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| --- | --- | --- | --- | --- |
| Standard Operating Procedures | | SOP Ref: LTP-OP11 | LTP-OP11 Daily Walk round Check | |
| Approved & Issued by: |  | | Written by: | Stuart McNish |
| Operational Area: | BKP Environmental Romsey | | | |
| Title: | **Daily Walk round Check** | | | |

**Relevant Docs & Legislation**

Environmental permit & EMS for BKP Waste & recycling Ltd - EPR/FP3599LH

SGN 5.06

Appropriate Measures for Permitted Facilities

HSG 71

HSG 51

CIRIA736

1. **Activity**

This activity involves the walk round checks completed at the facility to ensure compliance with the site permit, appropriate measures / SGN5.06 / Relevant HSG Chemical storage as appropriate and health and safety standards are met. It is vital walk round checks are completed to ensure the facility remains compliant and poses the minimal possible environmental risk. Inspecting the fixed infrastructure, checking for leaking containers, stock levels, signage, permit compliance, health and safety and housekeeping standards are essential for good day-to-day management of the facility. The walk round checks should be completed by a competent manager or person and the actions from each walk round should be distributed internally with appropriate timeframes for resolving any issues. Failing to resolve issues on recurrent checks particularly with respect to elements of health and safety, permit compliance and environmental risk should be dealt with via appropriate measures to ensure the necessary standards are met. This should be physically performed each day without exception by a senior member of the onsite management team (either assistant or general manager). In their absence a director should complete these.

1. **Persons at Risk**

* Operator
* Other yard operatives
* Driver
* General public
* Contractors and visitors
* Shared Site Occupancy

1. **Hazards**

* Inclement weather: ice, snow, rain or fog.
* Slips, trips, falls
* Exposure to chemicals within the waste material
* Working at height
* Vehicle movements
* Forklift truck movements

1. **Procedures**
2. **You as the operator**

*To complete this task you must be a member of the site management team or group director. Assistant manager, general manager, director. In unusual circumstances this may be completed by a site chemist once they have been given the relevant training.*

As this operation involves being on the yard when heavy goods vehicles are in the vicinity, high-visibility clothing must be worn at all times, along with safety glasses and a safety hat. factors minimise the risks involved with working on a yard so they must be complied with. A clipboard and camera are required to document any actions from the walk round check sheets.

The walk round check sheet covers permit compliance and general management for the facility. This includes housekeeping, health and safety, storage, labelling, stock levels, infrastructure & drainage. It is necessary as part of the Electronic Management System and facility management. It’s designed to ensure everything is in the compliant for the storage and handling of hazardous wastes.

There are 2 individual sheets to be completed. One that covers the transfer station & one that covers the liquid treatment plant. There may be additional requirements further to those detailed on the walkround check sheets.

The sheets are designed to form part of continuous monitoring and actions from each walk round be sent to those responsible for completion of the actions. Any actions requiring immediate action must be noted and followed up the same day. If there are any issues requiring immediate resolution the walk round should be interrupted to allow completing of these and this followed up separately via email.

All areas of the facility should be walked and checked as part of this including the site boundary and perimeter.

This must be completed during normal operating hours and odours must be recorded. It is essential in addition to laboratory checks and process controls that olefactory measurements are taken from the site boundarys nearest to sensitive receptors during operating hours. If unacceptable odours or odours greater than background odours are recorded then that operation must cease. Following cessation and an internal investigation must be completed with the department involved

**Liquid Treatment Plant (LTP) walk round sheet**

*(DCL-01a – Daily Walk round Sheet)*

|  |  |  |  |
| --- | --- | --- | --- |
| Report Details | : | Completed By | : |
| Date & time of report | : | Job Title | : |
| Last Report | : | Site Conditions | : |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LTP compliance checklist | Yes | No | N/A | Comments |
| Yard: |  |  |  |  |
| Gates and Fences – Secure from Walkround |  |  |  |  |
| Access Road (cleanliness) |  |  |  |  |
| Concrete condition on surrounding road N.B. identify areas for work on action plan |  |  |  |  |
| Bund daily check completed – See bund inspection |  |  |  |  |
| Dust (walk the perimeter) |  |  |  |  |
| Odour (walk the perimeter) |  |  |  |  |
| Noise (walk the perimeter) |  |  |  |  |
| Pests (evidence of infestation) |  |  |  |  |
| Litter |  |  |  |  |
| Check external condition of concrete – Note issues |  |  |  |  |
| Drainage channels free from solids |  |  |  |  |
| Storage bays for bulk solids within capacity |  |  |  |  |
| Storage bays for packaged material within capacity |  |  |  |  |
| AVCs labelled and within capacity |  |  |  |  |
| Tanks <90% fill. If approaching >75% then action loads out |  |  |  |  |
| Daily Plant checks completed – Telehandler, Excavator, FLT |  |  |  |  |
| No trailing leads / plugged in devices |  |  |  |  |
| Soakaway clear, with capacity |  |  |  |  |
| Tanks / Bays Labelled |  |  |  |  |
| **Office:** |  |  |  |  |
| Laboratory area is clean |  |  |  |  |
| No trailing leads or plugged in devices etc |  |  |  |  |
| FLT Daily checks completed by operators |  |  |  |  |
| Stock take completed by chemist |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Transfer station walk round sheet**

*(DCL-01a – Daily Walk round Sheet)*

|  |  |  |  |
| --- | --- | --- | --- |
| Report Details | : | Completed By | : |
| Date & time of report | : | Job Title | : |
| Last Report | : | Site Conditions | : |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Transfer Station compliance checklist | Yes | No | N/A | Comments |
| External: |  |  |  |  |
| Gates and Fences – Secure from Walkround |  |  |  |  |
| Access Road (cleanliness) |  |  |  |  |
| Concrete condition on surrounding road N.B. identify areas for work on action plan |  |  |  |  |
| Perimeter Drainage System free from debris / visibly clear |  |  |  |  |
| Dust (walk the perimeter) |  |  |  |  |
| Odour (walk the perimeter) |  |  |  |  |
| Noise (walk the perimeter) |  |  |  |  |
| Pests (evidence of infestation) |  |  |  |  |
| Litter |  |  |  |  |
| Check external condition of building – Note issues |  |  |  |  |
| Offload area Bund free from waste and intact (Visually inspect to ensure capacity in sump) |  |  |  |  |
| Cylinder cage locked and no material placed within 10m |  |  |  |  |
| Skips filled to proper level |  |  |  |  |
| No material stored against permitter fence |  |  |  |  |
| Combustible material >10m from buildings (including empty IBCs, pallets, wheelie bins) |  |  |  |  |
| **Internal** |  |  |  |  |
| Integrity of concrete floor |  |  |  |  |
| Integrity of storage bays |  |  |  |  |
| Fire extinguishers in place as per site plan |  |  |  |  |
| Doors in full working order |  |  |  |  |
| Fire exits are clear |  |  |  |  |
| Evidence of vandalism (check windows and doors) |  |  |  |  |
| All labels visible |  |  |  |  |
| Walkways between all rows in bays |  |  |  |  |
| Storage bays within capacity |  |  |  |  |
| No spills or leaks |  |  |  |  |
| Laboratory area is clean |  |  |  |  |
| No trailing leads or plugged in devices etc |  |  |  |  |
| FLT Daily checks completed by operators |  |  |  |  |
| Stock take completed by senior site chemist |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

Both sheets once completed should be saved on file and stored on the public server under compliance.

Actions sent to each member of a department to complete actions should be recorded and used as a documented record of the sites compliance. Deadlines for completion of actions must be agreed based on their severity. Chemists at the relevant areas for the site will be responsible for storage / labelling and environmental compliance. Supervisors will be responsible for house-keeping and vehicle checks etc;

**House-keeping** (unless it is immediate H&S concern) should 24 hour Deadline

**Infrastructure changes / development** should be part of the site improvement plan (& associated CAPEX programme for development) – Timelines may vary on projects

**Storage / segregation** labelling should be actioned immediately

**Drainage / Facility** actions will be dependent on the cause

**H&S actions** must be actioned immediately. If you are completing the walk round and see anything that is unsafe it must be stopped immediately. Staff involved discipled or re-trained based on the circumstances. H&S issues must be reported to the general manager (if the general manager is not completing the checks)

Any actions requiring infrastructure development or spend should be flagged to Technical & Operations Director and Group Director for the UK. They need to be prioritised based on the specific issue. This will be agreed and directed from a UK Group director.

Any urgent actions requiring resolution that may limit / compromise the sites ability to operate with the permit, within relevant environmental standards or within acceptable risk to the environment should be flagged immediately to the Technical and Operations Director. This will then be flagged to the relevant regulators with proposed actions to resolve the issues.

**It is essential this is completed by a competent manager as above. The checks should be completed on a weekly basis by another member of senior management team or director and the actions from them formally issued. This is a process designed to ensure the facility remains compliant and issues are actioned by the appropriate personnel.**

For actions given and not completed then disciplinary or retraining may be needed for members of the team. Particularly any actions relating to Health and Safety or Environmental compliance. These checks and actions form an essential part of monitoring and managing the facility and they must be completed to ensure compliance.

**NB: You must not proceed to sign this form if you feel you do not fully understand the methods and procedures outlined in this Standard Operating Procedure**

Print: ................................................................. Sign: ........................... Date...........................

**Signed off by:**

.................................................................... Director / Manager / Supervisor