CROW METALS LTD

ENVIRONMENTAL MANAGEMENT SYSTEM V1 MARCH 2025

CROW/EMS01

CROW METALS LIMITED
Ferry Lane, Rainham,
Essex, RM13 9DB
Tel No. 01708 207015
www.crowmetals.co.uk

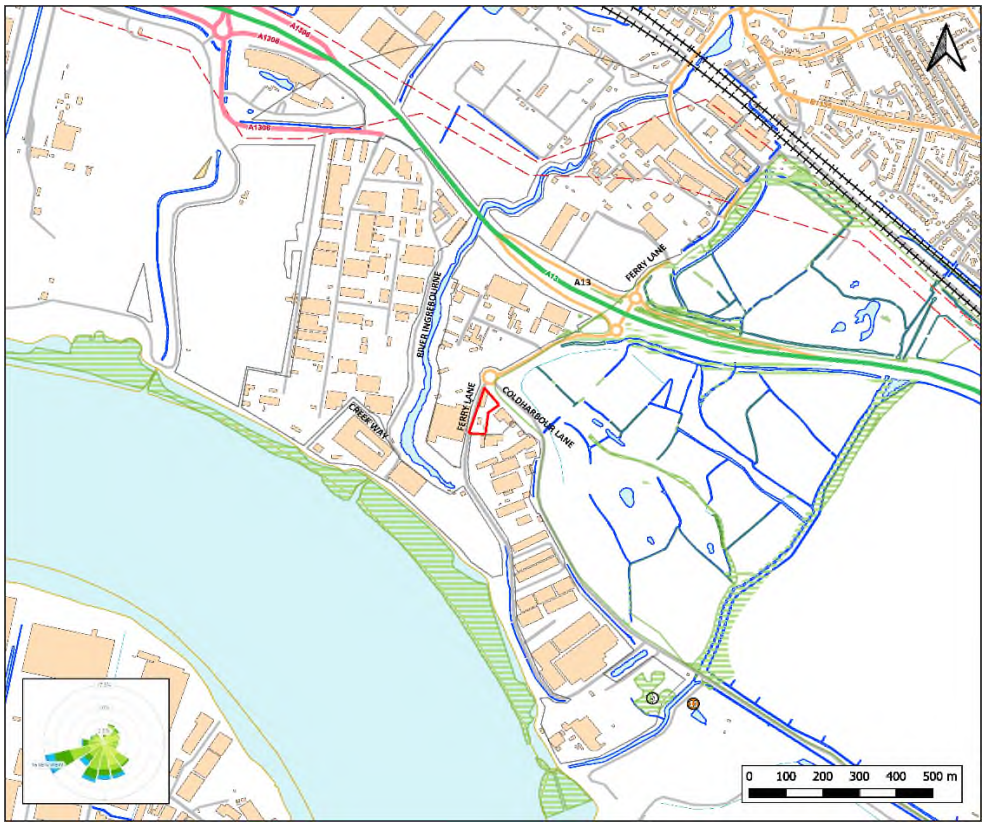
INDEX

1. Introduction

This document provides details of the site management plan for Crow metals recycling facility at 71 Ferry Lane, Rainham, Essex, RM13 9DB .

The site has one entrance at the north of the site as shown on Site Plan CROWSP01, all vehicles will enter and leave the site from Ferry Lane. The site is surrounded by other industrial/commercial premises to North, West and South and there is a Site of Special Scientific Interest (SSSI), Local Nature Reserve (LNR) and Local Wildlife Site (LWS) to the East. The River Ingrebourne is to the west of the site and it flows to Thames River, both of these waters are home to protected species and are protected migratory routes.

The location is shown below and the Site is outlined in red. Key information can be seen in Appendix 8.



All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant and equipment.

This document has been produced in line with other operational documents which should be read in conjunction with this EMS:

- Fire Prevention Plan (CROW/FPP01)
- Environmental Risk Assessment (CROW/ERA01)
- Noise Impact Assessment (NIA Ref: PC-25-0024-RP1)
- Noise Management Plan (NMP Ref: PC-25-0024-RP2)

1.2 Permitted Activities

Keeping and treating of scrap metal for the purpose of recycling and the transfer of any resulting waste to a licensed disposal facility. Annual tonnage 75,000 tonnes

1.3 Hours of Licensed Operation

The hours of operation will be Monday to Friday 0600hrs to 1700hrs.

1.4 Staffing Levels & Supervision:

During the operational hours of the site there will be a minimum of four staff, which will be competent in the management and procedures of the site as detailed in the Site Management Plan. Staffing levels are shown below:

- Company Director
- Site Manager
- Commercial Manager
- Weighbridge Operator
- Office Staff
- Site Operatives

Roles & Responsibilities:

The Site Manager has responsibility for ensuring these procedures are adhered to. The Site Manager is specifically responsible for:

- Ensuring the adequate training of staff and contractors working on site regarding the content of these procedures; Toolbox talks are given, and inductions carried out for each new starter on site.

- Ensuring the adequate provision of resources such as personal protective equipment (PPE); Hard Hats, safety boots, Hi-Viz vests and safety gloves.

- Ensuring the provision and maintenance, including regular scheduled inspections of all equipment provided for use in an emergency, i.e. Fire extinguishers, Spill kits and First aid kits.

- The site's TCM and Management, William Wakefield will be responsible for the upkeep of the this and other relevant documents and will be reviewed annually or when an event takes place that requires them to be updated, such as a complaint or issue that could give rise to pollution.

The site's Technically Competent Manager (TCM) will provide the required attendance time at the facility as required by guidance periodically issued by the EA. A copy of TCM's Certificate of Technical Competence (COTC) will always be made available in the site office.

Permit & Site Management Plan availability

A copy of the Environmental Permit and this Environmental Management System and all other associated documents will be kept in the site office for reference when required by all site staff and visitors.

1.5 Training

All new and existing site staff receive specific training based on their responsibilities to ensure all operations are carried out without harm to the environment or amenity of the surrounding area. Training in all aspects of the site and waste operations at the site with regard to the individual responsibilities of the site staff will help to prevent incidents occurring which may have an adverse impact on the environment and/or the employees and their co-workers.

An employee training record is kept for each individual which details a list of the training needs of all site staff and also serves as a training review for existing site staff which will be carried out annually or a period set at the operator's preference. A Training Plan will be kept for each individual (see Appendix 6).

1.6 Health and safety

All operations on site will be carried out in accordance with the relevant requirements of the Health and Safety at Work Act 1974.

2. The Site

2.1 Site Main Office/Welfare Facility

The site's main office building is located by the entrance and site car park. The offices are connected to mains electricity, existing sewer drainage and to the terrestrial telephone. The offices contain a reception, weighbridge office and toilets. The site event log (site diary), site management plan and site license are retained in this office. There is a rest area with washing facilities for yard operatives/drivers and office staff. The offices are located as per the site plan in Appendix 8.

2.2 Parking Provision

Provision for the parking of staff and visitor's vehicles is outside of the operational site, situated either side of the main office building. This provision is not subject to the Environmental Permit.

2.3 Traffic Separation/Control Structures

A series of structures or signs will be utilised to ensure appropriate traffic management and safety around the facility. The traffic control structure will be implemented by site staff with verbal directives to visiting traffic.

2.4 Site Surface

The yard is concreted to a depth of approximately six inches and reinforced with rebar mesh. The surface is visually inspected by the employees throughout the day during their normal duties, any damage is reported to the Site Manager.

The yard surface is also visually inspected on a weekly basis by the Site Manager/TCM who record the results on an appropriate Site Inspection Form (See Appendix 4 Daily Checklist).

Any defects identified on the main yard during the inspection or at any other time will be reported to senior management and rectified within a reasonable timescale.

2.5 Site Access & Security

The site map shows access to the site, access is from Ferry Lane. All traffic will enter the site by the most northerly access area which is equipped with a weighbridge and exit the site the same way. All facility boundaries are secured by lockable gates and a variety of forms of security fencing. The security fencing and lockable gates are visually inspected by the Site Manager on a daily basis who records the results of his inspections on an appropriate Site Inspection Form.

Any defects identified in the main yard during the inspection or at any other time will be reported to senior management and rectified within a reasonable timescale.

Adequate and effective lighting will be provided in the external yard via halogen and sodium luminescent fixtures, that will be operated via daylight switches.

The site is also covered by 24-hour CCTV which is housed in the main office and available for viewing by Management on mobile phones. These recordings are kept for 28 days.

2.6 Notices & Signs

The signage is in accordance with the Permit conditions and is located at the site entrance. In accordance with the license this sign will show:

- The name of the facility,
- The name, address, and telephone number of the license holder,
- The Environmental Permit number,
- The hours of operation,
- The name & address of the Environment Agency office for monitoring the site.

Speed restriction signs of 5mph are applicable to all vehicles entering the site. The noticeboards are to be constructed of durable material and must be maintained to remain in a clear and legible condition. Notices are displayed around the site perimeter to clearly define the nature of site operations and to warn against unauthorised entry/tipping.

2.7 Site Plant & Maintenance

The site has a Planned Preventative Maintenance Programme to ensure all machinery and components continue to remain effective. There is a programme of routine planned maintenance for each item of plant and machinery to manufacturers specifications, as well as the processing equipment in order to prevent breakdown and faults which may pose a fire risk.

Plant and machinery is checked at the start of every working day and a Defect Form completed (see Appendix 3 example Defect Form). All faults needing corrective action will be reported to the Site Manager to be implemented. If necessary to ensure a continued material throughput, machinery will be hired if a significant plant breakdown occurs. This is to ensure continued effective operations and prevent excessive storage of materials which are likely to give rise to the exceeding of permitted waste quantities.

The site currently has the following machinery

- Fuchs 335 MHL Material Handler
- Doosan 250 Wheeled Excavator Loading Shovel
- VZ950 Arjes Shredder
- JCB Hangcha 2.5T Forklift
- 2 x Weighbridge

2.8 Fuel Storage

Storage of fuel on site is shown on the site plan (Site plan ref: RES/1242A see Appendix 8) and detailed below:

- Diesel for use by cranes and forklifts – 3,000 litres.

The tank is double skinned, 110% volume rated.

Liquids used for the operation and maintenance of plant and equipment are stored in the workshop (by the weighbridge) in “fit for purpose” containers in bunded areas.

We ensure that any incompatible liquids are not stored near to each other. Regular inspections of these storage areas are made, and any problems reported to the site management. Remedial action is undertaken as soon as it practicable possible.

The site has a comprehensive drainage system that directs all surface water into a sealed holding tank which is situated in the most northerly workshop within the site boundary.

3 Site Operations

3.1 Waste Acceptance

Our Environmental Permit provides details of the categories of waste to be handled and processed on site. Some of the most common materials currently processed at our site cover a wide range of Ferrous and Non-ferrous metals including:

- Iron & Steel
- Stainless Steel
- Aluminium
- Copper & Brass
- Alloys and Special Metals
- Electric Motors

Drivers entering the site will stop at the site office and report to the weighbridge operator, who will determine the nature of the load. The Duty of Care note (which has a unique number) accompanying the load will have the following information:

- Weight/quantity or size of bin.
- Date and time of delivery.
- Vehicle registration.
- Type of waste.
- Origin of waste.
- Drivers name and signature

Regular contractors to the site will have previously furnished a copy of their carrier's license and permits to the company for checking and filing before their first visit. The site also conducts a monthly monitoring regime by going onto the GOV.UK website and randomly checking customer/supplier waste carriers' licenses and permits.

The weighbridge operator will determine the waste stream being delivered to site by a visual inspection and ensure that the documents provided correspond with the description of the load detailed on the waste transfer note.

The Driver will be instructed where to take the load to deposit it, a member of Staff will be on hand to help and guide the Driver to the correct bay or area.

Ferrous material – is inspected and unloaded from customer or contractors' vehicles and stored in appropriate bays to await processing by the shredder.

Non-ferrous material - is inspected and unloaded from customer or contractors' vehicles, weighed and stored in the non-ferrous building (Bay 9 on Site Plan RES/1242A in Appendix 8).

However should the weighbridge operator have any doubts as to the contents of a vehicle's load the vehicle will not be permitted beyond the weighbridge area. The weighbridge operator will inform the site manager who will arrange a detailed inspection of the load at the weighbridge.

On inspection he will either accept the material and proceed as detailed above or reject the material, as not suitable for tipping under the conditions of the site license, where upon the contractor will be required to leave the site without discharging the load. If the load is refused a Rejection Form (see Appendix 5) will be completed and kept on record.

3.2 Stockpile Sizes

The site plan (Site plan ref: RES/1242A Appendix 8) shows the individual bay sizes and the table shows the dimensions, cubic capacity and approximate tonnage per bay and maximum duration each grade group will remain onsite.

BAY	MATERIAL	NC/ LC	DIMENSIONS D x W x H	M^3	TONS *	STORAGE TIME **
1	Aluminium	NC	11.6 x 18 x 2	418	155	1 Week
2	Ali & Iron Pre-processed	NC	12 x 12 x 2	288	106	1 Week
3	Ali & Iron Processed	NC	12 x 5.8 x 2	140	52	1 Week
4	Spare	NC	4 x 6 x 2	40	15	1 Week
5	Spare	NC	4 x 6 x 2	40	15	1 Week
6	Cable	LC	4 x 10 x 2	80	30	1 Week
7	UPVC Bin	LC	2.75 x 2.4 x 6.1	40	15	1 Week
8	Aluminium	NC	6 x 6 x 2	72	27	1 Week
9	Ali Shavings	LC	6 x 10 x 2	120	45	1 Week
10	Electric Motors	LC	9.6 x 4.8 x 2	92	34	1 Week
11	Mixed Metals	LC	6.5 x 11.6 x 2	150	56	1 Week
12	Quarantine	LC	6 x 10 x 2	120	45	ASAP
13	Ali Wheels	NC	11 x 10.5 x 2	231	85	1 Week
14	Non-Ferrous	LC	1.2 x 1 x 0.76 per bin Approx 10 to 20 bins	0.91	0.33	1 Week
14	Batteries	C	1.2 x 1 x 0.76 per bin Approx 3 to 4 bins	0.91	0.60	1 Week
14	Catalysts	NC	1.2 x 1 x 0.76 per bin Approx 1 to 2 bins	0.91	0.60	1 Week

*Approx 2,700 kgs per m3 ** Approx although metal generally turned around in a few days.

NC – Non-combustible LC – Low combustibility C - Combustible

There is a constant turnaround of material being processed and prepared for onward transport to recycling processors where the average storage time is approximately seven days.

3.3 Non-conforming Waste Streams

If after the load is deposited non-conforming waste is found, depending on the type of waste and the quantity it can either be picked out of the load or the load can be reloaded and refused. If the load is refused a Rejection Form (see Appendix 5) will be completed and kept on record. Should any non-conforming waste be found after the lorry that delivered has left site the waste will be quarantined. See Appendix 2 Quarantine Procedure.

3.4 Waste Dispatch Control

All loads leaving site will be accompanied by a Duty of Care Waste Transfer Note/Weighbridge ticket which will detail the licensed facility to which they are destined and the appropriate EWC code for the waste stream. Any hazardous loads leaving the site will be accompanied by a Consignment Note.

Waste Code	Description
02 01 10	Waste metal
12 01 01	Ferrous metal fillings and turnings
12 01 03	Non-ferrous metal fillings and turnings
15 01 04	Metallic packaging
16 01 06	End-of-Life vehicles
16 01 17	Ferrous metal
16 01 18	Non-ferrous metal
16 01 21*	Hazardous vehicle components – catalytic converters containing RCF matting
16 01 22	Discarded components not otherwise specified (depolluted engines & car looms)
16 02 14	Electric Motors (Decontaminated)
16 06 01*	Lead acid batteries
17 04 01	Copper, bronze, brass
17 04 02	Aluminium
17 04 03	Lead
17 04 04	Zinc
17 04 05	Iron and steel
17 04 06	Tin
17 04 07	Mixed metals
17 04 10*	Cables containing oil, coal tar and other hazardous substances
17 04 11	Cables other than those mentioned in 17 04 10
19 01 02	Ferrous materials removed from bottom ash
19 10 01	Iron and steel waste
19 10 02	Non-ferrous waste
19 12 02	Ferrous metal
19 12 03	Non-ferrous metal
20 01 33*	Lead Batteries
20 01 34	Nickel metal hydride and lithium-ion vehicle batteries only
20 01 40	Metals

3.5 Waste Quantity Measurement Systems

There is a weighbridge at the northern end of the site so that all loads entering and leaving the site can be weighed. This will provide the gross, tare and net weights as required.

The site has and maintains a current site layout plan. Please note that operations on the site may be relocated at any time to any suitably prepared part of the site in order to meet the operational requirements at a particular time and the Site Plan will be updated accordingly.

3.6 Material Loading Area

After reporting to the weighbridge office, the empty vehicle is directed to the appropriate loading area. Vehicles are loaded using a material handler. When the vehicle is loaded and before proceeding to the weighbridge, the driver of the vehicle will visually check that the load is fully contained within the confines of the vehicle body and that there is no displacement of any waste in accordance with any transport regulations. The vehicle will be allowed to proceed to the weighbridge after sheeting or covering of the load where applicable. Once the Driver has received the appropriate paperwork he will exit the site.

4 Management Techniques

4.1 Surface Water Drainage

The sealed holding tank collects all the surface water via gullies and drainage channels as it flows from all areas of the site into a collection chamber that is accessed by a manhole. The tank has a 60,000-litre capacity (60m2) and will be maintained free of obstructions enabling ready access. Any issues that compromises the site surface or drainage of the installation will be repaired as soon as practical.

4.2 Potentially Polluting Leaks & Spillages of Waste

Should any leaks or spillages of waste occur they will be treated in accordance with the emergency spill instructions, and if required the Environment Agency will be notified. Spill kits, Absorbent granules/sand will be kept onsite at all times for the purpose of dealing with liquid spills. Contaminated absorbent granules/sand will be loaded into an appropriate container for removal to a licensed facility as soon as practicable.

If a significant spillage, by virtue of its speed/flow or large quantity, should occur the interceptor and holding tank onsite should have sufficient capacity to prevent any contamination of the environment. The sealed holding tank will be pumped out and contents removed from site to an appropriately licensed facility.
See Appendix 1 Oil & Fuel Spillage.

4.3 Control & Monitoring of Dust

The risk assessment identified the risk of dust generated by our activities onsite as low. Control of any potential dust and particulates emissions will initially be the responsibility of the site manager / supervisor. The primary concern being the control of potential dust emissions leaving site due to the closeness the SSSI, LNR and LWS to the East. Thought must also be given to Rainham Creek and Thames River as they are home to protected species and are protected migratory routes.

The following methods will be used to prevent and suppress dust should it occur:

- The site manager will monitor activities in the yard, together with the unloading and loading of vehicles and operation of the shredder to identify dust particles being generated and in the atmosphere. The wind direction will be monitored to ensure neighbouring sites are not affected.

- Instructions have been given to the site manager / supervisor with regards to action to be taken under various atmospheric conditions regarding dust. In the event of raised visible dust levels, water hoses will be used to damp down the waste and prevent dust particles from being airborne.

- Site surface will be maintained free of material and will be cleaned using a forklift mounted brush on a daily basis and left clean at the end of each day.

- During non-working hours, the site will be left in a condition that will prevent dust from being generated, wherever possible.

4.4 Litter Control

The risk assessment identified the risk of litter materials from the site as low. Site staff will still constantly monitor and remove any externally windblown litter found to be contaminating the environment both within and outside the boundary of the site.

4.5 Control & Monitoring of Vermin & Pests

The risk assessment identified the risk of vermin and pests as low. No general waste or food waste is allowed to be tipped on site under the permit conditions.

4.6 Odour

The risk presented by excessive odour generated by the facilities operation is very low, no mixed waste or food waste is accepted at site.

Odour emissions can rarely occur from metal wastes. Sheeting and covering bulked vehicles will minimise any unusual releases. Each load will be inspected and assessed, and any found to contain excessive odours will be rejected and a Rejection Form completed (see Appendix 5). This will be reassessed on a regular basis and the event will also be recorded in the site diary.

4.7 Noise & Vibration:

A Noise Impact Assessment concluded that the noise levels generated by the site are nominal. Noise levels will be monitored, and movement of vehicles and operation of machinery will be within our permitted trading hours. Noise assessments will be carried out based on any reported noise complaints or changes to our processes. (See Complaint Form and procedure in Appendix 7).

For further information see Noise Impact Assessment Reference PC-25-0024-RP1 dated 5th February 2025 and associated Noise Management Plan.

The waste operations will be carried out so as to minimise the noise from the site. The measures detailed below will ensure the noise levels at the site are managed appropriately by identifying the likely sources of noise arising from the operations on site and the actions to be followed.

Potential Noise Source	Action to be taken to prevent / minimise noise
Vehicles travelling to and from the site for delivery /collection of wastes.	All vehicles are required to be driven onto and off site with due consideration for neighbouring premises.
Loading/unloading of waste delivery vehicles	Vehicles must be well maintained and moving parts to be regularly lubricated. All vehicles must be driven slowly around the site (5mph site speed limit). Engines to be switched off when not in use. No shaking of vehicle bodies whilst raised.
Operation of loading plant (i.e. telehandler/360)	Drop heights to be kept to a minimum, particularly when loading or emptying a tipper wagon/ skip/ container to minimise noise and vibration. Engines to be switched off when not in use. Plant to be well maintained and operated. Moving parts to be regularly lubricated. All vehicles / plant must be driven slowly around site.

4.8 Fires on site & Emergency Procedures

General

In addition to obligations imposed by RIDDOR ‘13 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) the permit holder will notify the EA of any serious injuries to employees of Crow Metals and other site users or members of the public arising as a result of operations on site.

Minor injuries such as cuts and grazes etc. will be recorded in the accident book on site. For all emergency situations, the deposit of any further waste will be suspended where necessary to allow action to be taken safely. If necessary, staff and other users of the site will be evacuated to an area which is a safe distance away from the hazards.

Fire

The facility doesn't allow fires on site at any time and has a Fire Prevention Plan.

However, if fires do occur as a result of an accident, we have a written fire drill procedure.

- All employees are aware of the procedure and have received training in the use of the procedure.
- Nominated employees have been trained as Fire Marshals and/or First Aiders.
- There are a number of fire extinguishers at the site.
- Employees are aware of the locations and have received training on how to use these extinguishers. All extinguishers are regularly inspected and serviced by a specialist contractor.
- Inspection certificates are available for inspection at any reasonable time.

In the event of a serious and/or an unmanageable outbreak of fire on the site, the fire service would be called immediately. We would ensure that the access to the site would be cleared for fire service vehicles attending the site.

The following firefighting equipment is available:

- Main hydrant located as shown on the site plan and fire hoses available within the site. (Reference FPP Site Plan CROW/FPP/SP01)
- 10 assorted fire extinguishers for fighting small fires.
- Water points and attached hosepipes are installed on site (see Site Fire Plan CROW/FPP/SP01.

See Fire Prevention Plan (CROW/FPP/V01)

Regular fire drills are undertaken by site management to ensure proper procedures are followed by employees in the unlikely event that a fire incident occurs**.** Please see Fire Prevention Plan for further information.

5 Information

5.1 Security & Availability of Records

All records are to be available for inspection by the Environment Agency officers. These records, including computerised returns, are available for inspection in the main office during normal working hours.

5.2 Environmental Monitoring Records

Results of Environmental monitoring records are to be made available to the Environmental Agency as and when required.

It is highly unlikely that plant or vehicle breakdown or any other emergency at the facility will require the implementation of standby arrangements at the site.

However, in the case of plant and/or equipment breakdown causing severe operational problems, material will be accepted onto the site and stored to a level equal to the maximum permitted quantities determined by the Environmental Permit. All other material scheduled for the site will be diverted to Crows Metals facility in Romford.

Only when repairs to the plant and/or equipment have been made and capacity to store waste is made available will material be accepted at the site.

In the case of other emergencies, such as a severe oil spillage or fire on site, we would make an assessment of the severity of the problem and if necessary, suspend accepting and/or processing material at the site with immediate effect. Only when the emergency has been resolved and it is deemed safe will operations be allowed to recommence at the site.

Records of Significant Events

The following significant events will be recorded in the site diary.

- Major Plant breakdowns.
- Emergencies (such as fire and major infrastructure problems).
- Damage to site security, provision and action taken.
- Problems with spillage of materials and action taken.
- Adverse weather conditions and any associated problems.
- Breaches of Environmental Control (dust, noise, litter, pests etc.).
- Incidence of drainage or site surface problems and action taken.
- Dispatch of records.
- Attendance records of the COTC holder on site.

The site supervisor or manager or nominated competent person will maintain a record of the above information as required. The site diary will be kept in the site office at all times and will be available for inspection during operational hours by any authorised officer of the Environment Agency.

6 Reporting:

6.1 EA Waste Returns

A summary of waste types and quantities deposited at and removed from the site and origin and destination details are then forwarded to the EA, with submission due within one month of the end of each quarter as below:

Quarter 1: January to March (due on or before 30th April)

Quarter 2: April to June (due on or before 31st July)

Quarter 3: July - September (due on or before 31st October)

Quarter 4: October - December (due on or before 31st January of the following year)

The following details are recorded for every load of waste deposited and leaving the site: (Including any waste that is rejected from site).

- The date and time of delivery.
- The name and address of the waste producer.
- Description of the waste including type, quantity and EWC codes.
- How the waste is contained e.g. loose, container type.
- The carrier's name and address.
- Driver's name, signature and vehicle registration number.
- Signature of persons producing/accepting/inspecting/carrying the waste
- Additional handling notes made by the driver after inspection of load.
- SIC code of the transferor.
- Waste hierarchy declaration.

The records kept will include the following:

- Waste transfer notes for incoming and outgoing waste.
- Hazardous waste consignment notes for any outgoing hazardous waste.
- Computerised weighbridge tickets for incoming and outgoing waste.
- Delivery notes/invoices for incoming materials.

6.2 Notification:

The Company shall notify the EA of any temporary or permanent closures of any facility as soon as is reasonably practicable.

6.3 Notification of changes of Operators/Holders details

Any changes to the Operators/Holders details should be notified to the Environment Agency within 28 working days.

6.4 Site closure plan

In the event that the site ceases to operate as a waste transfer/treatment facility as set out in the site's EP, the following steps will be followed to achieve site closure:

a) Contact the EA to advise the Environment Officer(s) that the site is planned to cease / has ceased the acceptance of wastes under the permit.

b) The amount of residual processed and unprocessed waste on site will be assessed by the TCM to set a timetable for the final processing and timely removal of waste from site.

c) Following removal of all waste, plant and machinery from site a Site Investigation will be undertaken to ascertain the ground conditions of the land to which the site relates.

d) A surrender application will then be submitted to the EA for determination.

Appendix 1 Oil & Fuel Spillage

Oil / Fuel Spillages on Site

Type/Description of work:
Cleaning up of oil or/and fuel spillages on site

Authorised Persons:
Trained operatives who are authorised by the site manager.

Hazards:

- Slip, Trip or Fall – Pedestrians falling over due to the spillage.
- Collisions – Vehicles/Plant skidding on spillage and striking a pedestrian.
- Collisions – Vehicles/Plant skidding on spillage and striking other vehicles.
- Collisions – Vehicles/Plant skidding on spillage and striking static plant, buildings or stockpiles.
- Fire/Explosion – Caused by liquid spillage, vapours.
- COSHH – Chance of skin irritation from initial spill or during clean up.
- Manual Handling – Chance of injury during clean up; moving bags of granules etc.

Safety equipment required:

- Wellington boots
- Rubber Gloves
- Disposable overalls

DESCRIPTION OF TASK;

If it is a **MINOR SPILLAGE** then follow this procedure;

- Cover immediately with sawdust, granules or sand.
- Allow 5-10 mins to absorb and then sweep up once the spillage has soaked into absorbent materials.
- Dispose of used granules and spill kit equipment in specifically marked drums. **DO NOT** place in General Waste bins or into stockpiles.
- Inform management if necessary.

If it is a **MAJOR SPILLAGE** then follow this procedure;

- Contain by building bunds to help prevent it flowing anywhere by using sawdust, granules or sand, and then cover the rest immediately using the absorbent materials supplied.
- Inform management immediately, they can call a specialist environmental company to assist in the clear-up if required.
- Proceed with clear up as described above.
- Dispose of used granules and spill kit equipment in specifically marked drums. **DO NOT** place in General Waste bins or into stockpiles.
- Record the incident on Oil Spillage Record or in the Site Diary.

Additional information:

- If the spillage is on a machine and you need to use rags to soak up the oil these need to be disposed of correctly by placing them into double black bags for collection.
- **DO NOT** mix used rags with the absorbent granules!

SAFE WORKING PROCEDURES ARE TO ENSURE YOUR SAFETY AND THAT OF OTHERS

IF IN DOUBT ASK! – DO NOT TAKE RISKS
THINK SAFE, WORK SAFE, PLAY SAFE

Appendix 2 Quarantine Procedure

Quarantine Procedures

Type/Description of work:
How to properly quarantine a rejected or hazardous load

Authorised Persons:
Trained operatives who are authorised by the site manager.

Hazards:
Hazards may vary depending on the items / material that are being quarantined; advice from the TCM or Health and Safety must be sort regarding the type of material / items in question and the recommended precautions to be taken.

Safety equipment required:

- Hard hats
- Steel toe capped boots
- High visibility clothing
- Gloves (Suitable for the Task)

SITE PROCEDURE.

All waste brought into the yard is checked whilst on the weighbridge and after being deposited at the site. Should any load or part load delivered to the site prove to be unsatisfactory and will have no impact on the environment, the load or part load may be refused entry whilst on the weighbridge or if already deposited the unpermitted waste may be reloaded onto the vehicle and returned to the sender if it safe to do so.

Should hazardous items be identified, they will be quarantined pending removal from site to an appropriately authorised facility. The cost of arranging the removal of such materials will be passed onto the supplier of the materials.

In the event of any unknown chemicals or other hazardous material being delivered to the site, employees are instructed to report such findings immediately to the Yard Manager or another employee with management responsibilities for the site. The material would then be kept in isolation whilst investigations to determine the supplier of the waste and the waste type are completed.

The material would be dealt with accordingly and removed from site to a suitable authorised facility.

Should the substance not be identified, a specialist contractor may be called upon to give advice and arrange for the removal of the materials in question.

All incoming materials shall be sorted, processed, stored and quarantined in the locations shown in the Site Plan RES/1242A. Please note that operations on site may be relocated at any time to any suitably prepared part of the site in order to meet operational requirements at a particular time.

Employee procedure for unidentified hazardous material.

- Any suspect item(s) must **NOT** be touched or handled.
- Any suspect item(s) is to be reported immediately to the Site Manager.
- The Site Manager **MUST** report the situation to the person responsible for Health and Safety immediately.
- If item considered highly hazardous then the area where the item(s) is located **MUST** be cordoned off and any personnel in the vicinity evacuated.
- Comply with any instructions given by the health and safety manager.
- **DO NOT** return to the affected area until instructed to do so by the management.

DON'Ts

- Smoke; use naked lights or use mobile phones in the vicinity.
- Move or handle the suspect material / item.

DO's

- Keep mobile phones switched **OFF** if entering the location.
- Extinguish all naked lights **IMMEDIATELY**.
- Remain clear of affected area it is safe to return.

SAFE WORKING PROCEDURES ARE TO ENSURE YOUR SAFETY AND THAT OF OTHERS

IF IN DOUBT ASK! – DO NOT TAKE RISKS
THINK SAFE, WORK SAFE, PLAY SAFE

Appendix 3 Daily Plant Defect Checks

Forklift Truck Pre-use Check List

Make & Model	
Week Starting	

			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		FLT Startup Hours							
Checks before starting truck	1	Forks / Attachment							
	2	Carriage plate							
	3	Load guard							
	4	Mast							
	5	Mast rollers / slides							
	6	Lift chains / pulleys							
	7	Hydraulics							
	8	Wheels & Tyres							
	9	External condition							
	10	Oil Levels							
	11	Coolant / water							
	12	Controls & rating plate							
	13	Seat & restraints							
Engine running	14	Warning indicators							
	15	Lights & beacon							
	16	Audible devices							
	17	Hydraulic functions							
	18	Drive & Braking							
	19	Steering							
		Operator initials when checks complete							
		Supervisors initials							

Additional Comments	

Inspect forklift at the start of each shift according to the daily check sheet.

Return completed sheets to the relevant authority at the end of each week.

Appendix 4 Daily Checklist

Week ending	Monday	Tuesday	Wednesday	Thursday	Friday
Checked By (Initials)					
Paperwork (transfer notes)					
Gates /Fences – trespass, vandalism					
Signage condition					
Drainage system					
Plant – general condition/maintenance					
Check condition of site buildings					
Diesel tank and bund integrity					
Is Quarantine Area clear?					
Fire Fighting Equipment					
Integrity of concrete surfacing					
Integrity of bay walls					
Dust Suppression (functioning)					
Is waste within bays?					
Are all liquids bunded?					
Evidence of spillages/leaks					
Spill Kits available					
Any loose litter on site / escaping off site					
Any bad odour on site					
Any pests on site (rats, birds, flies etc)					
Any loud noise / vibration on site					
Site diary entries					
Any mud on access road / entry to site					

NOTES

Appendix 5 Waste Rejection Form

DATE	
TIME	
WASTE DESCRIPTION	
QUANTITY OF WASTE	
PRODUCER/HOLDER'S NAME, ADDRESS & TELEPHONE No.	
NAME OF CARRIER	
VEHICLE REGISTRATION	
CARRIER REG. No.	
REASON FOR REJECTION OF WASTE AND ACTION TAKEN	

Appendix 6 Training Form

EMPLOYEE NAME				**DATE COMPLETED**			
POSITION				**REVIEW DUE**			
TRAINER				**OUTCOME**	**PASSED**		
POSITION					**FURTHER TRAINING REQUIRED**		
CARRIED OUT /SIGN OFF >	**Y/N**	**SIGNED BY EMPLOYEE**	**SIGNED BY TRAINER**		**Y/N**	**SIGNED BY EMPLOYEE**	**SIGNED BY TRAINER**
ENVIRONMENTAL PERMIT				**FIRE PREVENTION PLAN**			
MANAGEMENT SYSTEM				**FIRE SAFETY**			
SITE RULES				**EMERGENCY PROCEDURES**			
RECORD KEEPING / TRANSFER NOTES				**STORAGE /PILE SIZE LIMITS**			
RECOGNITION OF WASTE TYPES				**STORAGE DURATION**			
SECURITY				**FIRE DETECTION**			
VEHICLE CHECKS				**FIRE ALARMS**			
PLANT OPERATION				**FIRE FIGHTING EQUIPMENT**			
PLANT CHECKS				**FIRE WATER CONTAINMENT MEASURES**			
AMENITY - LITTER, ODOUR, PESTS etc.				**SPILL CLEARANCE**			
NOTES AND ACTIONS:							

Appendix 7 Complaint Form

Date Recorded:	**Reference Number:**
Name and address of caller	
Telephone number of caller	
Time and Date of call	
Nature of complaint (noise, odour, dust, other) (date, time, duration)	
Weather at the time of complaint (rain, snow, fog, etc.)	
Wind (strength, direction)	
Any other relevant information	
Potential reasons for complaint	
The operations being carried out on site at the time of the complaint	
Follow Up	
Actions taken	
Date of call back to complainant	
Summary of call back conversation	
Recommendations	
Change in procedures	
Changes to Environmental Management System (EMS)	
Date changes implemented	
Form completed by	
Signed	
Date completed	

COMPLAINT RECORDING PROCEDURE

Any complaints received will be recorded in the site diary and on the Complaints Form. This form will normally be completed, signed and dated by the Site Manager; if they are not available the Office Manager will complete the form.

1) The name, address and telephone number of the caller will be requested (Caller may remain anonymous if they choose to).

2) Each complaint will be given a reference number.

3) The caller will be asked to give details of:

a) the nature of the complaint;
b) the time;
c) how long it lasted;
d) how often it occurs;
e) Is this the first time the problem has been noticed; and
f) what prompted them to complain.

4) The person completing the form will then, if possible, make a note of:

a) the weather conditions at the time of the problem (rain, snow, fog etc.);
b) strength and direction of the wind; and
c) the activity or activities taken place on the site at the time the noise was detected, particularly anything unusual.

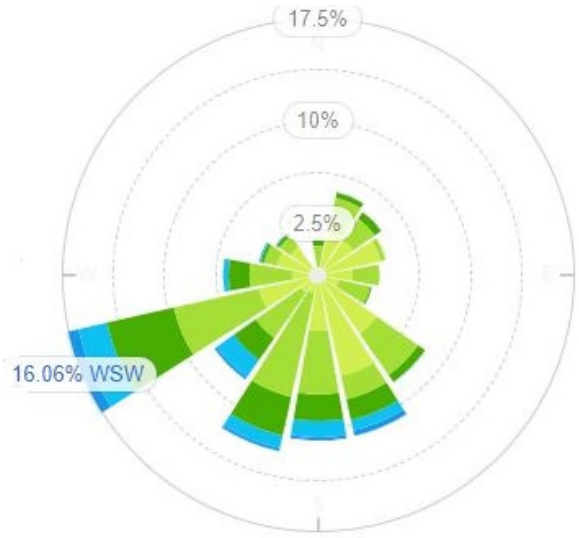
5) The reason for the complaint will be investigated and a note of the findings added to the report.

6) The caller will then be contacted with an explanation of the source of the complaint if identified and the action taken to prevent a recurrence of the problem in future.

7) If the caller is unhappy about the outcome or unwilling to identify themselves the caller will be invited to contact the Environment Agency and/or the Local Authority.

Note: Following any complaint the relevant management plan(s) will be reviewed to ensure appropriate actions are in place to counter any problems.

Appendix 8 Key Information

Info	Comment
Address	Crow Metals, 71 Ferry Lane (South), Rainham, Essex, RM13 9DB
Permitted Area Size	c.8,200 m^2
Grid Reference	TQ 51299 81204
What Three Words	pocket.flips.exile
Easting & Northing	551299, 181204
Wind Rose Dagenham, c.3.5 km NW	

Appendix 9 Site Plan