantity of inert waste processed at the site shall not exceed 150,000 tonnes per annum. Records of the tonnage of inert waste imported to the site shall be maintained by the operator and provided to the WPA in writing quarterly from the date of the permission. Only inert wastes shall be imported, processed and stockpiled at the site and no non-inert waste materials shall be brought onto the site. In the event that any non-inert waste arises from the inert waste processing, such waste shall be stored within separate waste skips and, once full, shall be removed from the site and disposed of at a suitably licensed facility.

*Reason: In the interest of local amenity and to minimise the impact of noise from the site in accordance with Policy W3.9 of the Nottinghamshire and Nottingham Waste Local Plan.*

**Drainage**

27. Within one month of the date of this permission a surface water drainage plan shall be submitted to the WPA for approval. The drainage plan shall indicate how all surface water and foul drainage is to be collected and disposed of from the site, including the provision of trapped gullies, oil interceptors and connections to any mains drainage and a timetable for its implementation. The drainage plan shall also confirm that there are no direct connections from the site into the adjacent Baker Brook. The drainage scheme shall be implemented as approved and maintained for the duration of the development.

*Reason: To prevent pollution of the water environment and to ensure compliance with Policy W3.6 of the Nottinghamshire and Nottingham Waste Local Plan.*

**Floodlighting**

28. No floodlighting shall be erected at the site until details have been submitted to and approved in writing by the WPA. The details shall include the location and height of any floodlights; shall ensure that they are angled downwards and suitably shielded to ensure that they do not result in glare or dazzle to surrounding land, property and other users; confirm that they shall not be used outside the hours of 7am to 6pm Mondays to Fridays, 7am to 1pm on Saturdays and not at all on Sundays, Bank or Public Holidays; and shall confirm that outside these hours any external lighting shall

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be individually operated through a movement sensor switch with a maximum lighting cycle not exceeding 5 minutes. The floodlighting shall be implemented and maintained for the life of the development in accordance with the approved details.

*Reason: In the interest of residential amenity.*

**Landscaping**

29. Within one month of the date of this permission a landscaping plan and landscaping details shall be submitted to the WPA for its approval in writing. The landscaping plan shall include the following details:

- (a) The erection of green plastic coated mesh on the south western face of the noise barrier approved in accordance with details submitted under Condition 14;
- (b) Details of ground preparation works for the planting of ivy and Leylandii on the south western side of the noise barrier approved in accordance with details submitted under Condition 14, including the location, width and depth of concrete to be broken and the specification of topsoil to be imported;
- (c) Details of the ivy and Leylandii to be planted, including species, sizes, spacings and the provision of compost and fertilizer;
- (d) A schedule of maintenance for the life of the development hereby permitted.

The landscaping shall be provided in accordance with the approved details and thereafter maintained in accordance with the approved maintenance details.

*Reason: To screen the site from adjacent residential properties and reduce its visual impact in accordance with Policy W3.4 of the Nottinghamshire and Nottingham Waste Local Plan.*

**NOTES TO APPLICANT**

1. The development hereby permitted must be carried out in accordance with the conditions attached to this planning permission and any approved plans and details. Failure to implement the permission in accordance with the planning conditions and approved details may render the development unlawful and could lead to enforcement action and prosecution.
2. If, at any stage, it becomes necessary to vary any of the approved plans or details you should contact the County Planning Authority in advance of implementing any changes to ascertain whether the proposed changes require any further planning approval.
3. Where appropriate there is a fee payable currently £97 where a written request is made for the discharge of one or more conditions on the same permission or for confirmation that condition(s) on a permission have been complied with. The fee is payable for each request and not for each condition. When submitting a fee, please provide the planning application reference number making cheques payable to Nottinghamshire County Council and send them to

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**the Planning Support Officer in Planning Services at, Nottinghamshire County Council, County Hall, Loughborough Road, West Bridgford Nottingham, NG2 7QP.**

- 4. Where pre-commencement conditions may be specified in this decision notice, the justification as to why such conditions are imposed and need to be discharged prior to the commencement of development is stated in accordance with Article 35 of The Town and Country Planning (Development Management Procedure) (England) Order 2015.**
- 5. Your attention is drawn to the Standing Advice from The Coal Authority dated 1 January 2015 set out below.**

DN1.562

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**IMPORTANT NOTICE: STANDING ADVICE**  
**Planning Application Consultations with the Coal Authority**

The proposed development lies within a coal mining area which may contain unrecorded coal mining related hazards. If any coal mining feature is encountered during development, this should be reported immediately to The Coal Authority on 0345 7626848. It should also be noted that this site may lie in an area where a current licence exists for underground coal mining.

Further information is also available on The Coal Authority website at [www.gov.uk/government/organisations/the-coal-authority](http://www.gov.uk/government/organisations/the-coal-authority)

Property specific summary information on past, current and future coal mining activity can be obtained from [www.groundstability.com](http://www.groundstability.com)

*This Standing Advice is valid from 1<sup>st</sup> January 2015 until 31<sup>st</sup> December 2016*











# Oakfield Recycling Limited Aggregated Recycling Facility:

Environmental Management System for the  
Environmental Permit  
EAWML 103729

Version 3.1, September 2019

Site Address:  
Oakfield Recycling Limited  
Plot 16 Wigwam Lane  
Hucknall  
Nottingham  
NG15 7TA



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## INTRODUCTION

This document has been written using Environmental Agency guidance which includes; 'Getting the basics right', 'Horizontal Guidance H6 – Environmental Management Systems', Sector Guidance Note S5.06 'Guidance for the Recovery and Disposal of Hazardous and Non Hazardous Waste', H1 Environmental Risk Assessment' and the 'Environmental Management Tool Kit'.

It is proposed that the Environmental Management System will be reviewed on an annual basis to take into account observations and practices that may not be obvious at the current time. This will ensure that the document will remain fit for purpose and that it will be continually improved.

The Environmental Permit is a Standard rules SR2010 No 12 permit that enables Oakfield Recycling Limited to operate a facility for the treatment of waste to produce soil, soil substitutes and aggregates (known as the Facility). Permitted waste types are limited to non-hazardous wastes and do not include hazardous wastes such as asbestos bonded construction materials. The facility can accept less than 150,000 tonnes of waste per annum.

The permit will enable Oakfield Recycling Limited to treat waste by sorting, separation, screening, crushing and compaction. These wastes are processed under Oakfield Recycling Limited's 'Quality Environmental Management System for the Production of Aggregates from Waste', which is based upon the WRAP Protocol; a copy of this document is kept within the Environmental Management System site file.

Oakfield Recycling Limited is permitted to store and treat authorised waste types on an area of hardstanding. Oakfield Recycling Limited will ensure that there will be no point source emission into surface waters or groundwater from their activities. Point source emissions may include leaks from the plant or machinery that may be washed into the surrounding surface waters, or a build-up of mud within the local drains, or any other emissions that may cause a pollution event. The emission of substances not controlled by emission limits rule:

- Liquids may be discharged into a sewer subject to consent issued by the local water company;
- Liquids may be taken off-site in a tanker for disposal or recovery; and
- Clean surface water from roofs, or from areas of the site that are not being used in conjunction with storing and treating waste, may be discharged directly to surface waters, or to groundwater by seepage through the soil via a soakaway.

Nottinghamshire County Council granted Planning Permission for the Aggregate Recycling Facility. A variation to this planning permission was granted in February 2011 and is referenced 4/2010/0640. Copies of the associated planning permission and correspondence are kept within the Environmental Management system site file.

The mobile crushing plant Part B Process Installation Permit was issued by Broxtowe Borough Council on the 3rd December 2007. The Part B Process Installation Permit number is EP/0113/07. A copy of the permit is kept within the Environmental Management System site file.

An area of land behind Aggregate Recycling Facility was purchased in 2012. This area is used for the storage of processed aggregates and soils. The Operator acknowledges that the new area of land cannot be used to store or process waste materials, as this area of land is not within the permitted site boundary. Site staff are trained to understand the importance of segregating the waste and the non-waste materials and they ensure that only non-waste materials are to be stored on the new area of land. This area is inspected on a daily basis by an Authorised Person to ensure that waste materials are not stored or processed on the new land. A plan of the additional storage area is presented in Section 2.2.1B of this document.

Throughout this document, Gary Harby has been designated as the authorised person.

# **1 MANAGEMENT**

## **1.1 General management**

### **1.1.1a The Operator shall manage and operate the activities in accordance with a written Environmental Management System**

1.1.1a.1 This written Environmental Management System identifies and minimises the risk of pollution arising from operations, maintenance, accidents, incidents, non-conformances, closures and complaints. These procedures are further expanded upon throughout the document and associated risk assessment.

1.1.1a.2 The Environmental Management System will reflect all risks identified within the Risk Assessment. The Risk Assessment has shown that the site is not located within a Source Protection Zone and as such the operation on site poses a low overall Environmental Risk. The design and operations have been set out from inception to reduce these low risks. The Risk Assessment is presented within **Appendix 1**.

1.1.1a.3 The Maintenance Checklist and Maintenance Records of all equipment whose failure may lead to pollution are completed by an Authorised Person. Completed records will be stored either within the Facility Office or the Head Office. The Head Office is based at Colliers House, Dunsil Road, Moorgreen Industrial Estate, Moorgreen, Nottingham, NG16 3QU. The maintenance schedule is kept in the site office within the appropriate file; completed records are available for reference and inspection at all times.

1.1.1a.4 The Accident Management Plan identifies potential accidents and emergency situations and plans to minimise the effects of these events. This document will be reviewed as appropriate or as soon as practicable after an accident. Any identified changes will be implemented after the review. The Accident Management Plan, Health & Safety Policy, Method Statement, Registration Documents, Health & Safety Risk Assessments, COSHH Assessments, Fire Information, Plant Maintenance Records and Training Records, Insurance Documentation, Health & Safety Legislation, Accident Book and PPE Register are stored within the Health & Safety File within the Facility Office. All training records are updated as required. Tony Fox (Health & Safety Officer) and Liz Flint (Director) audits the training.

1.1.1a.5 All site staff are trained in aspects which could lead to pollution, they know how to deal with accidents and understand their individual responsibilities. Key members of staff are responsible for ensuring that the plant and machinery are operating under normal situations and have procedures for dealing with abnormal situations. The items of plant and machinery are inspected at the start of the working day and as soon as a problem is encountered. These topics are included in tool box talks to site staff.

1.1.1a.6 Staff are trained in how to operate equipment under their control, as required by Health and Safety legislation. Operating instructions for the onsite equipment are available for reference and inspection at all times.

1.1.1a.7 Tony Fox (Health & Safety Officer) inspects the site every two months and looks at health & safety and environmental matters such as dust, noise, odour, site perimeter, etc. Tony Fox also inspects against the Facilities daily site log, which is inspected by an Authorised Person on a daily basis. Tony Fox reviews the operational procedures undertaken on site and liaises with site staff. Training needs are identified and training courses or toolbox talks are scheduled in response to his findings. Training programmes for site staff are formally reviewed every 6 months.

1.1.1a.8 All complaints, pollution incidents, breaches of permit conditions and actions taken to remediate the breach are recorded within the Daily Site Diary.

**1.1.1b Using sufficient competent persons and resources**

1.1.1b.1 The staffing numbers on site and the training that they receive ensures that the work force is competent to manage and undertake on site activities. Tony Fox (Health & Safety Officer) and Liz Flint (Director) audits the training.

1.1.1b.2 If the Operator employs Contractors on site (currently only employees of the company are employed on site), they will be verified to ensure that they have the relevant knowledge, skills and resources they require to work in a manner which provides no risk to the environment or safety. All Contractors will report to an approved deputy prior to undertaking work on site. The Contractors will be briefed on the environmental permit conditions and associated risks as part of the onsite induction.

**1.1.2 Records demonstrating compliance with condition 1.1.1 shall be maintained**

The training records of site staff, contracts and Health and Safety information is regularly updated and stored within Oakfield Recycling Limited Head Office or the Facility Office. 'International' site signs with universal illustrations are used in preference to more written based signage; this is to ensure that all staff and visitors on the site can understand the basic site instructions, such as appropriate PPE and directional traffic flows.

**1.1.3 Access to the Environmental Permit and Management System**

All site staff will be or will work under direct supervision of a member of staff who is fully conversant with those aspects of the Permit Conditions and Environmental Management System which are relevant to their specific duties. The Environmental Permit and the Environmental Management System are available as hard copies within the Facility Office; all staff and contractors are informed that the site operates under an Environmental Permit and the Management System. Employees have complete access to these documents and are trained on their content, with particularly attention being given to waste acceptance procedures, operational procedures and environmental emissions. Gary Harby (Recycling Manager) or his approved deputy inducts new employees and oversees refresher training to all employees at regular intervals.

**1.1.4 Competence Scheme**

A Certificate of Technical Competence Holder (CoTC) will supervise operations for at least the minimum period. Any changes to the technically competent management of the Facility will be submitted to the Environment Agency. The operator will ensure that the CIWM / WAMITAB Operator Competence Scheme is adhered to. A.D.C. Consultancy Ltd will check that all relevant CoTC holders are still qualified and that they have updated their certificate as required. Current CoTC holders for the Facility are Gary Harby (Authorised Person) and Michelle Flint-McClung.

**1.2 Facility security**

All reasonable precautions will be taken to prevent unauthorised access to the site. The perimeter fence and gates are inspected for integrity on a daily basis and any damage will be recorded in the site diary. If fences and gates are damaged and their integrity is impaired, they shall be repaired within 7 working days. Where it is not possible to make proper repairs within the working day, temporary measures will be implemented. The Facility gates will be locked shut outside operational hours. The Authorised Person or his Approved Deputy will ensure that these actions are undertaken.

### **1.3 Facility Notice Board**

The facility notice board shall be made of durable material and placed in a prominent position at the entrance of the site. The notice board will be kept in a good state of repair and will be inspected weekly. Any changes to the site information or damage to the notice board will be repaired within 3 working days. The Authorised Person or his Approved Deputy will ensure that the information is correct and that any repairs are undertaken. The information on the notice board will include:

- Facility name and address
- Operators' name and Permitted working hours
- Environmental Permit number
- Emergency contact name and telephone number
- That the site is permitted by Environment Agency and the relevant contact number

### **1.4 Hours of Operation**

The facility will operate in accordance with Condition 4 of the Planning Permission Application Ref No: 4/2010/0640. Nottinghamshire County Council has stipulated that the hours of operation are as follows:

*Condition 4: Except in an emergency, which shall be notified to the WPA in writing within no more than 48 hours of its occurrence, there shall be no waste processing, treatment or transfer of waste except between the hours of 07.00 hrs and 18.00 hrs Monday to Friday and 07.00 hrs and 13.00 hrs on Saturdays and not at all Sundays, Bank and other Public Holidays.*

## 2 OPERATIONS

### 2.1 Permitted Activities

2.1.1 Waste management operations shall be undertaken in accordance with the Environmental Permit and the Management Systems. Waste management operations are limited to R3, R5 and R13 categories. The operator will only sort, screen, separate, crush and blend waste for recovery as a soil, soil substitute or aggregate. A decision is taken by Gary Harby or his Approved Deputy to operate certain equipment in suitable environmental conditions; for example sand would not be screen when the weather conditions are unsuitable, as the activity would result in dust emissions travelling beyond the site boundary. Authorised Person or his Approved Deputy (along with trained site staff) constantly monitor the site conditions and have the authority from Mark Flint (Director) to immediately halt any operations that case, or indeed may cause, unacceptable environmental emissions.

2.1.2 The waste will be stored within a secure compound as outlined within section 1.2 above.

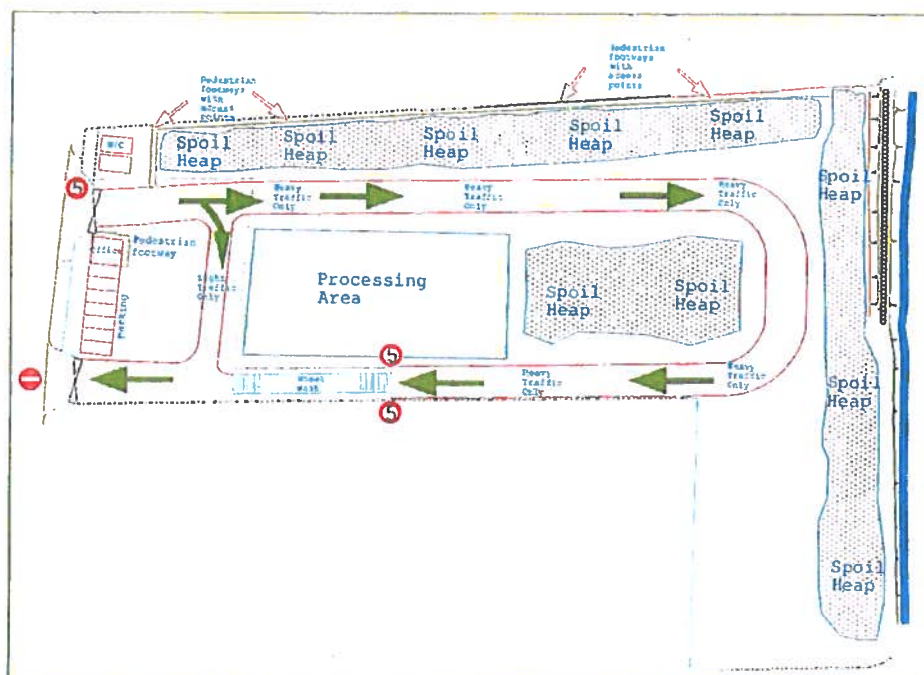
2.1.3 The storage of wastes within Table 3.1 of the Environmental Permit, such as waste bark, wood, bottom ash and slag, gypsum, dredging soil, compost, sludges from water clarification and solid wastes from soil remediation (excluding those which contain hazardous materials) will be limited to 10,000 tonnes in total at any one time.

2.1.4 The storage of all other inert wastes outlined within Table 2.3 of the Environmental Permit (excluding those within Table 3.1) will not exceed 40,000 tonnes in total at any one time.

2.1.5 No more than 150,000 tonnes of waste will be treated on site per year.

### 2.2 The Site Boundary

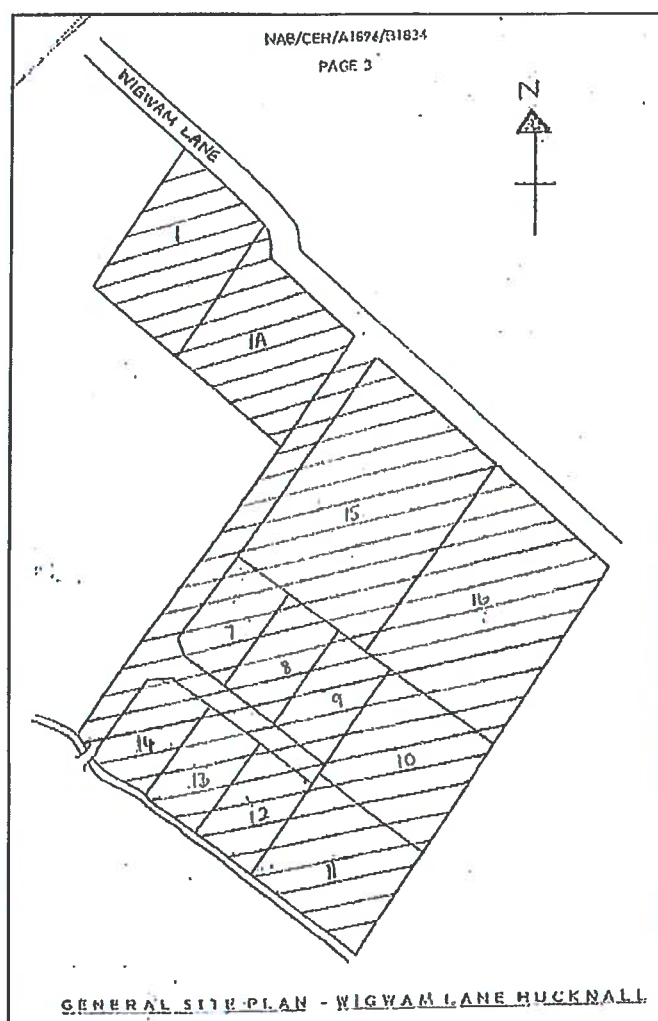
2.2.1a The activities on site shall not extend beyond the site boundary. A Plan of the site, with the boundary edged in green, is included within Schedule 1 of the Environmental Permit. A site plan illustrating the general operational areas is presented in Plan (1) below. The location of the mobile crusher and stockpiles may change in response to the materials being crushed, weather conditions, etc.



Plan 1: operational areas



- 2.2.1b An area of land behind the Aggregate Recycling Facility was purchased in 2012; this area of land lies outside the environmental permitted boundary. The storage and processing of waste materials is restricted to the environmentally permitted area, as detailed within Section 2.2.1a. The additional area of land, which will be used for the storage of processed aggregates and soils, is numbered 10 to 14 on Plan (2) below. The Aggregate Recycling Facility is located on plot 16. The boundary is a visual boundary at present and runs along the boundary of Kirby Skip Hire; all members of staff are shown the location of the site boundary.



Plan (2): The Operator purchased Areas 10-14 in 2011/2. This land is used for the storage of processed aggregates and soils.

- 2.2.2 The Facility at the time of application is not located within a groundwater Source Protection Zone 1 or 2. The facility is not within 500 metres of a European Site or a Site of Special Scientific Interest. The facility is not within 10 metres of a watercourse or 50 metres from a spring or well, or any borehole not used to supply water for domestic or food purposes. The facility is not within 250 metres from a spring or well, or any borehole used to supply water for domestic or food purposes. The facility does not lie within a specified AQMA.

## **2.3 Waste acceptance**

**2.3.1a** Only permitted wastes as specified within Table 2.3 of the Environmental Permit will be accepted or processed at the Facility.

**2.3.1b** All wastes will be visually inspected by Authorised Person or his Approved Deputy to ensure that the waste complies with the permit conditions. Checks will be made to ensure that the waste conforms to the description written on the accompanying Duty of Care Waste Transfer Note. If there is any doubt on the nature of the incoming material, a final decision is made by Authorised Person or his Approved Deputy. The Authorised Person or his Approved Deputy has permission from Mark Flint (Director) to refuse any material that may not comply with the permit conditions.

**2.3.1c** All waste will have the chemical, physical and biological characteristics which will ensure that the waste can be recycled into a soil, soil substitute or aggregate.

**2.3.1d** With regards to material being imported from large earth moving projects, checks will be made on the source of the waste materials. If any waste is derived from a potentially contaminated site, it will be chemically tested to ensure that it is suitable for the intended treatment and that the material is not hazardous waste. A qualified member of Oakfield staff will inspect the ground investigation report and a decision made on what material is accepted on site; any hotspot areas will be identified and the material will not be accepted on site.

Gary Harby or his approved deputy visits all major project sites; this enables the Operator to gain more information on the source material. If the material or the site arouses suspicion, the material will not be accepted on site. Authorised Person or his Approved Deputy normally take photographs of the inspected site as part of their site visit records.

It is impractical to visit the source of the majority of waste accepted on site; as the waste is derived from Utility Work projects that span a wide area or from local builders. The nature of the waste accepted from this type of source is typical for this type of Facility and the industry has to accept that the sources of these materials cannot be practically inspected prior to acceptance, which is why our waste incoming procedures are stringent.

**2.3.1e** All materials which have been required to be tested prior to acceptance will be thoroughly inspected (visually and olfactory) on arrival at the site and before they enter the treatment process by the Authorised Person or his Approved Deputy. This is to ensure that the materials comply with the conditions within the permit. The load will be rejected if the site staff are unsure on the characteristics of the waste.

All site staff are trained to ensure that they can identify cement bonded materials and will quarantine the entire load until the company has confirmed by laboratory test the nature of the material. The material will be rejected if it does contain asbestos or similar hazardous materials.

All site staff are trained on how to identify suspect loads both visually and by odour; again the load will be quarantined until the results of the laboratory testing are confirmed, the material will then either be accepted or rejected. Site staff are trained to look out for darker or lighter areas of soil and chemical odours (among other tell tale signs). All rejected materials will be taken from site to an appropriate facility with the requisite paperwork.

Site staff are trained by Gary Harby and Tony Fox.

- 2.3.2 As standard practice, Oakfield Recycling Limited will inform customers who bring waste onto site the conditions of the Environmental Permit. Due to the nature of the collection system operated by our customers, on occasion, non-permitted waste is present within the waste types. This material is only discovered when the load is discharged and inspected. All non-permitted waste will be segregated and either returned immediately to the customers vehicle or placed within the quarantine area to be disposed of at an appropriate Environmental Permitted facility. The temporary storage area of the quarantined material will be suitable to waste type; quarantined liquids will be stored in an appropriate container whereas quarantined solid hazardous wastes, such as cement-bonded asbestos, will be double bagged and stored within a secure container. Every effort will be made to remove quarantined waste as soon as possible; at any event the waste will not be on site for longer than 7 working days. The suitable quarantine of waste, the regular inspections of the quarantined waste and the responsibility to ensure that the waste has been removed to an authorised facility with the requisite paperwork are duties undertaken by Authorised Person or his Approved Deputy.
- 2.3.3 Records demonstrating that Oakfield Recycling Ltd has rejected waste materials or analysed suspicious materials will be stored within the Facility Office. Any hazardous waste consignment notes associated with the disposal of hazardous materials will be kept within the Facility Office or the Head Office.
- 2.3.4 Wastes solely or mainly consisting of dusts, powders or loose fibres will not be accepted at the Facility and will indeed be rejected and not accepted on site. Wastes that are either in liquid or sludge form will not be accepted at the Facility. Hazardous wastes are not permitted on site and will be quarantined with immediate effect. Authorised Person or his Approved Deputy ensures that employees are aware that these types of materials cannot be accepted on site.



### **3 EMISSIONS AND MONITORING**

#### **3.1 Emissions of substances not controlled by emission limits**

**3.1.1** The site infrastructure and operations will be managed in such a way that the risk of fugitive emissions shall not cause pollution. The following measures will prevent and minimise any potentially polluting emissions:

- All wastes entering the site will be tipped within the relevant Waste Reception Area. There are four main Waste Reception Areas on site. A separate stockpile has been created for the following waste types; hardcore, tarmac and concrete, soils and sand. A fifth or sixth stockpile may be required when the operator is accepting and processing a greater range of materials. The use of separate stockpiles prevents the materials from being double handled; which in turn reduces the carbon footprint associated with their processing.
- Authorised Person or his Approved Deputy monitors the Waste Reception Areas. A trained member of staff directs incoming wastes to the appropriate stockpile.
- The Waste Reception Area has an engineered hardstanding surface constructed from compacted, granular hardcore material. The nature of the material should ensure that the area will remain free of standing water during normal weather events and it should not require specific drainage. This area will be used to stockpile processed materials including recycling aggregates, soils, concretes and timber.
- The hardstanding area will be maintained to ensure that the working surface will remain even and will not be subject to settlement or extreme rutting when wet. This area will be durable to enable the surface to be scraped. The area will be bowled with water during dry conditions.
- The belief that prevention is better than cure is disseminated through toolbox talks and the site staff are proactive in identifying potential or actual risks and hazards. All site staff are trained to inform Authorised Person or his Approved Deputy immediately when they perceive that emissions may become an issue.
- This decision to bowl the site will be made by Authorised Person or his Approved Deputy.
- These areas will be inspected on a monthly basis and any defects will be reported within the Daily Site Diary and will be reported to Head Office with immediate effect. Authorised Person or his Approved Deputy will be responsible for ensuring the repairs are undertaken and will record in the site diary when the repairs have been undertaken.

**3.1.2a** If the Environment Agency notifies the Operator that the activities on site are giving rise to pollution, the Operator will submit to the Environment Agency for their approval an Emission Management Plan.

**3.1.2b** The Operator will implement the Emission Management Plan on site after it has been approved by the Environment Agency.

**3.1.3** Liquid wastes are not permitted on site. Oils that are used for maintenance of plant and machinery are contained within sealed drums and will be stored undercover. Fuel will be stored within the double skinned tank. Spill kits are readily available to deal with localised spillages. Once the absorbent materials have been used, they will be cleared from the area and placed within an impermeable container and stored undercover. The used absorbent material will then be disposed of at an authorised facility. The spill kits will be replaced by Gary Harby. Tony Fox will check the spill kits during his inspections and report any recommendations to Gary Harby and Mark Flint (Director).

Any above ground tank will be maintained in accordance with 'Above Ground Oil Storage Tanks': PPG2 Environment Agency Feb 2004. All details will be recorded within the Daily Site Diary.

### **3.2 Odour**

- 3.2.1 Due to the nature of the facility, it is highly unlikely that odorous material will arrive on site and its arrival will be regarded as an emergency. The material will be isolated where possible and removed as soon as practical thereafter. If practicable, the material may be covered by a tarpaulin to reduce the odourous emissions. The producer and the carrier of the waste will be informed that the waste is odourous and a log made within the site diary. The producer and carrier of the waste will be informed that the waste is deemed to be unsuitable and that it has been classified as a rejected load; they will be asked to remove the waste from site and the EA will be informed if it is deemed necessary. If in the unlikely circumstance the producer and carrier of the odourous waste cannot be identified, the Operator will reject the material and dispose of the load at an appropriate facility at a cost to the Operator, these actions will be logged within the site diary.

Olfactory monitoring of aerial emissions will be undertaken daily by Authorised Person or his Approved Deputy. Complaints received regarding odour shall be noted in the Daily Site Diary together with a record of the prevailing weather conditions (especially wind direction and speed) at the time. The complaint shall be investigated and conclusions acted upon.

- 3.2.2a If the Environment Agency notifies the Operator that the activities on site are giving rise to odour outside the site, the Operator will submit an Odour Management Plan to the Environment Agency for their approval.
- 3.2.2b The Operator will implement the Odour Management Plan on site after it has been approved by the Environment Agency.

### **3.3 Noise and vibration**

- 3.3.1a The levels of noise and vibration generated through on site operations should not cause annoyance outside the Facility. All on site mobile plant and machinery complies with current legislative requirements and all company delivery and collection vehicles should be similarly equipped. If noise becomes an issue, possible solutions are to monitor the noise levels at different times of the day to identify the problem and to maintain equipment with specific respect to noise. The maintenance can include fixing loose covers on machinery and fitting acoustic enclosures and silencers if necessary. Any complaints received regarding noise shall be noted in the Daily Site Diary together with a record of any likely causes noted at the time. The complaint shall be investigated and a concluding record made.

- 3.3.1b The sources of the noise and vibration are documented within the Noise Assessment Report undertaken by Acute Acoustics and submitted to Nottinghamshire County Council. Briefly, the main sources of these emissions are the plant, the machinery and the loading and unloading of materials.

- 3.3.2a If the Environment Agency notifies the Operator that the activities on site are giving rise to noise and vibration outside the site, the Operator will submit a Noise and Vibration Management Plan to the Environment Agency for their approval.

- 3.3.2b The Operator will implement the Noise and Vibration Management Plan on site after it has been approved by the Environment Agency.

### **3.4 Pests, scavenging animals and birds**

- 3.4.1 The waste types accepted on Facility are unlikely to encourage scavenging animals, birds and other pests. In the unlikely event of a problem being encountered, the Facility will be inspected by a person, company or organisation suitably qualified in pest control. Records of the inspection visits will be made in the Daily Site Diary. A separate log will be maintained of action taken during visits.

### **3.5 Control of mud and debris and loose waste**

3.5.1 The internal road is designed, constructed and maintained to ensure that it is adequate for traffic usage. The road will be kept clean and in a good state of repair. The road will be inspected on a daily basis and any defects will be reported in the Daily Site Diary. Cracks, potholes and other damage will be isolated and repaired.

3.5.2 Good housekeeping practices are undertaken on site; such measures include employing a permanent litter picker to retrieve litter from inside and outside (if applicable) the site boundary, sweeping the pavement and road (as required), blading the hardcore areas and employing a contracted landscaper to garden the perimeter of the site. These measures ensure that the site is kept in a clean and tidy condition and to avoid the transportation of mud and other detritus on to the Public Highway. All vehicles will be cleaned as necessary and shall be checked to ensure that they are clear of loose waste and that any waste is secure.

3.5.3 As detailed above there are numerous factors which can result in mud, debris or loose waste escaping the site. With reference to mud, the number of times the road and hardstanding is swept or bladed, the maintenance regime of the road and hardstanding, the condition of the vehicles, how often and to what standard the wheels of the vehicle are cleaned, and the type of weather will affect the amount of mud which is transferred on to the surrounding roads. All these causes are taken into account and operational techniques, as detailed above, are designed to minimise the level of mud generated and transported from site.

3.5.4 Gary Harby or his Approved Deputy inspect for mud, debris and loose waste at the start of the day and throughout the day on a regular basis, inspections are increased in response to daily conditions such as bad weather etc. Gary Harby or his Approved Deputy decides on what action to take. Site staff are trained to inform Gary Harby or his Approved Deputy if they perceive mud, debris or loose waste may become an issue or that they observe that there is an actual issue.

3.5.5 Any mud or detritus on the Public Highway shall be removed as soon as practicable and at any event before the end of the working day. The incident will be recorded in the Daily Site Diary. Gary Harby or his Approved Deputy will decide on the course of action to be taken and will ensure that the problem is resolved. Actions may include sweeping the road, arranging for a road sweeper to sweep the surrounding roads or arranging a member of staff to pick litter.

### **3.6 Control of litter**

3.6.1 During daily perimeter fence inspections, members of staff will retrieve any litter collecting on the fence. At the end of the working day, or as required after windy weather, the inspection and retrieval of litter will be extended outside the Facility boundary. Operations can be curtailed during high wind if litter becomes excessive.

### **3.7 Fires on the Facility**

3.7.1 Waste will not be burned on Facility. All reasonable precautions will be taken to prevent the outbreak of fire leading to the likely release of fugitive emissions. Combustible waste is not accepted on site, this reduces the fire risks. All machines have a sensor to switch off when overheating.

3.7.2 The deposit of hot or burning waste will be treated as an emergency and dealt with immediately. In the first instance the staff at the Facility will extinguish the fire where possible. If the staff cannot deal with the fire then the Fire Brigade will be contacted. Staff are trained in the use of fire extinguishers. All emergency numbers are held within the Office and the Fire Emergency documentation is held within the Health & Safety site



file. The Environment Agency will be advised and the incident recorded in the Daily Site Diary.

### **3.8 Control, monitoring and reporting of dust, fibres and particulates**

3.8.1 Dust, fibres and particulates can be generated either through the processing of dusty materials or by vehicles movements on site. The following measures can be implemented:

- Within the site there are several potential sources of dust including vehicles moving in the area, dust being blown from stockpiles and the handling and processing of dusty materials.
- During dryer weather or when dust emissions are travelling from the site of production, proactive measures will be undertaken to prevent and control dust emissions. Proactive measures include spraying the site with water.
- Dusty, dry materials will be sprayed with water during processing, unloading and loading procedures as required.
- The site road, stockpiles and hardstanding surface will be sprayed with water as required. Site staff will report to Gary Harby or his Approved Deputy throughout the day.
- A water bowser is used on site to disperse water on to the site roads and on to the lower levels of the stockpiles.
- The site has three water points on site. There are two 'tripods' on site; the tripods are rain gun heads that are attached to a 2 inch thick fire hose. The tripods are capable of spraying in a 26-metre arch. These are deployed by site staff, Gary Harby or his Approved Deputy throughout the day as required.
- The storage area will be managed so that potentially dusty materials will not be handled on windy days.
- All sealed road surfaces outside the site will be swept if required to prevent the build up of material which may become windborne.
- All plant operating in these areas will be equipped with upward facing exhausts to reduce the risk of dust becoming airborne.
- A speed limit of 5 miles per hour will be enforced where vehicles are operating on unsealed surfaces.
- Vehicles will be regularly cleaned during dry months that can also reduce dust emissions in dry conditions.

3.8.2 Facility staff will continuously undertake visual monitoring of aerial emissions. On detection or notification of visible aerial emissions that are likely to be transported beyond the Facility boundary, immediate action shall be taken to stop the waste handling operations giving rise to the emissions. All incidents and remedial actions will be recorded within the Daily Site Diary. Mark Flint (Director) has given authority to Gary Harby, his Approved Deputy and site staff have the authority to halt waste operations.

### **3.9 Maintenance**

3.9.1 Environmental incidents are often the result of mechanical breakdown of plant and vehicles. Oakfield Recycling Limited operates a proactive maintenance program for items of plant that are integral to the Facility operating within the conditions of the Environmental Permit. The maintenance programme does incorporate the manufacturer's recommended maintenance and inspection schedules. Spare parts that are integral to site operations will be kept as spares and stored within the maintenance garage.

3.9.2 Plant failures will be recorded in the Daily Site Diary. In the event of plant failure, the site will not accept waste beyond the capacity allowed within the Environmental Permit. The spillage kits will deal with spillage from a breakdown.

**3.10 Inspection and maintenance of engineered containment**

3.10.1 All areas will be inspected at least daily to ensure the continuing integrity and fitness for purpose of their construction. If any damage is detected which breaches the integrity of the engineered containment so that it no longer meets the specified standard, the effected area will be isolated with immediate effect.

3.10.2 Containment failure may result in diesel or maintenance fluid spillage, these materials are stored away from sensitive receptors and will be cleaned as required.

3.10.2 The Environment Agency will be notified and repairs will be carried out. A damage report will be made within the Daily Site Diary.

**3.11 Root Cause Analysis**

3.11.1 All complaints will be fully investigated by the company; senior staff will undertake a Root Cause Analysis (RCA). The RCA will identify and correct the root cause or causes of the problem. Once the route cause is understood, actions will be put in place to avoid a reoccurrence of the event.

3.11.2 RCA will also be used as a pre-emptive measure to forecast or predict probable events before they occur. As an example a RCA was undertaken to assess the potential levels of mud on the site road. As a result, the Operator purchased a bespoke wheel bath with an integrated wheel-cleaning ramp system; this system is predicted to remove a high percentage of the mud collected within the tracks of the tyres, which in turn is predicted to reduce the risk associated with mud emissions on the road.

3.11.3 The findings of all RCA's will be incorporated into staff training, operational procedures and the Environmental Management System.

## **4 INFORMATION**

### **4.1 Records**

4.1.1 All records required by the permit will be legible. If records are amended, they will be done in a manner where the original and subsequent amendments are legible or capable of retrieval. All records will be made as soon as reasonably practicable and be retained for a minimum of 6 years. Records of events which effect the environment shall be kept until the permit is surrendered.

4.1.2 Oakfield Recycling Ltd will keep on site all records, plans and Management Systems which are required to be maintained by the Environmental Permit. The paper copies will be stored at the Facility Office or Head Office.

4.1.3 Oakfield Recycling Ltd shall record and keep records of the types and quantities of waste delivered and removed from the Facility. These records along with waste transfer notes will be kept in the Facility Office and will be available for inspection by Environment Agency officers. These records will be kept secure from loss, damage or deterioration. Records shall be kept for a minimum of 6 years. The records of waste accepted at the Facility will include the following information:

- Time and date received
- Vehicle registration and waste carrier details
- Producers name and address
- SIC Code and Waste Hierarchy Declaration
- Written description of the waste, EWC category and quantity

The information for waste being removed from the Facility will include:

- Time and date removed
- Vehicle registration and waste carrier details
- SIC Code and Waste Hierarchy Declaration
- Name of company accepting waste and the carrier
- Written description of the waste, EWC category and quantity
- Disposal facility accepting the waste

4.1.4 All waste and recyclate dispatched to off-site recycling facilities, landfill or other facilities will be accompanied by an appropriate Duty of Care Transfer Note or in the case of Hazardous Waste, a Consignment Note in accordance with section 34 of the Environmental Protection Act 1990 and The Duty of Care Regulations 1991.

4.1.5 The Daily Site Diary will contain the following records and shall be recorded within 24 hours of the relevant event:

- Construction work
- Start and finish of daily waste management activities
- Plant Maintenance / Breakdowns
- Plant inspections (machinery, fuel tank, etc.)
- Details of emergencies / accidents /severe weather conditions
- Environmental inspections (litter, dust, etc.)
- Facility perimeter fence inspections and any remedial action
- Name of Certificate of Technical Competence holder and time of attendance
- Facility closure within normal operating hours
- Problems with waste (odour, non-compliance, etc.)
- Environmental problems, complaints and remedial measures
- Dispatch of records to the Environment Agency

- 4.1.6 All waste will be recorded by container volume or vehicle recorded weight. A weighbridge may be installed on site in the future and then all materials will be recorded by weight.

#### **4.2 Reporting**

- 4.2.1 All reports and notifications required by the Environmental Permit will be sent to the Environment Agency using the contact details supplied in writing by the Environment Agency.

- 4.2.2 A daily record of waste types and quantities accepted and removed from the Facility will be maintained and within one month, at the end of each quarter, a summary will be sent to the Environment Agency in an agreed format.

#### **4.3 Notifications**

- 4.3.1 The Environment Agency shall be notified when any machinery, breakdown or failure of equipment causes, or is causing or may cause significant pollution. The Environment Agency will also be informed when there is a breach of limit or when there are significant environmental effects. The notification shall be made without delay.

- 4.3.2 The confirmation of such an event shall be submitted in writing within 24 hours.

- 4.3.3 If the Environment Agency requests that Oakfield Recycling Ltd has to undertake any monitoring or spot sampling on site, Oakfield Recycling Ltd will inform the Environment Agency at least 14 days before the scheduled monitoring or spot sampling is to take place.

- 4.3.4 The Environment Agency will be informed of changes to the following within 14 days (unless such disclosure is prevented by Stock Exchange rules) as outlined within the Environmental Permit:

- The Environment Agency shall be given prior notice in writing of any proposed changes to the Management System, appendices, drawings and figures.
- The Environment Agency shall be informed of any preparatory works to be undertaken.
- The Environment Agency shall be informed of any commencement, cessation and recommencement of waste storage operations.
- The Environment Agency shall be informed of any changes of the operator's trading name, registered name or registered company address, company details, any steps taken with a view to the operator going into administration, entering into a voluntary arrangement or being wound up.
- All notifications and submissions will be sent to address specified by the Environment Agency and will quote the reference number and name of the Permit Holder.



## APPENDIX 1 RISK ASSESSMENT

TABLE A1 ODOUR RISK ASSESSMENT AND MANAGEMENT PLAN			MANAGING THE RISK	ASSESSING THE RISK		
Hazards	Receptor	Pathway	Risk Management	Probability of exposure	Consequence	What is the overall risk?
<b>Odour:</b> Odour from sources within the wastes.	Site staff, site visitors, local residents and Industrial Estate users adjacent to the Public Highway.	Air	Approved deputy to carry out visual and olfactory inspections of incoming material. If a strong odour is detected, the load will be rejected or prioritised on arrival.	Occasional	Unlikely that the waste materials processed on site will have an odour. Any odours will be short term due to the dilution effects of open storage area.	Not significant

Table A2 Noise and vibration risk assessment and management plan			Managing the risk	Assessing the risk		
Hazards	Receptor	Pathway	Risk Management	Probability of exposure	Consequence	What is the overall risk?
<b>Noise:</b> The noise generated from traffic movements, uploading and bulk loading operations.	Site staff, site visitors, local residents and Industrial Estate users adjacent to the Public Highway.	Air. Noise transmission beyond the site boundary.	All vehicles and site plant will comply with current legislative requirements. The associated handling machinery is regularly maintained, all loose covers are fastened and moving parts are lubricated. The site will only operate within the working hours stipulated within the working plan. These hours are similar to other businesses within the immediate area. If EA perceives that noise is an issue, then a Noise Management Plan will be implemented as required by the permit.	Noise will only be generated when materials are being delivered, processed or removed from the site.  Machinery will be stopped when not in operation.	Operational noise level and sound levels will be commensurate with other neighbouring operations.  Impact noise will be created when the waste streams are handled. The noise levels will be of short duration.	Not significant as long as the management procedures are adhered to and site infrastructure is maintained.
<b>Vibration:</b> The vibration generated from plant and machinery as outlined above.	as above	as above	If EA perceives that noise is an issue, then a Vibration Management Plan will be implemented as required by the permit.	as above	Crusher and screens located away from neighbours.	Not significant; the management procedures are adhered to and site infrastructure maintained.



TABLE A3 FUGITIVE EMISSIONS RISK ASSESSMENT AND MANAGEMENT PLAN			MANAGING THE RISK	ASSESSING THE RISK		
Hazards	Receptor	Pathway	Risk Management	Probability of exposure	Consequence	What is the overall risk?
<p><b>Dust:</b> Dust created by the movement of the delivery and loading vehicles on the internal site roads.</p> <p>Dust generated from general operational procedures.</p> <p>Dust generated from stockpiles of inert materials stored outside.</p> <p>Dust generated from dried mud on the internal industrial estate roads.</p>	Site staff, site visitors, local residents and Industrial Estate users adjacent to the Public Highway.	Air	<p>The site roads and vehicles are regularly cleaned. Site roads and stockpiles are frequently bowsered during warm, dry weather. Materials will not be loaded in dry windy conditions. Constant vigilance by staff to assess dust conditions. All complaints will be recorded within the Daily Site Diary, an investigation will be undertaken and finding acted upon. If EA perceives that dust is an issue, a Dust Management Plan will be implemented as required by the permit.</p> <p>Wheel wash to be installed on site which will reduce mud / dust leaving the site and being transferred onto internal industrial estate roads.</p>	<p>Site staff have appropriate PPE.</p> <p>Moderate risk of dust from the site roads and stockpiled materials. Risk is increased during periods of hot, dry weather. These areas will be sprayed with water.</p>	<p>Dust inhalation which may affect health.</p> <p>Nuisance, dust on clothing and potentially on local residents and/or neighbouring property.</p>	Moderately significant risk of dust from outside storage areas, aggregate plant and roads. Risk managed by dust suppression system.
<p><b>Mud:</b> Mud on the highways from site road.</p> <p>Mud on highway from the hardstanding stockpile areas of site.</p> <p>Mud transferred from the wheels of vehicles on to the internal industrial estate roads.</p>	Site staff, site visitors, local residents and Industrial Estate users adjacent to the Public Highway.	Mud and debris deposited on the highway or public areas outside the site from vehicles leaving the site.	<p>The site roads and the operator's vehicles are regularly cleaned. A road sweeper will be employed should the need arise. Wheels of the vehicles can be cleaned if necessary.</p> <p>The hardstanding areas will be constructed of granular materials and shall be maintained to ensure that the surface does not rut or pothole. In times of extreme rainfall, this area of site will have limited usage. All drivers will be vigilant while using these areas. All complaints will be recorded within the site diary, an investigation will be undertaken and finding acted upon.</p> <p>Wheel wash to be installed on site which will reduce mud / dust leaving the site and being transferred onto internal industrial estate roads.</p>	<p>Moderate probability from the vehicles during wet weather.</p> <p>Low risk from vehicles leaving the north site due to site infrastructure.</p>	Potential danger to other road users.	Low to medium significance.

<b>Litter:</b> Waste unlikely to contain sources of litter. Minor amount of litter removed from waste as contaminated materials.	Site staff, site visitors, local residents and Industrial Estate users adjacent to the Public Highway.	Wind	All litter will be collected from within and beyond the site boundary as required by the permit conditions.  The site has a high perimeter fence that should effectively stop litter from leaving the site.	Unlikely due to the site infrastructure and the containment system.	Nuisance	Not significant
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TABLE A3 FUGITIVE EMISSIONS RISK ASSESSMENT AND MANAGEMENT PLAN			MANAGING THE RISK	ASSESSING THE RISK		
Hazards	Receptor	Pathway	Risk Management	Probability of exposure	Consequence	What is the overall risk?
<b>Water:</b> Run-off from concreted non-operational areas, roofs and clean materials storage areas.  Runoff from the hardstanding area of the site.	Water courses or groundwater. Nearby brook.	Water	Only inert materials will be stored on hardstanding areas, which will reduce the pollution potential. The hardstanding has a free drainage and water should not pond on these surfaces.  The site is not location on a Source Protection Zone 1 or 2.	Frequency: Occasional, especially after heavy rainfall.	Potential pollution of surface and groundwater.	Not significant due to site infrastructure.  Not significant due to types of materials stored on hardstanding. Not in Source Protection Zone 1 or 2
<b>Scavenging birds, vermin, animals and flies</b>	Area outside site. Site staff, site visitors, local residents and Industrial Estate users adjacent to the Public Highway. Property can be affected.	Pest migration from the site into adjacent properties via air, land or underground services.	Wastes may encourage infestations through the suitability of aggregates as nesting or breeding sites.  All complaints will be recorded within the Daily Site Diary, an investigation will be undertaken and finding acted upon.	Routing monitoring of wastes and storage infrastructure for pests. Any infestations will be dealt with by external contractor.	Harm to human health. Nuisance and loss of amenity.	Not significant
<b>Quarantined Materials:</b> Storage of non-conforming materials within the specified storage areas. Quarantined materials may include asbestos, LPG cylinders and any chemicals.	Area outside site. Site staff, site visitors, local residents, and Industrial Estate users adjacent to the Public Highway.	Water, land air	The site quarantine facility will ensure the safe storage of non-conforming waste types. These waste streams will be segregated by the use of individual containers and by distance.  LPG cylinders will be stored within the locked container. Asbestos is to be double bagged and stored within the lockable container. If any chemicals are found on site, they will be identified and flammable materials will be stored separately from corrosives in appropriate	Unlikely release of fugitive emissions due to in house management and site infrastructure.	Contamination of surface water system, land, air and potential harm to human health.	Low to medium significance providing the management procedures are adhered to and site infrastructure is maintained.

			<p>storage areas.</p> <p>All materials will be removed from site with appropriate documentation and taken to an authorised facility for disposal.</p> <p>Non-conforming waste will be recorded within the Daily Site Diary, an investigation will be undertaken and finding acted upon. The EA will be informed if deemed necessary.</p>			
<p><b>Storage of liquids:</b> Including fuels and maintenance fluids.</p>	<p>Area outside site. Site staff, site visitors, local residents and Industrial Estate users adjacent to the Public Highway.</p>	<p>Water, land air</p>	<p>Permitted waste types do not contain liquids. All other liquids such as fuel and hydraulic oils are stored within the lockable container away from the path of traffic.</p> <p>Spill kits are on site and site staff are appropriately trained on what to do in the event of an emergency. Site infrastructure will enable the spillage to be isolated.</p>	<p>Unlikely release of fugitive emissions due to in house management and site infrastructure.</p>	<p>Contamination of surface water system, land, air and potential harm to human health.</p>	<p>Low to medium significance providing the management procedures are adhered to and site infrastructure is maintained.</p>

TABLE A4 ACCIDENTS			MANAGING THE RISK	ASSESSING THE RISK		
Hazards	Receptor	Pathway	Risk Management	Probability of exposure	Consequence	What is the overall risk?
<b>Loading and unloading vehicles, breakage of containers</b>	Area outside site. Site staff, site visitors, local residents and Industrial Estate users adjacent to the Public Highway. Property can be affected. Nearby brook.	Surface water drainage system. Fugitive emissions.	Spill kits are on site and site staff are appropriately trained on what to do in the event of an emergency.  All incidents to be recorded within the site diary and the reasons for the failure will be investigated and prevention measures will be incorporated into future procedures if appropriate.	Moderate	Contamination of surface water system, land and potential to harm human health and ecosystems.	Low to medium significance providing the management procedures are adhered to.
<b>Vandalism, breakage of containers and site infrastructure</b>	Area outside site. Site staff, site visitors, local residents and vandals, Industrial Estate users adjacent to the Public Highway. Property can be affected. Nearby brook.	Surface water drainage system. Fugitive emissions	The security fence secures the site. The main gates are locked shut when the site is unmanned.	Low to moderate due to site security measures.	Contamination of surface water system, land and potential to harm human health and ecosystems.	Low to medium significance providing the management procedures are adhered to and site infrastructure is maintained.
<b>Accidental fires</b>	Area outside site. Site staff, site visitors, local residents, vandals, Industrial Estate users adjacent to the Public Highway. Property can be affected. Nearby brook.	Air, water and land	The site is a non-smoking and no-naked flame site.  There are fire extinguishers on site. Staff have received fire extinguisher training and are trained in evacuation drills in line with fire risk assessments.  Wastes and flammable liquids are clearly labelled to aid the fire service.	Low to moderate.	Contamination of groundwater, land and ecosystems	Low to medium significance providing the management procedure are adhered to and site infrastructure is maintained.
<b>Flooding:</b>	Area outside site. Site staff, site visitors, local residents, Industrial Estate users adjacent to the Public Highway.	Flood waters. Direct run-off from the site and via site drains.	The site is not within an area at risk of flooding.  The materials stored on site are non-hazardous in composition.	The site is not predicted to be at risk to flood.	If waste is washed from site it may contaminate buildings or natural habitats.	Low risk.

	<p>Property can be affected. Surface water, groundwater, land and ecosystems. Nearby brook.</p> <p>Abstraction from watercourses, groundwater and contaminated water for recreational purposes.</p>					
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**Oakfield**  
Recycling Ltd

**Oakfield Recycling Limited:  
Quality Management System for the  
Production of Aggregates from Waste  
and the  
Quality Management System for the  
Production of Topsoil and Subsoil from  
Waste**

**Version 2.1, September 2019**

**Site Address:  
Oakfield Recycling Limited  
Plot 16 Wigwam Lane  
Hucknall  
Nottingham  
NG15 7TA**

**Produced by ADC Consultancy Ltd  
[www.adcconsultancy.co.uk](http://www.adcconsultancy.co.uk)**





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## Introduction

This Quality Management System (QMS) has been developed by Oakfield Recycling Limited to provide a uniform control process from which they can reasonably state and demonstrate that their product has been fully recovered and is no longer a waste. The framework created by this QMS provides a clear audit trail to ensure compliance with Environmental Legislation. This audit trail can be used by customers to ensure that they comply with their own Duty of Care obligations and environmental goals. This QMS is based upon the following documents:

- WRAP 'Quality Protocol for the Production of Aggregates from Inert Waste'
- AggRegain 'Quality Module', in particular the 'Quality Tool', which was developed specifically for inert waste
- Factory Production Control Annexes of the European Standards on Aggregates

The WRAP quality protocol aims to establish a defined quality management scheme that controls both the management of environmental risk from feedstock and the management of aggregate processing, to established standards to ensure that materials recovered under its performance criteria meet the quality and conformity requirements for European Standards for Aggregates. The WRAP quality protocol comprises of following key areas; Management and staff responsibilities, Resource Management, Product Realisation (Method Statement of Production), Measurement, Analysis and Improvement and the Factory Production Control.

The Quality Protocol for the Production of Aggregates from Inert Waste was published in 2004. It considers the production of aggregates from inert construction, demolition and excavation waste. It is based on a pragmatic approach of material selection through to final product checklists. The schematic diagram used within Quality Control is illustrated in Table (5) of this QMS. This diagram is based upon the following criteria: obtaining source data, acceptance testing, weighing and categorising, stockpiling, re-inspecting and processing to produce the final product stockpiles. Throughout the quality control process, unsuitable materials and failures within the process will result in materials being rejected in order to ensure the quality of the final product.

The 2013 European Standards for Aggregates ensures that there is no discrimination between aggregates from natural, recycled and manufactured materials. The requirement of the Factory Production Control is helping producers of recycled and secondary aggregates to demonstrate the quality of their products. The application of CE Marking aims to benchmark standards and give aggregate users the confidence that recycled and secondary materials are of the required quality and equivalent to primary or natural materials.

## **Management, Staff and Resources**

### **Management and Staff**

The management has appointed Gary Harby (Site Manager) to be responsible for the implementation, maintenance and performance of the QMS. Gary Harby will authorise an approved deputy to ensure that these duties are undertaken when he is not available.

Gary Harby will be responsible for conducting periodical reviews of the whole system to ensure its continuing suitability and effectiveness. The management will ensure that the responsibilities and authorities are defined and clearly communicated within the organisation; and that measurable quality objectives and product requirements are established at relevant levels and functions within the organisation.

Most members of staff are likely to follow procedures which are part of the QMS and therefore will be responsible for the day by day implementation of the QMS. As a consequence, procedures which are set in the QMS should clearly identify responsibilities and tasks for each relevant stage of the production process.

Staff performing work which affects product quality shall be adequately informed and trained with regards to the relevance and importance of their activities and how they contribute to the achievement of the quality objectives.

Definition of roles within the organisation and/or site and reporting structure are as follows:

- Gary Harby (Recycling Manager) will have responsibility for the implementation and performance of the QMS.
- Michelle Flint-McClung (Office Manager)
- Paul Elliker (Deputy Recycling Manager) will act as approved deputy and will assume responsibility if Gary Harby is not available. Paul Elliker will report to Gary Harby.
- Macaulay Orton (Plant/site Operative) will operate the crusher/screener and assist with check loads to ensure full compliance with the Waste Transfer Note when not operating plant.
- Brendon Walters (Site Operative) will check all loads to ensure full compliance with the Waste Transfer Note.
- Malaki Wooldridge (Site Operative) will check though waste for none aggregate material.
- Mark Flint (Managing Director) and Tony Fox (Group Health & Safety Manager) will be informed immediately if any environmental and/or safety issues arise.
- Operating staff will be informed on the steps involved within the QMS, they will all report to Gary Harby or approved deputy.

The procedures for recruiting and training staff, including staff responsible for identifying the need for and managing the recruitment and training are Gary Harby or his approved deputy. A copy of the QMS will be stored within the site office. This will be available for staff use at all times. All staff involved in the process will have verbal training on the types of materials to be accepted and processed involved. All record sheets will be stored within the site office.

## Resources

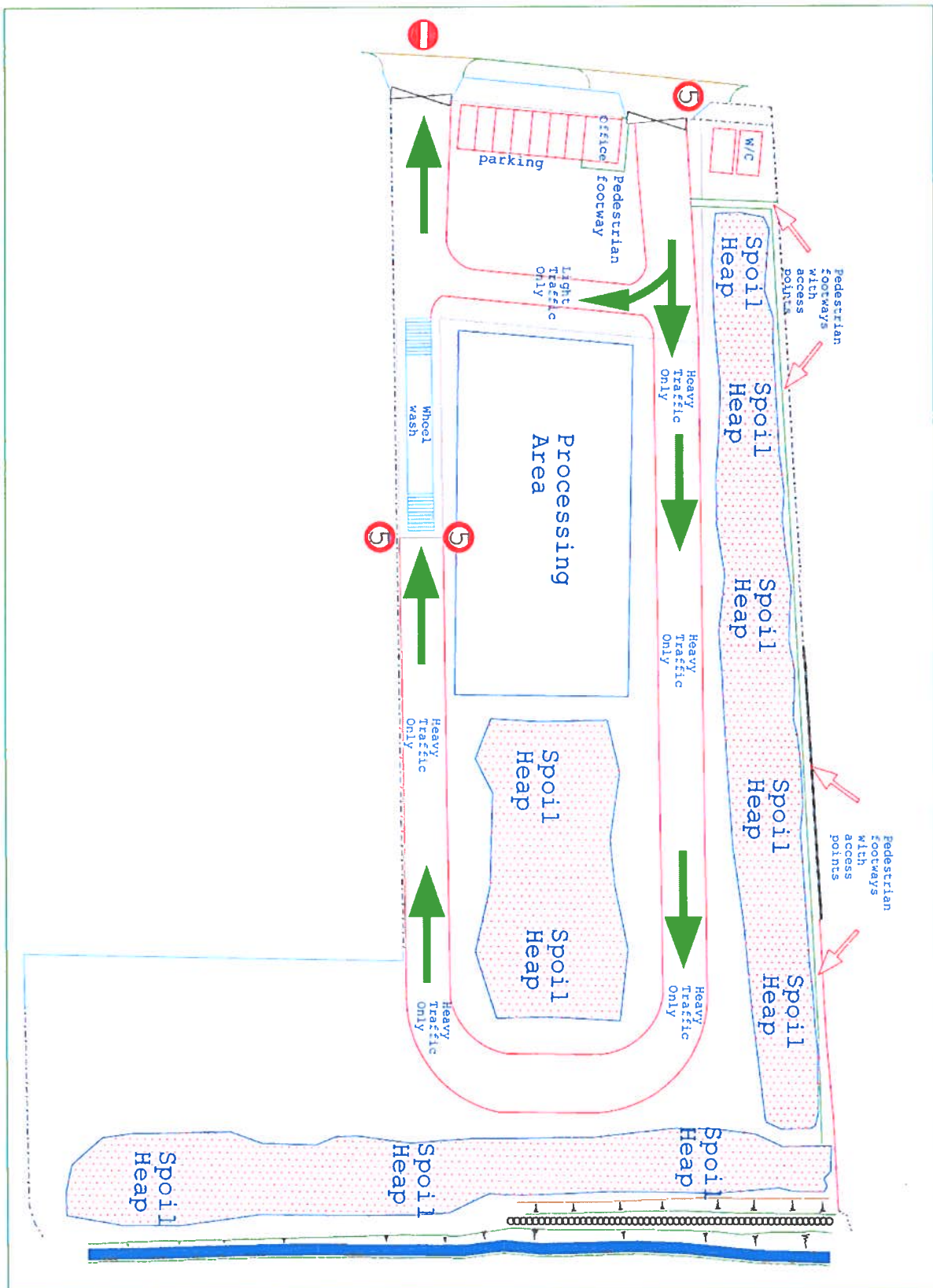
The majority of material will arise from the construction and demolition industry; in particular from local district councils. If the supplier is likely to become a regular provider, they will be accredited by our company. Regular suppliers will be sent specifications and tolerances of the materials that we wish to receive. If applicable, we will visit the suppliers' operations (demolition site, quarry, waste production site etc). We will check that our suppliers either hold an Environmental Permit, the relevant Exemption or are a registered Waste Broker. The carrier of such material must be a registered Waste Carrier. Acceptance or rejection of their services will be communicated to them in a timely manner.

All facilities will be well maintained and in good working order to ensure that the staff can operate safely and efficiently to the quality requirements. All plant and equipment are sourced from accredited suppliers, and all identification and specification records are maintained.

The Factory Production Control requires that Oakfield Recycling Limited will provide for the control, calibration and maintenance of inspection, measuring and test equipment. Plant and equipment, including testing tools will be serviced regularly and calibrated where applicable. These records will be stored within the site office. Storage areas for goods such as input materials, equipment and products, will be clearly defined. This will ensure that such goods are stored to prevent damage and deterioration and can be maintained in accordance with the supplier's recommendations and regulatory requirements.

This QMS is being undertaken at land at Oakfield Recycling Limited, Plot 16, Wigwam Lane, Hucknall, NG15 7TA. This area of land has existing planning permission granted by Nottinghamshire County Council (Reference 4/v/2014/0603). The site is covered by a Paragraph 13 Exemption issued by the Environment Agency (Reference BCI/003583/EA). The Paragraph 13 Exemption is inspected by the Environment Agency (EA) on an annual basis. The Operator will apply for a Standard Rules No 12 permit in November 2012. All environmental measures are based upon EA guidance 'Getting the Basics Right' and the Process Guidance Note 3/16 (04) 'Secretary of State's Guidance for Mobile Crushing and Screening'. The mobile crushing and screening plants are owned by Oakfield Recycling Limited and have the requisite Part B Process issued by Broxtowe Borough Council (Reference EP/0113/07).

The activities associated with the aggregate recycling operation shall not extend beyond the exempt site boundaries as shown in Plan (1). The location of the plant and stockpiles within Plan (1) is a guide only as all plant is mobile and multifunctional; these items of plant are not designed to remain in one place and are relocated as and when required. The location of the stockpiles and final product is also interchangeable dependant upon the supply and demand principles. The location of site infrastructure such as site office, floodlights, electricity and water supply is as illustrated.



Plan (1): Operational areas; this plan is for information purposes only and is not drawn to scale. All plant is mobile and multifunctional; these items of plant are not designed to remain in one place and are relocated as and when required. The location of the stockpiles and final product is also interchangeable dependant upon the supply and demand principles. Final product may also be stored on the adjacent plot behind Plot 16 which is owned by Oakfield Recycling Ltd. This land has the requisite planning permission for material storage.



## Method Statements of Production

At Oakfield Recycling Limited, our fundamental principle is that the end product can only be as good as the source materials. We are meticulous in our approach in obtaining source data. Only inert waste materials will be accepted. The following, outlines the legal definition of inert waste along with the more practical EWC categories which will be used by site staff during their initial assessment of the waste. The following definition of inert waste was taken from Article 2(e) of the Landfill Directive:

- it does not undergo any significant physical, chemical or biological transformations;
- it does not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution, or harm to human health;
- the total leachability and pollutant content and the ecotoxicity of its leachate are insignificant and, in particular, do not endanger the quality of any surface water or groundwater.

Oakfield Recycling Limited will reject immediately any load containing hazardous and deleterious materials, such as: asbestos, chemical waste, mineral oil, tar, other hazardous waste or domestic waste. Oakfield Recycling Limited will seek and rely upon the opinion of the Environmental Regulator if the suitability of the waste is in doubt. Provided that there is no suspicion of contamination, the wastes outlined in Table (1) are considered to be inert wastes and could be accepted for processing, providing that they satisfy the acceptance criteria.

EWC CODE	DESCRIPTION	RESTRICTIONS
10 11 03	Waste glad based fibrous material	Only without organic binders
15 01 07	Glass packaging	Selected construction and demolition waste acceptable only with low content of other types of materials (like metals, plastic, organics, wood, rubber, etc). The origin of the waste must be known.
17 01 01	Concrete including solid dewatered concrete process waste	
17 01 02	Bricks	
17 01 03	Tiles and ceramics	
17 01 07	Mixtures of concrete, bricks, tiles and ceramics	
17 02 02	Glass	
17 05 04 17 05 08	Soils and stones including gravel and sand crushed rock, sand, clay, road base and planings and track ballast	Excluding topsoil, peat; excluding soil and stones from contaminated sites.
19 12 05	Glass	Separately collected glass only.
20 01 02	Glass	
20 02 02	Soils and stones restricted to park waste	Only from garden and parks waste; excluding topsoil/peat.

Table (1): Inert wastes accepted within the QMS.

Oakfield Recycling Limited has produced method statements for the production of 6F2 and associated aggregates, Recycled MOT Type 1 Sub-Base aggregate and Filled Sand. The following method statements are for staff usage and specify the types of materials accepted for processing, the processes used and sampling requirements. These method statements will be reviewed regularly and any amendments will be disseminated to site staff.



## Method Statement for the Production of Recycled MOT Type 1 Sub-base

### 1.0 Produce material under the Quality Management System

- The Quality Management System (QMS) developed by Oakfield Recycling Ltd provides a uniform control process from which they can reasonably state and demonstrate that their product has been fully recovered and is no longer a waste.
- The management has appointed Gary Harby (Site Manager) to be responsible for the implementation, maintenance and performance of the QMS. Gary Harby will authorise an Approved Deputy to ensure that these duties are undertaken when he is not available. Staff who will be performing work which affects product quality shall be adequately informed and trained with regards to the relevance and importance of their activities and how they contribute to the achievement of the quality objectives.
- A copy of the QMS, Method Statement for the Production of MOT Type 1 and the Daily Process Control sheets will be stored within the site office.
- The intended end use of this product is as engineered fill.

### 2.0 Health and Safety Method Statement

- The Health and Safety Method Statement will be used in conjunction with this Method Statement of Production.

### 3.0 Source of material

- The site operates under a Paragraph 13 exemption issued by the Environment Agency, referenced BCI/003583. All suitable materials will be unloaded within the Reception Area where they will be processed by the Mobile Crusher and Screening Plant.

### 4.0 Suitable materials

- Waste materials deemed suitable for use in the manufacture of MOT Type 1 include:
 

17 01 01	Concrete including solid dewatered concrete process waste
17 01 02	Bricks (Maximum 10%)
17 01 03	Tiles and ceramics
17 01 07	Mixtures of concrete, bricks, tiles and ceramics

### 5.0 Material acceptance and inspection

- All incoming materials will be inspected by the Operations Manager or his Approved Deputy to ensure that the material matches the accompanying Waste Transfer Note. The Waste Transfer Note will be kept for a minimum of 5 years and will detail the following information as a minimum;
 

a) Date	b) Description of material including EWC Code
c) Place of origin (where known)	d) Quantity by weight or volume
e) Registered Carrier / Supplier	f) Supplier
g) SIC Code	h) Waste hierarchy declaration

### 6.0 Material rejection and dealing with contaminants

- Oakfield Recycling Ltd will only process inert materials and will reject immediately any material containing hazardous and deleterious materials. Unsuitable materials may include asbestos, clay, soils, metals, plastics, timber and contaminated materials. In the event that small amounts of contaminants are found within this material, they will be removed prior to being processed.
- If the material is contaminated, for example, by diesel or petrol, the load will be rejected and removed from site. The material will either be reloaded onto the vehicle which brought the waste in, or placed within the quarantine area. The supplier of the material will be informed. If the material is removed from site by Oakfield Recycling Ltd it will be disposed of at an authorised facility with the requisite paperwork.

## 7.0 Equipment used in the manufacturing process

- The following list of equipment is used in the manufacture of MOT Type 1:
  - McCloskey Mobile Crushing Plant J45R (serial number 73516) and McCloskey Screener R155 (serial number 72258) if required
  - Hitachi 210 Excavator
  - Doosan Wheeled Loading Shovel DL450-3 (serial number 10105)
- The McCloskey Mobile Crushing Plant will be set to produce the required aggregate by an Authorised Person. The McCloskey Screener will be maintained and calibrated to ensure the individual aggregates, such as MOT Type 1, is produced to the correct specification.
- Material may be pre-treated (nibbled or broken) prior to being loaded into the Mobile Crushing Plant.

## 8.0 Product sampling and testing regime

- Oakfield Recycling Ltd operations will sample in accordance with Wrap's 'The Quality Protocol'.
- Sampling will be carried out in accordance with **BSEN 932-1**; the sample will be collected by the coning and quartering method.
- Testing will be undertaken on a **production frequency** and not on a calendar frequency as this will provide more accurate sample results. The following sampling frequencies and sampling tests will be adhered to:
- **Sampling frequencies**
  - A **production day** is on average 500 tonnes of processed material
  - A **production week** is 5 production days (every 2,500 tonnes)
  - A **production month** is 6 production weeks (every 60,000 tonnes)
- **Required Sampling tests**

Property description	BS EN test method	Minimum Test Frequency
General description	-	Every incoming load by visual inspection
Aggregate composition including organics	Visual sorting of the plus 8mm fraction (Highway Works Clause 710)	1 per production week
Grading	933-1	1 per production week
Fines Content	933-1	1 per production week
Particle Shape (no requirement in UK for unbound aggregates)	933-1	1 per production week

- The above assumes a consistent input of mixed material from the feedstock; if the input of materials varies from the normal feedstock additional samples may need to be taken to ensure quality of the product.
- After the first batch of material has been processed, the Approved Deputy will check the size and composition of the materials exiting the crusher and the screens. Non conforming materials will be addressed and the plant investigated. Regular checks on the feed rate and exit materials will be made throughout the process.
- **Additional Sampling Tests 'may be used as a means of either deciding or illustrating suitability for a particular end use' (Reference: 'The Quality Protocol').**

As the end use for this product is engineering fill the relevant tests have been selected, if the end use changes then the relevant testing references as outlined within Table (6) Oakfield Recycling Ltd QMS will be used.
- **Testing standard**

Oakfield Recycling Ltd only use accredited testing laboratories.

## 9.0 Stockpiles

- Processed materials will be stockpiled in such a way that they will not be contaminated with non-processed materials.

## 10.0 Records

- Records of incoming wastes and products leaving the site shall be kept for at least 5 years.
- Records of the test carried out on the feedstock, equipment, and product shall be recorded and kept within the Site Office or the Head Office.
- All tested material will be given an ID Code which will be used to provide an audit trail. The records will document the ID Code, time, and location of the test or sample.
- Gary Harby or his Approved Deputy will be responsible for managing all documentation. The testing information will be readily available to the purchaser or the regulator.

## 11.0 The following flow sequence for the acceptance and processing of inert material will be used:

- MACHINERY TO BE INSPECTED AND CALIBRATED, SET UP IN ACCORDANCE WITH THE HEALTH AND SAFETY METHOD STATEMENT
- OBTAIN INFORMATION ON SOURCE OF WASTE, ASSESS POTENTIAL VARIABILITY
- DEPOSIT WASTE INTO THE WASTE RECEPTION AREA FOR INSPECTION
- ACCEPTANCE CRITERIA APPLIED
- ACCEPT MATERIALS OR REJECT MATERIALS IF NECESSARY
- WEIGH AND CATEGORISE
- ALLOCATE TO APPROPRIATE FEEDSTOCK STOCK AREA
- RE-INSPECT FOR COMPLIANCE TO ACCEPTANCE CRITERIA, REJECT IF NECESSARY
- FEED STOCK SEGREGATED BY TYPE AND WILL BE FED INTO PLANT AT APPROPRIATE RATE
- FERROUS METALS REMOVED BY MAGNETS, OTHER CONTAMINANTS TO BE HAND PICKED
- CRUSH AND/OR SCREEN AS NECESSARY
- INSPECT MATERIAL FOR SIZE, COMPOSITION AND OTHER DAILY PARAMETERS
- REJECT MATERIAL IF NECESSARY
- ALLOCATE TO APPROPRIATE STOCKPILES
- INSPECT PRIOR TO DISPATCH FROM SITE
- REJECT MATERIAL IF NECESSARY
- ENSURE DOCUMENTATION HAS DESCRIPTION OF PRODUCT AND THAT IT ALSO STATES THAT THE PRODUCT WAS PRODUCED UNDER A QUALITY PROTOCOL CONFORMING TO THE AGGREGATES QUALITY PROTOCOL

## 12.0 Sales documentation

- The delivery documentation shall record the type of aggregate produced and state that the aggregate was produced under this Quality Management System which conforms to the aggregates Quality Protocol.

## 13.0 Final Product

- Only after Gary Harby or his Approved Deputy is satisfied that the MOT Type 1 has been fully processed to the standards outlined within the QMS will the materials be classed as a product.

## **Method Statement for the Production of 6F2, 6F5, 6C, 1A 150mm to 50mm, 55mm to dust, 10mm to dust, 40mm to 20mm Pipe Bedding, 20mm to 5mm Pipe Bedding and 10mm Pipe Bedding**

### **1.0 Produce material under the Quality Management System**

- The Quality Management System (QMS) developed by Oakfield Recycling Ltd provides a uniform control process from which they can reasonably state and demonstrate that their product has been fully recovered and is no longer a waste.
- The management has appointed Gary Harby (Site Manager) to be responsible for the implementation, maintenance and performance of the QMS. Gary Harby will authorise an Approved Deputy to ensure that these duties are undertaken when he is not available. Staff who will be performing work which affects product quality shall be adequately informed and trained with regards to the relevance and importance of their activities and how they contribute to the achievement of the quality objectives.
- A copy of the QMS, Method Statement for the Production of 6F2, 6F5, 6C, 1A, 150mm to 50mm, 55mm to dust, 10mm to dust, 40mm to 20mm Pipe Bedding, 20mm to 5mm Pipe Bedding and 10mm Pipe Bedding along with the Daily Process Control sheets will be stored within the site office.
- The intended end use of this product is as engineered fill.

### **2.0 Health and Safety Method Statement**

- The 'Health and Safety Method Statement' will be used in conjunction with this Method Statement of Production.

### **3.0 Source of material**

- The site operates under a Paragraph 13 exemption issued by the Environment Agency, referenced BCI/003583. All suitable materials will be unloaded within the Reception Area where they will be processed by the Mobile Crusher and Screening Plant.

### **4.0 Suitable materials**

- Waste materials deemed suitable for use in the manufacture of 6F2, 6F5, 6C, 1A, 150mm to 50mm, 55mm to dust, 10mm to dust, 40mm to 20mm Pipe Bedding, 20mm to 5mm Pipe Bedding and 10mm Pipe Bedding include:
 

17 01 01	Concrete including solid dewatered concrete process waste
17 01 02	Bricks
17 01 03	Tiles and ceramics
17 01 07	Mixtures of concrete, bricks, tiles and ceramics

### **5.0 Material acceptance and inspection**

- All incoming materials will be inspected by the Operations Manager or his Approved Deputy to ensure that the material matches the accompanying Waste Transfer Note. The Waste Transfer Note will be kept for a minimum of 5 years and will detail the following information as a minimum;
 

a) Date	b) Description of material including EWC Code
c) Place of origin (where known)	d) Quantity by weight or volume
e) Registered Carrier / Supplier	f) Supplier
g) SIC Code	h) Waste hierarchy declaration

### **6.0 Material rejection and dealing with contaminants**

- Oakfield Recycling Ltd will only process inert materials and will reject immediately any material containing hazardous and deleterious materials. Unsuitable materials may include asbestos, clay, soils, metals, plastics, timber and contaminated materials. In the event that small amounts of contaminants are found within this material, they will be removed prior to being processed.



- If the material is contaminated, for example, by diesel or petrol, the load will be rejected and removed from site. The material will either be reloaded onto the vehicle which brought the waste in, or placed within the quarantine area. The supplier of the material will be informed. If the material is removed from site by Oakfield Recycling Ltd it will be disposed of at an authorised facility with the requisite paperwork.

## 7.0 Equipment used in the manufacturing process

- The following list of equipment is used in the manufacture of 6F2, 6F5, 6C, 1A, 150mm to 50mm, 55mm to dust, 10mm to dust, 40mm to 20mm Pipe Bedding, 20mm to 5mm Pipe Bedding and 10mm Pipe Bedding:
  - McCloskey Mobile Crushing Plant and McCloskey Screener if required
  - Hitachi 210 Excavator
  - Doosan Wheeled Loading Shovel
- The McCloskey Mobile Crushing Plant will be set to produce the required aggregate by an Authorised Person. The McCloskey Screener will be maintained and calibrated to ensure the individual aggregates, such as 6F2, 6F5, 6C, 1A, 150mm to 50mm, 55mm to dust, 10mm to dust, 40mm to 20mm Pipe Bedding, 20mm to 5mm Pipe Bedding and 10mm Pipe Bedding are produced to the correct specification.
- Material may be pre-treated (nibbled or broken) prior to being loaded into the Mobile Crushing Plant

## 8.0 Product sampling and testing regime

- Oakfield Recycling Ltd operations will sample in accordance with Wrap's 'The Quality Protocol'.
- Sampling will be carried out in accordance **with BSEN 932-1**; the sample will be collected by the coning and quartering method.
- Testing will be undertaken on a **production frequency** and not on a calendar frequency as this will provide more accurate sample results. The following sampling frequencies and sampling tests will be adhered to:
- **Sampling frequencies**
  - A **production day** is on average 500 tonnes of processed material
  - A **production week** is 5 production days (every 2,500 tonnes)
  - A **production month** is 6 production weeks (every 60,000 tonnes)
- **Required Sampling tests**

Property description	BS EN test method	Minimum Test Frequency
General description	-	Every incoming load by visual inspection
Aggregate composition including organics	Visual sorting of the plus 8mm fraction (Highway Works Clause 710)	1 per production week
Grading	933-1	1 per production week
Fines Content	933-1	1 per production week
Particle Shape (no requirement in UK for unbound aggregates)	933-1	1 per production week

- The above assumes a consistent input of mixed material from the feedstock; if the input of materials varies from the normal feedstock additional samples may need to be taken to ensure quality of the product.
- After the first batch of material has been processed, the Approved Deputy will check the size and composition of the materials exiting the crusher and the screens. Non conforming materials will be addressed and the plant investigated. Regular checks on the feed rate and exit materials will be made throughout the process.
- **Testing standard**  
Oakfield Recycling Ltd only use accredited testing laboratories.



- **Additional Sampling Tests** *'may be used as a means of either deciding or illustrating suitability for a particular end use'* (Reference: *'The Quality Protocol'*).

As the end use for this product is engineering fill the relevant tests have been selected, if the end use changes then the relevant testing references as outlined within Table (6) Oakfield Recycling Ltd QMS will be used.

## 9.0 Stockpiles

- Processed materials will be stockpiled in such a way that they will not be contaminated with non-processed materials.

## 10.0 Records

- Records of incoming wastes and products leaving the site shall be kept for at least 5 years.
- Records of the test carried out on the feedstock, equipment, and product shall be recorded and kept within the Site Office or the Head Office.
- All tested material will be given an ID Code which will be used to provide an audit trail. The records will document the ID Code, time, and location of the test or sample.
- Gary Harby or his Approved Deputy will be responsible for managing all documentation. The testing information will be readily available to the purchaser or the regulator.

## 11.0 The following flow sequence for the acceptance and processing of inert material will be used:

- MACHINERY TO BE INSPECTED AND CALIBRATED, SET UP IN ACCORDANCE WITH THE HEALTH AND SAFETY METHOD STATEMENT
- OBTAIN INFORMATION ON SOURCE OF WASTE, ASSESS POTENTIAL VARIABILITY
- DEPOSIT WASTE INTO THE WASTE RECEPTION AREA FOR INSPECTION
- ACCEPTANCE CRITERIA APPLIED
- ACCEPT MATERIALS OR REJECT MATERIALS IF NECESSARY
- WEIGH AND CATEGORISE
- ALLOCATE TO APPROPRIATE FEEDSTOCK STOCK AREA
- RE-INSPECT FOR COMPLIANCE TO ACCEPTANCE CRITERIA, REJECT IF NECESSARY
- FEED STOCK SEGREGATED BY TYPE AND WILL BE FED INTO PLANT AT APPROPRIATE RATE
- FERROUS METALS REMOVED BY MAGNETS, OTHER CONTAMINANTS TO BE HAND PICKED
- CRUSH AND/OR SCREEN AS NECESSARY
- INSPECT MATERIAL FOR SIZE, COMPOSITION AND OTHER DAILY PARAMETERS
- REJECT MATERIAL IF NECESSARY
- ALLOCATE TO APPROPRIATE STOCKPILES
- INSPECT PRIOR TO DISPATCH FROM SITE
- REJECT MATERIAL IF NECESSARY
- ENSURE DOCUMENTATION HAS DESCRIPTION OF PRODUCT AND THAT IT ALSO STATES THAT THE PRODUCT WAS PRODUCED UNDER A QUALITY PROTOCOL CONFORMING TO THE AGGREGATES QUALITY PROTOCOL

## 12.0 Sales documentation

- The delivery documentation shall record the type of aggregate produced and state that the aggregate was produced under this Quality Management System which conforms to the aggregates Quality Protocol.

## 13.0 Final Product

- Only after Gary Harby or his Approved Deputy is satisfied that the 6F2, 6F5, 6C, 1A, 150mm to 50mm, 55mm to dust, 10mm to dust, 40mm to 20mm Pipe Bedding, 20mm to 5mm Pipe Bedding and 10mm Pipe Bedding has been fully processed to the standards outlined within the QMS will the materials be classed as a product.

## Method Statement for the Production of Filled Sand

### 1.0 Produce material under the Quality Management System

- The Quality Management System (QMS) developed by Oakfield Recycling Ltd provides a uniform control process from which they can reasonably state and demonstrate that their product has been fully recovered and is no longer a waste.
- The management has appointed Gary Harby (Site Manager) to be responsible for the implementation, maintenance and performance of the QMS. Gary Harby will authorise an Approved Deputy to ensure that these duties are undertaken when he is not available. Staff who will be performing work which affects product quality shall be adequately informed and trained with regards to the relevance and importance of their activities and how they contribute to the achievement of the quality objectives.
- A copy of the QMS, Method Statement for the Production of Filled Sand and the Daily Process Control sheets will be stored within the site office.
- The intended end use of this product is as engineered fill.

### 2.0 Health and Safety Method Statement

- The Health and Safety Method Statement will be used in conjunction with this Method Statement of Production.

### 3.0 Source of material

- The site operates under a Paragraph 13 exemption issued by the Environment Agency, referenced BCI/003583. All suitable materials will be unloaded within the Reception Area where they will be processed by the Mobile Crusher and Screening Plant.

### 4.0 Suitable materials

- Waste materials deemed suitable for use in the manufacture of Filled Sand include:
 

01 04 09	waste sand and clays
19 12 09	minerals (for example sand, stones)

### 5.0 Material acceptance and inspection

- All incoming materials will be inspected by the Operations Manager or his Approved Deputy to ensure that the material matches the accompanying Waste Transfer Note. The Waste Transfer Note will be kept for a minimum of 5 years and will detail the following information as a minimum;

- |                                  |   |
|----------------------------------|---|
| a) Date                          | b) Description of material including EWC Code |
| c) Place of origin (where known) | d) Quantity by weight or volume               |
| e) Registered Carrier / Supplier | f) Supplier                                   |
| g) SIC Code                      | h) Waste hierarchy declaration                |

### 6.0 Material rejection and dealing with contaminants

- Oakfield Recycling Ltd will only process inert materials and will reject immediately any material containing hazardous and deleterious materials. Unsuitable materials may include asbestos, clay, soils, metals, plastics, timber and contaminated materials. In the event that small amounts of contaminants are found within this material, they will be removed prior to being processed.
- If the material is contaminated, for example, by diesel or petrol, the load will be rejected and removed from site. The material will either be reloaded onto the vehicle which brought the waste in, or placed within the quarantine area. The supplier of the material will be informed. If the material is removed from site by Oakfield Recycling Ltd it will be disposed of at an authorised facility with the requisite paperwork.

## 7.0 Equipment used in the manufacturing process

- The following list of equipment is used in the manufacture of Filled Sand:
  - Pegson Powerscreens
  - Hitachi 210 Excavator
  - Mega 400 Wheeled Loading Shovel
- The Pegson Powerscreens will be maintained and calibrated to ensure the individual aggregates, such as Filled Sand, is produced to the correct specification.

## 8.0 Product sampling and testing regime

- Oakfield Recycling Ltd operations will sample in accordance with Wrap's 'The Quality Protocol'.
- Sampling will be carried out in accordance **with BSEN 932-1**; the sample will be collected by the coning and quartering method.
- Testing will be undertaken on a **production frequency** and not on a calendar frequency as this will provide more accurate sample results. The following sampling frequencies and sampling tests will be adhered to:
- **Sampling frequencies**
  - A **production day** is on average 500 tonnes of processed material
  - A **production week** is 5 production days (every 2,500 tonnes)
  - A **production month** is 6 production weeks (every 60,000 tonnes)
- **Required Sampling tests**

Property description	BS EN test method	Minimum Test Frequency
General description	-	Every incoming load by visual inspection
Aggregate composition including organics	Visual sorting of the plus 8mm fraction (Highway Works Clause 710)	1 per production week
Grading	933-1	1 per production week
Fines Content	933-1	1 per production week
Particle Shape (no requirement in UK for unbound aggregates)	933-1	1 per production week

- The above assumes a consistent input of mixed material from the feedstock; if the input of materials varies from the normal feedstock additional samples may need to be taken to ensure quality of the product.
- After the first batch of material has been processed, the Approved Deputy will check the size and composition of the materials exiting the screens. Non conforming materials will be addressed and the plant investigated. Regular checks on the feed rate and exit materials will be made throughout the process.
- **Additional Sampling Tests 'may be used as a means of either deciding or illustrating suitability for a particular end use' (Reference: 'The Quality Protocol').**

As the end use for this product is engineering fill the relevant tests have been selected, if the end use changes then the relevant testing references as outlined within Table (6) Oakfield Recycling Ltd QMS will be used.
- **Testing standard**

Oakfield Recycling Ltd only use accredited testing laboratories.

## 9.0 Stockpiles

- Processed materials will be stockpiled in such a way that they will not be contaminated with non-processed materials.

## 10.0 Records

- Records of incoming wastes and products leaving the site shall be kept for at least 5 years.
- Records of the test carried out on the feedstock, equipment, and product shall be recorded and kept within the Site Office or the Head Office.
- All tested material will be given an ID Code which will be used to provide an audit trail. The records will document the ID Code, time, and location of the test or sample.
- Gary Harby or his Approved Deputy will be responsible for managing all documentation. The testing information will be readily available to the purchaser or the regulator.

## 11.0 The following flow sequence for the acceptance and processing of inert material will be used:

- MACHINERY TO BE INSPECTED AND CALIBRATED, SET UP IN ACCORDANCE WITH THE HEALTH AND SAFETY METHOD STATEMENT
- OBTAIN INFORMATION ON SOURCE OF WASTE, ASSESS POTENTIAL VARIABILITY
- DEPOSIT WASTE INTO THE WASTE RECEPTION AREA FOR INSPECTION
- ACCEPTANCE CRITERIA APPLIED
- ACCEPT MATERIALS OR REJECT MATERIALS IF NECESSARY
- WEIGH AND CATEGORISE
- ALLOCATE TO APPROPRIATE FEEDSTOCK STOCK AREA
- RE-INSPECT FOR COMPLIANCE TO ACCEPTANCE CRITERIA, REJECT IF NECESSARY
- FEED STOCK SEGREGATED BY TYPE AND WILL BE FED INTO PLANT AT APPROPRIATE RATE
- FERROUS METALS REMOVED BY MAGNETS, OTHER CONTAMINANTS TO BE HAND PICKED
- CRUSH AND/OR SCREEN AS NECESSARY
- INSPECT MATERIAL FOR SIZE, COMPOSITION AND OTHER DAILY PARAMETERS
- REJECT MATERIAL IF NECESSARY
- ALLOCATE TO APPROPRIATE STOCKPILES
- INSPECT PRIOR TO DISPATCH FROM SITE
- REJECT MATERIAL IF NECESSARY
- ENSURE DOCUMENTATION HAS DESCRIPTION OF PRODUCT AND THAT IT ALSO STATES THAT THE PRODUCT WAS PRODUCED UNDER A QUALITY PROTOCOL CONFORMING TO THE AGGREGATES QUALITY PROTOCOL

## 12.0 Sales documentation

- The delivery documentation shall record the type of aggregate produced and state that the aggregate was produced under this Quality Management System which conforms to the aggregates Quality Protocol.

## 13.0 Final Product

- Only after Gary Harby or his Approved Deputy is satisfied that the Filled Sand has been fully processed to the standards outlined within the QMS will the materials be classed as a product.



## Production Processes

The processing operations that the waste will undergo before being deemed a product by Oakfield Recycling Limited will include all or some of the following operations; stockpiling prior to sorting, segregating, crushing, screening and stockpiling of the final recycled products.

The equipment utilised on site at the time of writing includes the following; McCloskey Mobile Crushing Plant incorporating over band magnet for ferrous metal removal, McCloskey Power screens, 360° excavator and a Doosan Wheeled Loading Shovel.



### Reception of waste

The Weighbridge Operator will follow the acceptance criteria process; the waste types must conform to the description in the documentation supplied by the producer and holder (Page 24). The contents of the load will be inspected by the Yard Marshall or approved deputy as the load is deposited. Suitable lighting will be provided on the site as necessary to allow the inspection of in-coming wastes to take place.

### Waste handling and processing procedures

Waste which is stored on the site prior to being processed will be placed on an area of hardstanding. The Yard Marshall or authorised deputy will ensure that the incoming wastes are of suitable quality and consistency to enable the sorting and processing of inert materials.

The processing of the waste is either undertaken by a stone crusher and/or screening equipment. The McCloskey Mobile Crushing Plant is a jaw crusher which reduces large pieces of aggregate by the use of compressional forces. The fixed jaw is in a 'V' alignment with the stationary breaking surface and the moving jaw exerts forces on the rock by pressing it against the stationary plate. The space at the bottom of the 'V' aligned jaw plates is the crusher product size gap. The material remains within the jaw until it is small enough to pass through this gap. Currently the gap is set at 5 inches; this may be altered dependant upon end user specification.

The McCloskey Mobile Crushing Plant is equipped with overband magnetic separators. Metal is removed from the process, stored within a skip and removed off site for further reprocessing.



All materials are visually inspected on a routine basis and site staff hand picks contaminants prior to processing, during processing and from the final stock pile as required. The product is inspected prior to being dispatched from site.

### Manufactured Products

The on site operations will produce a varied range of products. The product designations will be derived from the relevant European Standard for Aggregates and industry specifications. The aggregate types, BS EN Standards, product classifications and specifications can be found within Tables (3), (4) and (5) of this QMS.

TABLE (2): AGGREGATES TYPE	BS EN STANDARD
Aggregates for unbound and hydraulically bound materials. Including general fill, capping, sub-base and pipe bedding.	BS EN 13242: 2002. Aggregates for unbound and hydraulically bound materials. (Annex C).
Aggregates for asphalt	BS EN 13043: 2002. Aggregates for bituminous mixtures and surface treatments for roads, airfields and other trafficked areas.

TABLE (3): STANDARD	DESCRIPTION
BS EN 12620+A1	Aggregates for concrete
BS EN 13043	Aggregates for bituminous mixtures and surface treatments for roads, airfields and other trafficked areas*
BS EN 13055-1	Lightweight aggregate for concrete
BS EN 13055-2	Lightweight aggregate for bound and unbound materials
BS EN 13242+A1	Aggregates for unbound and hydraulically bound materials for use in civil engineering work and road construction**
BS EN 13383	Armourstone
BS EN 13450	Aggregates for railway ballast
BS EN 450-1	Fly ash for concrete
BS EN 14227-3	Fly ash for bound materials
BS EN 14227-4	Fly ash for hydraulically bound mixtures
BS EN 13108-1	Bituminous Mixtures. Material specifications. Asphalt concrete
BS EN 13108-3	Bituminous Mixtures. Material specifications. Soft Asphalt
BS EN 13108-4	Bituminous Mixtures. Material specifications. Hot rolled asphalt
BS EN 13108-5	Bituminous Mixtures. Material specifications. Stone Mastic asphalt
BS EN 13108-6	Bituminous Mixtures. Material specifications. Mastic asphalt
BS EN 13108-7	Bituminous Mixtures. Material specifications. Porous asphalt
BS EN 13108-8	Bituminous Mixtures. Material specifications. Reclaimed asphalt

TABLE (4): AGGREGATE TYPES	PRODUCT CATEGORIES	SPECIFICATIONS
Aggregates for unbound and hydraulically bound materials. The specification places precise requirements on the producer of the mixture and should be consulted where relevant.	Pipe bedding	Specification for Highways Work Class 500
	General fill	Specification for Highways Work Class 600
	Capping	
	Sub-base	Specification for Highways Work Class 800
Aggregates for asphalt	Recycled asphalt aggregate for asphalt	Specification for Highways Work Class 900

	Aggregates for asphalt	
Aggregates for concrete	Aggregates for concrete	Specification for Highways Work 100

The testing schedule will be product specific and will specify the location of sampling (stockpile or on line), and should meet the minimum requirements of the Standards. The minimum requirements are as follows (Table 5 below):

Property description	BS EN test method	Minimum Test Frequency
General description		Every incoming load by visual inspection
Aggregate composition including organics	Visual sorting of the plus 8mm fraction (Highway Works Clause 710)	1 per production week
Grading	933-1	1 per production week
Fines Content	933-1	1 per production week
Particle Shape (no requirement in UK for unbound aggregates)	933-1	1 per production week

Table (5): These tests must be performed on the processed aggregate.

The Standards will refer to testing frequencies relating to production periods and not calendar periods; where a period is defined as a full week, month or year of production working days. A production week can be defined as the period of 7 consecutive days comprising of least 5 production days or the period taken to complete 5 production days (whichever is longer). For example; a production day of 500 tonnes would give a 2500 tonne production week. Individual test frequencies are outlined within the Method Statements for each type of product produced on site.

Testing will be performed on samples obtained in accordance with BS EN 932: Tests for general properties of aggregates. The BS EN 932 – Part 1: Methods for sampling describes how routine samples should be collected. The objective of the sample is that it should represent the properties of a batch. Bulk samples can be reduced to sample size either using a riffle box or by coning and quartering. Currently samples are collected on site using the coning and quartering method where the bulk sample is shovelled to form a cone shape. The cone is turned over three times and then levelled. This material is divided into four quarters and two of the diagonally opposite quarters are discarded. This process is repeated until the sample is reduced to the required size. The samples are placed into an appropriate bag, secured and labelled before being transported to the laboratory for analysis.

Once the samples have met the minimum test requirements as set out in Table (5) above, the following test methods may be used as a means of either deciding or illustrating suitability for a particular test end (Table(6)):

Type of use	Test Reference	BS
<b>All End Uses</b> Particle Density Resistance to Fragmentation: Los Angeles Bulk Density	1097-6 1097-2 1097-3	
<b>Use as Fill</b> Water Absorption CBR Plasticity of Fines	1097-6	1377: Part 4 1377: Part 2
<b>Use as concrete / hydraulically bound materials</b> Water Absorption Magnesium Sulphate Abrasion Resistance: AAV Drying Shrinking Chlorides Sulphate and Sulphides Alkali Silica Reaction (All RCA must be classified as highly reactive) Organic Contamination	1097-6 1367-2 1097-8 1367-4 1744-1 1744-1 - 1744-1	1377: Part 4 1377: Part 2
<b>Use as unbound, pipe bedding</b> Particle Density Resistance to Fragmentation: Los Angeles Plasticity of Fines Frost Heave Water Soluble Sulphate Magnesium Sulphate	1097-6 1097-2 - - 1744-1 1367-1	1377: Part 2 812: Part 124
<b>Use in asphalt</b> Particle Density Water Absorption Resistance to Fragmentation: Los Angeles Abrasion Resistance: AAV Polishing Resistance Resistance to heat	1097-6 1097-6 1097-2 1097-8 1097-8 1367-5	

Table (6): These tests may be used as a means of either deciding or illustrating suitability for a particular end use.

## Factory Production Control

The Factory Production Control is implemented through the "Implementation of the Method Statement of Production and the Factory Production Control". The Factory Production Control (FPC) is defined in the Construction Products Directive as a control system introduced by the manufacturers to; monitor production, ensure that the required product characteristics are achieved and to maintained consistently by the output. Every aspect of this control system should be documented in a body of written policies and procedures, and as such is an integral part of the QMS. The FPC for the production of aggregates is specified in each of the BS EN Standards relevant to aggregates, these ensure that they conform to the relevant requirements of the technical specifications.

The FPC is implemented through scheduled controls and tests on measuring equipment, raw materials and constituents, processes, machines and manufacturing equipment and finished products, including material properties in products. Most importantly, the system provides for conformity assessment and for the management of non-conforming products.

Each BS EN Standard on Aggregates describes the FPC and its minimum requirements in terms of:

- Organization: responsibilities and management of the FPC;
- Control procedures: manuals on procedures, documents and data control;
- Management of production: required set of procedures which constitute the FPC (identification and control of materials and any hazardous material content, control of storage and stock conditions, traceability of product throughout the process);
- Inspection and testing: testing equipment, procedures and frequencies as outlined within the BS EN Standards;
- Records: what needs to be recorded and kept;
- Control of non-conforming product: actions to be taken on non-conforming products and corrective actions to avoid replication;
- Handling, storage and conditioning in production areas: arrangements to be taken to ensure maintenance of quality during handling and storage;
- Transport and packaging: responsibilities of the manufacturer and actions to avoid contamination of the product during those phases; and
- Training of personnel: procedures to ensure appropriate training of personnel involved in the FPC.

These requirements are recorded in various documents by appropriately trained staff. The documents will be kept within the site office.



## Implementation of the Method Statement of Production and the Factory Production Control

The following sections deal with the implementation of the principles of quality as they apply to a generic process for the manufacture of aggregates from waste. This chart has been based on the flowcharts used in WRAP Quality protocols and can be used as a framework for developing more detailed descriptions of the processes used, as required by the Method Statement of Production:

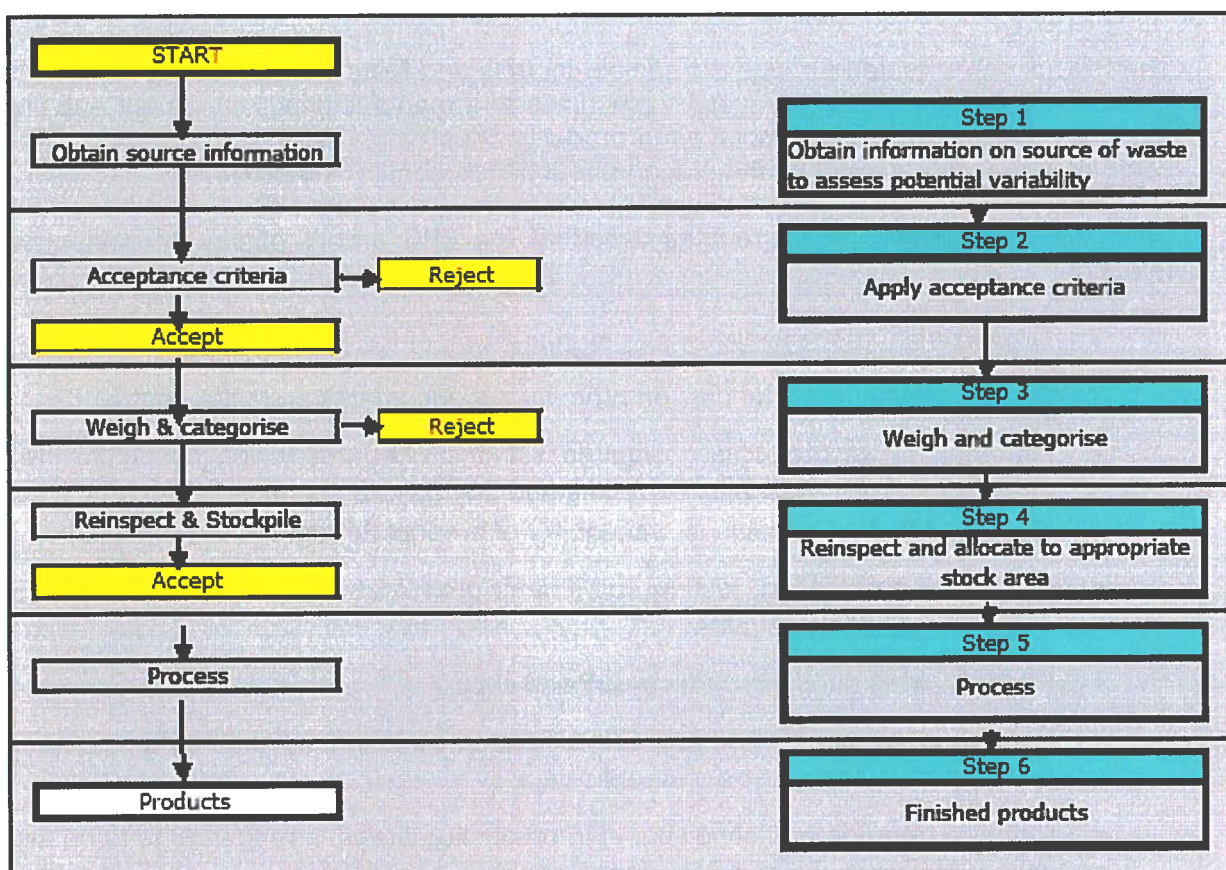


Table (7): WRAP (left) and AggRegain (right) flow diagrams

For each stage of the flowchart and corresponding step of the tool, a Quality Manual section has been developed. Each section contains:

- An outline of the procedures to be set in the system and described in the Manual
- A reminder of the responsibilities for the actions required
- A description of the records to be maintained, with reference to templates available from the Quality Tool within AggRegain Quality Module



## **Incoming waste materials**

To ensure that Oakfield Recycling Limited is complying with the FPC, information on the nature of the raw material and its source is scrutinised. It is Oakfield Recycling Limited responsibility to ensure that the source material is inert and that concentrations of any and all dangerous substances present in final product are within the limits in force. Therefore, as a minimum the following information to be obtained:

- Regulatory information:
  - waste licence or registration of exemption
  - waste carrier/waste broker registration details
- FPC information:
  - Material details (e.g.: type of waste)
  - Location of arising (demolition site, plant, etc)
  - Demolition or building contractor details/ supplier details
- Date of demolition/arising/production

Oakfield Recycling Limited will ensure that; the waste is received from a registered carrier or broker, the waste has a traceable origin and owner and the waste originator/site holds an Environmental Permit or Exemption.

Each waste load will be accompanied by a Waste Transfer Note, to be inspected for completeness for regulatory information as required within the Duty of Care Regulations. The delivery ticket shall be checked against the Waste Transfer Note for material description, site of origin and supplier. Any load not accompanied by a Waste Transfer Note, or accompanied by incomplete Waste Transfer Notes will be rejected. An example of a Waste Transfer Note taken from Environment Agency (EA) guidance is illustrated on Page 24. If a company delivers waste to site with a Waste Transfer Note which does not meet our criteria, a copy of this EA Waste Transfer Note will be offered to the company for completion. The EWC Codes for waste will be included along with the material description. The Waste Transfer Notes that accompany each and every load will be kept for at least two years as required by the statutory period.

We will assess information from our suppliers. Oakfield Recycling Limited will reject, for example, concrete waste arising from the demolition of an industrial site if we suspect that such waste may be contaminated because of the nature of the industrial operations. If a supplier delivers waste from a single site in a number of consignments, this information will be noted within our Register of Supplies or the Site Daily Log. If waste is arising from an individual, the regulatory information will be available for every load and recorded on our Register of Deliveries or the Site Daily Log.

## **Responsibilities**

Gary Harby or authorised deputy will be responsible for obtaining and maintaining a record of the information. The information will be customer specific; single loads will be recorded when the customer arrives on site, contracts with a supplier will be addressed prior to the contract being in operation.

## **Records to be maintained**

Examples of the information required within the Register of Supplies and the Register of Deliveries can be seen on pages 25 and 26; at Oakfield Recycling Limited this information is written within the Site Daily Log which records all information as required. These records

contain details on materials supplied, the supplier, any documents regarding the start and finish of the supply and the regulatory documentation. These records will be kept for the statutory requirement of at least two years.

## Duty of care: waste transfer note

Keep this page and copy it for future use. Please write as clearly as possible.

### Section A – Description of waste

A1 Description of the waste being transferred

\_\_\_\_\_  
\_\_\_\_\_

List of Waste Regulations code(s)

\_\_\_\_\_

A2 How is the waste contained?

Loose ☐ Sacks ☐ Skip ☐ Drum ☐

Other ☐ \_\_\_\_\_

A3 How much waste? For example, number of sacks, weight

\_\_\_\_\_

### Section B – Current holder of the waste – Transferor

By signing in Section D below I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011 Yes ☐

B1 Full name

\_\_\_\_\_

Company name and address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ SIC code (2007) \_\_\_\_\_

B2 Name of your unitary authority or council

\_\_\_\_\_

B3 Are you:

The producer of the waste? ☐

The importer of the waste? ☐

The local authority? ☐

The holder of an environmental permit? ☐

Permit number \_\_\_\_\_

Issued by \_\_\_\_\_

Registered waste exemption? ☐

Details, including registration number

\_\_\_\_\_

A registered waste carrier, broker or dealer? ☐

Registration number \_\_\_\_\_

Details (are you a carrier, broker or dealer?)

\_\_\_\_\_

### Section C – Person collecting the waste – Transferee

C1 Full name

\_\_\_\_\_

Company name and address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

C2 Are you:

The local authority? ☐

C3 Are you:

The holder of an environmental permit? ☐

Permit number \_\_\_\_\_

Issued by \_\_\_\_\_

Registered waste exemption? ☐

Details, including registration number

\_\_\_\_\_

A registered waste carrier, broker or dealer? ☐

Registration number \_\_\_\_\_

Details (are you a carrier, broker or dealer?)

\_\_\_\_\_

### Section D – The transfer

D1 Address of transfer or collection point

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Date of transfer (DD/MM/YYYY) \_\_\_\_\_

D2 Broker or dealer who arranged this transfer (if applicable)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Registration number \_\_\_\_\_

Time(s) \_\_\_\_\_

Transferor's signature \_\_\_\_\_

Name \_\_\_\_\_

Representing \_\_\_\_\_

Transferee's signature \_\_\_\_\_

Name \_\_\_\_\_

Representing \_\_\_\_\_

## REGISTER OF SUPPLIES

ID Code					
Supplier/ Deliverer					
Contact Details					
Envt Permit Number					
Waste Broker Number					
Waste Carrier Number					
Waste type EWC					
Location of arising					
Date/ Start of supply					
End of supply					



## REGISTER OF DELIVERIES

ID Code					
Date					
Waste type EWC					
Location of arising					
Quantity by weight or volume					
Supplier					
Waste Carrier Number					
Feedstock category					
Reason for rejection at tipping					

## **Receipt of waste materials**

Oakfield Recycling Limited will ensure that strict acceptance procedures are adhered to which will ensure full compliance with statutory duties and processing requirements. All waste will be accompanied with a Waste Transfer Note as required by the Duty of Care regulations. All vehicles which enter site without the relevant paperwork will be rejected and their details will be reported to the Environment Agency.

All waste material will be visually inspected when it arrives on site. The following criteria will be applied to decide upon the acceptance of incoming waste, on receipt and after tipping:

- Only waste that can meet the definition of inert shall be accepted.
- That there is no suspicion of contamination and the wastes are considered to be inert.
- Any load containing any amount of hazardous material shall be rejected immediately and that any load containing 1% by volume of foreign material, such as wood and plastic, shall be rejected.
- These criteria are met by completing visual inspections of every load, on initial receipt and after tipping.

If the waste material does not meet our acceptance criteria then it will be rejected. This material will either be reloaded onto the vehicle which deposited the waste, or placed within the quarantine area for disposal at an authorised facility. A copy of the Waste Transfer Note or the Consignment Note will be kept in the site office to ensure that an audit trail can be followed. The Environment Agency will be informed.

## **Responsibilities**

Gary Harby or his approved deputy will inspect the load and take the decision to accept or reject the load. They will be responsible for managing the accompanying documents or documenting the rejected load.

## **Records to be maintained on deliveries**

As a Statutory requirement the Waste Transfer Notes which accompany the waste that we have received will be kept for at least two years. We will also record the deliveries that we have accepted.

We will keep a record of the loads rejected (with details on the reason for the decision) for future reference. A copy of the Register of Rejected Deliveries is detailed on Page 28; the information on this form may be written within the Site Daily Log which will record all information as required. This information will be used in discussions with the supplier with regards to the rejected load; it will provide an explanation as to the reasons for our decision and the actions needed to avoid rejections on future loads.

## REGISTER OF REJECTED MATERIAL

ID Code		
Date		
Quantity by weight or volume		
Supplier		
Location of arising		
Reason for rejection		
Returned on customer vehicle?		
Disposal facility		
Photographs – ID numbers		
Signed		

## **Weighing and categorising**

The quantity or volume of all waste entering the site will be recorded onto the Waste Transfer Note and the Record of Deliveries or the Site Daily Log. The recorded volume of materials will be kept for at least 2 years.

### **Responsibilities and records to be maintained**

If the material has successfully passed our strict acceptance criteria, Gary Harby or his approved deputy will be responsible for categorising the load and sending it to be tipped into the appropriate stockpile.

If the material fails to meet these standards, Gary Harby or his approved deputy will be responsible for rejecting a load at this stage of the process and completing the paperwork and associated procedures as required.

The Factory Production Control requires material to be put into stock in a controlled manner. The stock bays will be clearly marked. Care will be taken to ensure that the bays are not overloaded and that categorised materials remain segregated at all times.

## **Re-inspecting and stockpiling**

Oakfield Recycling Limited inspects material whilst on the delivery vehicle, during tipping and when the load is being pushed into the stockpile. In our experience, contaminated material can be hidden in the bulk of the load and is only discovered when the waste is agitated by a mechanical loading shovel.

During these operations, site staff will perform visual and olfactory checks on the load to confirm the earlier categorisation. This re-inspection will also consider the acceptance criteria. If the load is acceptable at this point, it will be pushed up into the relevant stockpile of feedstock. If the load does not conform to the acceptance criteria, the waste will be rejected and the appropriate documentation will be completed. The waste will be dealt with as outlined within this QMS.

During the initial inspection all visible contaminants will be removed. If hidden contamination surfaces during processing, this material will also be removed. This initial sorting, e.g. handpicking foreign materials such as wood, plastic, metals etc. will be a thorough process. These contaminants will be placed within specific containers or bays in order to facilitate their recycling or disposal.

If materials are rejected at this stage of the process, the nature of the waste materials will be discussed with the suppliers, if appropriate. This could result in improvements of feedstock material as the supplier will be able to be more considered while selecting materials suitable for our process.

Feedstock materials will be stored separately to avoid cross-contamination; the location areas will be clearly identified and marked upon a plan as per FPC and QMS requirements. We will ensure that all staff are able to identify the appropriate storage locations and will be able to select appropriate material for a given process.

### **Responsibilities and records to be maintained**

Gary Harby or an approved deputy will be responsible for; inspecting the load prior to tipping (if applicable), confirming categorisation, accepting or rejecting the load, recording details of the load, cleaning the load (if applicable) and pushing it on the stockpile. They will also be responsible for documenting this procedure and keeping the paperwork within the site office.



## Production

At the production stage, Oakfield Recycling Limited ensures that authorised members of staff are competent to use the equipment and that our process is controlled. The QMS outlines the procedures to be followed for good resource management. The three fundamentals of the QMS are that staff members are informed and understand the requirements of the particular production we are running, that the material fed into the system is of appropriate quality and that the plant and equipment are performing as required. The method statements instruct staff on; how to process waste materials, how to obtain the feedstock from the stock bays and how to ensure that the equipment and plant are performing as expected to produce quality products.

Oakfield Recycling Limited has a control of input materials process to ensure that the input materials are of the quality required for end user product. The input materials are checked to ensure that they have not deteriorated during storage and that they are still acceptable for use. Management verify that selected input materials do not have characteristics that might influence the performance of the production process or the final product itself.

The testing and inspection frequency employed is dependent on the quality of the inputs and the end use of our product. We are mindful that BS EN standards specify testing of end user finished products. Advice has been sought from WRAP with regards to this matter. The following table is taken from Aggregain 'Quality Module' information:

CHARACTERISTIC	TESTING PROCEDURE	LOCATION OF TESTS OR SAMPLES	FREQUENCY	REMEDIAL ACTIONS ON NON CONFORMING PROPERTIES OR MATERIALS
Deterioration	Visual Inspection	Stockpiled material	Daily and during use	Dependant on deterioration e.g.: leave materials to dry if wet divert to another production if feedstock not suitable
Acceptability	Visual Inspection; acceptance criteria apply	Stockpiled material	During use	Non-acceptable materials should be rejected
Oversized or undersized material	Visual Inspection	Stockpiled material	Before use	Modify plant, e.g. screen
Moisture or water content	Visual Inspection; BS EN 1097-5 can be used	Stockpiled material	Daily and before use	Dependant on level and effects of process, dry or suspend wet material if wet fines clogging up screens

Table (8): Testing procedures applied to the materials

The inspection and testing of the feedstock is performed either at random or whenever the staff have reason to believe that there is a feeding problem. We have also introduced controls and tests that will ensure best plant performance and consistency of product, which include controls on feed rate and moisture content. The performance of the screens differs while processing wet and dry fine material of the feedstock. Table (9) is used to test on wet material.

CHARACTERISTIC	TESTING PROCEDURE	LOCATION OF TESTS OR SAMPLES	FREQUENCY	REMEDIAL ACTIONS ON NON CONFORMING PROPERTIES OR MATERIALS
Deterioration	Visual Inspection	Stockpiled material	Daily and during use	Dependant on deterioration e.g.: leave materials to dry if wet divert to another production if feedstock not suitable
Acceptability	Visual Inspection; acceptance criteria apply	Stockpiled material	During use	Non-acceptable materials should be rejected
Oversized or undersized material	Visual Inspection	Stockpiled material	Before use	Modify plant, e.g. screen
Moisture or water content	Visual Inspection; BS EN 1097-5 can be used	Stockpiled material	Daily and before use	Dependant on level and effects of process, dry or suspend wet material if wet fines clogging up screens

Table (9): Testing procedures applied to feedstock and stockpiled materials

The processing equipment, including screens and crusher will be calibrated regularly to ensure that the plant performs as expected. These calibrations will be performed at random or whenever site staffs have reason to believe that there is an equipment-related problem. Controls on the validity of the calibration of the equipment will be performed at least at the installation of the equipment (e.g. screens), before starting a production run or every month. We will test materials from the screening plant and the crusher to ensure that the performance of the individual machinery is compliant with our process. The samples will be obtained following the sampling procedures required by the accredited laboratory who will undertake the testing to the relevant BS EN Standards.

The stockpiled materials will be inspected to ensure that the products do not undergo changes that might alter their quality. An inspection schedule will be drawn up and will be given to the appointed personnel to follow in order to monitor the stock. These inspection schedules will be tailored to the individual processes and products and will be based upon the following tables:

CHARACTERISTIC	TESTING PROCEDURE	LOCATION OF TESTING OR SAMPLING	FREQUENCY	REMEDIAL ACTIONS ON NON CONFORMING PROPERTIES OR MATERIALS
Maximum and minimum size	BS EN 933-1	Exit of screening plant	After the first batch and every 5 batches if conformant, plant dependant.	Check size and integrity of screen against input materials and process requirements. Reprocess material or assign to different product category.
Presence of foreign material	Visual Inspection as detailed within Cl.710 of the Specification for Highways Works	Exit of sorting and screening section	After the first batch and every 5 batches if conformant, plant dependant.	Check input materials, size and integrity of screen against input materials and process requirements. Reprocess material or assign to a different product category.
Grading to access the crushing performance	Visual Inspection. BS EN 1097-5 can be used	Exit of crushing plant	After the first batch and every 5 batches if conformant, plant dependant.	Check input materials, size and integrity of screen against input materials and process requirements. Reprocess material or assign to a different product category.

Table (10): Testing procedures applied to feedstock and stockpiled materials

CHARACTERISTIC	TESTING PROCEDURE	LOCATION OF TESTING OR SAMPLING	FREQUENCY	REMEDIAL ACTIONS ON NON CONFORMING PROPERTIES OR MATERIALS
Contamination	Visual inspection	Stockpiled material	Daily	Quarantine, reprocess material or assign to different product category depending upon the nature of the contamination
Segregation				
Moisture or water content	Visual Inspection. BS EN 1097-5 can be used			

Table (11): Testing procedures applied to feedstock and stockpiled materials

## **Daily process control record**

The QMS and the Factory Production Control request daily records of the results of the controls and tests that we are performing on input materials, equipment and products. The Register of Daily Process Control can be seen on Page 34, this information from this form will be written within the Site Daily Log which will record all information as required.

## **Register of Non-Conformities**

Gary Harby or his authorised deputy will register all details of non-conformity within the Register of Non-Conformities (Page 35); this information from this form will be written within the Site Daily Log which will record all information as required. This document will link to the Site Daily Log entry of the Register of Rejected Material information. Within the Register of Rejected Material each rejected load is assigned an individual ID Code. This ID Code will be used to provide an audit trail.

The Register of Non-Conformities will include information on the following:

- Product type
- Quantity involved
- Nature of non-conformance (e.g.: grading envelope outside specification)
- Remedial action taken (e.g.: quarantine, reprocessing, disposal)
- Operator charged with investigating the non-conformity
- Results of the investigation
- Corrective action taken on causes of non-conformance

This register will include any actions taken to rectify the situation. We will be able to assess the nature of the non-conformances and provide solutions. These actions will be taken to avoid non-performing products being sold by mistake and to eliminate the causes of non-conformity.





## Register of Daily Process Control for Aggregates / Soils

Product type (circle product)	MOT Type 1, 6F2, 6F5, 6C, 1A, 7A 150-50mm, 55mm to dust, 10mm to dust 40-20mm pipe bedding, 20-5mm pipe bedding, 10mm pipe bedding, filled sand crushed tarmac, reclaimed topsoil, subsoil Other (specify):	Date	Date	Date	Date	Date
Feedstock Material	Has the material deteriorated? <span style="color: red;">Y*</span> or N					
	Is it too wet? <span style="color: red;">Y*</span> or N					
	Contamination over 1%? <span style="color: red;">Y*</span> or N (plastic, wood, metal, etc)					
	Failed olfactory (smell) test? <span style="color: red;">Y*</span> or N					
Equipment	Is the crusher required? If yes: Complete the crusher log <span style="color: green;">✓</span> or <span style="color: red;">X</span> Calibrate the crusher jaws <span style="color: green;">✓</span> or <span style="color: red;">X</span>					
	Is the screener required? If yes: Calibrate the screen <span style="color: green;">✓</span> or <span style="color: red;">X</span>					
Final Product	Is the final product oversized or undersized? <span style="color: red;">Y*</span> or N					
	Has the final material deteriorated in quality? <span style="color: red;">Y*</span> or N					
	Is the level of contamination over 1%? <span style="color: red;">Y*</span> or N					
	Is the water content unacceptable? <span style="color: red;">Y*</span> or N					
Non-Conformances	<b>If answered <span style="color: red;">Y*</span> or <span style="color: red;">X</span> above, stop the process, contact the Gary Harby or the Approved Deputy and complete the Register of Rejected Material or the Register of Non-Conformance</b>					
	Has the issue been resolved? Yes or No*					
	If No*, contact Gary Harby or Mark Flint (add date and time)					
	Today's tonnage of specified material (6F2, Type 1, etc) processed on site					
	Running total of specified material processed since operations began Example: day 1 + day 2 + day 3 – ?					
Tonnes	Sample at least every 2500 tonnes Add unique sample reference which includes product type and number of sample (Oak/6F2/01, Oak/6F2/02, Oak/6F2/03)	When a sample is taken write the sample reference here (Oak/6F2/01 at 2500 tonnes, Oak/6F2/02 at 5000 tonnes)				
General Comments						
	Signed by Authorised Person					

## REGISTER OF NON-CONFORMITIES

ID Code		
Date		
Quantity Involved		
Nature of non-conformance		
Remedial action taken		
Has the sample deteriorated in the stock pile?		
Operator charged with non-conformance?		
Results on the investigation on non-conformance		
Corrective actions taken		
Signature		

## **Responsibilities and records to be maintained**

**Input materials:** This QMS outlines the procedures for dealing with non-conforming input materials. A decision will be made by Gary Harby or his authorised deputy as to whether the inert material are to be; left to dry, submitted to pre-treatment, diverted to other production lines, quarantined or send back to supplier. Gary Harby or his authorised deputy will complete the necessary documentation. The testing regime on the input materials will be dependant on the quality of the incoming waste and the material end use. As a minimum however, we will ensure that: a) the stockpiled material is controlled before being fed to the process to verify that it has not degraded during storage (e.g. it is too wet because it has been exposed to rain or that it has been mixed with other materials) and, b) the material is still acceptable.

**Feed:** Gary Harby or his authorised deputy will ensure that the correct material is fed to the process and at the exact rate, as set out in your Method Statement of Production. If in the future we introduce an internal system for keeping track of the input material, we will ensure that such identification information is passed on to the next stage.

**Equipment:** Gary Harby or his authorised deputy will ensure that control procedures are in place to make certain that: a) they are using the right equipment, b) the equipment is calibrated and, c) the equipment is performing as expected. If any equipment is not meeting expectations, then the machine will be inspected and recalibrated in the first instance. If the problem persists then the machine manufacturer will be contacted and the process will be stopped until the issue is resolved.

Any non-conforming material will be assessed and dealt with as appropriate. For example, a failure in the screen may result in the product having excessive grain size; this material will be sent back to the stockpile to be rescreened when the machinery has been repaired.

All documentation concerning testing frequencies, test results, Register of Daily Process Control and Register of Non-Compliance (which may be recorded within the Site Daily Log) will be kept within the site office for at least two years.

## **Finished products**

Oakfield Recycling Limited can reasonably demonstrate that they have full control and can manage the processes involved in producing the final product. The Factory Production Control requires that Oakfield Recycling Limited details the frequency and nature of testing and inspections on the input materials, equipment and products in the process control documentation, including provisions for:

- The product to be tested for their properties, under the conditions stated in the Factory Production Control section of the applicable relevant European Standard.
- That any non-conforming products are properly identified and recorded.
- That the product is identifiable up to the point of sale as regards the source and type.

The results of the Factory Production Control are recorded at all times and will be maintained and stored for at least two years.

## **Responsibilities and records to be maintained**

The QMS has defined the testing regime and frequencies that Oakfield Recycling Limited will perform on both the products and the plant. All visual and olfactory tests will be performed by Gary Harby or his approved deputy.

All laboratory testing will be undertaken by accredited laboratory. Gary Harby or his approved deputy will be responsible for collecting samples and delivering them to the accredited laboratory. All products will be stockpiled in a controlled manner to avoid cross contamination and deterioration. The stock bay locations will be clearly identifiable and all staff will be informed.

All non-conformities will be thoroughly investigated. The Factory Production Control requires that our operations will accommodate for product reprocessing, diversion to another application for which the non-conforming product is suitable, or complete rejection (with appropriate labelling).

Details on the non-conforming products and remedial actions shall be recorded for further investigation and, if necessary, corrective action. This information will be recorded on either Oakfield Recycling Limited Site Daily Log or on the Register of Non-Conformities and the Daily Process Control Record. These systems will be maintained by Gary Harby or his authorised deputy.

## **Conclusion**

Oakfield Recycling Limited fully believes that by processing waste under this QMS they have produced a saleable product which fulfils all obligations. This QMS has provided a uniform control process from which they can reasonably state and demonstrate that the recycled aggregate has been fully recovered and is no longer a waste.



## Section 2: Quality Management System for the Production of Topsoil and Subsoil from Waste

### Introduction

This Quality Management System (QMS) has been developed by Oakfield Recycling Ltd in response to published guidance from the Environment Agency and the Waste Protocols Project document; 'Technical report on the use of both naturally occurring and manufactured uncontaminated topsoil'. The Technical Advisory Group (TAG) of the Waste Protocols Project concluded that there is a continuing and growing market for manufactured good quality uncontaminated topsoil. This QMS, as defined by the Waste Protocols Project, will refer to both naturally occurring and manufactured topsoil as 'uncontaminated topsoil'.

This 'QMS for the Production of Uncontaminated Topsoil from Waste' differs from the Oakfield Recycling Ltd document the 'QMS for the Production of Aggregates from Waste' due to the lack of Quality Protocol infrastructure associated with uncontaminated topsoil. The Quality Protocol for the Production of Aggregates from Inert Waste reflects the 2004 European Standards for Aggregates, which ensures that there is no discrimination between aggregates from natural, recycled and manufactured materials. The Waste Protocols Project on uncontaminated topsoil found that the material is so diverse in nature and composition, that the Quality Protocol approach is not appropriate.

The BS 3882:2007 standard defines both multi-purpose topsoil (a product which will sustainably support a wide range of vegetation) and specific-purpose topsoil (a product which will sustainably support a particular type of vegetation for which it is intended). The standard outlines permitted ranges for texture, organic matter, coarse fragments, pH level, nutrients, carbon/nitrogen ration, exchangeable sodium, phytotoxic contents and visible contaminants.

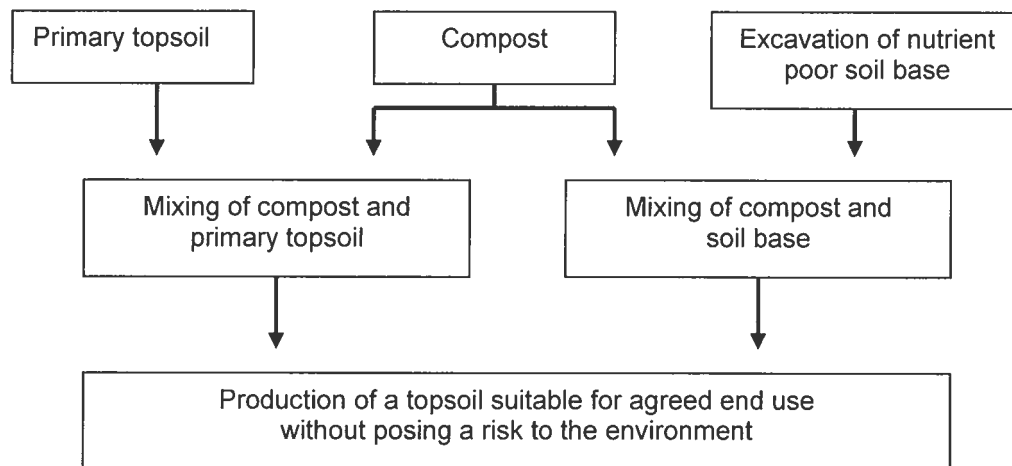
To determine whether the topsoil has ceased to become a waste, the standard states that the contaminants to be analysed should be based on source history and the intended end use of the topsoil. These chemical contaminants should not exceed levels that would represent a risk to human health or the environment. Where this information is not available the Environment Agency's Contaminated Land Exposure Assessment model (CLEA) should be used. Therefore, the standard must be tailored to each site due to the lack of definitive UK limit values for the protection of human health and the environment. This provides a restriction on the use of uncontaminated topsoil which is not in place for recycled aggregates; this QMS should be updated with respect to any future change in regulatory position.

Oakfield Recycling Ltd ensures the quality of their product by following strict QMS procedures; obtaining source data, acceptance testing, weighing and categorising, stockpiling, re-inspecting and processing to produce the final product stockpiles. Throughout the quality control process, unsuitable materials and failures within the process will result in materials being rejected in order to ensure the quality of the final product.

The following categories; **Management and Staff, Production Processes, Waste reception, Waste handling and processing procedures, Factory Production Control, Implementation of the Method Statement of Production and the Factory Production Control, Incoming waste materials, Receipt of waste materials, Records to be maintained on deliveries, Weighing and categorising, Re-inspecting and stockpiling, Production, Daily process control record, Register of Non-Conformities and Finished products** mirror those within 'Section 1 – QMS for the Production of Aggregates from Waste' of this document. For further information on these categories please refer to the relevant pages within this document.

## Resources

The majority of source material will arise from engineering projects which need to discard uncontaminated topsoil and closely associate materials. Such projects may include; inert development sites, utility works, quarry overburden or fines and recycled soil from vegetable washing. Waste from the excavation industry, if source selected, may also be used. Excluded material includes the fines from waste recycling operations and untreated waste from contaminated brownfield sites. The following diagram, taken from Appendix E of the 'Uncontaminated topsoil, a technical report on the use of both naturally occurring and manufactured uncontaminated topsoil', simplistically summarises topsoil production:



Oakfield Recycling Ltd will be vigilant in source selection; if the supplier is likely to become a regular provider, they will be accredited by our company. Regular suppliers will be sent specifications and tolerances of the materials that we wish to receive. It is customary practice for Mark Flint, Gary Harby or his Approved Deputy to visit the suppliers' operations (demolition site, quarry, waste production site etc). We will check that our suppliers either hold an Environmental Permit, the relevant Exemption or are a registered Waste Broker. The carrier of such material must be a registered Waste Carrier. Acceptance or rejection of their services will be communicated to them in a timely manner.

All facilities will be well maintained and in good working order to ensure that the staff can operate safely and efficiently to the quality requirements. All plant and equipment are sourced from accredited suppliers, and all identification and specification records are maintained.

The Factory Production Control requires that Oakfield Recycling Ltd will provide for the control, calibration and maintenance of inspection, measuring and test equipment. Plant and equipment, including testing tools will be serviced regularly and calibrated where applicable. These records will be stored within the site office. Storage areas for goods such as input materials, equipment and products, will be clearly defined. This will ensure that such goods are stored to prevent damage and deterioration and can be maintained in accordance with the supplier's recommendations and regulatory requirements.

### **Method Statement of Production**

Oakfield Recycling Ltd will import natural topsoil and subsoil, manufactured topsoil and other natural rocks, minerals and organic material onto site; this material will then be processed and blended as required to produce a homogenous product. Every care will be taken to characterise each separate load as topsoil, subsoil, rock and mineral will vary in chemical and physical composition. Factors such as the original rock type, topography, climate and industrial and/or agricultural contamination will all play an important role in the composition of the feedstock material and subsequently the end product. If any material looks incongruous to the process, for example if it is predominantly composed of dust, it will be rejected. Material from waste activities, such as fines from Waste Transfer Station will also be excluded from this process, as this material may contain high levels of potentially toxic organic and non-organic elements.

All material outlined above will be of inert composition. The following, outlines the legal definition of inert waste along with the more practical EWC categories which will be used by site staff during their initial assessment of the waste. The following definition of inert waste was taken from Article 2(e) of the Landfill Directive:

- it does not undergo any significant physical, chemical or biological transformations;
- it does not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution, or harm to human health;
- the total leachability and pollutant content and the ecotoxicity of its leachate are insignificant and, in particular, do not endanger the quality of any surface water or groundwater.

Oakfield Recycling Ltd will reject immediately any load containing hazardous and deleterious materials, such as: asbestos, chemical waste, mineral oil, tar, other hazardous waste or domestic waste. Oakfield Recycling Ltd will seek and rely upon the opinion of the Environmental Regulator if the suitability of the waste is in doubt. Provided that there is no suspicion of contamination, suitable wastes as outlined within the Environmental Permit are considered to be inert wastes and could be accepted for processing, providing that they satisfy the acceptance criteria.

### **Manufactured Products**

The on site operations will produce uncontaminated topsoil which conform to 'BS 3882:2007 Specification for topsoil and requirements for its use'.

The testing schedule will be product specific and will specify the location of sampling (stockpile or on line), and should meet the minimum requirements of this standard. Testing will be performed on samples obtained in accordance with BS EN 932: Tests for general properties of aggregates. The BS EN 932 – Part 1: Methods for sampling describes how routine samples should be collected. The objective of the sample is that it should represent the properties of a batch. Bulk samples can be reduced to sample size either using a riffle box or by coning and quartering. Currently samples are collected on site using the coning and quartering method where the bulk sample is shovelled to form a cone shape. The cone is turned over three times and then levelled. This material is divided into four quarters and two of the diagonally opposite quarters are discarded. This process is repeated until the sample is reduced to the required size. The samples are placed into an appropriate bag, secured and labelled before being transported to the laboratory for analysis.

The Standards will refer to testing frequencies relating to production periods and not calendar periods. Test frequencies are related to periods of production where a period is defined as a full week, month or year of production working days. A production week can be defined as the period of 7 consecutive days comprising of least 5 production days or the period taken to complete 5 production days (whichever is longer). For example; a production day of 500 tonnes would give a 2500 tonne production week. Testing will also be completed as and when required by customer requirements for site specific projects.

The manufactured product will also reflect the needs of the end user; the product characteristics of topsoil required for the playing surface of a high grade sports ground will require more sand content than that for domestic use in gardens. A higher level of alkalinity or acidity may be required to provide nutrients to sustain the growth of particular plants or a higher organic content may be required for borders in public parks. The requirements of the customer will be discussed during contractual negotiations and the product will be tailored to their specification.

The Method Statement for the Production of Reclaimed Topsoil and Subsoil outlines the procedures undertaken by Oakfield Recycling Ltd to ensure that processed reclaimed topsoil and recycled subsoil are uncontaminated and are a product and not a waste.

## Method Statement for the Production of Reclaimed Topsoil and Subsoil

### 1.0 Produce material under the Quality Management System

- The Quality Management System (QMS) developed by Oakfield Recycling Ltd provides a uniform control process from which they can reasonably state and demonstrate that their product has been fully recovered and is no longer a waste.
- The management has appointed Gary Harby (Site Manager) to be responsible for the implementation, maintenance and performance of the QMS. Gary Harby will authorise an Approved Deputy to ensure that these duties are undertaken when he is not available. Staff who will be performing work which affects product quality shall be adequately informed and trained with regards to the relevance and importance of their activities and how they contribute to the achievement of the quality objectives.
- A copy of the QMS, Method Statement for the Production of Reclaimed Topsoil and Subsoil and the Daily Process Control sheets will be stored within the site office.
- The source material arises predominantly from Oakfield Recycling Ltd site projects. The soils are tested on site to ensure that they are non-hazardous materials which can be accepted within this process. Minor amounts of topsoil may be brought onto site by our customers. This material is thoroughly inspected prior to acceptance, if it is possible to inspect the source of the material, Gary Harby or his Approved Deputy will do so. If Gary Harby or Approved Deputy is in any doubt, the material is refused entry until the material is tested and is demonstrated to have passed a Waste Acceptance Criteria test.
- The intended end use of this product is as topsoil and as subsoil in engineering projects. The material will be tested to the relevant BS standard.

### 2.0 Health and Safety Method Statement

- The Health and Safety Method Statement will be used in conjunction with this Method Statement of Production.

### 3.0 Source of material

- The site operates under a Paragraph 13 exemption issued by the Environment Agency, referenced BCI/003583. All suitable materials will be unloaded within the Reception Area where they will be processed by the Mobile Crusher and Screening Plant.

### 4.0 Suitable materials

- Waste materials deemed suitable for use in the manufacture of Reclaimed Topsoil and Recycled Subsoil include:

17 05 04	soil and stones other than those mentioned in 17 05 03
20 02 02	soil and stones

### 5.0 Material acceptance and inspection

- All incoming materials will be inspected by the Operations Manager or his Approved Deputy to ensure that the material matches the accompanying Waste Transfer Note. The Waste Transfer Note will be kept for a minimum of 5 years and will detail the following information as a minimum;
 

a) Date	b) Description of material including EWC Code
c) Place of origin (where known)	d) Quantity by weight or volume
e) Registered Carrier / Supplier	f) Supplier
g) SIC Code	h) Waste hierarchy declaration



## 6.0 Material rejection and dealing with contaminants

- Oakfield Recycling Ltd will only process inert materials and will reject immediately any material containing hazardous and deleterious materials. Unsuitable materials may include asbestos, metals, plastics, timber and contaminated materials. In the event that small amounts of contaminants are found within this material, they will be removed prior to being processed.
- If the material is contaminated, for example, by diesel or petrol, the load will be rejected and removed from site. The material will either be reloaded onto the vehicle which brought the waste in, or placed within the quarantine area. The supplier of the material will be informed. If the material is removed from site by Oakfield Recycling Ltd it will be disposed of at an authorised facility with the requisite paperwork.

## 7.0 Equipment used in the manufacturing process

- The following list of equipment is used in the manufacture of Reclaimed Topsoil and Subsoil:
  - McCloskey Screener
  - Hitachi 210 Excavator
  - Doosan Wheeled Loading Shovel
- The McCloskey Powerscreens will be maintained and calibrated to ensure the individual aggregates, such as topsoil and subsoil, is produced to the correct specification.

## 8.0 Product sampling and testing regime

- Oakfield Recycling Ltd operations will sample in accordance with Wrap's 'The Quality Protocol'.
- Sampling will be carried out in accordance with **BSEN 932-1**; the sample will be collected by the coning and quartering method.
- Testing will be undertaken on a **production frequency** and not on a calendar frequency as this will provide more accurate sample results. The following sampling frequencies and sampling tests will be adhered to:
  - **Sampling frequencies**
    - A **production day** is on average 500 tonnes of processed material
    - A **production week** is 5 production days (every 2,500 tonnes)
    - A **production month** is 6 production weeks (every 60,000 tonnes)
  - **Required Sampling tests**

The material will be tested in accordance with BS 3882: 2007 Specification for topsoil and requirements for use. The above assumes a consistent input of mixed material from the feedstock; if the input of materials varies from the normal feedstock additional samples may need to be taken to ensure quality of the product.
  - After the first batch of material has been processed, the Approved Deputy will check the size and composition of the materials exiting the screens. Non conforming materials will be addressed and the plant investigated. Regular checks on the feed rate and exit materials will be made throughout the process.
  - **Testing standard**

Oakfield Recycling Ltd only use accredited testing laboratories.

## 9.0 Stockpiles

- Processed materials will be stockpiled in such a way that they will not be contaminated with non-processed materials.

## 10.0 Records

- Records of incoming wastes and products leaving the site shall be kept for at least 5 years.
- Records of the test carried out on the feedstock, equipment, and product shall be recorded and kept within the Site Office or the Head Office.
- All tested material will be given an ID Code which will be used to provide an audit trail. The records will document the ID Code, time, and location of the test or sample.
- Gary Harby or his Approved Deputy will be responsible for managing all documentation. The testing information will be readily available to the purchaser or the regulator.

**11.0 The following flow sequence for the acceptance and processing of inert material will be used:**

- MACHINERY TO BE INSPECTED AND CALIBRATED, SET UP IN ACCORDANCE WITH THE HEALTH AND SAFETY METHOD STATEMENT
- OBTAIN INFORMATION ON SOURCE OF WASTE, ASSESS POTENTIAL VARIABILITY, CHECK ANALYTICAL DATA FROM OAKFIELD RECYCLING LTD CONTRACTS. REFUSE SMALLER LOADS FROM INDIVIDUAL SOURCES IF THE SOURCE IS UNKNOWN OR SUSPECT. ENSURE ALL SUSPECT MATERIAL PASSES A WAC TEST PRIOR TO ACCEPTANCE.
- DEPOSIT WASTE INTO THE WASTE RECEPTION AREA FOR INSPECTION
- ACCEPTANCE CRITERIA APPLIED
- ACCEPT MATERIALS OR REJECT MATERIALS IF NECESSARY
- WEIGH AND CATEGORISE
- ALLOCATE TO APPROPRIATE FEEDSTOCK STOCK AREA
- RE-INSPECT FOR COMPLIANCE TO ACCEPTANCE CRITERIA, REJECT IF NECESSARY
- FEED STOCK SEGREGATED BY TYPE AND WILL BE FED INTO PLANT AT APPROPRIATE RATE
- FERROUS METALS REMOVED BY MAGNETS, OTHER CONTAMINANTS TO BE HAND PICKED
- SCREEN AS NECESSARY, FINER MATERIAL INTO TOPSOIL STOCKPILE, LARGER MATERIAL INTO SUBSOIL STOCKPILE
- INSPECT MATERIAL FOR SIZE, COMPOSITION AND OTHER DAILY PARAMETERS
- REJECT MATERIAL IF NECESSARY
- ALLOCATE TO APPROPRIATE STOCKPILES, TEST MATERIAL IF REQUIRED TO BS3882:2007 STANDARD
- INSPECT PRIOR TO DISPATCH FROM SITE
- REJECT MATERIAL IF NECESSARY
- ENSURE DOCUMENTATION HAS DESCRIPTION OF PRODUCT AND THAT IT ALSO STATES THAT THE PRODUCT WAS PRODUCED UNDER A QUALITY PROTOCOL CONFORMING TO THE AGGREGATES QUALITY PROTOCOL

**12.0 Sales documentation**

- The delivery documentation shall record the type of aggregate produced and state that the aggregate was produced under this Quality Management System.

**13.0 Final Product**

- Only after Gary Harby or his Approved Deputy is satisfied that the Reclaimed Topsoil and Subsoil have been fully processed to the standards outlined within the QMS will the materials be classed as a product.



**Oakfield**  
**Recycling Ltd**

# **HEALTH & SAFETY POLICY**

Oakfield Recycling Ltd.  
Civil Engineering Groundworks Contractors  
Colliers House, Dunsil Road, Moorgreen Industrial Estate, Moorgreen, Nottingham  
NG16 3TN  
Tel: 01773 534000 Fax: 01773 534222

Email: [office@oakfieldconstruction.co.uk](mailto:office@oakfieldconstruction.co.uk)



## The Policy is divided into three parts:-

### Part A

This makes a general declaration based on your obligations under the Health and Safety at Work etc Act 1974.

### Part B

This deals with organisation and the chain of responsibility within the company for health, safety and welfare. It is important to identify posts or positions and ideally, named individuals, within this part of the policy with specific responsibilities and duties emphatically defined and attributed to those individuals.

Employees also have a duty to take care of themselves and others who may be affected by their work activities, and to co-operate with you in respect of health, safety and welfare. Your health and safety policy can be easily illustrated with a simple diagram.

### Part C

This deals with the arrangements that have been made by the Company. It should identify the particular hazards that are applicable to your specific activities.

### Reviewing Procedure

This Policy should be formally reviewed every 12 months by the Company's Board of Directors.

The Directors should consider alterations and amendments, which become essential between review dates.

Policy Reviewed		
Date	Name	Signature
6/8/19	M. FLINT.	M. J. Flint



# Part A: General Health and Safety Policy

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## General Statement

It is the policy of Oakfield Construction Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees and the health and safety of other persons who may be affected by its activities. The organisation will take steps to ensure that its statutory duties are met at all times.

## The Organisation's Responsibilities

The organisation will ensure that:

- all processes and systems of work are designed to take account of health and safety and are properly supervised at all times
- a member of senior management maintains specific responsibility for health and safety
- competent people are appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside of the organisation
- all employees are consulted on matters relating to health, safety and welfare
- adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety
- each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities
- all arrangements are brought to employees' attention and are monitored and reviewed to ensure that they are effective.

## Employees' Responsibilities

Employees must ensure that they:

- co-operate with management to enable all statutory duties to be complied with
- take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
- familiarise themselves with the health and safety arrangements that apply to them and their work functions.

Full details of the organisation and arrangements for health and safety will be set out in the remainder of this document.

Signed:

*M. J. Flint*

Print name: M J Flint

Director responsible for Health and Safety

Date:

6<sup>th</sup> AUG 2019

# Part B: Responsibilities and Duties

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- Chain of Responsibility
- Schematic company health and safety structure
- The Company's Duties
- The Safety Director's Duties
- Group Health & Safety Manager's Duties
- Contract Manager's Duties
- Site Manager's and Foreman's Duties
- Operative's Duties
- The Building Safety Group: Health and Advisers' Duties
- Contractors' Duties and Declaration
- Declaration – Employees

## Chain of Responsibility

The chain of responsibility will, 'So far as is reasonably practicable', be:

- the overall responsibility for health and safety lies with the Board of Directors;
- the Safety Director will keep the Board of Directors advised as to their health and safety responsibilities and those of the company;
- the company's health and safety adviser/manager (Tony Fox) and the Building Safety Group Limited, will advise on health, safety and environmental matters, and carry out obligatory monitoring of registered sites and facilities;
- managers will be responsible for the organisation of health, safety and environmental obligations on their site/facility and within their departments;
- site/facility managers and foremen are responsible for implementing this policy and the requirements of all health and safety legislation; and
- contractors will follow the parts of this policy relevant to them, site emergency procedures, etc., and are conversant with the *Health and Safety at Work etc. Act 1974* and other relevant legislation.

## The Company's duties

The Company's duties will, 'so far as is reasonably practicable', be:

- to observe the requirements of the Health and Safety at Work etc Act 1974;
- to provide and maintain working environments, machinery, equipment and systems of work that are safe and without risks to health;
- arranging safe systems of use, handling, storage and transport of machinery, materials and equipment, etc.;
- to carry out risk and COSHH assessments in respect of all activities, bringing them to the attention of operatives involved in those activities and preparing method statements as required;
- to ensure that appropriate personal protective equipment (PPE) is provided;
- to provide suitable and sufficient information, instruction, training and supervision so as to ensure the health and safety of employees etc.;
- to consult with the company's employees on health and safety matters;
- to promote co-ordination and co-operation of all 'duty holders' involved in construction projects;
- to liaise closely with the Building Safety Group Ltd;
- provide adequate first aid and welfare arrangements for employees whilst at work;
- to comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 (RIDDOR);
- to ensure that all contractors comply with this policy, the construction phase plan, and method

statements and risk assessments that are relevant to their work;

- to ensure that the Regulatory Reform (Fire Safety) Order 2005 is complied with;
- to prevent any person working whilst under the influence of alcohol or drugs; and
- to provide satisfactory levels of finance, human resources, time etc to ensure health and safety at all times.

## **The Safety Director's Duties**

The Safety Director's duties will, 'so far as is reasonably practicable', be:

- to keep the Board of Directors advised as to their responsibilities;
- to ensure adequate financial arrangements are made to meet statutory requirements;
- to ensure that an effective management system is in place for the management of health and safety within the company and the system is periodically audited;
- to ensure that all senior managers are both competent and fully committed to ensuring the effectiveness of the health and safety management system;
- to ensure all employees receive adequate and relevant training;
- to provide a visible management commitment to higher standards of health and safety;
- to ensure all Company employees and all persons having an interest, are made aware of this Policy and understand their individual duties and responsibilities;
- to monitor the effectiveness of this Policy and to make revisions as necessary;
- to analyse the safety advisers' site inspection reports and any accident or dangerous occurrence / near miss reports and to ensure that corrective action is taken; and
- to ensure that documentation, registers and certificates are maintained and that notification and reporting procedures are carried out.
- when the company is acting as Principal Contractor, the Safety Director is responsible for ensuring a system of management to effectively control and co-ordinate the activities of contractors.

## **The Health and Safety Manager's Duties**

The Health and Safety Manager's duties will, 'so far as is reasonably practicable', be:

- to monitor the implementation of this Policy and our statutory obligations.
- to encourage good health and safety practices by their staff and to assess their competence.
- to ensure that information, instruction and regular training is given, monitored and recorded, to protect employees and new staff, having due regard to site changes, alterations in work practices, equipment and changes in responsibilities.
- to attend management health and safety training sessions.
- to ensure the supply of materials, amenities and equipment to meet all relevant statutory obligations.
- monitor risk assessments, ensure all controls are adequate and work equipment is maintained and serviced.
- to make provision for special requirements laid down by contractual arrangements when operating at hazardous or sensitive sites.
- to ensure adequate financial provision is made in respect of health, safety and welfare prior to contract start date.
- to visit site regarding Health and Safety matters.
- prepare, monitor and update CDM files.
- liaise with the Director Responsible for Health and Safety (Mark Flint) on continuous training of staff and health and safety matters.
- keep records of employees training and certificates.
- to ensure that incidents, accidents, dangerous occurrences and near misses are thoroughly investigated and reported to the relevant statutory authorities; and

- to monitor the maintenance of all relevant site safety records.
- to ensure that The Building Safety Group Limited is notified of our sites.

## **The Contract Manager's Duties**

The Contract Manager's duties will, 'so far as is reasonably practicable', be:

- to monitor the implementation of this policy, the client's safety requirements and statutory responsibilities;
- to ensure adequate financial provision is made for health and safety;
- to assess the risks to health and safety of all operations and ensure adequate control measures are in force to pre-plan safe methods of work;
- to ensure co-ordination and co-operation between all parties involved in construction;
- to encourage good health and safety practises;
- to ensure site supervisors are competent;
- to ensure sites are adequately protected and signed;
- to ensure that members of the public, affected by the Company's operations are adequately protected;
- to ensure that statutory notices are displayed;
- to ensure provision of adequate welfare facilities;
- to set a good personal example by wearing the appropriate personal protective equipment;
- to ensure that relevant information, instruction, supervision and training is provided, monitored and recorded;
- to ensure that incidents, accidents, dangerous occurrences and near misses are thoroughly investigated and reported to the relevant statutory authorities; and
- to monitor the maintenance of all relevant site safety records.
  - When the company is acting as principal contractor, the Contracts Manager is responsible for ensuring:
    - Co-operation between contractors;
    - The development of the Construction Phase Plan and the provision of information and direction to contractors;
    - The provision of information to the Principal Designer for inclusion in the Health and Safety File; and
    - The laying down of site rules, where appropriate.

## **Duties of Site Managers:**

The Site Manager's duties will, 'so far as is reasonably practicable', be:

- to comply with this policy and enforce it on site;
- to organise and co-ordinate site work with minimum risk to health and safety;
- To ensure a suitable and sufficient Construction Phase Plan is in place and is kept up to date
- To ensure that all operatives are competent;
- to ensure that all operatives are competent;
- to ensure agreed methods of work, codes of practice, risk assessments, method statements are adhered to and all registers and records are kept up to date;
- to ensure that operatives are given precise instructions in respect of health and safety;
- to ensure that the storage of materials and substances are safe and, comply with statutory requirements;
- to maintain site accommodation and welfare facilities in a clean and hygienic state
- to maintain a tidy organised site;
- produce and maintain a traffic management plan to separate pedestrians from site traffic and to provide safe access to and egress from, working areas;



- to ensure that all work equipment is used for the purpose designed, properly maintained and safe to use;
- to ensure the requirements of the *First Aid Regulations 1981* are met;
- to ensure the site rules with regard to personal protective equipment are observed and to set a good personal example;
- to implement reporting procedures for all accident and dangerous occurrences and record all injuries in the accident book;
- to meet and liaise with visitors to the site and co-operate with statutory authorities;
- to appoint a competent person to take charge during his temporary absence;
- to rectify any non-compliances or contraventions identified by the BSG Safety Adviser, HSE Inspector or clients representatives;
- to ensure that an adequate site induction is given to everyone before they start work on site;
- to closely supervise young persons and ensure risk assessments in respect of them have been produced and available; and
- ensure that a fire risk assessment is completed; a fire plan produced and complied with.

### **All Operatives are required:**

To comply with this Policy, in particular to:

- co-operate with management to enable all statutory duties to be complied with;
- take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions;
- familiarise themselves with the health and safety arrangements that apply to them and their work functions;
- Engage in the consultation process
- to work in compliance with risk assessments and method statements appropriate to their work;
- to comply with all safety signs regarding site safety and personal behaviour;
- to only use suitable work equipment for which they are trained and authorised to operate or use providing such proof as required;
- to immediately report defects in equipment and machinery to their Site Supervisor;
- to wear PPE as appropriate or instructed, to store it correctly and not misuse or abuse it;
- to report any accident, dangerous occurrence or near miss to their Site Supervisor;
- to avoid improvised arrangements and suggest safe ways of eliminating hazards;
- not to travel as a passenger on plant or vehicles unless it has been designed for such purpose;
- to ensure that suitable guards are in position whilst plant and equipment are in use;
- to make unattended plant safe and secure, to switch off and remove keys etc.;
- to dismount from dumpers whilst they are being mechanically loaded; and
- to inform their employer if they suffer from any allergy, health problem or are receiving medication that is likely to affect their ability to work.

### **Building Safety Group Limited Health and Safety Advisers' Duties:**

BSGs Safety Adviser's duties will, 'so far as is reasonably practicable', be:

- to advise member companies, when required, on health and safety matters in advance of construction operations;
- to carry out regular site inspections in the company with the member's Site Supervisor;
- to discuss and advise on matters affecting health, safety and welfare;
- to notify the member's Site Supervisor of all defects, contraventions and non-compliances found and provide a written report;
- to notify the company Safety Director/Manager if serious defects are continually not remedied;
- to immediately contact the Safety Director/Manager if situations are found that, in the opinion of the Safety Adviser, are dangerous enough to warrant the stopping of any operation;
- to advise of safety training requirements for new and existing employees;



- in accordance with the agreed criteria, to carry out investigations into and report on, accidents, dangerous occurrences and near misses;
- to check site documentation is being completed correctly and where necessary to ensure that risk assessments and method statements are available; and
- to carry out inspections of offices and workshops as required by the company.

#### Contractors and the Self Employed

The main duty of a contractor under The Construction, Design and Management Regulations 2015, is to plan and manage construction work under their control so that it is carried out in a way that controls risks to health and safety.

Contractors and the self employed who are working for this company, will be required to signify that:

- They are conversant with the Health and Safety at Work Etc. Act 1974 and Approved Codes of Practice.
- They are aware of their duties under The Construction, Design and Management Regulations 2015
- They will conduct their activities in accordance with the requirements of this Safety Policy.
- They will observe the special requirements relating to young persons.
- They will submit risk assessments, COSHH assessments and where necessary, method statements as required at pre-contract meetings, two weeks before their intended start date on site.
- They accept that operations requiring method statements will not be permitted to commence, until the statements have been received and approved.
- They will provide evidence of training and certificates of competence, as required.
- No hazardous product or substance will be used, unless it is subject of a COSHH assessment, correctly labelled in approved containers or packages, and suitable storage arrangements.
- Before work commences on hazardous operations a Permit to Work procedure will be obtained from the Principal Contractor.
- They acknowledge that the Principal Contractor has the duty and responsibility to ensure that all employees comply and co-operate with, this Safety Policy.

## Employees Declaration

I (print name in full) .....

Employed by (name and address of employer) .....

.....

Declare that I have received a copy of the above mentioned health and safety policy: and:

- I have read it;
- I understand it;
- I agree to work according to those conditions and provisions.
- 

Signed: .....

Witnessed: .....

Date: .....

Or:

- I have had the above health and safety policy read to me.
- I have had its contents explained to me.
- I agree to work according to those conditions and provisions.

Signed: .....

Signature of person reading and explaining policy: .....

Date: .....

# Part C: Arrangements for health and safety

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## Appendix A

### The Construction (Design and Management) Regulations 2015 – Duties

(Relevant Regulation - The Construction (Design and Management) Regulations 2015)

Good management of health and safety on site is crucial to the successful delivery of a construction project. Depending on the size and nature of a project, either the company or individual managers may hold duties as a Client; Principal Designer; Designer; Principal Contractor; Contractor; and/or Worker. The person responsible for the implementation of this policy is the Safety Director, and the co-operation of all members of management and staff is required.

#### Duty holders under the Regulations

The following groups (which contain almost everyone involved in construction work) have duties under these regulations, either for all construction projects, or only for notifiable projects.

- **Clients (all projects):** anyone having construction work carried out on their behalf.
- **Principal Designers** must be appointed on all projects where there is more than one contractor engaged, to plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project including identifying, eliminating or controlling foreseeable risks, ensuring designers carry out their duties, prepare and provide relevant information to other duty holders, liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.
- **Designers (all projects):** those who, as part of their work, prepare design drawings, specifications and bills of quantities, and those who specify articles and substances. Note that this relates to the function performed and not to a job title.
- **Principal Contractors** must be appointed on all projects where there is more than one contractor engaged. Principal contractors are usually the main or managing contractor and their role is to plan, manage, and coordinate health and safety while construction work takes place.
- **Contractors (all projects):** businesses involved in construction, alteration, maintenance, or demolition work (e.g. building, civil engineering, mechanical, electrical, demolition and maintenance companies, as well as partnerships and the self employed).
- **Workers (all projects):** all those who carry out work during construction, alteration, maintenance, or demolition (e.g. bricklayers, scaffolders, plumbers, electricians, and painters).

#### Clients Duties:

A client is an organisation or individual for whom a construction project is carried out. Domestic clients are in the scope of CDM 2015, but their duties as a client are normally transferred to the contractor, on a single contractor project or the principal contractor, on a project involving more than one contractor. However, the domestic client can choose to have a written agreement with the principal designer to carry out the client duties. The client has a major influence over the way a project is procured and managed. CDM 2015 makes the client accountable for the impact their decisions and approach have on health, safety and welfare on the project.

Where the range and nature of risks to health or safety involved in the work warrants it, the management arrangements will also include the expected standards of health and safety, including safe working practices, and the means by which these standards will be maintained throughout, what is expected from the design team in terms of the steps they should reasonably take to ensure their designs help manage foreseeable health and safety risks during the construction phase and when maintaining and using the building once it is built.

If we occupy the position of Client we will take ownership of these arrangements and ensure they are communicated clearly to other dutyholders. Where the construction work on site is scheduled to last longer than 30 working days and have more than 20 workers working simultaneously at any point in the project or exceed 500 person days the project is notifiable to the HSE. We will give notice in writing to

the Executive as soon as is practicable before the construction phase begins. We will prepare a clear “client’s brief” as a way of setting out the arrangements. We will make sure that suitable arrangements for managing the project are in place by:

- Assembling a project team proportionate to the size of the project and risks arising from the work. Appointing Designers including the Principal Designer in writing and Contractors including the Principal Contractor in writing.
- Ensuring the roles, functions and responsibilities of the project team are understood. Take necessary steps to ensure that any appointed principal designer and principal contractor comply with their separate duties by requiring regular written updates.
- Ensuring sufficient resources and time are allocated for each stage of the project – from concept to completion;
- Ensuring effective mechanisms are in place for members of the project team to communicate and cooperate with each other and coordinate their activities.
- Ensuring all team members co-operate with others concerned in the project as is necessary to allow other duty holders to comply with their duties under the Regulations.
- Setting out the means to ensure that the health and safety performance of designers and contractors is maintained throughout.
- Ensuring that workers are provided with suitable welfare facilities for the duration of construction work and that there are reasonable management arrangements in place throughout the project to ensure that the construction work can be carried out, so far as is reasonably practicable, safely and without risk to health.
- Ensuring the arrangements for commissioning the new building and a well- planned hand-over procedure to the new user are in place.

#### **Principal Designer Duties:**

The role of Principal Designer (PD) is to plan, manage and monitor the co-ordination of the pre-construction phase, including any preparatory work carried out for the project.

The duties of the Principal Designer apply regardless of the contractual arrangements for the appointment of other designers on the project. If the PD appoints other designers, they are responsible for ensuring that the other designers have the relevant skills, knowledge, training and experience to deliver their work.

If we occupy the position of Principal Designer will manage health and safety during the preconstruction phase by:-

- Assisting with the project set up
- Assisting with compiling the pre-construction information
- Co-ordinating the pre-construction phase
- Co-ordinating other designers and overseeing design decisions
- Preparing the pre-construction information

We will fulfil our duties during the construction phase by:-

- Liaising regularly with the principal contractor
- Communicating regularly with the client
- Preparing the health and safety file



### Designers Duties:

A Designer is an organisation or individual that prepares or modifies a design for any part of a construction project, including the design of temporary works, or who arranges or instructs someone else to do it.

'Designers' can be architects, consulting engineers, interior designers, temporary work engineers, chartered surveyors, technicians, specifiers, Principal Contractors and specialist contractors.

Manufacturers supplying standardised products for use in any construction project are not Designers. However, the person who selects the product is a Designer and must take account of health and safety issues arising from the installation and use of those products. Designers' earliest decisions fundamentally affect the health and safety of construction work. These decisions influence later design choices, and considerable work may be required if it is necessary to unravel earlier decisions. It is therefore vital to address health and safety from the very start.

If we occupy the position of Designer, we will ensure that the requirements of the Construction (Design and Management) Regulations 2015 are complied with.

In particular Designers should:-

- understand and be aware of significant risks that construction workers can be exposed to, and how these can arise from design decisions
- have the right skills, knowledge, and experience, and be adequately resourced to address the health and safety issues likely to be involved in the design;
- check that clients are aware of their duties
- co-operate with others who have responsibilities, in particular the Principal Designer
- take into account the general principles of prevention when carrying out design work
- provide information about the risks arising from their design.
- co-ordinate their work with that of others in order to improve the way in which risks are managed and controlled.

### Principal Contractor Duties:

The principal contractor is the contractor in overall charge of the construction phase. They are appointed by the client and there should only be one principal contractor for a project at any one time. The Principal Contractor is a key duty holder who is responsible for managing health and safety on the construction site and must be capable of carrying out the role and have the right skills, knowledge, training and experience. This will depend upon the nature of the work and the range and nature of health and safety risks involved. The principal contractor is normally a contractor so will also have contractor duties.

If we occupy the position of Principal Contractor, we will ensure that the requirements of the Construction (Design and Management) Regulations 2015 are complied with. In particular:

As Principal Contractors we will:

- Ensure the construction phase is properly planned, managed and monitored
- Prepare a Construction Phase Plan which will outline the duties of Site Managers and set Key Performance Indicators against which the site will be measured.
- Implement the plan, including facilitating co-operation and co-ordination between contractors
- Review, revise and refine the plan and check work is being carried out safely and without risks to health
- Ensure that only authorised persons have access to the construction site and that effective measures are taken to prevent unauthorised entry at all times either by site security fencing with a lockable gate

and adequate signage to inform members of the public, visitors and any other party that unauthorised access is forbidden

- Ensure suitable and sufficient welfare facilities are provided from the start of the construction phase by considering the type of work to be undertaken and the amount of personnel expected to be on site at any one time.
- Ensure that every contractor who will work on the project is informed of the minimum amount of time which they will be allowed for planning and preparation before they begin work on site by arranging a pre-start meeting with each contractor as soon as is practicable after the awarding of the contract;
- Ensure contractors receive adequate information about the project by ensuring that the tender documentation sent to each prospective contractor contains all the information available at the time of invitation to tender and forward any information that becomes available afterward;
- Ensure safe working and co-ordination and co-operation between contractors by holding regular co-ordination meetings, which will include all contract Supervisors;
- Prepare and enforce site rules by informing all site personnel, via site induction, of the site rules, prominently displaying the rules on site and monitoring compliance.
- Provide (copies of or access to) relevant parts of the plan and other information to contractors, including the self-employed, in time for them to plan their work;
- Inform all contractors of those parts of the safety plan that effect their operations via site inductions and update briefings to be part of the agenda for site meetings.
- Ensure that the workforce have been adequately inducted onto site by developing a formal induction procedure and maintain up to date induction records;
- Ensure that the workforce is consulted about health and safety matters. This will be achieved by adopting an open door policy and by instigating a feedback forum to be held after each regular Toolbox Talk;
- Display in a prominent position on site, the F10 (if applicable), Health & Safety at Work Law poster and a copy of the employer's liability insurance;
- Ensure that all injuries, diseases, dangerous occurrences and near misses are recorded and reported to the HSE, where necessary, by diligently investigating each incident to avoid reoccurrence and to identify if it is reportable under RIDDOR
- Provide methods of ensuring workers are adequately trained and supervised by obtaining proof of training (CPCS, IPAF etc.) prior to the work commencing.
- Provide the Principal Designer with any information that is required for inclusion in the Health and Safety File by compiling relevant information throughout the project

### Contractors and Self Employed Duties:

A contractor may be an individual, a sole trader, a self-employed worker or a business who carries out, manages or controls construction work in connection with a business. Anyone who directly engages construction workers or manages construction work is a contractor. This includes companies that use their own workforce to do construction work on their own premises. The duties on contractors apply whether their workers are employees, self-employed or agency workers.

The main duty of a contractor is to plan and manage construction work under their control so that it is carried out in a way that controls risks to health and safety. They have a range of other duties that depend on whether more than one contractor is involved in the project. If so, their duties entail co-ordinating their activities with others involved in the project team – in particular, complying with directions given to them by the principal designer or principal contractor.

If we occupy the position of Contractor, we will ensure that the requirements of the Construction (Design and Management) Regulations 2015 are complied with.

Prior to starting work on site we will:-

- Visit the site, check the access arrangements and consider the safest methods for our workers to carry out the work.
- Speak with the principal contractor to find out whether other work will take place at the same time as our work and agree how any interfaces with the other contractors will be managed.
- Request information from the principal contractor regarding the presence of any known asbestos containing materials (ACMs) or other hazardous material on the part of the site we will be working on. If there is, or if there has been previously, then, in addition to any control measures concerning known asbestos, take steps to prevent unexpected exposure by arranging for our workforce to have asbestos awareness training prior to starting any work.
- Consider how long it will take us to organise our workers, and any plant and materials needed, so we can estimate when we will be ready to start.
- Check the proposed workforces' skills, knowledge, training and experience and arrange any retraining or refresher training where necessary.
- Assess the degree of information, instruction and supervision required, taking into account the training, experience, nature of the work and likely behaviour of our workforce.
- Make arrangements to provide adequate supervision by supervisors with appropriate training, experience and leadership qualities for the risks which the project is likely to involve.
- Check what welfare facilities the principal contractor is providing in case we need to organise anything else.
- Check whether any first aid provided by the principal contractor is available to us and whether it will be sufficient for the work we are undertaking, the workforce involved and the location in which we are working. If no first aid is to be provided or if we consider the first aid cover to be inadequate we will make additional arrangements.
- Inform the Principal Contractor of any known health issues our workforce may have
- Communicate the method of work that our workforce must follow, particularly if the control measures are unusual or not obvious and focus on the work activities where there is most risk of injury or ill-health.
- We will share our method of work with the principal contractor or other contractors so they can take it into account when planning and organising their work by submitting a method statement, risk assessment or task sheet.
- Arrange for our workforce, plant and materials to arrive on site at the allocated time.

Once on site we will manage the risks to the safety and health of our workforce and others who could be affected by our work by:-

- Setting a personal example by always wearing the necessary PPE and by challenging any unsafe behaviour or practice and not ignoring it
- Ensuring our workforce receive site induction from the principal contractor. If there is no principal contractor then we will carry out the site inductions for our site team.
- Providing instructions to our workforce on what needs to be done and how you intend the works to be carried out, in which order and with what equipment, particularly when it involves working at height
- Providing supervisors with the necessary skills, technical knowledge, training, experience and leadership qualities for the work
- Briefing our workforce on what is expected of them, and consider any suggestions from them on better ways of working
- Ensuring your workforce is aware of what to do in the event of any likely emergency
- Ensuring our workforce is complying with the site rules and working in accordance with how the work was planned to be done
- Liaising with the principal contractor and keeping them informed of any changes to our planned working method in case it has an impact on other plans
- Liaising with other contractors and the principal contractor and co-operate over reasonable suggestions for reducing risks to health and safety on the site.
- Carrying out regular checks on plant and equipment and, when necessary, maintaining, repairing or replacing it
- Providing information to the principal contractor about how to safely maintain, isolate, replace or dismantle what we have installed at the end of our time on site.
- If we are the only contractor working on the project, we will draw up a construction phase plan that meets the requirements of regulation 12, as soon as is practicable prior to setting up a construction site.
- Before starting work on any site we will take all reasonable steps to prevent access by unauthorised persons to that site.
- We will arrange for the provision of adequate welfare facilities that meet the requirements of Schedule 2.
- We will provide each worker under our control with appropriate supervision, instruction and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety.
- The information we provide will include a suitable site induction, the procedures to be followed in the event of serious and imminent danger to health and safety and information on risks to health and safety identified by the risk assessments carried out
- We will provide adequate first aid cover following a risk assessment to calculate the level of cover required.



## Appointing Contractors

The Construction (Design & Management) Regulations 2015 describe those companies traditionally known as Sub-contractors as Contractors.

The reference to Contractors includes all those companies who are carrying out work on site whilst the site is the responsibility of the Principal Contractor and include:-

- Domestic contractors chosen by the Principal contractor
- Nominated contractors specified by the client
- Specialist work contractors eg. Statutory authority
- Contractors employed directly by the client who may be working on site with the permission of the Principal Contractor.

Contractors and the self-employed working on our sites, regardless of who appointed them, will be required to signify that:

- They are conversant with the Health and Safety at Work Etc. Act 1974 and Approved Codes of Practice.
- They are aware of their duties under The Construction, Design and Management Regulations 2015
- They will conduct their activities in accordance with the requirements of the project's Construction Phase Plan.
- They will observe the special requirements relating to young persons.
- They will submit risk assessments, COSHH assessments and where necessary, method statements as required at pre-contract meetings and before their intended start date on site.
- They accept that operations requiring method statements will not be permitted to commence, until the statements have been received and approved.
- They will provide evidence of training and certificates of competence, as required.
- No hazardous product or substance will be used, unless it is subject of a COSHH assessment, correctly labelled in approved containers or packages, and suitable storage arrangements.
- Before work commences on hazardous operations a Permit to Work procedure will be obtained from the Principal Contractor.
- They acknowledge that the Company, as the Principal Contractor, has the duty and responsibility to ensure that all site operatives comply and co-operate with the Plan.
- The duty to ensure the skills knowledge, training and experience of any Client nominated contractor is the Client's (Regulation 8 CDM2015). However the duty to manage the contractor is the Principal Contractor's (Regulation 13 CDM2015) and the Company reserve the right to stop the activities and remove from site any Contractor or worker employed by a Contractor if their activities or performance should put at risk the health and safety of anyone who may be affected by their activities (Regulation 15 CDM2015)

When we appoint contractors or sub-contractors we will:-

- Check the health and safety capabilities of the people we plan to use
- Give them the health and safety information they need for the work
- Talk about the work with them before they start
- Make sure that we have provided everything agreed to (for example safe scaffolds, the right plant, access to welfare facilities and so on)
- Monitor their performance and remedy any shortcomings.



- For smaller jobs, we will look for straightforward evidence that potential contractors are capable of carrying out the work, for example by requiring references from previous construction work, checking qualifications or training records or by asking them how they plan to carry out the work safely without risk to the health and safety of themselves or others.
- For more complicated or higher risk jobs, further enquiries will be needed. For this we will utilise our Pre-Qualification Questionnaire (PQQ).

## **APPENDIX B**

### **Information; Training, Consultation; Welfare; and Working Time**

(Relevant Regulations – The Management of Health and Safety at Work Regulations 1999 - The Construction (Design and Management) Regulations 2015 - The Working Time Regulations 1998)

#### **Health & Safety Information**

Copies of this policy shall be available to all company employees and other interested parties.

Additional information is contained in the CITB Construction Safety Notes Manual (GE700), which is available to all managers with site safety management responsibilities.

We are advised by The Building Safety Group Ltd, which provides us with health and safety guidance, advice, support and information including training, site inspections, incident investigations and assistance with guidelines and procedures for the implementation of work place health and safety.

#### **Training**

Suitable and sufficient training will be provided to ensure that employees at all levels are:

- aware of their health and safety duties and responsibilities;
- competent to operate specialist tools, plant and work equipment;
- adequately inducted.
- 

Training needs will be identified and provided as necessary. The training plan and programme of competency training will be maintained and implemented by the (safety director) throughout the company. A training matrix format is maintained.

#### **Cooperation**

Cooperation between parties and coordination of the work are key to the successful management of construction health and safety. The Company will arrange regular site meetings to ensure the construction phase is properly planned, managed and monitored. Minutes of meetings will be circulated to all interested parties.

#### **Consultation**

Arrangements are in place for consultation on health and safety matters with employees as required by legislation. Initiatives from employees intended to enhance health and safety in the workplace are encouraged, and should be made through normal management channels. The Safety Director/Manager is available for consultation on any safety or health matter.

#### **Contractors**

All workers on site working directly or indirectly under the control of this Company will be required to signify their intention to work to the standards laid down in this Policy. Failure to conform to the practices described may result in disciplinary action being taken or contracts terminated by us.

#### **Welfare-Principal Contractor**

The Company will provide suitable and sufficient welfare facilities adequate for the number of operatives expected to be on site are provided at accessible places and that they are kept clean and in a sanitary condition.

These facilities will include as a minimum:-

- Clean and working toilets;
- Washbasins with hot and cold running water;
- Soap and towels;
- Sinks large enough to wash face, hands and forearms;
- Somewhere to change, dry and store clothing (where applicable);
- Drinking water, and cups if needed;
- A rest area to sit, make hot drinks and eat food.
- Welfare facilities must be kept warm and well ventilated, with lighting if necessary.

#### **Welfare - Contractor**

If we are the only contractor we will provide or if there is a principal contractor we will ensure they provide, suitable and sufficient welfare facilities adequate for the number of operatives expected to be on site are provided at accessible places and that they are kept clean and in a sanitary condition.

These facilities will include as a minimum:-

- Lit and ventilated toilets (suitable for men and women)
- Lit and ventilated washing facilities next to the toilets, including hot, cold or warm running water, soap or hand cleaner, towels or means of drying hands
- Supply of drinking water and cups
- Facilities for rest (tables and chairs)
- Where required, changing rooms and lockers.

#### **Working Time Regulations 1998**

The company recognises that where employees work excessive hours, there is a risk to their health and safety. Therefore, procedures will be instigated to ensure that these regulations are fully complied with.

Do we need to include Lone Working and Arrangements for Securing the Health and Safety of Workers Duties of Employees (Page 27 BSG)

#### **Employees will:**

- Taking reasonable care of themselves and others affected by their actions;
- Following guidance and procedures designed for safe working;
- Reporting all incidents that may affect the health and safety of themselves or others and asking for guidance as appropriate;
- Taking part in training designed to meet the requirements of the policy; and
- Reporting any dangers or potential dangers they identify or any concerns they might have in respect of working alone.

## **APPENDIX C**

### **Safe Access; Traffic Management; Safety Signs and Signals**

(Relevant Regulations – The Management of Health and Safety at Work Regulations 1999 - The Construction (Design and Management) Regulations 2015 –The Health & Safety (Safety Signs and Signals) Regulations 1996)

#### **Safe Access**

So far as is reasonably practicable, we will ensure that:-

- Safe and suitable access to and egress from every place of work will be provided and properly maintained to enable all personnel to reach their places of work safely;
- Every place of work shall be made and kept safe for anyone at work there;
- No person shall be permitted to access or egress from a place of work that does not comply with these requirements;
- Every place of work shall have sufficient working space and so arranged that it is suitable for any

- person working there;
- The worksite will be organised so that pedestrians and vehicles are segregated and can move about the site safely;
- Traffic routes will be suitable for purpose and the vehicles authorised to use them;
- Traffic routes will be indicated by suitable signs regularly checked and properly maintained.

### **Traffic Management**

Construction sites will be organised, so far as is reasonably practicable, that pedestrians and vehicles can move safely and without risks to health. The following arrangements will be considered when planning and designing the site set-up and logistics:

- Separation of pedestrian and construction vehicle traffic at or before the site entrance;
- Providing 'construction vehicle-only' areas, where only designated personnel can enter;
- Providing safe pedestrian routes to and from work locations;
- Providing safe construction vehicle routes around the site; and
- Planning and designing routes to reduce the need for reversing manoeuvres.
- Consider the need for wheel washing prior to vehicles entering public roads.
- Where it is not reasonably practicable to segregate pedestrians and vehicles, safe systems of work, which include the provision of a 'banks man' should be considered.
- Site management will produce a site traffic route plan.

### **Safety Signs and Signals**

Where risk assessments have identified a risk, which cannot be removed by any other practicable means, part of the control measures to reduce the risk shall be the use of safety signs that comply with The Health & Safety (Safety Signs and Signals) Regulations 1996. They consist of:-

Warning signs	- Yellow triangular signs	e.g. "Overhead Power Lines", "Fragile Roof"
Prohibition signs	- Red round signs	e.g. "No Smoking", "No Entry"
Mandatory signs	- Round blue signs	e.g. "Eye Protection", "Safety Gloves"
Emergency signs	- Green rectangular signs	e.g. "First Aid", "Fire Escape Route"
Fire signs	- Red rectangular signs	e.g. "Fire Extinguisher"

## **APPENDIX D**

### **Work at Height; Scaffolding and Towers; Ladders; Roof Work; Temporary Works**

(Relevant Regulations – The Work at Height Regulations 2005 - The Construction (Design and Management) Regulations 2015 –The Provision and Use of Work Equipment Regulations 1998)

#### **Working at Height**

Statistics show that falls from height are the most common cause of fatal injury and the second most common cause of major injury to construction site workers, particularly those engaged on smaller projects. The company will take all reasonable steps to provide a safe working environment for all employees who may be required to or may be affected by, working at height activities."

The company shall provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventive and protective measures to prevent fall of persons or materials from the workplace. We will require employees and any other persons involved in the work activity to co-operate in the implementation of this policy.

When we are required to work at height we will ensure that the *Work at Height Regulations 2005* are conformed with and ensure that:

- all work activities that involve work at height are identified;
- the need to undertake work at height will be eliminated whenever it is reasonably practicable to do so;
- All work at height will be adequately planned and organised;

- risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them;
- all the necessary equipment to allow safe access to and egress from the place of work is provided;
- all the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided;
- suitable plant is provided to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary;
- any working platform and its supporting structures are selected and/or designed in accordance with current standards;
- regular inspections of all equipment required for working at height are undertaken;
- competent persons are appointed to be responsible for the supervision of all work at height and associated activities; and
- planning for emergencies and rescue are made.

### Scaffolding and Towers

All scaffolding and towers installed and used by the company shall be constructed of materials and components which have been inspected and proven. All work involved in the installation, use and dismantling of scaffolding and towers shall be undertaken by suitably qualified and experienced staff.

Where we are required to use scaffolding or towers we shall ensure that:

- they are erected to recognised standards or manufacturers' instructions by trained, competent and authorised operatives;
- a competent person will inspect them before use and after adaptation, alteration or the effects of adverse weather conditions etc. and in any case every 7 days;
- the results of the inspection will be recorded in a prescribed format;
- 'Scaffold incomplete notices' will be displayed as required;
- ladders will be removed or secured to prevent unauthorised access after working hours;
- special scaffolds are subject of design or calculations;
- Design drawings and calculations for special scaffolds, TG20: compliance sheets or mobile alloy tower manufacturer's instructions are available on site for the information of persons carrying out inspections, adaptations, alterations and eventual dismantling of any access equipment;"
- scaffolding will be secured against bad weather conditions and short boards secured down;
- edge protection measures will not be removed unless authorised and will be replaced as soon as the need to remove it has expired;
- no persons will be permitted to remain on tower scaffolds during the moving and repositioning of them;
- When moving tower scaffolds they are pushed via the narrowest side at the bottom of the tower brakes are applied before use and remain applied during use;
- the safe working load of scaffolds, loading-bays and working platforms will be established, displayed and not exceeded;
- materials will not be stored on working platforms so as to exceed the edge protection;
- all scaffold structures will be properly earthed where a risk of lightning strikes exists.

### Ladders: including step-ladders and podium steps:

Ladders will be used primarily for access. If used as a work platform, ladders will only be used for light work of short duration and only after a risk assessment carried out under the *Working at Height Regulations 2005* has demonstrated alternative methods are unsuitable.

When ladders are used we shall ensure that they are:-

- used by trained and competent operatives only;
- subject of an inspection regime with records of inspections maintained;
- visually inspected by operatives before use;
- marked with a means of identifying them;
- *Class 1 'Industrial' or EN131* ladders or stepladders for use at work and they are a suitable size



- for the work;
- in good condition and free from defects;
- secured against movement;
- pitched out to a 75° angle (4-1) with the reinforcement under the rungs;
- rise at least 1 metre above a landing place;
- free from obstruction at their base area;
- used by only one person at a time;
- overhead cables will be identified and made safe when working at height.

Operatives will:-

- maintain three points of contact at all times;
- not use the top 3 rungs when used as a work platform;
- not 'over reach';
- not carry materials or tools when ascending or descending ladders.

When step ladders are used they will be:-

- suitable and sufficient for purpose;
- Of industrial quality;
- used on safe, level ground;
- used for short duration and light work;
- properly 'set up' and not inclined against walls etc.;
- operative not to use top 2 steps or to over reach on any equipment.

### Temporary Works

Temporary works covers an extremely wide range of works which do not form part of the finished works. In simpler and more commonplace situations, standard solutions (given in BS 5975) can most likely be used instead of individual designs. However, unless the job falls within the limitations of the particular standard solution, further design will be required.

The duties and responsibilities of each party involved with the design, materials, erection, dismantling and use of temporary works will be clearly defined. BS 5975 recommends that the main items for which responsibility should be established are:-

- the design brief;
- the concept of the scheme;
- the design, drawing out and specification of the temporary works;
- the adequacy of the materials used;
- the control of erection, maintenance and dismantling on site;
- the checking of design and construction operations;
- the issue of a formal permission to load and dismantle the temporary works.

Once responsibility is established, the company will ensure that the individuals concerned do not work in isolation. To comply with BS 5975 a "Temporary Works Co-ordinator" will be appointed to co-ordinate the activities of all concerned to ensure the works are brought to a safe conclusion. The co-ordinator's duties include:-

- the co-ordination all temporary works activities;
- ensuring that the various responsibilities have been allocated;
- ensure that a satisfactory falsework design is carried out;
- ensuring that those responsible for on-site supervision receive full details of the design including any limitations associated with it;
- ensuring that checks are made at appropriate stages covering the more critical factors;
- ensuring that, during use, all appropriate maintenance is carried out;
- after final check, issue permission to load if this check proves satisfactory;
- when it has been confirmed that the permanent structure has attained adequate strength, issue formal permission to dismantle the temporary works.



## APPENDIX E

### Demolition or Dismantling

(Relevant Regulations – The Management of Health and Safety at Work Regulations 1999 - The Construction (Design and Management) Regulations 2015 –The Provision and Use of Work Equipment Regulations 1998).

The demolition or dismantling of a structure must be planned and carried out in such a manner as to prevent danger or, where it is not practicable to prevent it, to reduce danger to as low a level as is reasonably practicable. The arrangements for carrying out such demolition or dismantling must be recorded in writing as part of a demolition plan that will include a range of surveys and reports to check the presence of asbestos; structural stability of the site and nearby structures; the location of above and below ground services in the work area; previous uses of the structure to be demolished or dismantled and any other considerations required before the demolition or dismantling work begins”.

This company recognises that demolition is a hazardous operation. In order to meet its high standards of health and safety, meet its legal obligations, and to ensure efficient and effective demolition works, this company will ensure that:

- all persons involved in demolition work possess the relevant skills, knowledge training and experience;
- all persons carrying out or supervising demolition works are suitably qualified
- all equipment used in lifting operations is fully tested and inspected
- loads do not become displaced or that equipment becomes overturned by thorough planning
- employees working in mechanical handling are suitably qualified
- employees are protected from harmful vibration
- plant is regularly inspected and written reports compiled
- all support materials used are inspected and are of sound condition
- manual handling operations which might cause injury are prohibited unless a suitable assessment has been made and suitable control measures are in place
- suitable equipment and control measures are in place for all work at height
- employee's and others' exposure to hazardous substances, either naturally occurring or man-made, is prevented so far as is reasonably practicable
- any necessary work in confined spaces is carried out by trained and competent personnel, after a risk assessment and suitable control measures have been put in place
- any noise at work which is likely to cause injury is minimised.

## APPENDIX F

### Excavations and Earthworks; Confined Spaces Operations

(Relevant Regulations – The Management of Health and Safety at Work Regulations 1999 - The Construction (Design and Management) Regulations 2015 – The Provision and Use of Work Equipment Regulations 1998)

This organisation recognises that excavation is a hazardous operation.

‘Excavation includes any earthwork, trench, well, shaft, tunnel or underground working’

We will ensure that all practicable steps shall be taken where necessary to prevent danger to any person, including where necessary, the provision of supports or battering etc to ensure:-

- any excavation or part does not collapse;
- no material from the side, roof or adjacent to any excavation is dislodged or falls;
- no person is buried or trapped in an excavation by dislodged or falling materials;

- no part of an excavation or ground adjacent to it, shall be overloaded with materials or equipment;
- construction work will not be carried out in an excavation that has supports or battering provided unless the excavation, equipment and materials that affect its safety has been inspected by a competent person:-
- at the start of the shift;
- after any event likely to affect its strength or stability;
- after any material unintentionally falls into the excavation;
- the person carrying out the inspection is satisfied work in the excavation can continue safely;
- tests will be carried out on landfill sites for gases and other contaminants with appropriate action taken if found;
- safety helmets will be worn in and near excavations;
- information, instruction and training on the use of laser devices will be given;
- buried services shall be identified by consulting existing services/utility drawings, traced using approved and calibrated locating devices and steps taken to protect them;
- suitable precautions must be taken to prevent undermining or weakening of nearby structures;
- overhead power lines will be protected against accidental contact by machine;
- underground services will be located and digging carried out by hand within 500mm.

### Confined Spaces Operations

(Relevant Regulations - The Confined Spaces Regulations 1997)

A confined space can be described 'as a place that is substantially enclosed and there is a foreseeable specified risk'.

A specified risk means 'a risk of serious injury to a person arising out of fire and explosion and, without prejudice to this risk, the loss of consciousness of a person due to an increase in body temperature, asphyxiation by gases or oxygen deficiency. It also includes drowning due to an increase in the level of a liquid, asphyxiation by solid materials which can flow or entrapment by such substances, so as to render the person unable to reach safety unaided'.

It is the policy of the company to take all reasonable steps to secure the health and safety of employees, or contractors, who are required to enter into confined spaces.

The company acknowledges that health and safety hazards may arise when entry into confined spaces is required. It is the intention of the organisation to ensure that any risks are reduced to a minimum.

Supervisors authorised to issue permits to work in confined spaces are responsible for the correct implementation of the safety arrangements of the system.

All those involved in working in confined spaces are responsible for their own duties in relation to the Permit to Work and for ensuring that their activities do not harm the health and safety of others.

The company will comply with the Confined Spaces Regulations 1997 and Approved Code of Practice, by ensuring that:

- a risk assessment of the work will be completed;
- method statements will be compiled and available on site;
- permit to work and permit to enter schemes will apply;
- no entry into a confined space shall be permitted until we are satisfied that entry is safe;
- atmosphere testing will be continuous during the work within a confined space;
- appropriate protective clothing and safety equipment will be provided and available on site before work commences, according to need;
- we maintain sufficient serviceable sets of appropriate breathing apparatus or respiratory protective equipment, and other safety equipment, to ensure safe entry where there is danger from gases, fumes, vapours, etc or where there could be a deficiency of oxygen

- we provide training in the use of breathing apparatus, or other safety equipment, for those employees who may be required to use such equipment when working in confined spaces.
- only suitably fit and trained personnel will be used in these operations; and
- constant and competent supervision will be provided at the scene of operations.

## APPENDIX G

### Work Equipment, Portable Electrical Equipment and Lifting Operations

(Relevant Regulations – The Provision and Use of Work Equipment Regulations 1998 - The Electricity at Work Regulations 1989 – The Lifting Operations and Lifting Equipment Regulations 1998 - The Control of Electromagnetic Fields at Work Regulations 2016)

#### Work Equipment

Work equipment will be suitable and sufficient for purpose and comply with the *Provision and Use of Work Equipment Regulations 1998*. In particular we will:

- maintain equipment in an efficient state, in efficient working order and in a good state of repair;
- ensure that all equipment and plant shall be inspected as required with records of inspections kept;
- ensure the use of any equipment will be restricted to persons who have received adequate training, information, instruction and supervision as necessary;
- ensure that persons are protected against dangerous parts of machinery;
- ensure that equipment will only be used in a stable or stabilised condition;
- suitable and sufficient lighting to be available if necessary;
- ensure employees are not carried on mobile work equipment unless it is so designed and equipped;
- ensure that where there is a risk of mobile work equipment rolling over, then roll over protection and operative restraints will be provided, used and maintained in good order;
- ensure remote controlled self-propelled work equipment will be fitted with a means to stop automatically once it leaves its control range and has guards to prevent impacts; and
- ensure appropriate personal protective equipment is provided and worn.

#### Portable Electrical Equipment

The majority of portable electrical equipment used on construction sites is at levels below the Exposure Limit Values (ELVs) and will not exceed the indirect-effect Action Levels (ALs) However special consideration to the safety of employees at particular risk will be given and a separate risk assessment will be carried out for employees who have notified the company of any condition which could mean they are more susceptible to effects from EMF exposure (such as their wearing of active implanted medical devices (AIMDs), passive implanted medical devices (PIMDs) or body-worn medical devices (BWMDs) or of their pregnancy).

The term "portable" is not restricted to equipment which is normally moved around; it refers to all equipment which can be attached to an electrical system by a cable and plug.

In general, annual inspections of portable electrical equipment are recommended. However, more frequent inspections i.e. 3 monthly may be advisable if the equipment is being used in an environment where there is a high probability of damage, for example, in workshops and in site work, etc. We shall appoint a competent person who will normally undertake the inspection and testing of all items of company equipment. An up-to-date register will be maintained where the inspection and testing of company portable equipment is carried out.

- Visual inspections by the user: Daily or before use of all hand held tools - including plugs and sockets cables, etc.
- Wherever possible, persons using items of privately owned electrical equipment in a company building or construction site should ensure that each item is inspected and tested for electrical safety.

## Lifting Operations

The *Lifting Operations and Lifting Equipment Regulations 1998* will be complied with in all respects. In particular we will ensure:

- all lifting operations will be planned and supervised by a competent person;
- a method statement will be prepared before any lifting operations are commenced;
- lifting equipment will only be operated by competent and authorised personnel;
- evidence of thorough examination of all lifting equipment must be provided;
- structures and ground surfaces from which lifting equipment will operate will be suitable for purpose;
- slingers and signallers will be trained and authorised;
- barriers and fencing will be erected to protect operatives and members of the public during lifting operations;
- safe working loads must be clearly displayed and not exceeded; and
- routine inspections will be carried out every 7 days and recorded.

## APPENDIX H

### Protection of the Environment

(Relevant Legislation - The Environmental Protection Act 2017)

#### Environmental Policy

In recognition that our activities have an impact on the environment and our commitment to improve our environmental performance and minimise harmful effects on the environment we have prepared a separate Environmental Policy.

Employees will be informed on all environmental aspects and issues as they affect our undertaking and the implementation of procedures detailed in our environmental management system.

#### Site Waste Management Plans

Site waste management plans (SWMPs) aim to reduce the amount of waste produced on construction sites and to prevent fly-tipping. They do this by setting out how building materials, and resulting waste, is to be managed during the project.

The Site Waste Management Plans Regulations 2008 were rescinded in December 2013 but many construction companies intend to carry on using them as best practice. It is the policy of this organisation to have in place a SWMP for each construction project that it undertakes.

In this respect, for each construction project, the company will:

- appoint someone to take overall responsibility for the SWMP;
- identify the types and quantities of waste that will be produced during the project by working out in advance what materials will be used and estimating how much waste will be able to be reused, recycled or disposed of;
- work out the best options available for recycling and disposal;
- ensure that all waste is stored and disposed of responsibly;
- ensure a record is kept of all waste disposed of or transferred through a system of signed waste transfer notes;
- ensure that waste contractors comply with all legal responsibilities;
- carefully plan what materials are needed for the project and state all SWMP targets on the data sheet;
- ensure that everyone on site knows about the SWMP;
- develop a training programme for all contractors and site workers to ensure that everyone is aware of the importance of asking for and recording the correct paperwork, receipts, destinations for materials, etc.;
- measure how well the SWMP is working by assessing how much and what type of waste is being produced as the project runs; and
- assess how effectively the materials on site were managed and how well targets for waste management were met at the end of the project to learn lessons for future projects.



## APPENDIX I

### First Aid

(Relevant Regulations – The Health and Safety (First-Aid) Regulations 1981)

First Aid arrangements shall be in compliance with *First Aid Regulations 1981 (amended 2013)* and the Approved Code of Practice. Where the company are acting as contractor or otherwise working on site, arrangements shall normally be made with the Principal Contractor to share first aid facilities. Where the company is the principal contractor sufficient first aid arrangements shall be assessed as part of the welfare requirements.

Sites shall be provided with a first aid kit. The location of the first aid kit and the identity of the first aider will be displayed in the site office. The kit will contain (at least) the scale of equipment in accordance with the Regulations. Employees shall be advised of the arrangements, which shall be included in the induction process.

It is noted that there are diseases, which may be transmitted through body fluids, including HIV virus (Aids) and Hepatitis B. During any first aid treatment, care will be taken to avoid the injured person's blood by wearing suitable gloves.

## APPENDIX J

### Personal Protective Equipment

(Relevant Regulations – The Personal Protective Equipment Regulations 2002)

The company provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

The company's policy is to provide suitable PPE as appropriate ('CE' marked and comply with the *Personal Protective Equipment Regulations 2002*), to ensure it is properly maintained and that employees are provided with adequate information, instruction and training.

The implementation of this policy requires the co-operation of all members of management and staff.

The company will, in consultation with workers and their representatives:

- ensure PPE requirements are identified when carrying out risk assessments;
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary;
- carry out an assessment to identify suitable PPE;
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately;
- ensure PPE is available to all staff who need to use it;
- provide adequate accommodation for correct storage of PPE;
- provide adequate maintenance, cleaning and repair of PPE;
- inform staff of the risks their work involves and why PPE is required;
- train staff in the safe use and maintenance of PPE; and
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.

Employees are responsible for safeguarding such items, reporting defects and using the equipment as instructed.



## APPENDIX K

### Control of Substances Hazardous to Health Regulations (COSHH) 2002

(Relevant Regulations – Control of Substances Hazardous to Health Regulations 2002)

Many people are exposed to a variety of substances at work (e.g. chemicals, fumes, dusts, fibres) which can, under some circumstances, have a harmful effect on their health. These are called 'hazardous substances'. If exposure to a hazardous substance is not properly controlled it may cause ill health in a number of ways. The substance may cause harm by:

- too much being taken into the body through breathing;
- being absorbed through the skin;
- being swallowed; or
- acting directly on the body at the point of contact, e.g. the skin.

Some illnesses caused by exposure to hazardous substances in the workplace (occupational diseases) may not appear until a long time after the first exposure. Therefore, it is important to know in advance how to protect the health of people working with hazardous substances and also of other people who may be affected by the work being carried out.

#### Workplace exposure limits (WELs)

WELs are British occupational exposure limits and are set in order to help protect the health of workers. WELs are concentrations of hazardous substances in the air, averaged over a specified period of time, referred to as a time-weighted average (TWA). Two time periods are used: long-term (8 hours); and short-term (15 minutes).

Substances that have been assigned a WEL are subject to the requirements of COSHH.

These Regulations require employers to prevent or control exposure to hazardous substances.

Under COSHH, control is defined as adequate only if:

- a) the principles of good control practice are applied
- b) any WEL is not exceeded and
- c) exposure to asthmagens, carcinogens and mutagens are reduced as low as is reasonably practicable.

Any material used, or encountered during work, which has the potential for harming health, will be subject to an Assessment carried out under the Control of Substances Hazardous to Health Regulations 2002. Hazardous substances include:-

- Substances used directly in work activities (e.g. adhesives, paints, cleaning agents)
- Substances generated during work activities (e.g. fumes)
- Naturally occurring substances (e.g. grain dust)
- Biological agents (e.g. bacteria and other micro-organisms)

When using such substances we shall:-

- Step 1** Having consulted the material safety data sheet or safety label, assess the risks to health arising from hazardous substances used in or created by your workplace activities.
- Step 2** Decide what precautions are needed. We shall not carry out work which could expose our employees to hazardous substances without first considering the risks and the necessary precautions, and what else we need to do to comply with COSHH.
- Step 3** Prevent or adequately control exposure. We shall prevent our employees being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, then we shall adequately control it.
- Step 4** Ensure that control measures are used and maintained properly and that safety procedures are followed.
- Step 5** Monitor the exposure of employees to hazardous substances, if necessary.
- Step 6** Carry out appropriate health surveillance where our assessment has shown this is necessary or where COSHH sets specific requirements.
- Step 7** Prepare plans and procedures to deal with accidents, incidents and emergencies involving hazardous substances, where necessary.
- Step 8** Ensure employees are properly informed, trained and supervised.

Many thousands of substances are used at work but only about 500 substances have Workplace Exposure Limits (WELs) listed in the HSE guidance document “*EH40 workplace exposure limits*”.

The absence of a substance from the list of WELs does not indicate that it is safe. For these substances, exposure will be controlled to a level to which nearly all the working population could be exposed, day after day at work, without any adverse effects on health.

## APPENDIX L

### Occupational Health: Noise, Dermatitis, Respiratory Disorders, Vibration, Management of Stress

(Relevant Regulations – The Management of Health and Safety at Work Regulations 1999 – The Control of Substances Hazardous to Health Regulations 2002 - The Control of Noise at Work Regulations 2005 - The Control of Vibration at Work Regulations 2005 – The Workplace (Health, Safety and Welfare) Regulations 1992)

#### Health Surveillance

Health surveillance is about systematically watching out for early signs of work-related ill health in employees exposed to certain health risks. It means putting in place certain procedures to achieve this. These procedures may include:

- Simple methods, such as looking for skin damage on hands from using certain chemicals;
- Technical checks on employees, such as hearing tests;
- More involved medical examinations.

Some health and safety regulations also require employers to provide health surveillance for their employees.

The company recognises its duty to make arrangements for health protection and surveillance to be conducted and employees are required to co-operate. There may be requirements for health surveillance to continue even after cessation of the exposure, but this is for diseases that have a long latency period (such as asbestos-related disease).

It is our policy to:

- Carry out risk assessments under the Management of Health and Safety at Work Regulations and any other applicable Regulations in order to decide if health surveillance is appropriate.
- Place affected employees under suitable health surveillance where the risk assessment(s) indicate that health surveillance is appropriate.

- Consult with employees and, where applicable safety representatives, over the proposed arrangements for health surveillance and for the need for affected employees to participate in these arrangements.
- Inform affected employees, and where applicable safety representatives, of the health risks and of the health surveillance procedure.
- Ensure that the person carrying out the health surveillance procedure is competent to undertake the task.
- Ensure that the results of health surveillance are suitably recorded and that the records are kept readily available for inspection by any person who has a right to see them.
- Suitably action any recommendations made as result of health surveillance and if necessary review the associated risk assessment.
- Treat an individual's health surveillance records as confidential information.
- Inform employees, and where applicable safety representatives, of the collective results of health surveillance, but ensuring that no individual is identified.
- Ensuring that health surveillance records are retained for statutory retention periods.

## Noise

The *Noise at Work Regulations 2005* will be complied with. Noise assessments will be carried out as appropriate and action taken as identified necessary. First priority should be to reduce noise levels and exposure to noise. Hearing protection should be used where other means of controlling noise has failed. The company will assess noise levels, reduce noise and exposure to noise and provide employees with information about the risk of noise, their responsibilities and how to obtain and look after ear protectors.

Where noise levels are such as to expose operatives to in excess of 80db(A) averaged over a working day, assessments will identify those operatives and/or activities that will require the provision of suitable noise reduction techniques and/or the use of ear defenders. Such assessments may be specific to site or related to the work activity. Operatives will ensure that the precautions suggested are implemented.

Where noise levels exceed 85dB(A) areas affected will be established, signed and protected against unauthorised entry. Ear protection is necessary to prevent damage to hearing. The two main types of hearing protection are disposable or re-usable ear plugs and ear muffs. Ear protection shall be provided and worn by all within the noise affected area. Employees will be provided with information on hazards of work exposing them to noise levels in excess of 85dB(A) over a working day, instructed and trained in working methods to protect their hearing, including the use of ear defenders.

### Exposure to noise may cause:

- Hearing loss
- Irritation, annoyance and fatigue
- Inefficiency and lack of concentration
- Failure to hear warnings, sounds and instructions

### Safeguard your hearing:

- Use hearing protection as instructed
- Trained persons should supply and fit ear protection to suit individuals needs
- Keep ear protection clean, check regularly for damage
- Replace as necessary

A self assessment questionnaire will be issued and completed by each operative at least annually. Any symptoms or signs of hearing impairment should be brought to the attention of management. Specialist advice will be sought from an occupational health professional as necessary

## Dermatitis/ Eczema

Contact dermatitis is inflammation of the skin caused by contact with a range of materials. The main signs of eczema are redness, swelling, crusting and cracking and flaking of your skin. These include detergents, toiletries, chemicals and even natural products like foods and water (if contact is prolonged or frequent). It can affect all parts of the body, but it is most common to see the hands affected. There are three main types of contact dermatitis:

- Irritant contact dermatitis:
- Allergic contact dermatitis:
- Contact urticaria.

Irritant contact dermatitis is caused by things that dry out and damage the skin, e.g. detergents, solvents, oils and prolonged or frequent contact with water.

Allergic contact dermatitis occurs when someone becomes allergic to something that comes into contact with his or her skin. The allergic reaction can show up hours or days after contact. Common causes include chemicals in cement, epoxy resins and some foods.

The signs and symptoms of the different types of dermatitis are similar. Dry, red and itchy skin is usually the first sign. Swelling, flaking, blistering, cracking and pain can follow.

Sometimes the consequences of contact with a material are immediately visible. Sometimes contact occurs without apparent effect. However, every contact can cause minute amounts of 'invisible' damage to the skin that can build up until more serious signs are seen.

The company procedure is:-

1. Avoid contact with materials that cause dermatitis. Adequate Information, instruction, training and supervision will be provided
2. Protect the skin. Select suitable hand protection (barrier creams), suitable welfare facilities and appropriate PPE.
3. Check for early signs of dermatitis. A self assessment questionnaire will be issued and completed by each operative at least annually. Any symptoms or signs of dermatitis / eczema should be brought to the attention of management. Specialist advice will be sought from an occupational health professional as necessary

## Respiratory Disorders

### Chronic obstructive pulmonary disease (COPD)

Chronic Obstructive Pulmonary Disease (COPD) is a long-term illness that makes breathing difficult. The lungs and breathing tubes are damaged making it difficult to get air in and out. common symptoms include;

- a persistent chesty cough and phlegm
- wheeze
- more frequent and troublesome chest infections

COPD is a slow developing condition; the symptoms tend only to start becoming a problem in mid-life, usually in the late forties onwards. A wide variety of dust or fume have the potential to cause COPD if exposure is high and over a long period of time, for example studies suggest the following substances have the potential to cause COPD;

- Hardwood dust
- Mineral dust
- Silica dust
- Solvent fumes in paint
- Welding Fumes

Some of these occupations and substances are also linked to other diseases, for example, welding fume can cause fume fever and pneumonia. Some can also cause occupational asthma.[4]

### Occupational Asthma

Breathing in substances called respiratory sensitisers at work can cause occupational asthma.

A respiratory sensitiser is a substance which when breathed in can trigger an irreversible allergic reaction in the respiratory system. Once this sensitisation reaction has taken place, further exposure to the



substance, even to the tiniest trace, will produce symptoms. Sensitisation does not usually take place right away. It generally happens after several months or even years of breathing in the sensitiser

The symptoms are:

- asthma - attacks of coughing, wheezing and chest tightness
- rhinitis and conjunctivitis - runny or stuffy nose and watery or prickly eyes

Once a person is sensitised, continued exposure can result in permanent damage to their lungs and increasingly severe symptoms. People with rhinitis may go on to develop asthma. Asthma attacks are likely to become worse and can be triggered by other things such as tobacco smoke, general air pollution or even cold air.

Respiratory sensitiser's are subject to the Control of Substances Hazardous to Health Regulations (COSHH). COSHH requires the substitution of harmful products with less harmful ones. If this is not possible then you must use adequate control measures.

Many substances and processes used in the workplace create dust and fumes. All dusts and fumes are a risk to health.

The company procedure is:-

1. Avoid long term contact with machinery or tasks that would cause COPD/Asthma.
  - Adequate Information, instruction, training and supervision will be provided
  - Suitable dust suppression should be provided with the machinery
  - If you have any doubts about the substances or material you are to use, speak to your supervisor.

Checks should include the following:

- Identify material or substances before use
  - Read any information on packaging or containers or manufacturer's instructions
  - Make sure you have been trained in the use of the equipment
  - Clean and service all equipment after use following maintenance instructions
2. Protect the Operative. Select suitable equipment with dust suppression measures, and appropriate PPE as the last resort. When it is not possible to reduce the risk at source, respiratory equipment can safeguard health. It is available as:
    - Disposable face masks
    - Half mask respirators and full face respirators
    - Positive pressure powered respirators
    - Select the correct type of respiratory equipment
    - Use additional protection, such as gloves, goggles and overalls as necessary
    - Other equipment is designed for specialist work, e.g. in sewers.
  3. Check for early signs of COPD. A self assessment questionnaire will be issued and completed by each operative at least annually. Any symptoms or signs of COPD/Asthma should be brought to the attention of management. Specialist advice may be sought from an occupational health professional as necessary

## Vibration

### Whole body vibration

Vibration transmitted through the seat or feet (known as whole-body vibration or WBV). Drivers of some mobile machines, including certain tractors, fork lift trucks and quarrying or earth-moving machinery, may be exposed to WBV and shocks, which are associated with back pain. Other work factors, such as posture and heavy lifting, are also known to contribute to back problems for drivers, however further study is needed into the impact of WBV.



### **Hand-arm vibration**

Hand-arm vibration is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools, such as road breakers, and hand-guided equipment, such as powered lawnmowers, or by holding materials being processed by machines, such as pedestal grinders.

Regular and frequent exposure to hand-arm vibration can lead to permanent health effects. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job. Occasional exposure is unlikely to cause ill health.

Hand-arm vibration can cause a range of conditions collectively known as hand-arm vibration syndrome (HAVS), as well as specific diseases such as carpal tunnel syndrome.

The company procedure is:-

1. Avoid long term contact with machinery that would cause HAV. Adequate Information, instruction, training and supervision will be provided
2. Protect the Operative. Select suitable vibration dampened equipment, suitable welfare facilities (warmth) and appropriate PPE as the last resort.
3. Check for early signs of HAV. A self assessment questionnaire will be issued and completed by each operative at least annually. Any symptoms or signs of HAV/ white finger should be brought to the attention of management. Specialist advice will be sought from an occupational health professional as necessary

### **Management of Stress**

The company acknowledges that stress in the workplace can affect staff at all levels and can be caused by:

- Job content,
- Working environment
- Relationship with others at work,
- Excessive workload or working hours,
- Inadequate training
- Personal problems outside the workplace.

The company will therefore provide mechanisms designed to discover and manage instances of stress and promote a return to full health as soon as possible.

## **APPENDIX M**

### **Fire Safety**

(Relevant Regulations - The Regulatory Reform (Fire Safety) Order 2005)

Fires can and do kill, injure and cause serious human suffering and financial loss. The owner or employer in every workplace has legal responsibility for carrying out a fire risk assessment. This includes identifying the risk of arson and acting to reduce it. This must be completed in accordance with the Fire Safety Order (Regulatory Reform) 2005 requirements. By doing this we can protect our business, the jobs and safety of our employees, our stock, our premises and the service(s) we provide to the community. Good management of fire safety is essential to ensure that fires are unlikely to occur; that if they do occur they are likely to be controlled or contained quickly, effectively and safely; or that, if a fire does occur and grow, everyone on the premises is able to escape to a place of total safety easily and quickly.

The risk assessment that is initiated will ensure that the fire safety procedures, fire prevention measures, and fire precautions (plans, systems and equipment) are all in place and working properly, and the risk assessment should identify any issues that need attention.

## Construction sites

The potential dangers are particularly severe on many construction sites, where high-risk activities such as hot work are frequently combined with circumstances where fires can spread quickly and escape may be difficult. Construction fire safety needs to be managed from the earliest stages of design and procurement and needs to address the risks both to site workers and to site neighbours. This may mean rejecting proposals for particular methods and materials in a specific location, based on the potential for serious consequences from any fire during the construction stage, or planning additional, sometimes expensive or difficult, mitigation methods if a specific design or method is not to be changed. It is essential that fire safety measures are considered throughout all stages of the procurement and design process and implemented effectively during the construction phase. The Construction (Design and Management) Regulations 2015 (CDM) also place duties on duty holders in relation to fire safety. The Regulatory Reform (Fire Safety) Order 2005 legislation requires that those with control over construction work can demonstrate that they have:

- Recognised the risks in their workplaces;
- Considered who will be affected;
- Assessed the extent of the risks;
- Come to an informed decision on the necessary action to reduce them; and
- Ensure that the actions decided are implemented.

## Site Emergency Procedures; Site Safety – Clients and Other Persons

### Site Emergency Procedures

Wherever we control the site, the Site Manager will:

- Personnel trained in First Aid to be available on site at all times.
- Fully equipped first aid container, eye wash, etc. shall be available on site at all times.
- Details of First Aider identity and the location of the first aid kit will be included within site induction.
- An emergency muster point is established, clearly marked and its location is included in the site induction.
- Telephone numbers and details of emergency services to be exhibited.
- Site telephone number and correct address to be exhibited.
- Ambulance authority to be advised when more than 25 operatives work on site.
- An adequate means raising an alarm (howler etc.) is in place and tested regularly.
- Where necessary, contingency plans for dealing with accidents of potential high casualty rate will be made in association with the emergency services.
- Ensure adequate fire precautions are in place and a site specific fire plan is produced;
- Ensure that emergency procedures and contingency plans are established for dealing with such risks;
- Regular emergency evacuation drill should be carried out.
- Ensure that employees are familiar with and understand the procedures and provide training as necessary;
- Control the use of highly flammable liquids, gases and other flammable substances such as oil, solvent based paints, wood dusts, spray applications, etc.;
- Ensure that employees are familiar with, understand and comply with the procedures.
- Ensure that hot work will only be carried out under a 'hot work permit' scheme;
- Gas cylinders will be kept in purpose-built trolleys, stored upright, secured from falling and with valves locked off. Flash back arrestors will be fitted and inspected at least annually;
- Ensure a safe system of refuelling plant and portable tools, including a designated refuelling area which is situated away from any inflammable materials.

Wherever the company act as Contractor or is working in occupied premises, the emergency procedures of the Principal Contractor or occupier shall be ascertained and followed.

### **Site Safety – Clients and other persons**

- Strict controls are necessary on construction sites to ensure the health and safety of everyone whether legally there or not;
- Where building works are carried out in conjunction with continuing activity, business or otherwise of the client, then careful consideration should be given to the phasing of the works;
- Where possible, building work should be separate to that of the client's activity;
- Should clients and client's staff need to access areas where building work is being carried out, it should be minimised and strictly controlled.
- Assessment of hazard and risk will be carried out in respect of any work activity;
- Management will monitor control measures and review the assessment as necessary;
- Effective protection controls in the work area, such as fans, barriers, warning notices etc, will be in place at all times and inspected regularly;
- Information, communication and control measures are essential matters, which need to be discussed with clients at regular meetings;
- Care in detailing design should be applied to minimise any health and safety risk;
- A safe method of work will be planned and put in place prior to work commencing;
- Any hazards, risks or unsafe matters identified should immediately be brought to the attention of the Site Manager for necessary action;
- All accidents, injuries and incidents will be reported to site management, recorded as necessary and appropriate action taken;
- In the event of an incident or accident to client personnel or member of the public the Safety Adviser will be informed and carry out an investigation and report, if necessary;
- Any fire plan provided by the client, in respect of his premises, will be communicated to contractors to ensure it is understood and not compromised by any building operations. This matter must be taken into consideration for the Contingency Fire Plan.

### **Office Emergency Procedures**

- A risk assessment will be completed under the Regulatory Reform (Fire Safety) Order 2005;
- A Fire Warden will be appointed and receive appropriate training for the task;
- All staff will be instructed in the 'emergency evacuation' procedures;
- Emergency evacuation drills will be carried out and recorded;
- Alarms and Fire fighting equipment will be serviced and maintained;
- Fire and emergency evacuation instructions will be posted in conspicuous positions;
- Visitors will be 'booked' in and out and escorted from the office in the event of an emergency;
- Fire hazards will be minimised by:-
  - A. keeping fire doors closed.
  - B. keeping fire extinguishers in place.
  - C. keeping paper and other flammable materials to a minimum.
  - D. A 'no smoking' policy in conformance with the Smoke-free (Premises and Enforcement) Regulations 2006.
- Personnel trained in First Aid to be available on premises at all times;
- Fully equipped first aid container, eye wash, etc. shall be available on premises at all times;
- Details of First Aider identity and the location of the first aid kit will be included within office induction;
- Telephone numbers and details of emergency services to be exhibited.

## APPENDIX N

### Office Health and Safety | Visual Display Screens | Office Fire Emergency Procedures

(Relevant Regulations - The Health and Safety (Display Screen Equipment) Regulations 1992 - The Control of Electromagnetic Fields at Work Regulations 2016)

#### Office Health and Safety

All office staff shall assist in minimising the risk of accidents, ill health and fire within the office environment. Hazards will be minimised by:-

- Properly storing materials;
- Protecting against or eliminating trailing electrical cables;
- Closing filing cabinet drawers;
- Keeping staircases and fire exits clear and unobstructed;
- First aid and Fire emergency procedures will be displayed and fire drills conducted at regular intervals;
- Where there is a risk of injury from manual handling, a suitable and sufficient risk assessment will be carried out and appropriate procedures established;
- Chemical hazards will be subject of COSHH assessments;
- Electrical hazards will be minimised by ensuring:-
  - that all cables and connections are maintained in good condition;
  - Equipment is properly earthed and correctly fused;
  - Sockets are not overloaded;
  - Water kept away from electrical installations.
- Electrical equipment shall be subject to regular checking every 12 months

#### Visual Display Screens

The majority of electrical equipment, including VDUs used in an office is at levels below the Exposure Limit Values (ELVs) and will not exceed the indirect-effect Action Levels (ALs) However special consideration to the safety of employees at particular risk will be given and a separate risk assessment will be carried out for employees who have notified the company of any condition which could mean they are more susceptible to effects from EMF exposure (such as their wearing of active implanted medical devices (AIMDs), passive implanted medical devices (PIMDs) or body-worn medical devices (BWMDs) or of their pregnancy).

Risk Assessments will be completed and should cover the following points:-

- Work station must have adequate lighting without glare or distracting reflections;
- Adequate space to be provided to allow postural changes and leg room;
- All work stations should be tailored to suit individual operators and records of training kept;
- Equipment provided must be appropriate to the task;
- Work surfaces must allow for flexible arrangements;
- Work chair to be adjustable and have 5 points of contact with the floor;
- Footrest to be provided if required;
- User to take frequent short breaks away from the screen area;
- Eye sight test to be provided at request of user;
- Damaged or faulty equipment will be taken out of use and reported to management.

#### Office Fire Emergency Procedures

- A risk assessment will be completed under the Regulatory Reform (Fire Safety) Order 2005;
- A Fire Warden will be appointed and receive appropriate training for the task;
- All staff will be instructed in the 'emergency evacuation' procedures;
- Emergency evacuation drills will be carried out and recorded;
- Alarms and Fire fighting equipment will be serviced and maintained;



- Fire and emergency evacuation instructions will be posted in conspicuous positions;
- Visitors will be 'booked' in and out and escorted from the office in the event of an emergency;
- Fire hazards will be minimised by:-
  1. keeping fire doors closed,
  2. keeping fire extinguishers in place,
  3. keeping paper and other flammable materials to a minimum,
  4. A 'no smoking' policy in conformance with the Smoke-free (Premises and Enforcement) Regulations 2006.
- Personnel trained in First Aid to be available on premises at all times.
- Fully equipped first aid container, eye wash, etc. shall be available on premises at all times.
- Details of First Aider identity and the location of the first aid kit will be included within office induction.
- Telephone numbers and details of emergency services to be exhibited.

## APPENDIX O

### Driving of Motor Vehicles on Company Business, Plant Safety

(Relevant Regulations – The Road Traffic Act 1991 - The Provision and Use of Work Equipment Regulations 1998)

#### Company Cars, Vans and Lorries

- Drivers will comply with the *Road Traffic Act 1974*, all subordinate legislation and the *Highway Code*.
- Only persons with full driving licences will be permitted to drive that class of vehicle.
- Driving licences will be checked annually.
- All employees are required to report any driving convictions or points on their licence.
- A system of recording accidents/incidents will be established to identify training needs
- Training will be provided where a need is identified.
- All employees who use their own vehicles on company business are required to provide evidence of insurance that covers such use.
- Vehicles and trailers will be visually inspected daily.
- No vehicles or trailer will be used in an un-roadworthy condition.
- All vehicle defects will be reported immediately.
- Mobile telephones will not be used whilst driving.
- No one will drink alcohol, take drugs or medication which could affect their ability to drive,
- Drivers and passengers will not smoke in company vehicles

#### Plant Safety

- Plant operations will comply with the current Lifting Operations and Lifting Equipment Regulations, Provision and Use of Work Equipment Regulations and Construction (Design and Management) Regulations
- Plant will be selected that are suitable for the task.
- Plant will only be operated by trained, competent and authorised persons.
- Operatives will only operate fork lift trucks of the type that they have been trained to use.
- Plant will be immobilised and keys removed from the ignition when unattended.
- All overhead obstructions including power cables will be marked and where necessary fenced or shrouded.
- Operators will ensure the machine limits are not exceeded.
- Loading will only be permitted onto structures or vehicles designed to accept such loads.
- Access to all loading points will be level and clear of obstructions.
- Noise assessments will be made before lift trucks are taken into service
- We will ensure a safe system of refuelling fork lift trucks is in place at all times.



- During refuelling and maintenance, operatives will wear personal protective equipment as specified.
- Operators are responsible for daily inspections, routine maintenance, reporting of defects etc., to the appropriate supervisor.
- All incidents or accidents involving plant will be reported to the supervisor

## APPENDIX P

### Working with Lead

(Relevant Regulations – The Control of Lead at Work Regulations 2002)

Exposure to lead is potentially dangerous and the *Control of Lead at Work Regulations 2002* have been introduced to minimise those risks. The Regulations apply to any work involving lead where operatives are exposed to the risk of ingesting, inhaling or absorbing lead or its compounds, into their bodies. We acknowledge that there are occupational exposure limits for lead.

It is the policy of the company to ensure that, as far as is reasonably practicable, no persons are exposed to lead that may be present in any of the properties it owns, occupies or maintains.

The company acknowledges the health hazards arising from exposure to lead and will protect employees and other persons from these hazards. Oakfield Construction premises were built by Oakfield Construction in 2003 with material contains no harmful lead.

### Arrangements for Managing Lead in the Workplace

A site survey will be carried out before commencing any work on the site by the main contractor to determine whether lead is present. It will be presumed that materials contain lead unless there is strong evidence to the contrary.

A suitable risk assessment will be carried out to determine a safe system of work. Where necessary, lead will be removed prior to commencing any work by Oakfield Construction.

### If we uncover or damage lead materials

If suspect materials are discovered during the course of the works then we shall follow the guidance given in '*Control of Lead at Work Regulations 2002*' i.e.:

- Stop work immediately.

Advice must be sought immediately from the site supervisor of the main contractor who will arrange for any necessary specialist work which may be appropriate.

## APPENDIX Q

### DSEAR

(Relevant Regulations - The Dangerous Substances and Explosive Atmosphere Regulations 2002).

### Storage and Use of Highly Flammable Liquids (HFL)

- Containers of all HFL's will be identified and properly marked.
- Quantities of HFL's, less than 50 litres, will be stored in properly marked, lockable, ventilated metal bins.
- Bulk storage (more than 50 litres) of HFL's will be in securely locked cages or a well ventilated, secure building, apart from other buildings and clearly marked HIGHLY FLAMMABLE LIQUIDS - NO SMOKING and suitable fire extinguishers provided.
- Where HFLs are used inside buildings no naked flames, spark-producing tools or smoking will be permitted and suitable fire extinguishers will be provided.
- HFL fumes and vapours will be dispersed by adequate ventilation.

- A flameproof motor will be used if mechanical ventilation is required to disperse fumes etc.
- Manufacturers or suppliers data sheets and COSHH assessments will be provided.
- Warning notices and barriers will prevent unauthorised entry into buildings /areas where HFLs are being used.

### Storage and Use of Liquefied Petroleum Gases (LPG)

L P G s (butane and propane) are highly flammable gases that are heavier than air and when mixed with air form highly explosive mixtures. When used we will ensure:-

- The company complies with the Dangerous Substances and Explosive Atmospheres Regulations 2002.
- LPG cylinders will not be stored in buildings or containers but in a compound or cage at least 4m from any building or other structures or sources of ignition.
- Signs will be displayed indicating the presence of LPG and prohibiting smoking.
- Except for special applications, LPG cylinders will always be used and stored upright.
- After use, all LPG cylinders will be returned to the store.
- When stored, used and full LPG cylinders will be stored separately and segregated from oxygen cylinders. Suitable fire extinguishers shall be in place.
- When being transported cylinders will be kept upright and secured. Vehicles will display warning notices and carry a TREM card, be equipped with suitable fire extinguishers and the driver trained in emergency procedures.
- Hoses and connections between LPG cylinders and any tool or appliance will be inspected before use for leakage and comply with current safety standards.
- Under no circumstance will heat be applied to any LPG cylinder.
- When not in use the gas will be turned off at the cylinder valve.
- Where there is evidence of an LPG leakage the following action will be taken:-
- Gas turned off at cylinder valve;

A. All doors and windows opened;

B. Area will be vacated and Site Manager to be informed; and

C. Electrical switches and telephones WILL NOT BE OPERATED.

- In the event a cylinder catches fire, the fire service will be contacted immediately and no attempt otherwise made to fight the fire.

## APPENDIX R

### Electrical Equipment and Work

(Relevant Regulations - The Electricity at Work Regulations 1989 - The Control of Electromagnetic Fields at Work Regulations 2016)

The *Electricity at Work Regulations 1989*, applies wherever electricity may be encountered. The Regulations are primarily concerned with the prevention of danger from electric shock, electric burns, electrical explosion or arcing, or from fire or explosion initiated by electrical energy.

We shall take appropriate measures to ensure that all electrical equipment is safe and suitable for the purpose intended. All relevant persons will be made aware of the associated hazards and of the requirements to adopt working procedures designed to keep the risks to their health, and to the health of other persons, as low as reasonably achievable.

Any electrical circuit or installation (including cables, busbars, switchgear and transformers), where the cables carrying the electrical currents are bundled together so that they are always touching or nearly so and there are no unusual earthing arrangements that could create unbalanced currents. Any electrical circuit or installation (including cables, busbars, switchgear and transformers), where the cables or busbars carrying the electrical currents are separated, and the rating of the circuit or that part of it is <100 A (equivalent to 23 kW for a single-phase 230 V circuit, 69 kW for a three-phase 230 V circuit, or 1.9

MW for a three-phase 11 kV circuit). Are sources of EMF at levels below the Exposure Limit Values (ELVs) and which will not exceed the indirect-effect Action Levels (ALs). However special consideration to the safety of employees at particular risk will be given and a separate risk assessment will be carried out for employees who have notified the company of any condition which could mean they are more susceptible to effects from EMF exposure (such as their wearing of active implanted medical devices (AIMDs), passive implanted medical devices (PIMDs) or body-worn medical devices (BWMDs) or of their pregnancy).

### Competent Persons

Persons carrying out the testing and/or repair of electrical equipment, or its associated connections must have appropriate technical knowledge, training and information to enable them to work safely. Persons who are not thus qualified may work with electrical equipment provided suitable and sufficient supervision by a competent person is provided.

General guidelines for competence are set out below:

1. Practical experience in working with electricity and an adequate knowledge of hazards.
2. Knowledge of current safety standards and a clear understanding of the precautions required to avoid danger.
3. The ability to recognise whether it is safe for work to continue, particularly in respect of unfamiliar equipment and unfamiliar locations.

### General Safety Precautions

The risk of sustaining an electric shock can be reduced by adopting the following practices:

1. A suitable Permit-to-Work system should always be in place and operated, to ensure the effective isolation of hard-wired equipment before repair or maintenance work commences.
2. Due care must always be exercised when switching off main power supplies to ensure that only the intended circuits are isolated. Lock-off systems must be used, where necessary.
3. Switch off and withdraw the plug on items of portable electrical equipment prior to making any alterations or modifying any circuitry.
4. Do not handle any equipment with wet hands and do not work in close proximity to water supplies or other earthed metalwork where there may be a risk of putting one hand on earthed metal and the other on live equipment. If equipment is suspected of being live, switch off, and have its electrical status tested by a competent person. Record the test.
5. The external metal casing of electrical apparatus and associated cables and conduits must be earthed as a legal requirement. Water and gas pipes, however, must not be used as earth points. Such pipes must be effectively bonded, to ensure that they remain at an equal electrical potential. Checks should be carried out at least annually, to ensure that this continues to be the case.
6. On no account must a three-phase socket outlet be used to supply single-phase apparatus.
7. Standard types of electrical fittings, such as 3-pin plugs, sockets and switches, should always be used as specified by manufacturers and in accordance with good practice (risk assessment).
8. If it is possible to do so, we shall always use low voltage equipment.
9. The use of high voltage equipment must be strictly controlled and suitable assessments of risk, and control features, prepared prior to use.

### Portable Equipment

The term "portable" is not restricted to equipment which is normally moved around; it refers to all equipment which can be attached to an electrical system by a cable and plug.

In general, annual inspections of portable electrical equipment are recommended. However, more frequent inspections i.e. 3 monthly may be advisable if the equipment is being used in an environment where there is a high probability of damage, for example, in workshops and in site work, etc. We shall appoint a competent person who will normally undertake the inspection and testing of all items of company equipment. An up-to-date register will be maintained where the inspection and testing of company portable equipment is carried out.

Visual inspections by the user: Daily or before use of all hand held tools - including plugs and sockets cables, etc.

Wherever possible, persons using items of privately owned electrical equipment in a company building or construction site should ensure that each item is inspected and tested for electrical safety.

### Underground power cables

We shall always assume cables will be present when digging in the street, pavement or near buildings. We shall use up-to-date service plans, cable avoidance tools and safe digging practice to avoid danger. Service plans may be obtained from regional electricity companies, local authorities, highways authorities, etc.

### Overhead power lines

When working near overhead lines, it may be possible to have them switched off if the owners are given enough notice. If this cannot be done, we shall consult the owners about the safe working distance from the cables. All work will be carried in accordance with HSE Guidance, '*Avoidance of danger from overhead electrical lines - GS6*'.

## APPENDIX S

### Manual Handling

(Relevant Regulations - The Manual Handling Operations Regulations 1992, as amended in 2002)

The company will endeavour to provide employees and sub-contract personnel with a safe and healthy working environment and recognises the importance of implementing the *Manual Handling Regulations 1992*. In all cases, a suitable and sufficient risk assessment will be carried out in accordance with the Regulations and training will be given. All personnel are to:

- Avoid hazardous manual handling activities so far as is reasonably practicable.
- Assess any hazardous manual handling activities that cannot be avoided.
- Reduce the risk of injury, so far as is reasonably practicable.
- Provide or obtain information on the load to be handled.
- When considering how to deal; with manual handling activities, we will ensure that the below factors are addressed:-
  - A. The task; (T)
  - B. Individual capacity; (I)
  - C. The load; (L)
  - D. The working environment; (E)
  - E. Other factors that may affect the activity; and
  - F. Make full and proper use of handling aids
- Inform their supervisor of any physical or medical condition that might affect their ability to undertake manual handling operations in a safe and controlled manner.
- Inform a supervisor immediately of any injury incurred through manual handling.

## APPENDIX T

### Safe Systems of Work, Risk Assessment and Method Statements

(Relevant Regulations – The Management of Health and Safety at Work Regulations 1999)

### Safe Systems of Work

A safe system of work is a procedure that results from a systematic examination of a working process that identifies hazards and specifies work methods designed either to eliminate the hazards or controls or minimise the relevant risks. Safe systems of work will be developed by a Contracts Manager or other designated competent person i.e. a person with sufficient training and experience or knowledge and other qualities to assist with key aspects of safety management and compliance.



## Risk Assessment

Risk assessments form the central strand of a self-regulated safety management system. Successful completion of them provides sound economic benefits to the organisation as well as the safety of workers and satisfying legal requirements.

### Arrangements for Securing the Health and Safety of Workers

#### 1. Elimination of Hazards

The organisation will ensure all hazards will be eliminated, so far as is reasonably practicable. If this is not possible, the remaining risks will either be avoided or reduced to an acceptable level. The measures introduced to achieve this will follow the principles of prevention and aim to combat risks at source.

#### 2. Assessment of Risk

If hazards cannot be eliminated or risks avoided, an assessment of risks will be carried out by competent persons. The following factors will be considered during the assessment.

##### a. Likelihood

Whether the likelihood of the harm arising from the hazard is:

- i. unlikely;
- ii. likely;
- iii. highly likely.

##### b. Severity

Consideration will be made of whether the severity of harm from the hazard is likely to be:

- i. slightly harmful;
- ii. harmful;
- iii. very harmful.

Reference will be made to accident book records, *Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013* forms, sickness and ill-health records, first-aid records and incident (near miss) records when reaching this decision.

#### 3. Those at Risk

Individuals or groups at risk due to the hazard will be considered. This will include employees, the self-employed and any other persons. If vulnerable persons, such as young people, pregnant women, nursing mothers, those with disabilities, lone workers and those working out-of-hours or at remote locations, etc are likely to be exposed, additional consideration will be given.

## Managers' and Supervisors' Duties

Managers or supervisors must ensure:

- a. assessments are carried out where relevant and records are kept;
- b. control measures introduced as a result of assessments are implemented and followed;
- c. employees are informed of the relevant results and provided with necessary training;
- d. any injuries or incidents lead to a review of relevant assessments;
- e. employees adhere to safe systems of work;
- f. safety arrangements are regularly monitored and reviewed;
- g. employees identified by the assessment as being at risk are subjected to appropriate health surveillance;
- h. special arrangements are made, where necessary, for vulnerable persons.



## Employees' Duties

Employees must ensure:

- a. they report to management (in confidence) any personal conditions which may put them at greater risk when carrying out work activities;
- b. they comply with all instruction and training;
- c. their own health and safety is not put at risk when carrying out work activities;
- d. they use equipment and machinery in accordance with instruction and training;
- e. any problems relating to their work activities are reported to a responsible person, along with any shortcomings they believe exist in the arrangements made to protect them.
- f. If an employee (individual) believes that a task or condition will endanger either themselves or others, they should cease work and the situation be immediately reported to the person in charge on site.
- g. The situation will then be reviewed by the person in charge on site. Consideration will be given to the risk assessment and method statement and the safety impact on the individual and other.
- h. The method statement and risk assessment will be updated for the findings and the system of work will either be confirmed as safe or superseded. If the individual is satisfied with this outcome, they will resume work.
- i. If the individual remains dissatisfied, the person in charge will contact the safety Manager providing all the relevant details/ background to the situation who will review the working practice / situation and wherever possible implement appropriate action to resolve the situation.
- j. Should the individual still be dissatisfied with the system of work, Oakfield Construction will provide independent arbitration from an external source the Building Safety Group who will review against all legislative standards and industry best practice to determine the safety impact of the task or condition.
- k. The Building Safety Group consultant will liaise with the individual and the safety manager to consider the disputed working arrangements, making any necessary changes and advise the Safety Director accordingly.
- l. Changes to working arrangements will be documented and implemented by the Safety Director / Safety Manager. This may include amendments to internal procedures, work instructions, processes, Risk / COSHH Assessments.
- m. Additional levels of training and competence may be required by individuals or further briefings as appropriate.
- n. Full details of the eventual, agreed outcome will be forwarded to the individual and suitable records will be maintained.
- o. Should the arbitrator uphold Oakfield Construction safe system of work and the individual still refuse to work Oakfield Construction retain the right to implement the disciplinary procedure.
- p. The arrangements in place to implement this policy form part of the company's day to day operational procedures and as such are reviewed on a continuous basis.
- q. Where opportunities for improvement in safety standards or safety problems are identified they will be tackled promptly to ensure that they are adequately dealt with, implemented and briefed to all employees

## Information and Training

Suitable information, instruction and training will be provided to all persons involved in the risk assessment process.

Any specific information, instruction and training needs identified will be provided. A responsible person will also regularly review training needs and refresher training will be provided at reasonable intervals.

## Method Statement

The requirement for a written method statement will be dictated by the level of residual risk identified by the risk assessment.

## **APPENDIX U**

### **Protection of Young Persons**

(Relevant Regulations – The Management of Health and Safety at Work Regulations 1999)

A ‘young person’ is someone who is under 18 years of age. We will ensure that where a young person is employed, a specific risk assessment of them will be made before they are permitted to commence work.

A ‘child’ is someone who is not over compulsory school age. We will ensure that where a Child is employed, the content and conclusion of the risk assessment will be communicated to a person having parental responsibility/rights for that child.

Where the young person is on a ‘relevant’ scheme i.e. work placement, then the placement organisation will be involved in the assessment process.

Persons under 18 years of age are prohibited from operating the following equipment, unless attending approved training under the direction of a qualified and competent person:

- Woodworking machinery.
- Mobile plant.
- Lifting equipment and accessories.
- Acting as Slinger/Signaller/Banksman in lifting operations.
- 

## **APPENDIX V**

### **Migrant Workers**

(Relevant Regulations – The Management of Health and Safety at Work Regulations 1999)

We recognise that there may be several factors making migrant workers more vulnerable, i.e. limited knowledge of the UK’s health and safety system, limited proficiency in English Language, and lack of health and safety training.

When employing migrant workers we will carry out a risk assessment specifically to consider the possible additional risks where migrant workers are present. The risk assessment will include consideration of the following:-

- The worker’s language and literacy skills, their ability to communicate and understand information (written and oral) about the work activities and general work environment health and safety;
- The level of information, instruction, training and supervision required in relation to the work;
- Prior work experience and the extent to which it is relevant in relation to health and safety practices in the work activity being undertaken;
- Perception of risk and the extent to which this may differ due to experience of another country’s health and safety workplace culture;
- Interrelationships between migrant workers and UK workers and the potential impact this could have on health and safety.

We will implement and monitor any additional control measures identified under the risk assessment.

These may include:-

- Ensuring each individual’s competency matches as closely as possible the required competency for the work activities to be undertaken and reasonable attempts will be made to determine whether or not the individual has the necessary skills, qualifications and experience required, including the necessary language skills.
- Appropriate levels of information, instruction and training in their own language.
- Ensuring they are supervised by a competent person who is bilingual.

## APPENDIX W

### Accidents/Dangerous Occurrence Procedures

(Relevant Regulations – The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013)

#### RIDDOR

RIDDOR places a legal duty on:

- Employers
- Self-employed people
- People in control of premises.

These 'responsible persons' must record and report certain incidents, injuries, diseases and dangerous occurrences involving employees, self-employed workers and members of the public. The information provided through recording and reporting enables the enforcing authorities (either Health and Safety Executive (HSE) or local authority Environmental Health, to identify where and how risks arise, and to investigate serious accidents.

#### Death or Major Injury

If there is an accident connected with work and:

- Your employee, or a self employed person working on your premises is killed or suffers a major injury (including as a result of physical violence); or
- A member of the public is killed or taken to hospital;

The enforcing authority must be notified immediately.

#### Over seven Day Injury

If there is an accident connected with work (including an act of physical violence) and:

Your employee, or self employed person on your premises, suffers an over seven day injury; An over seven day injury is one which is not major but results in the injured person being away from work or unable to do their normal work for more than seven days (including non work days).

- You must notify the enforcing authority within fifteen days.

#### Disease

If a doctor notifies you that your employee suffers from a reportable work-related disease then you must notify the enforcing authority.

#### Dangerous Occurrence

A dangerous occurrence is something that happens which does not result in a reportable injury, but which clearly could have done so. The enforcing authority must be notified immediately of some specific dangerous occurrences by the quickest practical method, usually telephone.

#### Near Misses

Although not part of the legal duties mentioned above, it is also good practice to record non-reportable 'near-miss' incidents, workplace accidents and occurrences where no-one has actually been hurt or become ill, but where the consequences could have been serious for workers.

In this way, it is possible to learn from such incidents so that workers are protected from harm, using the old adage 'prevention is better than cure'

Details of all reportable incidents, injuries, diseases and dangerous occurrences must be recorded, including:

- The date when the report is made
- The method of reporting
- The date, time and place of the event

- Personal details of those involved
- A brief description of the nature of the event or disease.

Records can be kept in any form but must conform to data protection requirements.

### **Accident Reporting and Investigation Guidelines**

Injured persons are required to record details of all work-related accidents, diseases and dangerous occurrences in the Accident Book provided, or ensuring that such an accident is recorded on their behalf and reported to management.

In the case of a major accident or dangerous occurrence the Site Manager will telephone Contracts Manager, or, if not available, the Safety Director/Manager to discuss the action to be taken.

Details of any reportable injury, dangerous occurrence or disease will be reported to the Health and Safety Executive. All work-related accidents, diseases and dangerous occurrences must be the subject of further examination to prevent a recurrence:

- Minor accidents or incidents should be investigated by Site Manager
- Arrangements should be made, if necessary, for a Safety Adviser to visit the scene of reportable major injuries, dangerous accidents and diseases incident to investigate the circumstances and report.

### **Contact HSE out of hours**

The types of circumstances where HSE may need to respond out of hours are:

- Following a work-related death, or where there is strong likelihood of death following an incident at or connected with work;
- Following a serious accident at a workplace, to gather details of physical evidence that would be lost if you waited until normal working hours;
- Following a major incident at a workplace where the severity of the incident, or the degree of public concern, requires an immediate public statement from either HSE or Government ministers.

If you feel that the incident fits these descriptions, or if you are not sure, then ring the duty officer on 0151 922 9235. The duty officer will take your message and will ask you for a phone number to allow them to contact you. They will pass your details to an appropriate HSE officer, who may wish to contact you further.

When making a telephone notification an incident reference number will be allocated for future reference. A copy of the completed form should be forwarded to the Contract Manager for information purposes and subsequent filing. Details must not be released to a third party without authority.

### **Accident Book**

The Accident Book used by the Company complies with the requirements of the Data Protection Act. For that reason it is set out in two parts.

- The right hand side of page relates to the personal details of the injured person. Once completed it should be removed and forwarded to the Contract Manager for information purposes and subsequent filing.
- The left hand side of the page contains detail about the nature of the accident and the action taken. It should be retained in the accident book to provide a basic record of all accidents that have occurred on that site. Details of any Incident Reference Number allocated by the Accident Contact Centre should be recorded on this page.



### Minor Accident/Incident Report Form

- All minor accidents or incidents should be the subject of further examination to prevent a recurrence.
- The form should be completed by the Site Manager following a meeting with the injured person, witnesses, and a representative of the injured person's company authorized to implement changes to the 'method statement'.
- The 'observations/recommendations' section should be used to indicate any agreed changes to the 'method statement'.
- Contact the Contract Manager and/or a Safety Officer/Manager by telephone for advice.
- Work must not proceed until any recommendations, if any, have been implemented.
- The completed form should be attached to the detached portion of the accident book entry and forwarded to the Contract/H & S Manager for information purposes and subsequent filing.

### Inspection

The Building Safety Group provides an independent regular visit cycle of site inspections. An electronic site inspection report form will be complete on site and a copy will be emailed to the member company's office.

The Company will ensure any non-conformity is rectified or seek confirmation of any action taken by the site management. Any outstanding unresolved issues should be reported to the head office. The site manager will ensure all non-conformities are addressed.

### Measuring Performance

Measurement is essential to maintain and improve health and safety performance. There are two ways the Company generate information on performance:

#### Active Monitoring

- This allows for feedback on site performance before an accident, incident or ill health. The data recorded during the visit site inspection allows a bank of non-compliance issues to develop for trends and patterns to then be identified for management action. This also satisfies the needs of multi-site organisations in meeting performance standards. Meetings with BSG advisors are pre-planned and are held at a minimum annually and the Company, accident record and non-compliance statistics are available for review and discussion.

#### Reactive Monitoring

- By definition is triggered after an event and includes identifying and reporting.

## APPENDIX X

### Smoking Policy

(Relevant Regulations - The Public Health, Smoke-free (Premises and Enforcement) Regulations 2006)

We will conform to the requirements of the *Public Health, Smoke-free (Premises and Enforcement) Regulations 2006*. Smoking will not be permitted in the company's offices, buildings, premises (complete or under construction) that are enclosed or substantially enclosed or vehicles. Statutory Signs that conform to these Regulations will be displayed within all of our vehicles and buildings over which we have control or responsibility. All our employees and sub-contractors will be informed of this policy at induction into the company and onto site.



## Drugs and Alcohol

(Relevant Regulations - The Health and Safety at Work etc Act 1974)

- Whilst most people who drink alcohol do so in moderation and with sensible regard for the consequences, there is a significant minority whose drinking brings harm to their own lives or the lives of family, friends and colleagues. Similarly, the use of drugs for non-medical reasons can disrupt such relationships and may be illegal.
- The Company is concerned about the damage such a condition may cause to the health and work performance of the individual, together with the possible effects this may have on the health and safety of employees, sub-contractors and members of the public.

The Company will:

- Increase the general awareness/knowledge of the workforce regarding risks associated with excess alcohol consumption and the misuse of drugs and to encourage individuals with drug or alcohol problems to seek help and assistance as appropriate
- Generally take a welfare based approach when dealing with individuals having drug or alcohol problems, however the severity of a problem or the refusal of help or drug related misconduct could lead to disciplinary procedures being invoked
- Assist line managers to identify individuals with drug/alcohol related problems and encourage a company culture whereby all staff realise the importance of not covering up for individuals with known drug or alcohol problems
- Make clear that the company regards excess/inappropriate alcohol consumption, or use of illegal drugs as incompatible with acceptable employment performance, by ensuring that clear statements of the company rules regarding drug and alcohol are communicated to the workforce
- Ensure that the company can operate in an effective manner not disrupted by drug or alcohol use, thereby reducing drug or alcohol related absenteeism and promoting satisfactory performance
- Abide by rules and procedures adopted by clients/principal contractors whilst at their premises or sites

## APPENDIX Y

### Misconduct Subject of Disciplinary Procedures:

(Relevant Regulations - The Health and Safety at Work etc Act 1974 – The Management of Health and Safety at Work Regulations 1999)

Disciplinary procedures may be instigated in respect of any operative who commits any of the below acts of misconduct:-

- Demonstrates symptoms of drug or alcohol abuse.
- Smoking in our buildings, offices and vehicles whilst at work.
- Smoking on site, not in designated areas and/or out of official break periods.
- Drives vehicles or operates plant and machinery when not authorised.
- Engages in horseplay, aggression, acts of violence, harassment, sexual or abusive behaviour.
- Damage to, or abuse of, safety equipment.
- Removal of safety devices without authority, e.g. edge protection, guards, warning signs or notices.
- Smoking or uses naked lights in prohibited places.
- Abuse of welfare amenities.
- Removal of materials and equipment from site without authority.
- Overloading plant, equipment and structures beyond safe limits.
- Giving false information to obtain employment or during enquiries or investigations into accidents or occurrences.
- Failure to report defective equipment or hazardous situations and operations.
- Failure or refusal to wear personal protective equipment

## **APPENDIX Z**

### **Asbestos Containing Materials**

(Relevant Regulations – The Control of Asbestos Regulations 2012)

It is the policy of the company to ensure that, as far as is reasonably practicable, no persons are exposed to asbestos containing materials (ACMs) that may be present in any of the properties it owns, occupies or maintains.

The company acknowledges the health hazards arising from exposure to asbestos and will protect employees and other persons from these hazards. Oakfield Construction premise were built by Oakfield Construction in 2003 with material containing no asbestos.

#### **Arrangements for Managing Asbestos in the Workplace**

A site survey will be carried out before commencing any work on the sites by the main constructor to determine whether ACMs are present. It will be presumed that materials contain asbestos unless there is strong evidence to the contrary.

A suitable risk assessment will be carried out to determine a safe system of work. Where necessary, ACMs will be removed prior to commencing any work by Oakfield Construction.

#### **If we uncover or damage asbestos materials**

If suspect materials are discovered during the course of the works then we shall follow the guidance given in '*Asbestos Essentials EMI*' i.e.:

- Stop work immediately.

Advice must be sought immediately from the site supervisor of the main contractor who will arrange for any necessary specialist work (air-monitoring, tests, etc.), which may be appropriate.



**Oakfield**  
**Recycling Ltd**

**DUST MANAGEMENT PLAN**  
**SEPTEMBER 2019**



## **Contents**

1. Introduction
2. Best Practice Guidance
3. Dust Control Measures
4. Dust Action Plan
5. Dust Complaints

### **1 Introduction**

- 1.1 The Dust Management Plan has been prepared for Oakfield Recycling Limited.
- 1.2 Site operation, dust control and monitoring procedures will be designed to minimise emissions of dust. This will ensure that operations at the site will not constitute a nuisance to residential or susceptible habitat receptors within the vicinity of the facility.

### **2 Best Practice Guidance**

- 2.1 Oakfield Recycling will follow Best Practice Guidance as set out in Oakfield Recycling Limited Environmental Management System.

### **3 Dust Control Measures**

- 3.1 Control measures for reducing dust emissions will be based on best management practice. Details of the general dust controls are as follows:-
  - Water suppression equipment will be based on site at all times to suppress dust during periods of dry and/or windy weather (please see section 3.4 suppression equipment)
  - Wind speed and direction will be taken into account when organising operations
  - All site staff/security will receive appropriate training in order to ensure that employees are conversant with the site dust control strategy
- 3.2 Specific control measures for all plant and machinery, storage areas and vehicle movement routes are listed below:-
  - Site plant will have exhausts systems which are situated away from the ground as to reduce the generation of dust
  - Process plant will be operated and screened material will be stockpiled in accordance with Oakfield Recycling Environmental Management System.
  - This will reduce the levels of dust propagating from the plant to the outside of the site
  - Drop height into and out of vehicles will be minimised

#### **Storage areas**

- The water suppression equipment will be used as and when necessary to control dust arising from the work area/stock piles (Satellite Spray Gun)
- Re-assessment and evaluation of dust control measures will be implemented in the event a complaint is received and appropriate additional measures will be introduced as required in agreement with the WPA





- The work area will be maintained in a damp condition during dry and windy weather using the water bowser and mobile sprayers.
- The unprocessed storage piles or long term stocks will be treated with water in order to seal the surface to control dust.

### **Vehicle movement routes**

- The first 30m from Wigwam Lane is covered with concrete hard standing. This will be watered during dry conditions
- The access road and other hard surfaced areas will be kept clean and watered by motorised spray units during dry conditions
- Road sweepers to be used when deemed necessary
- Haul roads will be graded regularly to remove loose material from the surface
- A speed limit of 5mph will be enforced to minimise disturbance on site haul roads

### **Site Management**

#### **3.3 The Site management:-**

- Assume responsibility for the management of site
- Ensure personnel and operatives are advised of their roles to minimise the generation of dust
- Deploy suitable dust mitigation measures based on visual observation and weather conditions
- Review the performance of the operatives and efficiency of dust reduction measures
- Ensure that records are maintained
- Ensure that equipment is maintained

#### **3.4 Dust suppression equipment:-**

- Rain guns (4no fixed, 1no 360 mobile)
- Hoses with spray guns (3no locations)
- Perimeter fencing as dust suppression fix to it (on timers with manual override when required)
- Dust suppression fix onto crusher with twin pumps
- Mobile steamer (extra suppression to area if required)

## **4 Dust Action Plan**

4.1 In the event that unacceptable dust impact is caused at a nearby sensitive receptor the site management will implement the Dust Management Plan.

4.2 If an activity at the site results in unacceptable levels of dust is being generated, the implementation of Section 3 will be the responsibility of the site manager.

4.3 Conditions which may require the use of dust suppression at the site include the following:-



- Dry surfaces where mud or debris is present
- Any part of the site where movement of vehicles generate dust
- Any part of site where dust may be generated by wind
- Crushing and screening activities
- Materials handling operations and stockpiles

4.4 The site manager will be responsible for monitoring dust levels associated with the conditions and activities identified above. The site manager shall implement adequate dust suppression measures to control dust from any activity which causes unacceptable emissions of dust.

In the event that dust control measures do not adequately control dust emissions during periods of unfavourably dry or windy weather conditions then site operations or the specific activity generating dust, will be temporarily suspended until conditions change to enable dust to be controlled or additional dust suppression which can control this dust is introduced.

4.5 During normal working hours the sprinklers will be operated manually.

4.6 Outside of normal working hours it will be monitored periodically and manually operated/adjusted by the site security when required (Site security is operational 7 days a week on this facility).

## **5 Dust Complaints**

5.1 In the event of an external complaint being received regarding nuisance dust details of the complaints will be logged and potential sources or occurrences on site will be investigated. Records of all complaints received and remedial actions will be held on site within the dedicated site log book.

5.2 Should there be a re-occurrence of a specific complaint then the relevant governing bodies shall be contacted (WPA/EHO/EA).







**Oakfield**  
**Recycling Ltd**

**NOISE MANAGEMENT PLAN**  
**SEPTEMBER 2019**



## **Contents**

1. Introduction
2. Best Practice Guidance
3. Noise Control Measures
4. Noise Action Plan
5. Noise Complaints

### **1 Introduction**

- 1.1 The noise Management Plan has been prepared for Oakfield Recycling Limited.
- 1.2 Site operation, noise monitoring procedures will be in line with noise pollution guidance regulations. This will ensure that operations at the site will not constitute a nuisance to residential or susceptible habitat receptors within the vicinity of the facility.

### **2 Best Practice Guidance**

- 2.1 Oakfield Recycling will follow Best Practice Guidance as set out in Oakfield Recycling Limited Environmental Management System.

### **3 Noise Control Measures**

- 3.1 Control measures for reducing noise will be based on best management practice. Details of the general noise controls are as follows:-
  - All site staff will receive appropriate training in order to ensure that employees are conversant with the site noise control strategy
- 3.2 Specific control measures for all plant and machinery, storage areas and vehicle movement routes are listed below:-
  - All site plant have regular services/maintenance plan to reduce noise.
  - Processing plant is situated in the centre of the yard (as per site plan)
  - Process plant will be operated/screened in the centre of the yard (as per site plan)
  - Drop height into and out of vehicles will be minimised
  - Speed restrictions are in place for visiting vehicles

#### **Storage areas**

- Material stockpiled in accordance with Oakfield Recycling Environmental Management System (as per site plan).
- This will reduce the levels of noise propagating from the plant to the outside of the site

#### **Vehicle movement routes**

- The first 30m from Wigwam Lane is covered with concrete hard standing.
- The access road and other hard surfaced areas will be kept clean.
- Haul roads will be graded regularly to remove loose material from the surface
- A speed limit of 5mph will be enforced to minimise noise on site haul roads



## **Site Management**

### **3.3 The Site management:-**

- Assume responsibility for the management of site
- Ensure personnel and operatives are advised of their roles to minimise the generation of noise
- Ensure that equipment is maintained

## **4 Noise Action Plan**

4.1 In the event that unacceptable noise impact is caused at a nearby sensitive receptor the site management will follow the Noise Management Plan.

4.2 If an activity at the site results in unacceptable levels of noise is being generated, the implementation of Section 3 will be the responsibility of the site manager.

4.3 Conditions which may require the reduction of noise at the site include the following:-

- Any part of the site where movement of vehicles generate noise
- Site plant defective

4.4 The site manager will be responsible for monitoring noise levels associated with the conditions and activities identified above. The site manager shall implement adequate noise suppression measures to control noise from any activity which causes unacceptable emissions of noise.

In the event that noise control measures do not adequately control the emissions during periods of the above then site operations or the specific activity generating noise, will be temporarily suspended until resolved.

## **5 Noise Complaints**

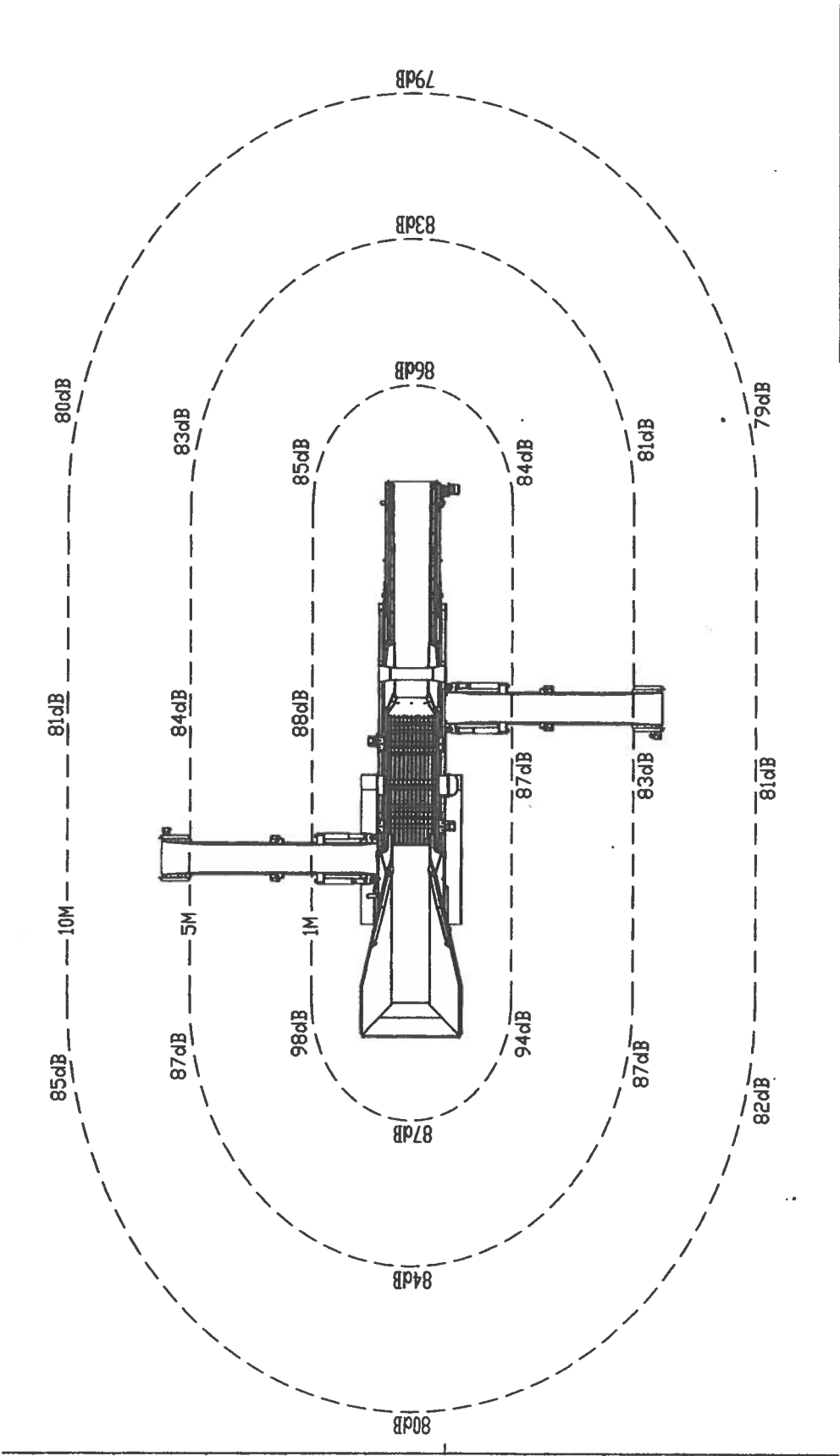
5.1 In the event of an external complaint being received regarding nuisance noise details of the complaints will be logged and potential sources or occurrences on site will be investigated. Records of all complaints received and remedial actions will be held on site within the dedicated site log book.

5.2 Should there be a re-occurrence of a specific complaint then the relevant governing bodies shall be contacted (WPA/EHO/EA).



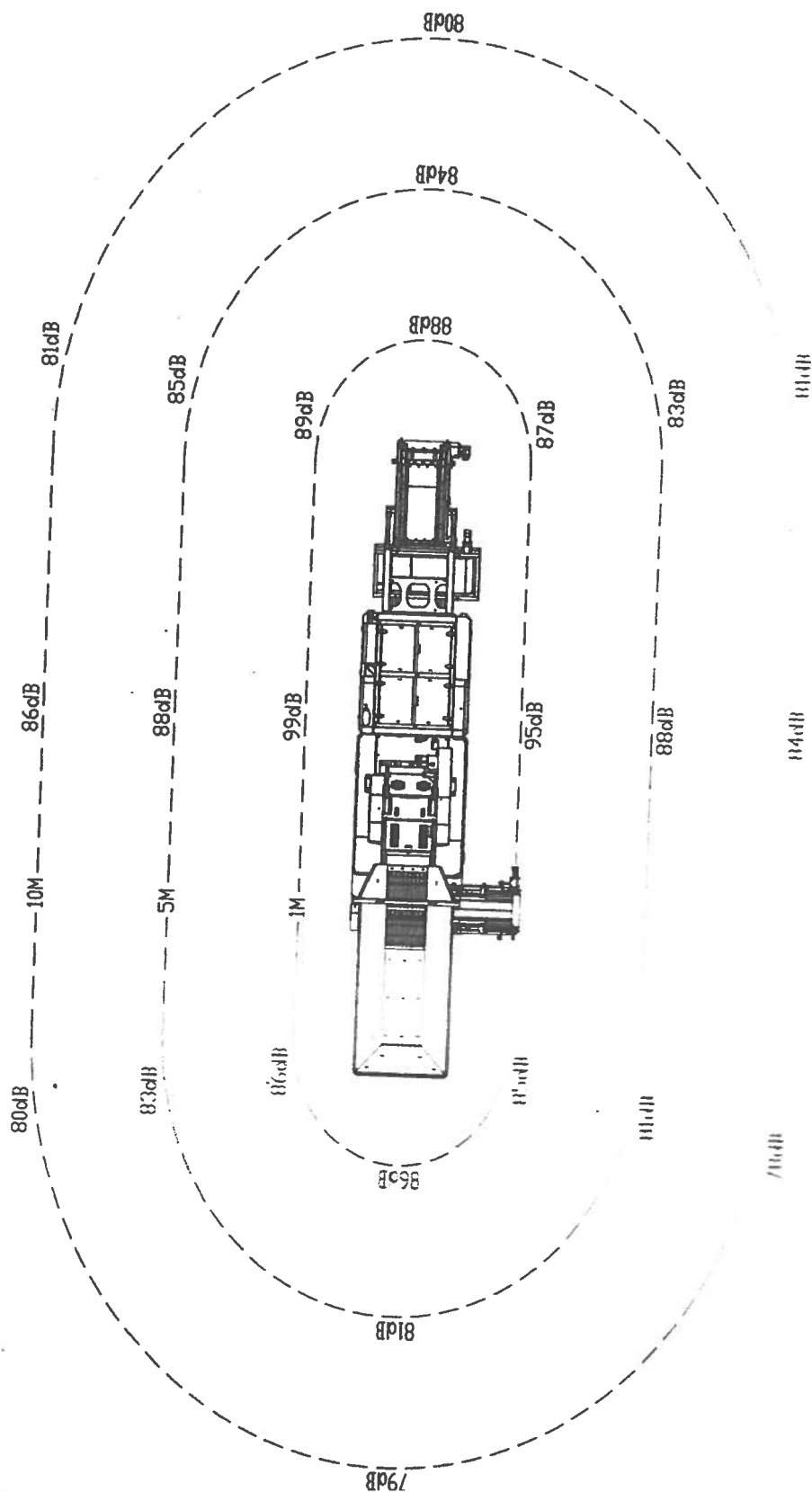


3.14 Noise levels



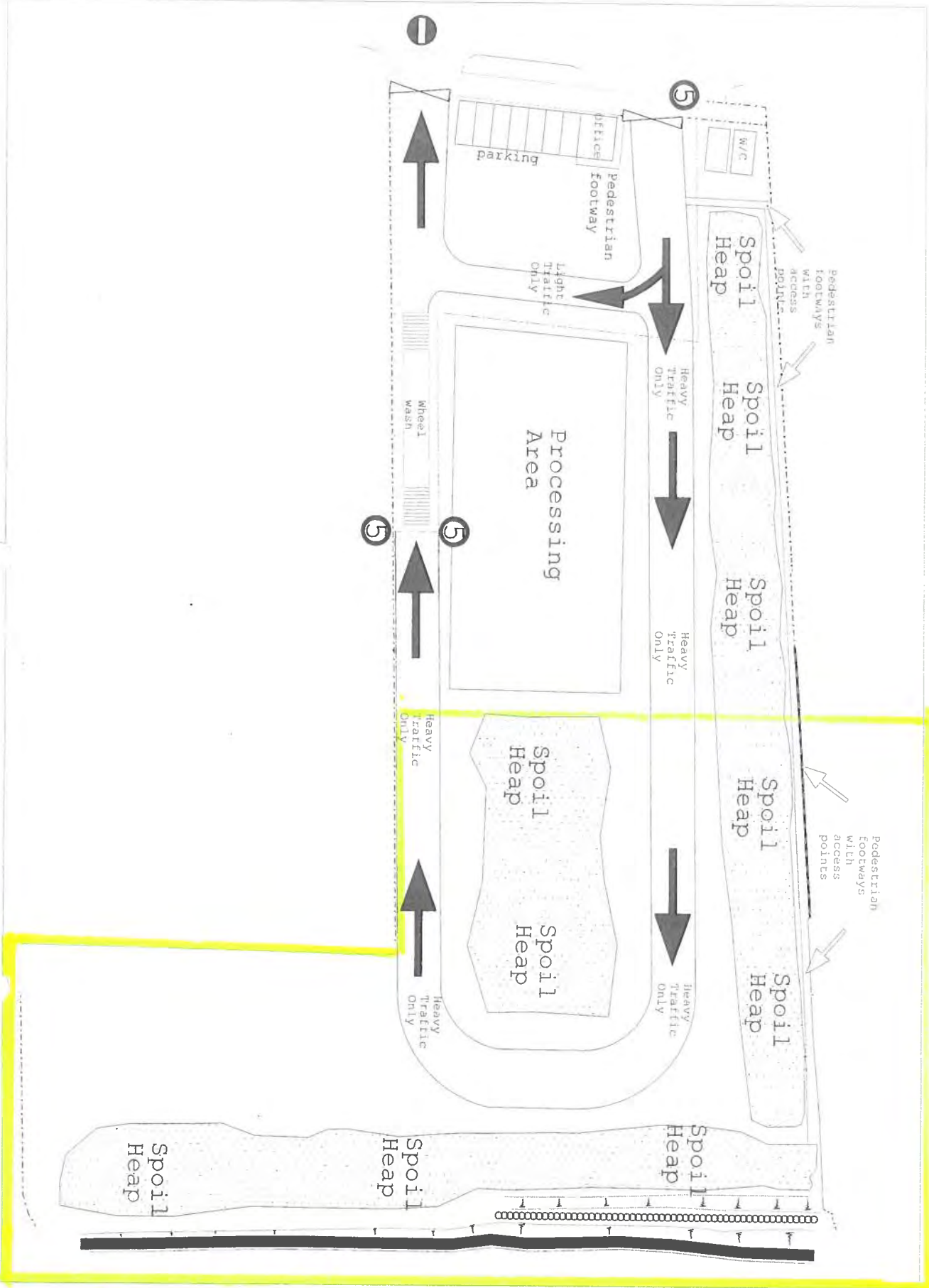


### 3.5 Noise Levels









Daniel Todd, Manager, Nottingham, NCT 1200  
 E: 01773 50000 E: 01773 50022

Project  
 Traffic Management Plan

Drawing Title

Oakfield Recycling Yard  
 Wymondham Lane

Scale 1:xx Date 29/10/15

By JT

Drawing Number Revision  
 XXXX XX (XX) XXX X

Information subject to contract - unamended sheet size A1





# WAMITAB

Waste Management Industry  
Training and Advisory Board



The Chartered Institution  
of Wastes Management

Certificate No. OCC42728

## Operator Competence Certificate

**Qualification Title:**

**Treatment of waste to produce soil, soil substitutes and aggregate  
(4MTMS4)**

**This Certificate is awarded to**

**Gary Peter Harby**

**Awarded: 22/02/2012**

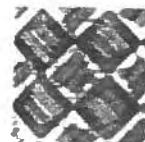
**Authorised**

**WAMITAB Director General**

**CIWM Chief Executive Officer**



This certificate is jointly awarded by WAMITAB and the Chartered Institution of Wastes Management (CIWM) and provides evidence to meet the Operator Competence requirements of the Environmental Permitting (EP) Regulations, which came into force on 6 April 2008.



00013101





# WAMITAB

Waste Management Industry  
Training and Advisory Board

## Credit certificate

This certificate determines credit awarded to:

Gary Peter Harby

### Units gained:

Y6015875	Monitor procedures to safely control work operations	Credit Value	Credit Level
M6009712	Manage the environmental impact of work activities	4	3
F6021671	Manage site operations for the treatment of non hazardous waste	5	4
L6021429	Manage the transfer of outputs and disposal of residues from non hazardous waste treatment and recovery operations	14	4
		13	4

Awarded: 22/02/2012

Serial No: 21870/HSS3/1

### Authorised

Ray Burberry  
Qualifications Manager, WAMITAB



Ofqual



The qualifications regulators logos on this certificate indicate that the qualification is accredited only for England, Wales and Northern Ireland.



00013102







## Continuing Competence Certificate

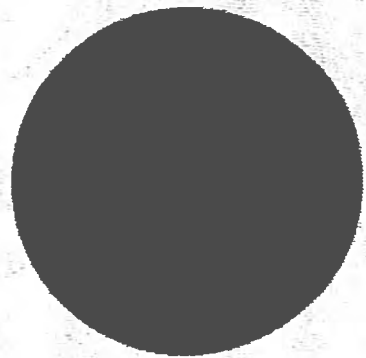
**This certificate confirms that**

**Gary Peter Harby**

**Has met the relevant requirements of the Continuing Competence scheme for the following award(s) which will remain current for two years from 24/01/2019**

**TMNH**

**Treatment - Non-Hazardous Waste**



**Verification date: 22/01/2019**

**Authorised:**

**WAMITAB Chief Executive Officer**

**Learner ID: 21870**

**Certificate No.: 5138293**

**Date of Issue: 24/01/2019**

**CIWM Executive Director**



**The Chartered Institution  
of Wastes Management**



**00127107**





Certificate No. OCC44281

## Operator Competence Certificate

**Qualification Title:**

**Treatment of waste to produce soil, soil substitutes and aggregate  
(4MTMS4)**

**This Certificate is awarded to**

**Michelle Flint-McClung**

**Awarded: 05/11/2013**

**Authorised**

**WAMITAB Chief Executive Officer**

**CIWM Chief Executive Officer**



**The Chartered Institution  
of Wastes Management**

This certificate is jointly awarded by WAMITAB and the Chartered Institution of Wastes Management (CIWM) and provides evidence to meet the Operator Competence requirements of the Environmental Permitting (EP) Regulations, which came into force on 6 April 2008.



**00052208**







## Credit certificate

**This certificate determines credit awarded to:**  
**Michelle Flint-McClung**

### Units gained:

Y6015875  
M6009712  
F6021671  
L6021429

Monitor procedures to safely control work operations  
Manage the environmental impact of work activities  
Manage site operations for the treatment of non hazardous waste  
Manage the transfer of outputs and disposal of residues from non hazardous waste treatment and recovery operations

Credit Value    Credit Level

4	3
5	4
14	4
13	4

**Awarded:** 05/11/2013

**Serial No.:** 24681/HSS3/1

**Authorised**

**Ray Burberry**  
Qualifications Manager, WAMITAB

Regulated by

**Ofqual**

For more information see <http://register.ofqual.gov.uk>



**Llywodraeth Cymru**  
**Welsh Government**

The qualifications regulators logos on this certificate indicate that the qualification is accredited only for England, Wales and Northern Ireland.



00052217





## Continuing Competence Certificate

**This certificate confirms that**

**Michelle Flint-McClung**

**Has met the relevant requirements of the Continuing Competence scheme for the following award(s) which will remain current for two years from 24/01/2019**

TSNH  
TMNH

Transfer - Non Hazardous Waste  
Treatment - Non Hazardous Waste

Expiry Date:  
24/01/2021

Verification date: 22/01/2019

Authorised:

WAMITAB Chief Executive Officer

Learner ID: 24681

Certificate No.: 5138292

Date of Issue: 24/01/2019

CIWM Executive Director



The Chartered Institution  
of Wastes Management



00127104





**Oakfield**  
Recycling Ltd

## **Index for Method Statements**

- A. Transporting and recycling of materials.
- B. Filling of onsite diesel tank
- C. Crusher
- D. Operation and use of mobile crusher
- E. Jaw replacement on mobile crusher
- F.
- G.
- H.







## 1.0 Site Address and information.

1. Oakfield  
Unit 16 Wigwam Lane  
Wigwam Lane Industrial Estate  
Hucknall  
Nottingham  
NG15 7TA
2. Method statement: - Transporting and recycling of materials.
3. Method Statement Prepared by: - Tony Fox, Health & Safety Manager
4. Date prepared: - 13.09.2019 Revision date: -
5. Controlled & co-ordinated by: - Gary Harby.

1. Method statements are written formal documents providing detailed information on the arrangements and sequence of operations relating to more hazardous construction tasks.
2. Every effort will be made to reduce noise levels at source. Where this is not possible a noise protection zone may be necessary around the operation where the identified noise levels are in excess of 80dB(A). Workers will be offered hearing protection where noise levels are between 80dB(A) and 85dB(A). Above this level, the wearing of hearing protection will be mandatory by all persons. See noise chart below for an indication of noise levels.

### 3.0 Pre-start requirement

1. All equipment to be checked prior to use.
2. All operatives should wear the appropriate P.P.E. for the task i.e. foot protection, hi visibility clothing and head protection are minimum requirements. (Ear and eye protection when applicable)

#### 4.0 Plant and equipment to be used

1. 360 Komatsu
2. Loading shovel
3. Crusher/screener



## 5.0 Work to be carried out: - Transporting and recycling of materials.

### Delivery of materials

1. All vehicles MUST STOP at the main entrance.
2. The driver will then report to reception.
3. The load and paper work will then be checked.
4. Should there be any concerns regarding the quality of materials or the information on the ticket it will be rejected.
5. After inspections are complete, the vehicle will be directed to the appropriate tip.  
**FOLLOWING THE SITE RULES AND SPEED LIMITE OF 5 MPH MAX.**
6. On completion of delivery, a signed ticket will be issued and a copy kept on file.
7. The vehicle will then leave site in a safe manner.

### Crushing and screening

1. The Local Authorities (Ashfield District Council) will be informed before any crushing/grading of materials takes place.
2. Once they have been informed, ensure all safety procedures are in place i.e. water attached for dust suppression.
3. A trained and competent person, who accompanies the hired crusher, will operate the crusher (certification should be checked for machine and operative).
4. The crusher will be set to correct grade, material loaded into the crusher with use of 360° (only one type of material will be processed at a time).
5. Once the materials as been processed it will be transported with use of loading shovel to the appropriate tip.
6. Certification must then be gained for TYPE 1 and 6F2 from an approved examiner.
7. Work to cease at an appropriate stage so as to leave area safe at the end of that day.
8. Area to be left clean, tidy and safe at all times.

### Loading materials into vehicles.

1. All vehicles MUST STOP at the main entrance.
2. The driver will then report to reception to be directed to the appropriate tip.  
**FOLLOWING THE SITE RULES AND SPEED LIMITE OF 5 MPH MAX.**
3. The materials will then be loaded into the vehicle with use of loading shovel.
4. On completion, a signed ticket will be issued and a copy kept on file.
5. The vehicle will then leave site in a safe manner.

## 6.0

1. Prepared by,

Print Name: - Tony Fox

Signed: -



Date: - 13.09.2019





2. Person responsible for implementation,

Print Name: - Gary Harby

Signed: - 

Date: - 24.09.2019.

Distributed to: - Client ☐ Main Contractor ☐ Other Contractors ☐ Site Forman ☒

**7.0 Noise chart**

Noise Rating			
Task Plant and Equipment Used for:-	Type of plant and equipment	SPL (dB) Rating	Comments/ Alternative Methods
For the removal and loading of site materials.	360 Excavator	76	If required discuss with Contract supervisor
	Loading shovel	76	
For crushing of materials	McCloskey C45	78 to 99	
For screening of materials	McCloskey	84 to 98	





## 1.0 Site Address and information.

1. Oakfield  
Unit 16 Wigwam Lane  
Wigwam Lane Industrial Estate  
Hucknall  
Nottingham  
NG15 7TA
2. Method statement: - Filing of on site diesel tank.
3. Method Statement Prepared by: - Tony Fox, Health & Safety Manager
4. Date prepared: - 13.09.2019 Revision date: -
5. Controlled & co-ordinated by: - Gary Harby.

## 2.0

1. Method statements are written formal documents providing detailed information on the arrangements and sequence of operations relating to more hazardous construction tasks.

### 3.0 Pre-start requirement

1. All equipment to be checked prior to use.
2. All operatives should wear the appropriate P.P.E. for the task i.e. foot protection, hi visibility clothing and head protection are minimum requirements. (Ear and eye protection when applicable)

#### 4.0 Work to be carried out: - Filing of site diesel tank

- 1 Diesel is supplied to Oakfield is delivered in a purpose made tanker, from a reputable supplier.
1. On accessing the site, a banksman is to be appointed to assist with the delivery to ensure the correct route is followed and the correct is speed adhered to **5 MPH MAX**
- 2 Once the tanker is in the correct position, a suitable length hose will be attached to the top filler cap of the on site fuel tank. Using a suitable platform for access.
- 3 A competent person will be in position to receive the hose from the tanker driver and connect the hose nozzle to the storage tank.



- 4 Once the nozzle is firmly in place then delivery of the fuel can commence.
- 5 Once the delivery of the fuel is complete, the nozzle will be disconnected and the hose place back on the delivery tanker.
- 6 The filler cap to the on site storage will then be replaced and locked in position.
- 7 Any spillage will be dealt with according to site procedure.
- 8 The access platform will then be removed to avoid any unauthorized access.
- 9 The tanker will then leave site observing the site traffic management plan.

## 5.0

1. Prepared by,

Print Name: - Tony Fox

Signed: -

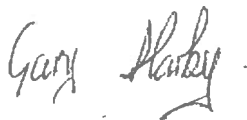


Date: - 13.09.2019

2. Person responsible for implementation,

Print Name: - Gary Harby

Signed: -



Date: - 24.09.2019

Distributed to: - Client ☐ Main Contractor ☐ Other Contractors ☐ Site Forman ☒







### 1.0 Site Address and information.

1. Oakfield  
Unit 16 Wigwam Lane  
Wigwam Lane Industrial Estate  
Hucknall  
Nottingham  
NG15 7TA
2. Method statement: - Crusher installation.
3. Method Statement Prepared by: - Tony Fox, Health & Safety Manager
4. Date prepared: - 13.09.2019  
Revision date: -
5. Controlled & co-ordinated by: - Gary Harby.

1. Method statements are written formal documents providing detailed information on the arrangements and sequence of operations relating to more hazardous construction tasks.
2. Every effort will be made to reduce noise levels at source. Where this is not possible a noise protection zone may be necessary around the operation where the identified noise levels are in excess of 80dB(A). Workers will be offered hearing protection where noise levels are between 80dB(A) and 85dB(A). Above this level, the wearing of hearing protection will be mandatory by all persons. See noise chart below for an indication of noise levels.

1. The operator shall notify the Local Authority (Ashfield District Council), the mobile crusher location no less than 5 working days prior to the crusher being installed. This notification must be in writing and include a copy of the permit and details of the address of the crusher's location. This document should be made available to Oakfield prior to installation.
2. This notification shall include the date and address of the location.
3. The operator should keep a daily logbook.
4. The location of the crusher shall be noted in the daily logbook. The address of the location of the mobile crusher and date of the crusher's arrival and departure from this address shall be noted.



5. The operatives qualifications and crusher mobile registration (not static) should be made available to Oakfield, prior to crushing.
6. All equipment to be checked prior to use.
7. All operatives should wear the appropriate P.P.E. for the task i.e. foot protection, hi visibility vest, head and ear protection are minimum requirements. (Eye protection when applicable)
8. The crusher should not be installed without all the above documentation in place.

#### **4.0 Plant and equipment to be used**

1. Crusher/screener

#### **5.0 Crushing and screening**

1. The Local Authorities (Ashfield District Council) will be informed before any crushing/grading of materials takes place.
2. Once they have been informed, ensure all safety procedures are in place i.e. water attached for dust suppression.
3. A trained and competent person, who accompanies the hired crusher, will operate the crusher (certification should be checked for machine and operative).
4. The crusher will be set to correct grade, material loaded into the crusher with use of 360° (only one type of material will be processed at a time).
5. Once the materials as been processed it will be transported with use of loading shovel to the appropriate tip.
6. Certification must then be gained for TYPE 1 and 6F2 from an approved examiner.
7. Work to cease at an appropriate stage so as to leave area safe at the end of that day.
8. Area to be left clean, tidy and safe at all times.

#### **6.0 Supervision of crusher and operator**

##### **Emission Limits and Controls**

1. Visible emissions of dust shall be prevented and there shall be no fallout of visible dust beyond any site boundary within which the crusher is operated.

##### **Monitoring, Sampling and Measurement of Emissions**

2. Visual assessments of emissions from the crusher and screen when they are in use and any other associated process operations such as vehicle movements shall be made frequently and **at least three times a day during operation.**
3. The results of the visual assessment required by condition 2 shall be noted in the logbook required by condition 6. The date, time, location, prevailing weather conditions and the name of the person undertaking the assessment shall be noted and be made available to Oakfield for inspection.
4. Adverse emissions shall be investigated immediately. The operator shall ensure that the cause has been identified and corrective action taken prior to recommencing process operation.
5. Adverse emissions shall be recorded in the logbook required to be kept by Condition 6. The date, time, location and any corrective action taken in respect of the emission shall be noted. The prevailing weather conditions and person undertaking the assessment shall also be noted.
6. A logbook shall be retained by the operator and kept with the mobile crusher at all times. Records shall be kept for at least 2 years. The logbook shall also include a copy of the authorisation. It shall be examined regularly at least once a month by



the nominated person and shall be available for examination by any Local Authority Inspector during normal working hours.

7. Adverse emissions that are likely to have an effect on the local community shall be notified to Ashfield District Council at the earliest opportunity and by the quickest means and in any case in writing within 7 days of the emission.
8. Persistent mal-operation of plant leading to adverse emissions to air or any evidence of off site deposition of dust arising from complaints or otherwise shall result in a requirement for sampling of monitoring as directed by Ashfield District Council.

## 7.0

1. Prepared by,

Print Name: - Tony Fox

Signed: -




Date: - 13.09.2019

2. Person responsible for implementation,

Print Name: - Gary Harby

Signed: -



Date: - 24.09.2019

Distributed to: - Client ☐ Main Contractor ☐ Other Contractors ☐ Site Forman ☒

## 7.0 Noise chart

Noise Rating			
Task Plant and Equipment Used for:-	Type of plant and equipment	SPL (dB) Rating	Comments/ Alternative Methods
For crushing of materials	McCloskey C45	78 to 99	If required discuss with Contract supervisor
For screening of materials	McCloskey	81 to 94	







### **1.0 Site Address and information.**

1. Oakfield Recycling  
Unit 16 Wigwam Lane  
Wigwam Lane Industrial Estate  
Hucknall  
Nottingham  
NG15 7TA
2. Method statement: - Operation and use of mobile jaw crusher.
3. Main contractor:- Oakfield Recycling
4. Method Statement Prepared by: - Tony Fox, Health & Safety Manager
5. Date prepared: - 13.09.2019                      Revision date: -
6. Controlled & co-ordinated by: - Gary Harby.

### **2.0**

1. Method statements are written formal documents providing detailed information on the arrangements and sequence of operations relating to more hazardous construction tasks.
2. Every effort will be made to reduce noise levels at source. Where this is not possible a noise protection zone may be necessary around the operation where the identified noise levels are in excess of 80dB(A). Workers will be offered hearing protection where noise levels are between 80dB(A) and 85dB(A). Above this level, the wearing of hearing protection will be mandatory by all persons. See noise chart below for an indication of noise levels.

### **3.0 Pre-start requirement**

1. The operator shall notify the Local Authority, the mobile crusher location no less than 5 working days prior to the crusher being installed. This notification must be in writing and include a copy of the permit and details of the address of the crusher's location. This document should be made available to Oakfield prior to installation.
2. This notification shall include the date and address of the location.
3. The operator should keep a daily logbook.
4. The location of the crusher shall be noted in the daily logbook. The address of the location of the mobile crusher and date of the crusher's arrival and departure from this address shall be noted.
5. The operative's qualifications and crusher mobile registration (not static) should be made available to the main contractor, prior to crushing.
6. All equipment to be checked prior to use.
7. All plant have daily and/or weekly plant inspection which is recorded on the relevant (Plant Inspection Sheet) and copies kept on site with the machine operator.



8. All operatives should wear the appropriate P.P.E. for the task i.e. foot protection, hi visibility vest, head and ear protection are minimum requirements. (Eye protection when applicable)
9. All operatives must attend site induction before starting work.
10. All operatives must follow site rules.
11. The crusher should not be installed without all the above documentation in place.

#### **4.0 Plant and equipment to be used.**

1. Crusher.

**Please see Item 8.0 for Noise**

#### **5.0 Work to be carried out: -**

1. When mobile crusher is to be fed directly by a loading shovel or excavator.
2. Excavator standing pads should be suitable (stable) and should be high enough for the operator to be able to monitor the feed hopper from the cab. Safe access to the excavator must be provided for the operator.
3. The maximum gradient of the ramp should be within the capacity of the loader (a maximum gradient of 1:10 is recommended)
4. The last few meters of the ramp should be level so that the machine is not discharging uphill, thus enabling operators to more easily monitor the feed. The loading shovel will also be more stable.
5. Ensure personnel and obstructions are excluded from the bucket operating arc.
6. Every effort should be made to prevent oversize material or tramp metal entering into the crusher feed hopper.
7. Good housekeeping should be introduced to prevent scrap steel entering into shovel buckets
8. If the material to be crushed contains reinforced, a magnetic separator should be positioned over the discharge conveyor to remove the metal and prevent it from contaminating the production run material.
9. When starting crusher observe all safety warnings, start engine.
10. Press the PLANT MODE button, press the AUTO START button.
11. The plant will follow an automatic sequence of starting sections of the plant.
12. Ensure the plant is stable and without undue vibration.
13. If necessary reposition the plant on firm, level area with full length of both tracks in contact with the ground.
14. Check all other aspects of plant are ready for the introduction of materials.
15. Once crusher is running satisfactory set the engine speed to working speed.
16. To commence crushing, press the FEEDER START button on the plant or the button on the remote control.
17. The materials to be crushed can then be loaded into the hopper.
18. The speed of the feeder will need adjusting depending upon the type of materials to be crushed, to maintain an even regular flow through the crusher.
19. Once the material has been crushed and discharged into a pile on the ground any visible contaminants can be removed, it can be transported to specified area.
20. Work is to stop at an appropriate stage as to leave the area safe and tidy at the end of each day.



## 6.0 Action when a crusher becomes blocked

1. Stop the feed at the earliest opportunity.
2. Remove excess material by mechanical means where possible before the cause of the blockage can be dealt within.
3. In some cases, however, an amount of removal by hand will be involved and when this occurs the crusher and associated plant must be stopped and isolated.
4. Manual removal should only be carried out by suitably trained and competent persons.

## 7.0

1. Prepared by,

Print Name: - Tony Fox

Signed: -



Date: - 13.09.2019

2. Person responsible for implementation,

Print Name: - Gary Harby

Signed: -



Date: - 24.09.2019

Distributed to: - Client ☐ Main Contractor ☐ Other Contractors ☐ Site Forman ☒

## 8.0 Noise chart

Noise Rating				
Task Plant and Equipment Used for:-	Type of plant and equipment	SPL (dB) Rating		Comments/ Alternative Methods
For crushing of materials	McCloskey C45	78 to 99		If required discuss with Contract supervisor







## 1.0 Site Address and information.

1. Oakfield Recycling  
Unit 16 Wigwam Lane  
Wigwam Lane Industrial Estate  
Hucknall  
Nottingham  
NG15 7TA
2. Method statement: - Jaw replacement on mobile crusher.
3. Main contractor:- Oakfield Recycling
4. Method Statement Prepared by: - Tony Fox, Health & Safety Manager
5. Date prepared: - 13.09.2019 Revision date: -
6. Controlled & co-ordinated by: - Gary Harby

## 2.0

1. Method statements are written formal documents providing detailed information on the arrangements and sequence of operations relating to more hazardous construction tasks.
2. Every effort will be made to reduce noise levels at source. Where this is not possible a noise protection zone may be necessary around the operation where the identified noise levels are in excess of 80dB(A). Workers will be offered hearing protection where noise levels are between 80dB(A) and 85dB(A). Above this level, the wearing of hearing protection will be mandatory by all persons. See noise chart below for an indication of noise levels.

### 3.0 Pre-start requirement

1. Before any maintenance work is carried out the LOCK PROCEDURE should be in place (see section 4.0 below).
2. All equipment to be checked prior to use.
3. All operatives should wear the appropriate P.P.E. for the task i.e. foot protection, hi visibility vest, head and ear protection are minimum requirements. (Eye protection when applicable)
4. All operatives must attend site induction before starting work.
5. All operatives must follow site rules.
6. The crusher should not be installed without all the above documentation in place.

#### 4.0 Lockout /tagout.

1. Switch off engine.
2. Lockout power to the crusher drive and hydraulic system.
3. Remove ignition key.
4. Keep key on person during lockout.
5. Place appropriate maintenance warning signs.



**5.0 Plant and equipment to be used.**

1. Crusher.
2. 360 Tracked Excavator.

**Please see Item 8.0 for Noise**

**6.0 Work to be carried out: - Jaw replacement on mobile crusher.**

1. Run the crusher until completely empty.
2. Retract the swing jaw completely using the hydraulic control
3. Close down plant and implement Lockout Procedure (see section 4.0 above).
- 4.
5. On completion reverse lockout procedure and remove signage.
- 6.
7. Work is to stop at an appropriate stage as to leave the area safe and tidy.

**NOTE**

**After fitting the jaws operate the crusher for 15 minutes.  
Stop the crusher and check the nuts for tightness.  
Continue to check the nuts before operation each day.**

**7.0**

1. Prepared by,

Print Name: - Tony Fox

Signed: -

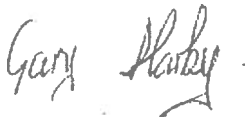


Date: - 13.09.2019

2. Person responsible for implementation,

Print Name: - Gary Harby

Signed: -



Date: - 24.09.2019

Distributed to: - Client ☐ Main Contractor ☐ Other Contractors ☐ Site Forman ☒



## 8.0 Noise chart

Noise Rating				
Task Plant and Equipment Used for:-	Type of plant and equipment	SPL (dB) Rating		Comments/ Alternative Methods
For crushing of materials	McCloskey C45	79 to 99		If required discuss with Contract supervisor
For the removal and loading of site materials.	360 Excavator	76		







# Oakfield

## Recycling Ltd

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**Plant and lifting equipment**

[305 – Excavators](#)

[310 – Maintenance of plant](#)

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Business](#)

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[602 – Authorised visitors](#)

[605 – Lone workers](#)

Head office address

Oakfield Construction C.Eng.Ltd.

Civil Engineering Groundworks Contractors

Tel:01773 534000 Fax:01773 534222

Colliers House, Dunsil Road, Moorgreen Industrial Estate, Moorgreen, Nottingham  
NG16 3QU

Email: [office@oakfieldconstruction.co.uk](mailto:office@oakfieldconstruction.co.uk)







# Oakfield Construction C.Eng.Ltd

## Risk Assessment

Site Address: Plot 16 Wigwam Lane, Hucknall, Nottingham. NG15 7TA

Operation: **Exposure to Noise**

209

☒ Check boxes as appropriate

Hazards identified:

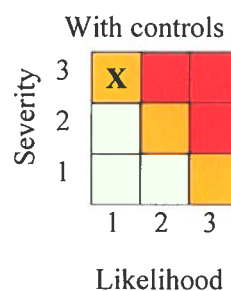
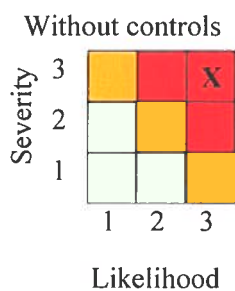
Damage to hearing

Lower exposure action values: daily or weekly exposure of 80 dB; peak sound pressure of 135 dB.

Upper exposure action values: daily or weekly exposure of 85 dB; peak sound pressure of 137 dB.

Exposure limit values: daily or weekly exposure of 87 dB; peak sound pressure of 140 dB.

Persons at risk: ☒ Site personnel ☒ General public ☐ Client personnel ☐ Other



If the risk product **without controls** is high (scoring 6-9), and remains high **with controls** (scoring 6-9), an alternative safer method of work must be put in place.

Controls considered necessary:

Consider using a less noisy process/ machinery.

Noise shall be reduced to lowest level possible.

Provide personnel with hearing protectors if they ask for it and their noise exposure is between the lower and upper exposure action values – see above.

Provide personnel with hearing protectors and make sure they use them properly when their noise exposure exceeds the upper exposure action values – see above.

Identify hearing protection zones, i.e. areas where the use of hearing protection is compulsory, and mark them with signs if possible.

Provide personnel with training and information on how to use and care for the hearing protectors.

Ensure that the hearing protectors are properly used and maintained.

Make sure the protectors give enough protection – aim at least to get below 85 dB at the ear.

Target the use of protectors to the noisy tasks and jobs in a working day.

Select protectors which are suitable for the working environment – consider how comfortable and hygienic they are.





### 209 Exposure to Noise - Controls considered necessary (cont.):

Make sure the protectors are compatible when worn with other protective equipment (e.g. hard hats, dust masks and eye protection).

Provide a range of protectors so that employees can choose ones which suit them.

It is important that employees understand the risks they may be exposed to. Where they are exposed above the lower exposure action values they shall be informed of:

- the likely noise exposure and the risk to hearing this noise creates;
- what we are doing to control risks and exposures;
- where and how people can obtain hearing protection;
- how to report defects in hearing protection and noise-control equipment;
- what their duties are under the Noise Regulations 2005;
- what they should do to minimise the risk, such as the proper way to use hearing protection and other noise-control equipment, how to look after it and store it, and where to use it;
- our health surveillance systems.

Maintenance: To make sure that hearing protection works effectively check that:

- it remains in good, clean condition;
- earmuff seals are undamaged;
- the tension of the headbands is not reduced;
- there are no unofficial modifications;
- compressible earplugs are soft, pliable and clean.

### Additional controls considered necessary and further information:

Machinery, plant manufacturers and suppliers are required to provide information on noise levels.

As a rough guide, there are likely to be noise risks that need managing wherever you have to raise your voice or have difficulty being heard clearly by someone about two metres away (this is one of the 'listening checks'). As far as peak noise levels are concerned, the lower exposure action value is likely to be exceeded wherever there are noises due to impacts (such as hammering, drop forging, etc) or explosive sources such as cartridge-operated tools or detonators.

A sound level meter, or a dosimeter (personal sound exposure meter) worn by the employee may be used to measure/monitor noise levels accurately.

Refer to CITB Construction Site Safety

Method statement ☐ Yes ☒ No

Permit to work ☐ Yes ☒ No

COSHH Assessment ☐ Yes ☒ No

PPE ☒ Yes ☐ No

Completed by: Tony Fox

Date: 13.09.2019



# Oakfield Construction C.Eng.Ltd

## Risk Assessment

Site Address: Plot 16 Wigwam Lane, Hucknall, Nottingham. NG15 7TA

Operation:

**Excavators**

305

☒ Check boxes as appropriate

Hazards identified:

Machine overturning.

Materials or equipment falling from machine.

Persons being endangered by machine operations.

Contact with obstructions.

Persons at risk: ☒ Site personnel ☒ General public ☐ Client personnel ☐ Other

Without controls

Severity	3	3	3
	X		
2		2	3
1		1	2
	1	2	3
	Likelihood		

With controls

Severity	3	3	3
	X		
2		2	3
1		1	2
	1	2	3
	Likelihood		

If the risk product **without controls** is high (scoring 6-9), and remains high **with controls** (scoring 6-9), an alternative safer method of work must be put in place.

Controls considered necessary:

Operators must be competent, trained and authorised to use the excavator.

Copy of certificates of operator competence will be retained with site records.

Copy of the excavator manufacturer's operator manual will be kept with the machine.

Excavators will not be used unless it has a current certificate of thorough examination.

The operator will be responsible for ensuring the machine is not misused, is properly maintained in accordance with manufacturer's instructions and reporting of defects.

A competent person (normally the operator) will inspect the excavator according to the manufacturer's instructions; the results of the inspections shall be recorded.

The excavators shall only be used as a crane if it complies with the requirements of LOLER 1998.

All chains, slings and lifting equipment used for lifting operations must have been thoroughly examined within the preceding 6 months, and subject to a current certificate of examination.

Lifting accessories will only be attached to suitably tested anchor points - NOT THE BUCKET TEETH.

Excavators will be equipped with FOPS, ROPS and seat restraint.

The machine operator will ensure that operations do not endanger any person.



### 305 Excavators - Controls considered necessary (cont.):

Where members of the public may be affected, the area should be clearly cordoned off and clearly signed to prevent access.

If it is necessary for anyone to go into the machine's working radius whilst it is working, then the machine operator must be made aware by signals, or other means, such as radio, before doing so. No person should be permitted at any time to be within the machine's working radius without obtaining permission from the operator.

It must always be ensured that, when the machine is being operated in confined places, or near other site personnel, there is clearance of at least 600mm for "tail swing"; the danger area must be barricaded if necessary.

Mirrors (including convex type) and/or other equipment (i.e. CCTV) must be in place to ensure maximum all round driver visibility (HSE recommends 1 metre).

The excavator shall be equipped with an audible reversing alarm and necessary hazard warning lights.

No excavator bucket or load should be slewed directly over personnel or vehicle cabins: vehicles should be loaded over the side or rear, and the material should not be dropped from an unnecessary height.

### Additional controls considered necessary and further information:

When the front shovel is being employed, the backhoe attachment should be in its "travel" position, with the safety locking device in place.

The manufacturer's recommended bucket size must not be exceeded. It may be possible to lift the load with the bucket in close to the machine at ground level but as the load radius and elevation increases, the lifting capacity of the machine decreases.

Dangerous overhangs must not be created on a high workface; the wheels or tracks of the machine should be positioned at 90° to the workface to enable quick withdrawal, if necessary. In excavating, the type of soil must be taken into account in determining a safe position for the machine. A workface below the level of a machine must never be undercut so as to affect the stability of the machine.

If operating on a gradient cannot be avoided, it must be ensured that the working cycle is slowed down, that the bucket is not extended too far in the downhill direction, and that travel is undertaken with extreme caution.

On wheeled excavators, it is essential that the tyres are in good condition and correctly inflated. If stabilising devices are fitted, they should be employed when the machine is excavating.

All machine controls shall be clearly marked.

Method statement ☒ Yes ☐ No

Permit to work ☐ Yes ☒ No

CoSHH Assessment ☐ Yes ☒ No

PPE ☒ Yes ☐ No

Completed by: Tony Fox

Date: 13.09.2019





# Oakfield Construction C.Eng.Ltd

## Risk Assessment

Site Address: Plot 16 Wigwam Lane, Hucknall, Nottingham. NG15 7TA

Operation: **Maintenance of plant**

310

☒ Check boxes as appropriate

Hazards identified:

Uncontrolled movement of the plant when under repair.

Uncontrolled movement of hydraulics.

Uncontrolled release of hot or pressurised liquids.

Collapse of jacking equipment.

Tyre explosion or fuel fire.

Hair or clothing caught in moving parts.

Persons at risk: ☒ Site personnel ☐ General public ☐ Client personnel ☐ Other

Without controls

Severity	3	2	1
	1	2	3
	1	2	3
	1	2	3

Likelihood

With controls

Severity	3	2	1
	1	2	3
	1	2	3
	1	2	3

Likelihood

If the risk product **without controls** is high (scoring 6-9), and remains high **with controls** (scoring 6-9), an alternative safer method of work must be put in place.

Controls considered necessary:

Basic maintenance can frequently be carried out by the driver/operator on a daily/weekly basis. A system of inspection/servicing carried out by a fitter at regular intervals must also be established, complying with the manufacturer's or company's requirements. A record of inspection, maintenance and repairs must be kept.

**Daily/Weekly checks** shall be carried out by the operator covering WOFLTB – water, oil, fuel, lights, tyres and brakes (including checking the pressure gauge or air brakes). Any defects should either be remedied immediately by the operator; or reported to the maintenance workshop, and the plant put out of commission.

**Periodic servicing** in more detail shall be carried out by a plant-fitter. This has the advantage of being carried out by an independent person more likely to spot incipient trouble than the regular user. It is good practice to keep a duplicate log of these checks, the top copy going to the maintenance workshop and the second copy maintained as a record of the machine – this is normally carried out on an hours or mileage basis in accordance with the manufacturers' instructions.



### 310 Maintenance of plant - Controls considered necessary (cont.):

Before commencing work on the braking, hydraulic or transmission systems, on mobile plant and equipment, the wheels must be chocked and any hydraulically operated lifting arms must be at rest.

When working under raised tipper bodies, a hydraulic failure or vibration can cause a body to descend without warning unless securely supported – they must always be properly propped.

Where hydraulically operated equipment has to be elevated for work to be carried out it must be supported by rigid means, i.e. substantial props or ram locks.

Where work involves engine-cooling systems, hydraulic and compressed air systems, suitable precautions must be arranged to depressurise them under controlled conditions, and to avoid contact with hot liquids.

When jacking is used to raise the equipment in order to facilitate access under the machine, the jacking must take place on firm level ground, and packing placed under strong points to prevent the collapse of the machine in the event of a jack failure.

No hot work shall take place on wheels unless the tyres are removed, or on fuel tanks unless they are drained, purged and filled with water.

Where work is to be carried out near moving parts, long hair and clothing must be kept clear.

All guards to power shafts, fans, fan belts and other moving parts to be replaced when work is complete.

COSHH assessments will be required in respect of any hazardous substances i.e. oils, fuels, fumes, etc.

Assessments will be made as to the level of personal protective equipment to be used.

Plant should be examined by a competent person prior to use.

### Additional controls considered necessary and further information:

Working beneath a vehicle with an unprotected drive shaft: If running tests are to be carried out on the transmission, fitters should be closely supervised and should not be permitted to wear any loose clothing that could become entangled in the rotating shaft. It is self-evident that machines must be completely immobilised when men have to work underneath them.

During the removal of heavy units, for example engines, gear boxes, etc., the only safe method is to use a crane or other proper lifting tackle.

Method statement

☐ Yes ☐ No

Permit to work ☐ Yes ☒ No

COSHH Assessment

☒ Yes ☐ No

PPE

☒ Yes ☐ No

Completed by: Tony Fox

Date: 13.09.2019



# Oakfield Construction C.Eng.Ltd

## Risk Assessment

Site Address: Plot 16 Wigwam Lane, Hucknall, Nottingham. NG15 7TA

Operation: **Traffic management**

312

☒ Check boxes as appropriate

Hazards identified:

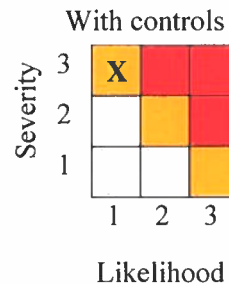
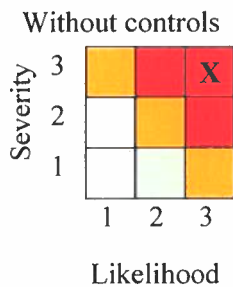
Injury to site personnel.

Injury to members of the public.

Damage to plant, vehicles or property.

Contact with overhead power lines.

Persons at risk: ☒ Site personnel ☒ General public ☐ Client personnel ☐ Other



If the risk product **without controls** is high (scoring 6-9), and remains high **with controls** (scoring 6-9), an alternative safer method of work must be put in place.

Controls considered necessary:

Site shall be organised in such a way that, so far as is reasonably practicable, pedestrians and vehicles can move safely and without risks to health.

Entrance to the site must be clearly visible to drivers on approach.

Delivery vehicles must stop at designated point and report to site office for further directions.

Site workers shall park at designated locations, clearly signed and referred to in site induction procedures.

Site visitors shall park at location clearly signed.

Layout site to avoid reversing manoeuvres where possible, including storage areas.



### 312 Traffic management - Controls considered necessary (cont.):

Traffic routes across site shall be of sufficient size/width to accommodate the largest required construction vehicle and peak construction vehicle traffic.

Where necessary, have speed control measures incorporated, which are suitable for the construction vehicles in use.

Traffic routes shall be firm enough to ensure the safe movement and operation of any construction vehicle likely to use the route.

Pedestrians, including drivers exiting from vehicles, to wear high visibility clothing.

Plant operators shall have maximum all round visibility with clear windows and rear view mirrors or/and CCTV.

Reverse warning instruments must be effective and maintained.

Ensure proper maintenance of mobile plant i.e. brakes, steering, tyres, mirrors, ROPS, FOPS, etc

All plant operators must be fully trained, competent and holders of certificates for the machines they operate i.e. CPCS card. They must be subject of strict induction information and other stipulations appropriate to their work.

Ensure good lighting at all points of access, particularly in poor weather.

Additional controls considered necessary and further information:

Method statement ☐ Yes ☒ No

Permit to work ☐ Yes ☒ No

COSHH Assessment ☐ Yes ☒ No

PPE ☒ Yes ☐ No

Completed by: Tony Fox

Date: 13.09.2019





# Oakfield Construction C.Eng.Ltd

## Risk Assessment

Site Address: Plot 16 Wigwam Lane, Hucknall, Nottingham. NG15 7TA

Operation: **Driving of Motor Vehicles on Company Business**

313

☒ Check boxes as appropriate

Hazards identified:

Driving on motorways, A, B and unclassified roads.

Driving off road.

Manoeuvring and reversing.

Driving in reduced visibility and at night.

Loading of vehicles and carriage of passengers.

Towing.

Persons at risk: ☒ Site personnel ☒ General public ☐ Client personnel ☐ Other

Without controls

Severity 3	Orange	Red	Red X
Severity 2	Light Green	Orange	Red
Severity 1	White	White	Orange
	1	2	3

Likelihood

With controls

Severity 3	Red X	Red	Red
Severity 2	Light Green	Orange	Red
Severity 1	White	Light Green	Orange
	1	2	3

Likelihood

If the risk product **without controls** is high (scoring 6-9), and remains high **with controls** (scoring 6-9), an alternative safer method of work must be put in place.

Controls considered necessary:

Drivers will be trained and competent, and hold a full driving licence for the vehicle to be driven and will be at least 18 years of age (21 in some cases).

Driving licences will be checked annually. Drivers are required to report any driving convictions or points on their licence.

Drivers of 4x4 vehicles should be specifically trained and competent to drive this type of vehicle in off-road conditions.

Vehicles must not be driven if the driver's abilities are impaired by ill health, poor vision, prescribed or illegal drugs, or alcohol.

Vehicles and trailers must be maintained to the standards required by road traffic legislation.

Planned inspection and maintenance needs to follow manufacturer's instructions and include, where appropriate: braking systems; seatbelts; tyres, including condition and pressures; steering; and other visibility aids; lights and indicators; safety devices such as interlocks; warning signals; windscreen washers and wipers; functional checks on the vehicle, including controls and starting systems; and correct location of guards and panels on the vehicle.



### 313 Driving of Motor Vehicles on Company Business - Controls considered necessary (cont.):

Any defects should either be remedied immediately by the driver; or reported to the maintenance department, and where necessary the vehicle put out of commission. No vehicle or trailer will be used in an unroadworthy condition.

Adequate rest periods from driving will be taken – journeys will be planned to include a 15 minute break for every two hours of driving. Share the driving if possible.

Mobile phones will not be used unless the vehicle is stationary with the handbrake applied.

Towing vehicles and trailers, e.g. trailer, compressor, drilling rig, etc. must be matched to ensure that the combination is capable of negotiating any inclines. If moving onto the public highway, the Road Traffic Act applies.

The driver shall be given specific information concerning any hazardous load, emergency information, etc. Vehicles must not be overloaded, the loads must be evenly distributed, secured, and not project beyond the sides or back of the vehicle.

### Additional controls considered necessary and further information:

A system of recording accidents will be established to identify where training is required.

All employees who use their own vehicles on company business will be required to provide insurance to cover that use.

**Tyre changing:** Failure to observe safety precautions, or to follow proper tyre changing procedures, can cause serious injury or death. Persons without proper training and equipment should never attempt the work.

**Carriage of Dangerous Goods by Road Regulations 1996:** These regulations are linked to the *Carriage of Dangerous Goods (Classification, Packaging and Labelling) and Use of Transportable Pressure Receptacles Regulations 1996*, which impose requirements relating to the classification, packaging and labelling of dangerous goods for carriage by road or rail. “Dangerous goods” are those which either named individually in the *Approved Carriage List*, or which are identified as dangerous under the *Approved Requirements*. The Carriage of Dangerous Goods by Road Regulations detail requirements for the carriage of dangerous goods by road in any container, tank or vehicle.

Method statement ☐ Yes ☒ No

Permit to work ☐ Yes ☒ No

COSHH Assessment ☐ Yes ☒ No

PPE ☐ Yes ☒ No

Completed by: Tony Fox

Date: 13.09.2019



# Oakfield Construction C.Eng.Ltd

## Risk Assessment

Site Address: Plot 16 Wigwam Lane, Hucknall, Nottingham. NG15 7TA

Operation: **Crusher**

407

☒ Check boxes as appropriate

### Hazards identified:

Exposure to dangerous moving machinery.  
Ejection and disintegration of materials.  
Storage and handling of materials.  
Hearing damage from excessive noise.  
Health hazards arising from exposure to dust, materials and substances.  
Insufficient training, instruction and information provided  
Crush injury when clearing blockages.  
Falls from height.

Persons at risk: ☒ Site personnel ☒ General public ☐ Client personnel ☐ Other

#### Without controls

Severity	3	2	1
	1	2	3
	1	2	3
	1	2	3

Likelihood

#### With controls

Severity	3	2	1
	1	2	3
	1	2	3
	1	2	3

Likelihood

If the risk product **without controls** is high (scoring 6-9), and remains high **with controls** (scoring 6-9), an alternative safer method of work must be put in place.

### Controls considered necessary:

No person shall be employed to use a machine unless trained and instructed in its operation, authorised (in writing) and is deemed competent, or is undergoing training/assessment whilst adequately supervised by a competent person.

No person under 18 years shall be allowed to operate high-risk machinery unless adequately supervised.

The selected /machine is appropriate and most suitable for the task(s) to be carried out.

All guards and other protection devices shall be in position and properly adjusted to be effective during any operation of the machine to prevent access to dangerous parts and danger to themselves and others.

Suitable tools shall be selected within the range specified by the machine manufacturer and any subsequent amendment instruction.

The Safe Working Speed of the machine and associated tools shall not be exceeded and shall be clearly shown or otherwise readily available. Multi-speed machines shall be started at their slowest speed.





**407 Crusher - Controls considered necessary (cont.):**

Machines shall be switched off when not in use and shall not be left unattended whilst operating or during run down. When required or appropriate, braking devices shall be fitted. It is also recommended that any braking device should operate in priority to other controls.

Start and Stop controls and isolation controls for the machine shall be clearly identifiable and not obstructed.

The Start and Stop controls shall be readily accessible and within easy reach of the operator. Isolation controls shall be positioned close to the machine with a means of securing.

Persons using machinery must report all defects immediately to a supervisor and not use until repairs have been affected.

Appropriate warning notice shall be displayed on machine that is out of order, for whatever reason, and is to be kept isolated from its power source unless there is a need during maintenance.

All machines, tools, associated holders, clamps, accessories and all means of protection shall be properly maintained in accordance with instructions and by person(s) competent to do so and be kept in good repair and working order.

A system of Maintenance Management that is designed to meet and suit the needs of particular machines and intensity of use.

Use of a Maintenance Log for high-risk machinery.

Workstations shall be kept clean and tidy. Space around machinery shall be clear and free from obstructions.

Floors must be level and also kept clean and properly maintained to prevent slips, trips and falls

Reduce noise or exposure to noise as far as is reasonably practicable e.g. enclosure, noise dampening devices and special tooling. If noise levels continue to reach 'Action Levels' use mechanical reduction measures, set up 'Ear Protection Zones', provide suitable and adequate hearing protection to those at risk and ensure this personal protective equipment (PPE) is worn.

Eye protection shall be worn where there is a risk of injury.

Sufficient and relevant Health and Safety training, information and instruction shall be provided to all persons involved with the use of machinery and shall include authorised machine operators, assistants, designated maintenance personnel, supervisors and managers having responsibility. All training record shall be kept and reviewed from time to time to ensure correct levels of awareness are maintained amongst the workforce.

When clearing a blockage, stop feed at the earliest opportunity and isolate machine before attempting to remove blockage.

When using maintenance platform, harness and fall restraint equipment to be used.

Maintenance platform to be kept clean and tidy at all times.

Gate to maintenance platform to be closed at all times.

Additional controls considered necessary and further information:

Method statement ☒ Yes ☐ No

Permit to work ☐ Yes ☒ No

COSHH Assessment ☒ Yes ☐ No

PPE ☒ Yes ☐ No

Completed by: Tony Fox

Date: 13.09.2019



# Oakfield Construction C.Eng.Ltd

## Risk Assessment

Site Address: Plot 16 Wigwam Lane, Hucknall, Nottingham. NG15 7TA

Operation: **Fire prevention**

501

☒ Check boxes as appropriate

Hazards identified:

Building or property damaged or destroyed by fire.

Plant or equipment damaged or destroyed by fire.

Injury to persons.

Arson.

Persons at risk: ☒ Site personnel ☒ General public ☐ Client personnel ☐ Other

Without controls

Severity 3	Orange	Red	Red X
Severity 2	White	Orange	Red
Severity 1	White	Light Green	Orange
	1	2	3

Likelihood

With controls

Severity 3	Orange X	Red	Red
Severity 2	Light Green	Orange	Red
Severity 1	Light Green	Light Green	Orange
	1	2	3

Likelihood

If the risk product **without controls** is high (scoring 6-9), and remains high **with controls** (scoring 6-9), an alternative safer method of work must be put in place.

Controls considered necessary:

A *Site Fire Safety Plan* to be prepared, promulgated and implemented. This will include: - provision of escape routes and signage; placing of fire points with alarms and extinguishers, together with notices indicating emergency procedures.

A Fire Co-ordinator will be appointed.

All persons on site will receive fire awareness training at site induction.

Suitable and sufficient portable fire-fighting equipment will be provided – users shall be trained.

Display adequate emergency procedures notices and means of raising the alarm.



# Oakfield Construction C.Eng.Ltd

## Risk Assessment

### 501 Fire prevention - Controls considered necessary (cont.):

No fuel or refuelling on scaffold platforms.

Electrical supplies will be installed and maintained in accordance with regulations and Codes of Practice.

Certificates of test will be retained for inspection.

No smoking or apply smoking restrictions – notices shall be displayed.

No open fires shall be permitted on site.

Combustible waste materials will be removed to skips and not allowed to accumulate, particularly in fire escape routes.

Plant powered by internal combustion engines will only be used in well-ventilated areas. Refuelling will not take place whilst engine is running. Funnels will be used when refuelling from canisters.

Suitable and sufficient measures will be taken to prevent unauthorised access to the site.

### Additional controls considered necessary and further information:

For further guidance see the “Joint Code of Practice on the Protection from Fire of Construction Sites and Buildings Undergoing Renovation”.

Refer to CITB Construction Site Safety

Method statement ☐ Yes ☒ No

Permit to work ☐ Yes ☒ No

COSHH Assessment ☐ Yes ☒ No

PPE ☐ Yes ☒ No

Completed by: Tony Fox

Date: 13.09.2019



# Oakfield Construction C.Eng.Ltd

## Risk Assessment

Site Address: Plot 16 Wigwam Lane, Hucknall, Nottingham. NG15 7TA

Operation:

**Diesel fuel**

503

☒ Check boxes as appropriate

Hazards identified:

Contamination of ground and water courses, by leakage.

Contact skin irritation.

Fire.

Persons at risk: ☒ Site personnel ☐ General public ☐ Client personnel ☐ Other

Without controls

Severity	3	2	1
	1	2	3
	1	2	3
	1	2	3

Likelihood

With controls

Severity	3	2	1
	1	2	3
	1	2	3
	1	2	3

Likelihood

If the risk product **without controls** is high (scoring 6-9), and remains high **with controls** (scoring 6-9), an alternative safer method of work must be put in place.

Controls considered necessary:

The storage tank, which should comply with British or European Standards, will be properly supported.

The tank will be protected from impact damage by delivery vehicles or site traffic.

The tank should be in open air, on level ground clear of any opening windows or doors.

The tank shall be provided with a catch pit or bund large enough to contain the contents + 10%.

All containers of fuel will be clearly labelled to indicate contents and capacity.

The tank should be vented at top.

Protective gloves should always be worn when handling diesel oil.





**503 Diesel fuel - Controls considered necessary (cont.):**

No smoking or apply smoking restrictions – notices shall be displayed.

Any fire involving diesel fuel will be controlled by non-water extinguisher i.e. foam extinguisher.

Fuel storage arrangements shall be detailed in Site Fire Plan.

**Additional controls considered necessary and further information:**

Fuel storage tanks must not be placed on top of site accommodation units, unless there are adequate arrangements for safe access and to contain any spillage.

Avoid: Inhalation, skin or eye contact.

Eye contact: Flush thoroughly with water. If irritation persists, seek medical attention.

Skin contact: Wash contaminated skin with soap or mild detergent and water. Promptly remove clothing if soaked through and wash as above - see COSHH assessment.

Refer to CITB Construction Site Safety.

Method statement ☒ Yes ☐ No

Permit to work ☐ Yes ☒ No

COSHH Assessment ☒ Yes ☐ No

PPE ☒ Yes ☐ No

Completed by: Tony Fox

Date: 13.09.2019



# Oakfield Construction C.Eng.Ltd

## Risk Assessment

Site Address: Plot 16 Wigwam Lane, Hucknall, Nottingham. NG15 7TA

Operation: **Unauthorised visitors to site**

601

☒ Check boxes as appropriate

Hazards identified:

Persons sustaining injury.

Persons causing damage.

Persons at risk: ☐ Site personnel ☒ General public ☐ Client personnel ☐ Other

Without controls

Severity 3	Orange	Red	Red
Severity 2	White	Orange X	Red
Severity 1	Light Green	White	Orange
	1	2	3

Likelihood

With controls

Severity 3	Orange	Red	Red
Severity 2	Light Green	Orange	Red
Severity 1	White X	Light Green	Orange
	1	2	3

Likelihood

If the risk product **without controls** is high (scoring 6-9), and remains high **with controls** (scoring 6-9), an alternative safer method of work must be put in place.

Controls considered necessary:

All reasonable and practicable steps will be taken to ensure safety of members of public and children who may have unlawfully gained access to site.

Where reasonably practicable, a suitable 2 m high enclosure with gates for access will be erected around the site boundary.

All access gates will be kept closed when not in use and locked in absence of workforce.

All vehicles and plant will be effectively immobilised after work ceases (where possible kept within the site compound), and tools kept in locked containers.



**601 Unauthorised visitors to site - Controls considered necessary (cont.):**

Materials will be stacked in such a manner that they cannot be dislodged or easily moved.

Spoil heaps must be kept to lowest reasonable levels and battered to safe angle of repose.

Hazardous substances will be stored in a secure manner i.e. in locked containers.

Effectiveness of measures will be monitored and advice of the Safety Advisor sought when problems are found.

Where there is evidence of trespass the local Police should be informed.

Additional controls considered necessary and further information:

Method statement ☐ Yes ☒ No

Permit to work ☐ Yes ☒ No

COSHH Assessment ☐ Yes ☒ No

PPE ☐ Yes ☒ No

Completed by: Tony Fox

Date: 13.09.2019





# Oakfield Construction C.Eng.Ltd

## Risk Assessment

Site Address: Plot 16 Wigwam Lane, Hucknall, Nottingham. NG15 7TA

Operation: **Authorised visitor to site**

602

☒ Check boxes as appropriate

Hazards identified:

Persons sustaining injury.  
Damage to visitors' vehicles.  
Persons causing damage.

Persons at risk: ☐ Site personnel ☒ General public ☐ Client personnel ☐ Other

Without controls

Severity	3	Orange	Red	Red
2	Light Green	Orange with X	Red	Red
1	Light Green	Light Green	Orange	Orange
		1	2	3

Likelihood

With controls

Severity	3	Orange	Red	Red
2	Light Green	Orange	Red	Red
1	Orange with X	Light Green	Orange	Orange
		1	2	3

Likelihood

If the risk product **without controls** is high (scoring 6-9), and remains high **with controls** (scoring 6-9), an alternative safer method of work must be put in place.

Controls considered necessary:

All visitors shall report on arrival to reception.  
Personal protective equipment to be issued and worn where appropriate.  
Only authorised vehicles shall be allowed on site.  
Safe, clearly marked areas for visitor car parking.



**602 Authorised visitor to site - Controls considered necessary (cont.):**

Additional controls considered necessary and further information:

Method statement ☐ Yes ☒ No

Permit to work ☐ Yes ☒ No

COSHH Assessment ☐ Yes ☒ No

PPE ☒ Yes ☐ No

Completed by: Tony Fox

Date: 13.09.2019



# Oakfield Construction C.Eng.Ltd

## Risk Assessment

Site Address: Plot 16 Wigwam Lane, Hucknall, Nottingham. NG15 7TA

Operation: **Lone working**

605

☒ Check boxes as appropriate

Hazards identified:

Lack of close or direct supervision.

Accidents, emergencies or sudden illness.

Inadequate provision of first aid, hygiene and welfare facilities.

Violence from members of the public (women and young workers are especially at risk).

Medical conditions and disabilities

Inexperienced, age etc.

Road accident.

Persons at risk: ☒ Site personnel ☐ General public ☐ Client personnel ☐ Other

Without controls

Severity	3			
	2		X	
	1			
		1	2	3

Likelihood

With controls

Severity	3	Orange	Red	Red
2	Light Green	Orange	Red	
1	Orange with X	White	Orange	
		1	2	3

Likelihood

If the risk product **without controls** is high (scoring 6-9), and remains high **with controls** (scoring 6-9), an alternative safer method of work must be put in place.

Controls considered necessary:

Provide specific information, instruction and training (e.g. emergency procedures, out-of-hours procedures, personal safety training, etc).

Increased communication systems / procedures (e.g. regular pre-arranged contact by e.g. mobile phone).

Periodic site visits to lone workers (supervisors periodically visiting and observing people working alone).

Increased lighting at entrances, exits, car parks.



**605 Lone working** - Controls considered necessary (cont.):

Lone workers should have access to adequate first-aid facilities.

Additional controls considered necessary and further information:

**Workplace:** Identify hazards specific to the workplace / environment, which may create particular risks for lone workers. Consider access requirements, transport and parking arrangements, etc.

**Process:** Identify hazards specific to the work process, which may create particular risks for lone workers, e.g. o

**Equipment:** Identify hazards specific to the work equipment, which may create particular risks for lone workers, e.g. manual handling, operation of essential / emergency controls. Can any temporary access equipment that may necessary, such as portable ladders or work platforms, be safely handled by one person?

**Violence:** Identify the potential risk of violence. Is there a history of violence or threats to Staff?

**Individual:** Identify hazards specific to the individual, which may create particular risks for lone workers e.g. medical conditions, disabilities, age, inexperienced, etc.

**Work Pattern:** Consider the lone worker's work pattern and how it relates to those of other workers, in terms of both time and geography.

Method statement ☐ Yes ☒ No

Permit to work ☐ Yes ☒ No

COSHH Assessment ☐ Yes ☒ No

PPE ☐ Yes ☒ No

Completed by: Tony Fox

Date: 13.09.2019





# Oakfield Construction C.Eng.Ltd

## Risk Assessment

Site Address: Plot 16 Wigwam Lane, Hucknall, Nottingham. NG15 7TA

Operation: **Work at height**

101

☒ Check boxes as appropriate

Hazards identified:

Operatives falling

Materials falling

Other

Persons at risk: ☒ Site personnel ☐ General public ☒ Client personnel ☐ Other

Without controls

Severity	3	2	1
	1	2	3
	1	2	3

Likelihood

With controls

Severity	3	2	1
	1	2	3
	1	2	3

Likelihood

If the risk product **without controls** is high (scoring 6-9), and remains high **with controls** (scoring 6-9), an alternative safer method of work must be put in place.

Controls considered necessary:

All work at height will be properly planned and organised.

Due consideration must be given to the WAHR hierarchy of control measures:

1. Avoid working at height if possible;
2. Use an existing place of work;
3. Provide work equipment to prevent falls;
4. Mitigate distance and consequences of a fall;
5. Give instruction and training and/or other means.

Work at height will be carried out by persons who have received appropriate and specific training and under the supervision of a competent person.

See other specific assessments for use of ladders, scaffolding, mobile tower, MEWP, trestles, etc.

Use an existing place of work.

Use work equipment or other measures to prevent falls.

Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.



**101: Work at height - Controls considered necessary (cont.):**

Toeboards and guardrails will be provided where a person is at risk of falling a distance which is liable to cause personal injury, e.g. the primary guard-rail shall be at least 950 millimetres above the edge from which this person is liable to fall; toe-boards shall be suitable and sufficient to prevent the fall of any person, material, or object, from any place of work; and any intermediate guard-rail or similar means of protection, shall be positioned so that the gap between it and any other means of protection does not exceed 470 millimetres.

All equipment is provided and maintained to required legal and other standards.

Suitable signs and barriers will be positioned directly below to warn of overhead operations.

Where there is likely to be debris falling, fans, chutes or full enclosures will be used to protect third parties.

All operatives working below overhead work will wear safety helmets.

Equipment for work at height will be appropriately inspected.

Records of maintenance/inspections will be kept.

Plan for emergencies and rescue.

Weather: work at height shall only be carried out when weather conditions do not jeopardise the health and safety of persons involved in the work.

**Additional controls considered necessary and further information:**

PREVENT by using an existing place of work – A flat roof with permanent edge protection.

PREVENT by using work equipment COLLECTIVE – Access equipment fitted with guardrails: MEWPs, scissor lifts, mast climbers, cradles, tower scaffolds, or independent scaffolds.

PREVENT by using work equipment PERSONAL – PPE used in a way so it is impossible to get to a fall position, e.g. work restraint.

MITIGATE by using work equipment to minimise distance and consequences COLLECTIVE – Nets and soft landing systems, such as air bags positioned close under work surface.

MITIGATE by using work equipment to minimise distance and consequences PERSONAL – A personal fall-arrest system with the anchorage point sited above the head (fall factor zero); Rope access; A work positioning system; A personal fall arrest system with anchorage level at sternum/dorsal attachment point (fall factor 1); A personal fall arrest system with an anchorage point sited at the feet (fall factor 2).

MITIGATE using work equipment to minimise the consequences COLLECTIVE – Nets positioned at a lower level; Soft landing systems.

MITIGATE using work equipment to minimise the consequences PERSONAL – A personal injury system (life jacket whilst working next to unguarded water).

MITIGATE through training and instruction or other means – Ladders; Hop ups; Stilts.

Method statement

☒ Yes ☐ No

Permit to work ☐ Yes ☒ No

COSHH Assessment

☐ Yes ☒ No

PPE

☒ Yes ☐ No

Completed by: Tony Fox

Date: 13.09.2019



# Oakfield Construction C.Eng.Ltd

## Risk Assessment

Site Address: Plot 16 Wigwam Lane, Hucknall, Nottingham. NG15 7TA

Operation: **Manual handling operations**

213

☒ Check boxes as appropriate

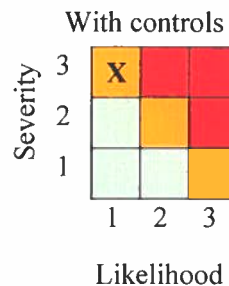
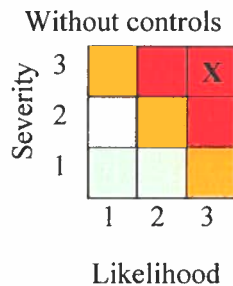
Hazards identified:

Musculo-skeletal injury.

Cuts and abrasions.

Dropping of load causing injury/damage.

Persons at risk: ☒ Site personnel ☐ General public ☐ Client personnel ☐ Other



If the risk product **without controls** is high (scoring 6-9), and remains high **with controls** (scoring 6-9), an alternative safer method of work must be put in place.

Controls considered necessary:

Where load handling operations are essential, consideration should be given to the use of mechanical handling, for example by the use of sack-trucks, lifting equipment, forklifts, etc.

Loads shall be positioned mechanically, as close as possible to its final position, to reduce the distance for manual handling.

Load to be examined to determine its weight, dimensions and contents.

Area of lift and route along which the load is to be transported, shall be well lit, with non-slip surface and clear of any slip/trip/fall hazards.

Establish whether the load is hot or cold, or if it has any sharp edges or corners.

Test to see if the load is likely to fall apart when lifted, or if the contents within the load may be subject to unexpected movements with sudden displacement of the weight.

Operatives will have been trained in the methods of kinetic lifting and handling techniques.

Hand-hooks, suckers, or other lifting aids will be employed (specify) where practicable.

Consider whether personal protective equipment is required (specify).

Team lifting will be carried out under the direction of a competent co-ordinator. Team members will be fully fit and of similar abilities.

Temporary resting facilities for the load to be designated / constructed.

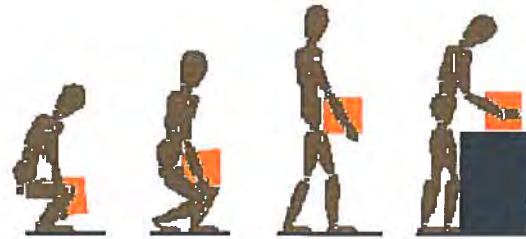




### 213 Manual handling operations - Controls considered necessary (cont.):

Good handling techniques are essential in the prevention of injury from manual handling operations. The correct method of lifting is to use the strong leg and thigh muscles and to maintain the natural shape of the spine throughout the lift, as illustrated below:

1. Assess the load - check it is not dirty or has any rough / jagged edges. Also check that the area is clear of debris etc. before moving anything.
2. If you are concerned that the load is too heavy - don't move it - particularly if you have a bad back.
3. Hold the load close to you to reduce the risk of stress to the lower back and to maximise stability. If the load is unevenly distributed hold the heaviest part to your body.
4. When lifting loads from the floor use your leg muscles rather than the back.



- Stand as close to the load as possible and face it square on. Avoid twisting your body when lifting.
5. Avoid lifting loads when seated.
  6. If you are lifting from the floor to a high platform, break the lift into two actions i.e. lifting from the ground to waist level and then waist level to a high platform.
  7. Split the load if possible.
  8. Whenever you pull or push a load let your leg muscles do the work

### Additional controls considered necessary and further information:

No person may be required to manually handle a load unless supervisors are satisfied that they are suitably fit, willing and able to do so.

Personnel should be trained to recognise loads whose weight, in conjunction with their shape and other features, and the circumstances in which they are handled, might cause injury. In general, unfamiliar loads should be treated with caution and, if undue strain is felt, the task should be reconsidered.

Employers are required to provide general indications of the weight and nature of loads and this should be covered in the training.

Assessments should be reviewed in the light of experience, when there is a change in manual handling operations, or if a reportable manual handling injury occurs.

Method statement ☒ Yes ☐ No

Permit to work ☐ Yes ☒ No

COSHH Assessment ☐ Yes ☒ No

PPE ☒ Yes ☐ No

Completed by: Tony Fox

Date: 13.09.2019



# Oakfield Construction C.Eng.Ltd

## Risk Assessment

Site Address: Plot 16 Wigwam Lane, Hucknall, Nottingham. NG15 7TA

Operation: **Lifting operations**

302

☒ Check boxes as appropriate

Hazards identified:

Overturning.

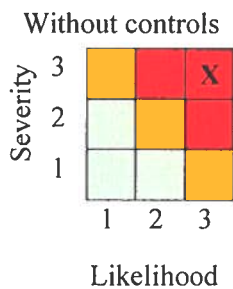
Arcing or contact with overhead cables or other obstructions.

Materials falling during lifting operations.

Failure of lifting gear or equipment.

Other

Persons at risk: ☒ Site personnel ☐ General public ☒ Client personnel ☐ Other



If the risk product **without controls** is high (scoring 6-9), and remains high **with controls** (scoring 6-9), an alternative safer method of work must be put in place.

Controls considered necessary:

Operations will be carried out in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) and BS 7121 – a Lifting Plan will be prepared.

Operations will be organised and controlled by an 'Appointed Person'.

Initially, the Appointed Person will select the type of crane most suited for the work in hand. Each type of crane has certain features which usually dictate the most suitable crane for a particular application.

The Appointed Person will be responsible to ensure that inspections and maintenance of all lifting gear has been carried out.

The crane operator will be trained and competent, and be responsible for safe operation, daily maintenance and completion of records relating to the lifting gear.

Operatives engaged in slinging and signalling will be adequately trained and competent, able to communicate clearly and be aware of their duties – certificates of training will be retained on site.

The surface from which mobile crane is to operate will be prepared and checked to ensure stability.

Slingers/signallers will be required to know the weight of materials to be raised before commencing a lift, and to ensure stability and security of loads.



### 302 Operations - Controls considered necessary (cont.):

Machinery and accessories used for lifting loads must be clearly marked with its safe working load (SWL) – this must not be exceeded.

If the operator cannot see the load during the whole of the lifting operation, an additional slinger / signaller or radio communication will be used.

It is the responsibility of site management to ensure that all personnel on site are familiar with the location of overhead and underground cables.

Where overhead power lines are likely to cause danger, the electricity distributor who owns the lines should always be contacted to calculate the safe working distances – these will depend on voltage, maximum sag and lateral swing (also see HSE Guidance Note GS6).

A 600mm wide clearance should be provided whenever practicable between travelling and slewing cranes and any fixture (e.g. adjacent buildings, guardrails, access, etc.). If the clearance is not practicable, then access should be barred off.

Where reasonably practicable, the area covered by the crane operation should be kept clear of other work operations, pedestrian access etc.

When working over pavements or access ways, the operator must ensure that no loads are lifted over persons at any time.

**THE APPOINTED PERSON IS RESPONSIBLE FOR ENSURING SAFE LIFTING OPERATION - NOT THE CRANE OPERATOR.**

### Additional controls considered necessary and further information:

Weather: Lifting operations shall only be carried out when weather conditions do not jeopardise the health and safety of persons involved in the work (wind loading, ice and snow loading, etc).

When planning the position of a lift, account must be taken of its full footprint area, making full allowance for matters such as the tail swing of the counterweight, size of outriggers, area of spreader mats and the radius of the arc described by the lifting jib at different inclinations. The correct preparation of the lift foundation is vital. The ground over which a load has to travel or operate should be carefully chosen or prepared.

There is often failure to realise that ground conditions may not be capable of supporting the required total load. Underground hazards arise from cellars and basements (filled or not), recently filled excavations, tidal or flood water areas where the ground water table is high, dewatered areas, buried pipes and mains etc. It is imperative that the permitted loading on any outrigger jack is ascertained from the manufacturer or supplier. It is essential that the weight of the heaviest load to be lifted, together with the weight of the hook block, slings etc are added to the weight of the crane when calculating the overall load imposed on each outrigger pad. The weight bearing characteristics of the ground should also be determined.

Refer to the Lifting Plan (LOLER and BS7121)

Refer to the Operator Manual.

Method statement

☒ Yes ☐ No

Permit to work ☐ Yes ☒ No

COSHH Assessment

☐ Yes ☒ No

PPE

☒ Yes ☐ No

Completed by:

Date: 15.03.2011



# Oakfield Construction C.Eng.Ltd

## Risk Assessment

Site Address: Plot 16 Wigwam Lane, Hucknall, Nottingham. NG15 7TA

Operation:

**Excavators**

305

☒ Check boxes as appropriate

Hazards identified:

Machine overturning.

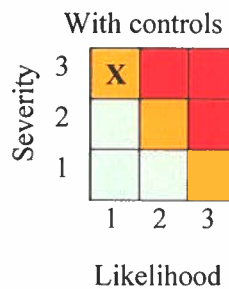
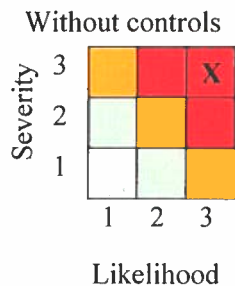
Materials or equipment falling from machine.

Persons being endangered by machine operations.

Contact with obstructions.

Arcing or contact with overhead power line or underground services.

Persons at risk: ☒ Site personnel ☐ General public ☒ Client personnel ☐ Other



If the risk product **without controls** is high (scoring 6-9), and remains high **with controls** (scoring 6-9), an alternative safer method of work must be put in place.

Controls considered necessary:

Operators must be competent, trained and authorised to use the excavator.

Copy of certificates of operator competence will be retained with site records.

Copy of the excavator manufacturer's operator manual will be kept with the machine.

Excavators will not be used unless it has a current certificate of thorough examination.

The operator will be responsible for ensuring the machine is not misused, is properly maintained in accordance with manufacturer's instructions and reporting of defects.

A competent person (normally the operator) will inspect the excavator according to the manufacturer's instructions; the results of the inspections shall be recorded.

The excavators shall only be used as a crane if it complies with the requirements of LOLER 1998.

All chains, slings and lifting equipment used for lifting operations must have been thoroughly examined within the preceding 6 months, and subject to a current certificate of examination.

Lifting accessories will only be attached to suitably tested anchor points - NOT THE BUCKET TEETH.

Excavators will be equipped with FOPS, ROPS and seat restraint.

The machine operator will ensure that operations do not endanger any person.





### 305 Excavators - Controls considered necessary (cont.):

Where members of the public may be affected, the area should be clearly cordoned off and clearly signed to prevent access.

If it is necessary for anyone to go into the machine's working radius whilst it is working, then the machine operator must be made aware by signals, or other means, such as radio, before doing so. No person should be permitted at any time to be within the machine's working radius without obtaining permission from the operator.

It must always be ensured that, when the machine is being operated in confined places, or near other site personnel, there is clearance of at least 600mm for "tail swing"; the danger area must be barricaded if necessary.

Mirrors (including convex type) and/or other equipment (i.e. CCTV) must be in place to ensure maximum all round driver visibility (HSE recommends 1 metre).

The excavator shall be equipped with an audible reversing alarm and necessary hazard warning lights.

No excavator bucket or load should be slewed directly over personnel or vehicle cabins: vehicles should be loaded over the side or rear, and the material should not be dropped from an unnecessary height.

Before excavations take place a ground survey will be made to locate any underground services.

It is the responsibility of site management to ensure that all personnel on site are familiar with the location of overhead and underground cables. Where overhead power lines are likely to cause danger, the electricity distributor who owns the lines should always be contacted to calculate the safe working distances – these will depend on voltage, maximum sag and lateral swing.

### Additional controls considered necessary and further information:

When the front shovel is being employed, the backhoe attachment should be in its "travel" position, with the safety locking device in place.

The manufacturer's recommended bucket size must not be exceeded. It may be possible to lift the load with the bucket in close to the machine at ground level but, as the load radius and elevation increases, the lifting capacity of the machine decreases.

Dangerous overhangs must not be created on a high workface; the wheels or tracks of the machine should be positioned at 90° to the workface to enable quick withdrawal, if necessary. In excavating, the type of soil must be taken into account in determining a safe position for the machine. A workface below the level of a machine must never be undercut so as to affect the stability of the machine.

If operating on a gradient cannot be avoided, it must be ensured that the working cycle is slowed down, that the bucket is not extended too far in the downhill direction, and that travel is undertaken with extreme caution.

On wheeled excavators, it is essential that the tyres are in good condition and correctly inflated. If stabilising devices are fitted, they should be employed when the machine is excavating.

All machine controls shall be clearly marked.

Method statement ☒ Yes ☐ No

Permit to work ☐ Yes ☒ No

CoSHH Assessment ☐ Yes ☒ No

PPE ☒ Yes ☐ No

Completed by: Tony Fox

Date: 13.09.2019



# Oakfield Construction C.Eng.Ltd

## Risk Assessment

Site Address: Plot 16 Wigwam Lane, Hucknall, Nottingham. NG15 7TA

Operation: **Maintenance of plant**

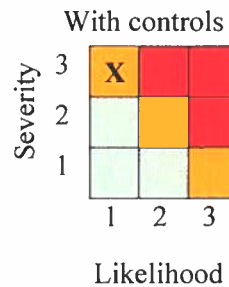
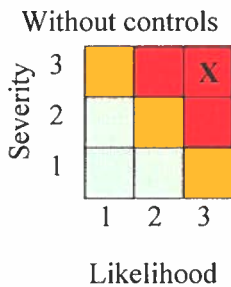
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☒ Check boxes as appropriate

### Hazards identified:

Uncontrolled movement of the plant when under repair.  
 Uncontrolled movement of hydraulics.  
 Uncontrolled release of hot or pressurised liquids.  
 Collapse of jacking equipment.  
 Tyre explosion or fuel fire.  
 Hair or clothing caught in moving parts.

Persons at risk: ☒ Site personnel ☐ General public ☐ Client personnel ☐ Other



If the risk product **without controls** is high (scoring 6-9), and remains high **with controls** (scoring 6-9), an alternative safer method of work must be put in place.

### Controls considered necessary:

Basic maintenance can frequently be carried out by the driver/operator on a daily/weekly basis. A system of inspection/servicing carried out by a fitter at regular intervals must also be established, complying with the manufacturer's or company's requirements. A record of inspection, maintenance and repairs must be kept.

**Daily/Weekly checks** shall be carried out by the operator covering WOFLTB – water, oil, fuel, lights, tyres and brakes (including checking the pressure gauge or air brakes). Any defects should either be remedied immediately by the operator; or reported to the maintenance workshop, and the plant put out of commission.

**Periodic servicing** in more detail shall be carried out by a plant-fitter. This has the advantage of being carried out by an independent person more likely to spot incipient trouble than the regular user. It is good practice to keep a duplicate log of these checks, the top copy going to the maintenance workshop and the second copy maintained as a record of the machine – this is normally carried out on an hours or mileage basis in accordance with the manufacturers' instructions.



### 310 Maintenance of plant - Controls considered necessary (cont.):

Before commencing work on the braking, hydraulic or transmission systems, on mobile plant and equipment, the wheels must be chocked and any hydraulically operated lifting arms must be at rest.

When working under raised tipper bodies, a hydraulic failure or vibration can cause a body to descend without warning unless securely supported – they must always be properly propped.

Where hydraulically operated equipment has to be elevated for work to be carried out it must be supported by rigid means, i.e. substantial props or ram locks.

Where work involves engine-cooling systems, hydraulic and compressed air systems, suitable precautions must be arranged to depressurise them under controlled conditions, and to avoid contact with hot liquids.

When jacking is used to raise the equipment in order to facilitate access under the machine, the jacking must take place on firm level ground, and packing placed under strong points to prevent the collapse of the machine in the event of a jack failure.

No hot work shall take place on wheels unless the tyres are removed, or on fuel tanks unless they are drained, purged and filled with water.

Where work is to be carried out near moving parts, long hair and clothing must be kept clear.

All guards to power shafts, fans, fan belts and other moving parts to be replaced when work is complete.

COSHH assessments will be required in respect of any hazardous substances i.e. oils, fuels, fumes, etc.

Assessments will be made as to the level of personal protective equipment to be used.

Plant should be examined by a competent person prior to use.

### Additional controls considered necessary and further information:

Working beneath a vehicle with an unprotected drive shaft: If running tests are to be carried out on the transmission, fitters should be closely supervised and should not be permitted to wear any loose clothing that could become entangled in the rotating shaft. It is self-evident that machines must be completely immobilised when men have to work underneath them.

During the removal of heavy units, for example engines, gear boxes, etc., the only safe method is to use a crane or other proper lifting tackle.

Method statement ☒ Yes ☐ No

Permit to work ☐ Yes ☒ No

COSHH Assessment ☐ Yes ☒ No

PPE ☒ Yes ☐ No

Completed by: Tony Fox

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