Appendix I

ACCIDENT PREVENTION AND MANAGEMENT PLAN

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Reading

Accident Prevention and Management Plan

March 2023

i. Version History

Version	Date	Page	Revised By	Reason for change	Approved by
01	27/11/19	All	Chris Walsh	Draft Issue	Karen Kinsella
02	06/01/20	All	Chris Walsh	Version 1	Karen Kinsella
03	28/02/20	All	Chris Walsh	Version 2	Karen Kinsella
04	01/01/21	All	Chris Walsh	Version 3	Karen Kinsella/Glen Long
05	02/03/23	All	Paul Beardall	Version 4	Karen Kinsella/Glen Long

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1.0 INTRODUCTION

1.1 Overview

There is a requirement that an Environmental Accident Management Plan is produced which can be put into action as and when required. This document has been produced to meet this requirement and to provide guidance in order to prevent or reduce the impacts that accidents and incidents, associated with the operation of the Site, may have on the surrounding environment.

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

If an accident occurs, the Environmental Accident Management Plan must be followed, and all diligent steps must be taken as deemed necessary to protect the environment. All precautions should be taken to protect the health and safety of all site workers. A review of the Accident Management Plan may be necessary to identify why an accident happened and how to prevent its reoccurrence.

This Plan will be reviewed:

- Annually.
- Significant Changes
- When management or named responsible people change.
- If a significant accident occurs.

This Accident Management Plan is a specific requirement of the application for an Environmental Permit. The site of the waste transfer station is managed by R Collard Limited and Collard Environmental Ltd. The waste transfer station is authorised by an Environment Permit and implements an Environmental Management System.

1.2 Identification of Possible Accidents

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

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

Those accidents identified as part of that assessment are as follows:

- Leaks or spillages e.g. of liquids during refuelling.
- Failure of plant or equipment - leakages/puncture due to faulty pipe work, valves, overpressure, blockages, corrosion, severe weather, ground movement and so on.
- Fire.

- Flooding due to ingress of watercourse floodwater, blocked drains, burst water main and use of fire water.
- Failure of services due to failure of supply in water, gas, electricity.
- Unauthorised entry and tampering or malicious damage to plant and equipment.

1.3 Likelihood of Accidents

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

To assess the likelihood of accidents occurring, each will be taken in turn and the probability of them occurring assessed.

Leaks or Spillages

There are diesels stored in relation to the operation of the MRF and the associated plant/vehicles. Oils and grease is also stored, these are stored in line with the supplier's recommendations.

Failure of Plant or Equipment

The MRF is controlled by an Operative who will shut down the equipment in the case of equipment failure.

Other typical plant associated with the MRF consists of front shovel loaders, material handers and 360° Digger with grab attachments. There is the possibility that something may malfunction as blockages or corrosion is feasible and the likelihood of corrosion increases depending on the age of the plant being used.

Fire

Wood is present on the Site and is stored separately within the yard. These waste types are considered to be combustible and will therefore pose a fire risk.

An incoming 'hot load' will be identified immediately thereby reducing the occurrence of fire on the site from burning/smouldering incoming loads.

The containment of this waste in stockpiles outside of the building, in containers with appropriate distance/fire prevention (fire walls) between each reduces the risk of fire spreading throughout the Site.

There is a chance of sunlight being concentrated by a surface which then could generate heat and a source of ignition. Due to the nature of the storage of the fuel and large particle size of wood on site, the chance of this resulting in a fire is considered to be low.

There is the chance of a vehicle engine overheating and causing a fire, this can be a result of vehicle failure or deposits of dust. The implementation of procedures in the management system ensure that the likelihood of a fire breaking out from an engine overheating is low.

Flooding

There are a number of drains and surface draining in close vicinity to the Site. The Site is not located within a flood plain.

The chance of flooding from burst water mains is considered to be a possibility due to the presence of a water mains on the site. The site is partially covered by an impermeable surface with sealed drainage. There is a risk of flooding if the drains exceed their holding capacity.

The use of firewater, and therefore the chance of flooding due to this is dependent on the outbreak of fire, which has been assessed above as being foreseeable.

Failure of Services

The failure of services is a foreseeable event. The operation of the MRF relies on a mains electricity supply. The MRF will shut down in the event of a failure of electrical supply. The weighbridge and Site offices also rely on a mains electricity supply. Therefore we may choose to temporarily suspend waste operations in the event of the prolonged failure of mains electricity, to prevent the backlog of materials.

Unauthorised Entry

The Site has not previously been known to have regularly been the subject of unauthorised entry. Security measures are in place to prevent unauthorised entry in the future.

1.4 Preventative Measures

Possible Accident/Incident	What Would the Environment Harm Be	Control Measure to Implement
Leaks or Spillages		
Spillage during treatment	Contamination of Land, Drains, groundwater and Watercourses	Inspect and validate all incoming wastes. Remove unsuitable items from wastes prior to processing. Ensure no liquid wastes are present. Train the staff.
Spillage during fuelling operations		Plant and equipment will be refuelled in designated areas with impervious surface and will use drip trays and spill materials.
Spillage during replenishment of fuel bowser		Supervise fuel deliveries. Use drip trays and spill materials.
Slow seepage of liquids from imported wastes		Stringent waste acceptance procedures will ensure no contaminated wastes are accepted on Site.
Overfilling		
Overfilling of oil / fuel tanks during delivery.	Contamination of land, drains, groundwater and watercourses.	Stock level control checks, supervised delivery and high level alarms.
Failure of Plant or Equipment		
Leakages; due to faulty pipe work, valves, over pressure, blockages, corrosion, severe weather, ground movement and so on.	Leakages; due to faulty pipe work, valves, over pressure, blockages, corrosion, severe weather, ground movement and so on.	Daily visual inspection and completion of weekly inspection checklist record. Preventative maintenance regime. Any underground pipes and tanks will be tested for integrity. Insulation and protection of pipe work.
Leakages; due to faulty pipe work, valves, over pressure, blockages, corrosion, severe weather, ground movement and so on.		Tanks and vessels generally located within/on secondary containment facilities. Storage locations of drums and no permanent vessels protected by use of barriers or fencing. Movement of drums and containers using safe techniques.

Possible Accident/Incident	What Would the Environment Harm Be	Control Measure to Implement
Fire		
Fire	Smoke and pollution. Firewater causes contamination of land, groundwater and water courses.	Appropriate storage and management of potentially combustible materials. Incorporation of fire breaks into site layout and containment of fire water. No smoking policy. Maintain tidy site and minimize stockpile size of combustible materials. Fire training and emergency drills
Flood		
Due to ingress of watercourse floodwater, blocked drains, burst water main and use of fire water.	Contamination of raw materials, buildings, land, drainage system, groundwater and watercourses with fire and flood water.	Maintenance of drains and interceptors. Fitting of flap / non return valves on drains. Safe location for storage of hazardous materials.
Failure of Services		
Due to failure of supply; water, electricity, gas supply and of sewerage system. Due to utility supply being stuck and broken / cut.	Contamination of land, drains, groundwater and watercourses.	Provision of secondary containment for hazardous liquids. Inspection of primary and secondary containment facilities. Integrity testing of tanks and bunds & pressure loss alarms
Vandalism		
Unauthorised entry and tampering of malicious damage to plant and equipment.	Contamination of land, drains, groundwater and watercourses.	Secure gate and perimeter fence. Site locked when un-manned, tanks and valves locked when not in use out of hours. Plant and equipment locked in secure storage during out of hours.

2.0 ACCIDENT REPORTING

2.1 Record

All record associated with accident reporting and investigating will be held for a minimum period of 3 years.

Accident book entries will be kept for a period of 40 Years.

2.2 Accident Procedure and Reporting

It is the ultimate responsibility of the Managing Director to ensure sufficient and appropriate measures are adopted and employed throughout the Company to prevent the occurrence and or to mitigate the effects of an environmental incident.

Site Managers or their nominated representatives are responsible for co-ordinating the response to an environmental incident. It is the responsibility of all employees to ensure they comply with the provisions of this procedure as far as they are able.

It is the responsibility of the Site Managers to ensure that their nominated representatives and Company employees who may be called upon to respond to an environmental incident have had appropriate training and instruction.

It is the responsibility of Site Managers to ensure that any necessary spill kits are available on site.

A suspected or detected environmental incident will immediately be reported to the Site Manager or his nominated representative who will immediately take control of the management of the incident.

The Site Manager or his nominated representative will take all reasonable measures to ensure that the release is contained within the site boundary and that harm to human health and the environment is minimised both within and beyond the site boundary.

The Site Manager or his nominated representative will, with appropriate advice where necessary, determine whether the incident is major or minor. All incidents requiring action outside the boundary of the site will be considered major.

2.3 Response

This nominated Environmental representative will, with appropriate advice where necessary, communicate the findings of any investigation with the major Stakeholders of the company.

This will initially be via email communication and via Top-Level Management Reporting.

3.0 EMERGENCY CONTACTS

SITE DETAILS		
Location: Collard Environmental, 128 Cardiff Road, Reading, Berks		
Postcode: RG1 8QP		
SITE CONTACTS	Office Hours 08.30 – 17.00	Out of hours
Site Manager: Glen Long	0118 959 0252	07747 216928
Area Manager: Karen Kinsella	0118 959 0252	07774 312381
HSQE Director: Paul Beardall	01252 844 688	07570776506
Director Of Operations: Lee Phelan	01252844688	07384 257697
EMERGENCY SERVICES	Office Hours	Out of hours
Emergency	999	999
Medical:	111/999	111/999
Police:	999	999
Fire:	999	999
REGULATORS	Office Hours	Out of hours
Health and Safety Executive (HSE)	0345 300 9923	0151 922 9235
Local Authority: Reading Borough Council	0118 937 3787	
Environment Agency (Local)	0370 850 6506	
Environment Agency (24-hour emergency hotline)	0800 80 70 60	
ADJACENT BUSINESS OWNERS		
UPS Reading	0345 787 7877	
Precision Aircraft Limited	0118 957 2768	

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Reading Transfer Station Traffic Management Plan June 2024

FOR INTERNAL USE ONLY
Date 12/06/2024
Reference: Reading Traffic Management Plan
Revision: 03

VERSION HISTORY

Document Control				
Version	Date	Revised By	Reason for change	Approved by
1	04/10/2018	Mary Kinsella	Draft	Chris Walsh
2	06/02/2019	Mary Kinsella	Review	Chris Walsh
3	12/06/2024	Rachel Metcalfe	Minor update to tonnage, site plans and operational hours as per approved planning permissions	Paul Beardall

1.00 INTRODUCTION

1.01 Description

This traffic management plan has been prepared to support the permit variation submission for Collard Group's permitted facility, Reading Transfer Station (The Site) at:

128 Cardiff Road
Reading
Berkshire
RG1 8PQ

This Traffic Management Plan (TMP) has been prepared to meet the regulatory requirements for the operation of the Collard Group Transfer Station in Reading and to assist in the prevention of personal injury, damage to plant / vehicles and property etc. The control measures identified in the assessment should be effectively implemented, monitored and reviewed. Any alteration to working practices must be evaluated and incorporated into the assessment and the review date recorded.

This transfer station will receive up to 150,000 tonnes per annum, of predominately non-hazardous waste with up to 10 tonnes of clinical/healthcare waste for transfer within the Materials Recycling Facility.

1.02 Operational Activities

Operation Hours:

Monday - Saturday	07:00 – 19:00
Sunday/ Bank Holidays	09:00 – 18:00

Except for the following HGV vehicle movements:

Six 2-way movements:

Monday – Saturday	19:00 – 07:00

Seven 2-way movements:

Sunday/ Bank Holidays	18:00 – 09:00

The only activity allowed within the building in the night-time hours shall be the loading of the HGVs with residual waste.

All waste transport vehicles enter The Site via Trafford Road. The majority of waste vehicles that enter the site drive to the weighbridge to weigh their load. Collard Group vehicles would then go straight to the necessary tipping area, to deposit their load. External tippers would report to the weighbridge office to show their waste carriers licence and waste transfer note. After these have been approved they would also drive to the necessary tipping point (general waste would be tipped inside the shed). These vehicles would then exit via the weighbridge using the same route as entry, external tippers would report to the weighbridge office before leaving to pay for the waste tipped.

Employees and visitors do not park within the site boundary. Parking is available, just outside the permit boundary in designated parking bays.

2.00 OPERATIONAL MANAGEMENT

2.01 The Workplace Regulations

The Workplace (Health, Safety and Welfare) Regulations 1992 place various duties on employers and those in control of workplace; in particular, Regulation 17 requires that:

a) Every workplace shall be organized in such a way that pedestrians and vehicles can circulate in a safe manner;
b) Traffic routes in a workplace shall be suitable for persons or vehicles using them, sufficient in number, in a suitable position and of sufficient size.
c) All traffic routes shall be suitably indicated where necessary for reasons of health or safety

2.02 Risk Assessment

A risk assessment has been carried out as part of the site general risk assessment process (Risk assessments have been completed on transport, RA031, RA001).

Risk assessments are carried out by:

a) Identifying the hazards;
b) Identifying who might be harmed, and how;
c) Evaluating the risks and assess whether existing precautions are adequate or whether more precautions are needed;
d) Recording the significant findings; and
e) Periodically reviewing the risk assessment and procedure as necessary.

2.03 Monitoring and Review

Traffic management arrangements should form part of routine site inspections and any breaches of rules and systems should be targeted for remedial action.

A review of traffic management plan should take place if any significant changes have been implemented or there is an accident or near miss history. Even if no significant changes have occurred, traffic risk assessments should be reviewed regularly (intervals to be determined by site management).

The results of monitoring activities should be recorded and any required remedial actions carried out.

2.04 Driver Management

All Commercial and Municipal Heavy Vehicle Drivers must maintain a high level of professional conduct, and as a minimum:

- Adhere to posted speed limits and road signs.
- Use of the horn only as a warning device.
- Road noise impacts are minimised through measures such as driver training.
- All loads are to be covered when leaving the site.
- Allow enough room between vehicles.
- Respect and be watchful for pedestrians and other drivers on the dedicated transport routes.

Follow instructions given by Police, Road and Traffic Authority (RTA) and other authorities.

2.05 Drug and Alcohol Policy

The Collard Group Drug and Alcohol Policy states that it is the responsibility of each employee, contractor and visitor to the site, to ensure that they are not under the influence of alcohol and or drugs and/or in such a state as to endanger their own safety at work or the safety of any other person at work.

The Collard Group Drug and Alcohol Policy acknowledges that as part of its obligation to provide a safe and healthy working environment; it must address the impact in the workplace of drugs, medication and alcohol on other workers and the public.

A Fitness for Work Procedure applies to all of Collard Group sites, and requires that all employees, contractors and visitors to the site acknowledge that they may be randomly selected to undergo a drug and alcohol test in accordance to this plan.

2.06 Emergency Action Plan

Plant maintenance personnel are provided with suitable locations that are safe and secluded from moving traffic. If a piece of plant brakes down barriers or cones will be required to form a safe route for all site users.

In case of fire or any other serious emergency on site, vehicles are to be left in their current positions and all staff and visitors are to walk to the muster point at the front of the site.

Near misses must be reported to the Health & Safety team, who will investigate the near miss and adapt the Traffic Management Plan accordingly.

2.07 Environmental Controls

During vehicle movements, dust arising will be controlled (where possible) by applying water suppression (i.e. towable bowsers or dust bosses). Internal roads will be swept periodically and the frequency of this will be determined by prevailing weather conditions (i.e. long dry periods).

Noise is assessed on site and to ensure noise does not become a nuisance, we ask our drivers to:

- Switch off their engines (See Anti Idling Policy);
- Not use the horn between 23:00 and 07:00;
- Not slam truck doors or tail lifts;

- Not drag gates or other equipment;

- Turn off radios and have phones switched to silent/vibrate mode;
- Not shout or throw objects.

3.0 SITE OPERATIONS

3.01 Site Layout

Where it is reasonably practicable, we will:

- Plan traffic routes to give the safest route between places that vehicles have to visit;
- Make traffic routes wide enough for safe movement of the largest vehicles;
- Ensure all drops and falls are adequately protected;
- Avoid traffic routes passing close to vulnerable areas such as fuel or chemical stores;
- Ensure there are designated safe areas for loading, unloading and plant maintenance;
- Avoid sharp corners or blind bends, if these cannot be avoided, install mirrors;
- Clearly signal and mark road crossings and junctions;
- Make entrances and gates wide enough;
- Clearly mark traffic routes and set speed limits;
- Give prominent warning of limited headroom and overhead cables.

3.02 Operation Vehicle Types

Throughout the site, there will be a number of vehicles and plant present, which will mainly consist of:

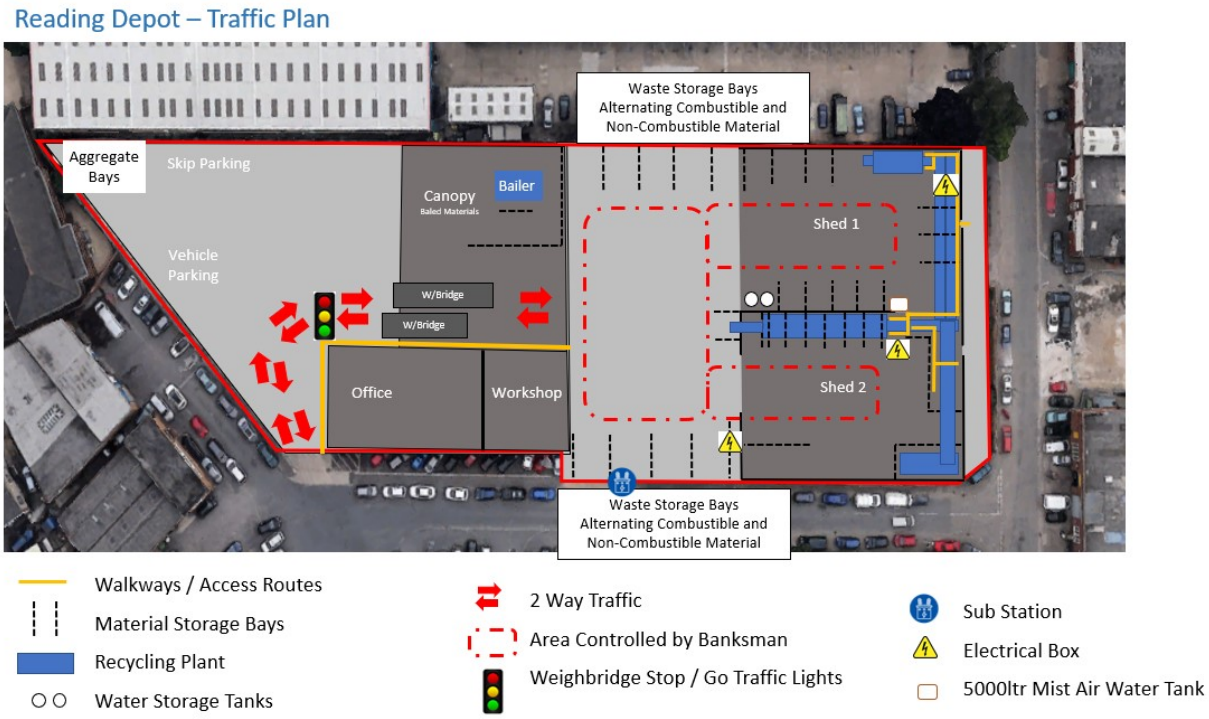
- Cars and Commercial Vehicles (all types)
- Light-Goods Vehicles
- Heavy-Goods Vehicles (Class I and Class II)
- Municipal Vehicles
- 360° Excavators
- Material Handlers
- Front-Wheeled Loaders
- Fork Trucks

There will be a range of waste vehicles entering and leaving the site. The predominant vehicle will be skip trucks and rear-lift trucks (pictured).

Rear-lift trucks generally have capacity to transport between 6m^3 and 19m^3 of waste. Rear lift trucks may have a height up to 3.3m, a length up to 10.1 m and turning circle of approximately 15m.

3.03 Traffic Routes/Flows

Pedestrian and vehicle traffic need to be carefully managed to ensure safe and efficient movement on site. Traffic management is necessary to prevent accidents, injury to people and damage to equipment, property and vehicles. See below plan with the designated traffic routes around The Site.



3.04 Disruptions and Queuing Traffic

In the event that the site becomes congested, causing the banking up of traffic beyond the Collard Group boundary, the following procedure is followed:

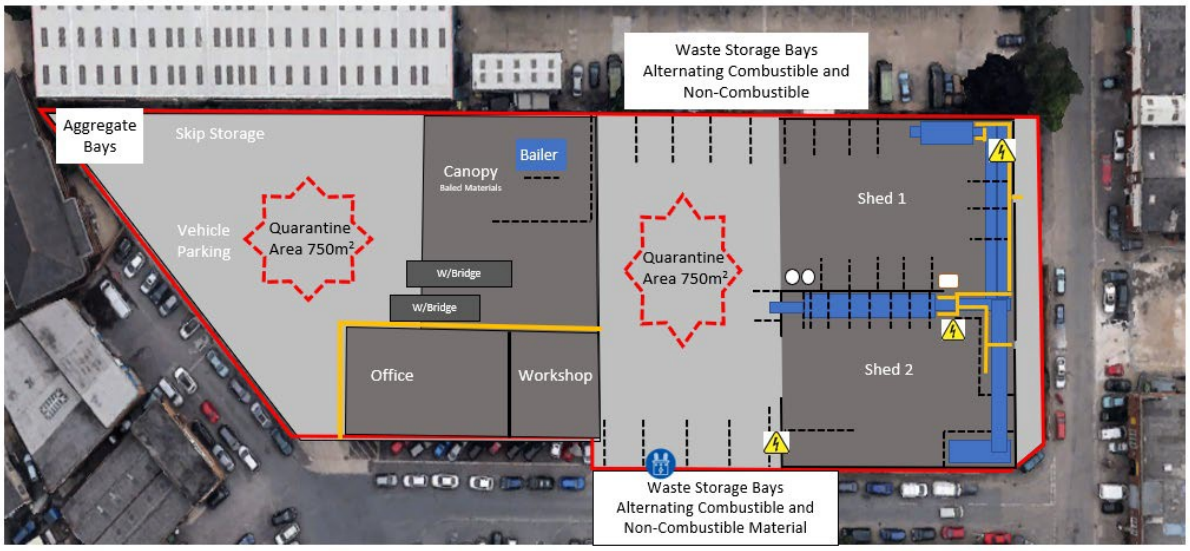
- The Site Manager or Weighbridge Operator would direct the relevant site personnel to assess the scope and/or cause of the congestion.
- Vehicles queued beyond the boundary are organised so as not to obstruct the traffic movements of neighbouring businesses.
- When possible, vehicles are moved onto the areas of the Collard Group site pending resolution of the problem.
- Should all the above measures fail to relieve congestion or resolve the problem in full causing traffic on Cardiff Road, vehicles are directed away from the site.
- In addition, the Site Manager contacts transport department advising them that there would be no access to the site until the problem has been resolved.

This procedure ensures that any traffic congestion as a result of Collard Group is managed and cleared as efficiently as possible to overcome any impact on neighbouring businesses.

3.05 Pedestrian Routes, Segregation and Crossings

All vehicles (including mobile plant) and pedestrians should be segregated from each other, so far as is reasonably practicable. See below plan showing designated pedestrian routes.

- Provide separate routes or pavements for pedestrians wherever possible.
- Provide physical barriers to segregate pedestrians and vehicles. If pedestrians and vehicles share the same route, it should be wide enough to allow vehicles to pass pedestrians safely. Suitable warning signs should be displayed.
- Provide suitable road crossing points for pedestrians. These should have good visibility on either side for both pedestrians and drivers.
- Ensure pedestrians are a safe distance from, and excluded from, areas where vehicle loading/unloading, tipping, sheeting and reversing take place.



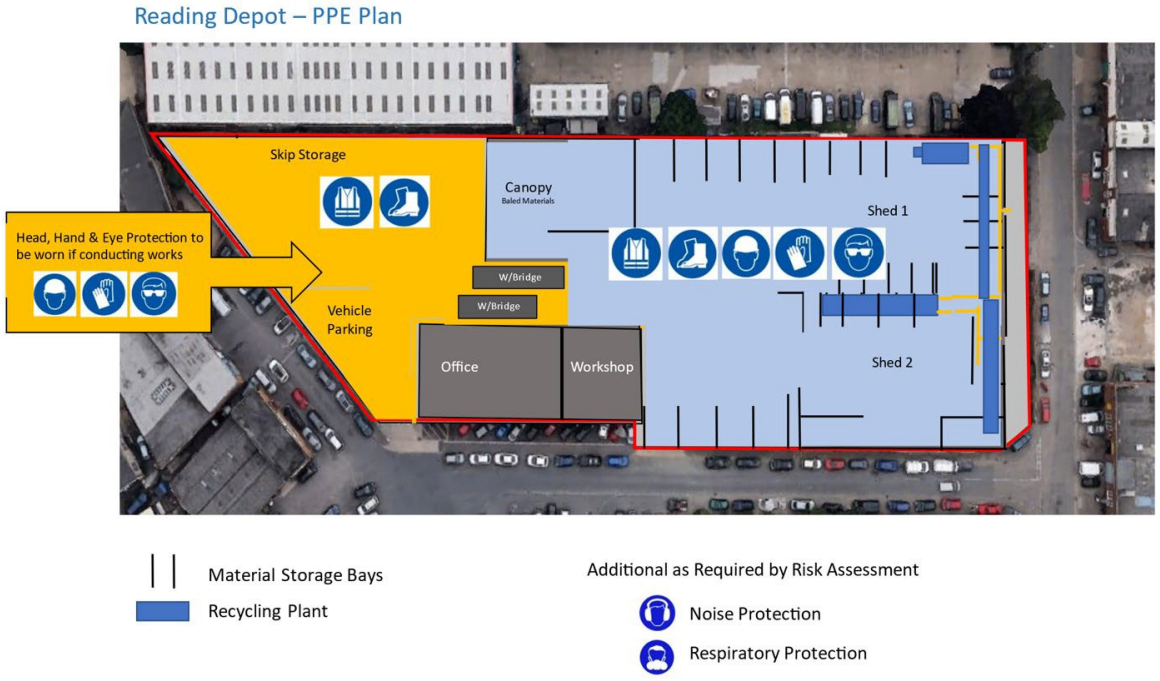
Walkways / Access Routes
Material Storage Bays
Recycling Plant
Water Storage Tanks
Sub Station
Electrical Box
5000ltr Mist Air Water Tank

3.06 PPE Requirements

The primary purpose behind this Management Plan is to outline the responsibility Collard Group has towards protecting our employees from risks of injury in the workplace.

PPE and RPE is defined as equipment that will protect the user against health or safety risks at work. It can include items such as safety helmets and hard hats, gloves, eye protection, high-visibility clothing and safety footwear.

High-visibility clothing is essential, as at all times it has a positive role to play in enhancing safety for site operatives, drivers and visitors. Wearing PPE to the designated standard should be strictly enforced. PPE should be maintained (including replaced or cleaned as appropriate) to ensure it remains in good order.



3.07 Deliveries

Delivers are made during all times of the day. From the main entrance, delivery vehicles with large items will be directed outside the workshop to cause the least amount of interference and also close to an entrance for a pedestrian walkway.

3.08 Visitors

Visitors will be directed to the front desk on arrival to site. Visitors will be made aware of the site rules upon signing in and will be given a safety handout regarding our site.

3.09 Speed Limits

The speed limit within the site is 5 mph. The speed limit is applicable to all access routes across the site. This is in accordance with Collard Group policy and is illustrated by road signs erected along all routes.

3.10 Signage

All traffic routes will be suitably indicated where necessary for reasons of health and safety. All signage will be of standard road traffic design to avoid confusion. Suitable warning signs will indicate

potential hazards on traffic routes. This will include road junctions, sharp bends, crossings, blind corners and steep gradients.

Similar signs may be necessary to inform pedestrians of potential hazards. Where signs need to be visible at night, they will need to be illuminated and/or reflectorized.

3.11 Reversing

Where possible, the requirement to reverse vehicles has been reduced in favour of one-way systems. This is not to say that reversing has been eradicated entirely, as certain areas of our operations will require reversing to tip.

Reversing operations are being controlled by Banksmen when necessary (e.g. when tipping)

3.12 Loading/Unloading (Coupling and Uncoupling)

For many sites, vehicles will arrive full and go away empty, but this is not always the case for transfer stations and recycling facilities. The safe loading of lorries is critical for both for driving on the public highway and discharging operations at a receiving site.

The vehicle transporting the load should be able to take the full weight of everything it is required to carry. No vehicle should ever be loaded beyond its 'rated capacity' (the manufacturer should provide this information) or its legal limit of maximum permitted axle and gross weight limits if it is to be used on public roads.

Overloaded vehicles can become unstable, difficult to steer, and have less efficient braking.

Skip unloading present's hazards and requires the following robust levels of control:
(As stated in MP004)

- Work on stable ground – avoid sloping, uneven or soft ground.
- Apply the handbrake.
- Use chocks on slopes where necessary
- Use stabilisers - keep braked rear wheels on the ground when on slopes.
- Avoid trapping between the skip and vehicles/walls. Keep a clear space all-round.
- Sheet/un-sheet safely – do it from ground level where possible. Use auto sheeters or gantries/harnesses where provided.
- Avoid climbing on the vehicle.
- Check lifting points, chains and skip for condition before moving the skip.
- Hooks, chains, lugs, bars etc. should be fully engaged.
- Chains should not be twisted. They should not snag during load movement.
- Skip floors/panels/hinges etc. should be in good condition.

4.0 VEHICLE AND DRIVER OPERATIONS

4.01 Vehicle Visibility and Reversing Aids

We shall risk-assess, mitigate and control (where appropriate) risks from vehicle manoeuvring including driving forward, turning, reversing, towing, uncoupling and parking. This is to limit the risk of injury to people and/or property through due care and control of the vehicle during movement in confined or limited vision areas, and during attachment, detachment or parking activity.

We shall undertake written risk assessments (in conjunction with incident and near miss data) and create, disseminate and review a written policy on vehicle movements. This includes risks from vehicle manoeuvring such as forward motion, turning, reversing, towing, uncoupling and parking movements both on and off site (including at the roadside).

Any collisions (minor or major) shall be reacted to immediately and form part of the fleet management policies and procedures review. Suitably effective measures to prevent collisions shall be identified through a written vehicle manoeuvring risk assessment and in the use of a reversing assistant where possible.

4.02 Driver Training and Competence

It is a requirement that anyone driving on business shall drive within the rules of the Highway Code (with the exception of when under specific direction of the relevant police) and the company policy at all times, and pay particular attention to vulnerable people.

This is to ensure the upkeep of driving standards and to maintain safety for all.

This is demonstrated by a written policy on driving standards at work which has been created by competent persons. The policy shall include sharing the site with particular emphasis on vulnerable people. The policy shall be subject to a management meeting review to ensure that emerging issues in driving standards are addressed.

The policy shall cover:

- Driver responsibilities
- Safety
- Speed limits
- Vulnerable road users
- Actions following breakdowns and collisions
- Safety equipment (where applicable)
- Mobile phones and other in-cab technology (satellite navigation units and communication devices)
- Drink, drugs and fatigue

Documentation covering these points shall be given to drivers and should be clearly displayed in the workplace. The policy contents will be included in the Professional Development Plan (PDP), approved training and periodic Toolbox Talks. Drivers shall be required to sign a declaration stating they have been issued with, read and understood the company policy on driving standards.

Drivers shall also be re-briefed following any update or on an annual basis. Operators shall provide the drivers with a copy of the most recent version of the Highway Code, and refer to page numbers for information relevant to commercial vehicle drivers.

We shall ensure that drivers and line managers undergo approved progressive training and continued professional development with particular attention to the safety of vulnerable road users.

This is to ensure that all relevant staff are provided with the appropriate knowledge, skills and attributes to conduct their duties legally, safely and professionally during the course of their employment or contract with the company, and that drivers have an ongoing awareness of the risks posed to vulnerable road users.

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Site and Equipment Maintenance Statement

Jan 2021

SITE AND EQUIPMENT MAINTENANCE STATEMENT

There will be a firm management commitment to regularly inspect site conditions, site equipment and site infrastructure, so as to identify report and rectify defects that could potentially lead to an Environmental impact.

The Process:

1. A Responsible Person will undertake a daily walk around check of all plant, equipment and vehicles, so as to identify defects that could potentially lead to an Environmental impact.

   A Responsible Person will undertake a daily walk around check of site conditions and site infrastructure, so as to identify defects that could potentially lead to an Environmental impact.

2. The Responsible Person will promptly report any defects that could potentially lead to an Environmental Impact.

3. If the defect is significant, the equipment or area will be quarantined and have unauthorised access prohibited.

- Defect reports used to record any defects and defect rectification work will be kept for at least 15 months.
- Inspections will be carried out in frequencies specified by the manufacturer and applicable legislation.
- This system of works will be regularly monitored at Top Management level
- Reports are recorded and records will be made to record details of any rectification work done.

For accident prevention, please refer to the Accident Prevention Management Plan.