

REPORT 3

USE OF WASTE IN CONSTRUCTION AT HERBERT ROAD, NEWPORT

Bespoke Environmental Management System

Report Number 1472r3v1d0515

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Table of Contents

1	INTRODUCTORY NOTE	1
1.1	Objectives	1
2	IMPACT ASSESSMENT	2
2.1	Risk Matrices	2
2.1.1	Air emissions	2
2.1.2	Noise and Vibration	2
2.1.3	Emission to Water	2
3	SITE PLANS, PERMIT AND KEY CONTACTS	9
3.1	Site Location	9
3.2	Use of Waste	9
3.3	Site Security	9
4	TECHNICAL COMPETENCE	10
4.1	Operator Competence	10
4.2	Relevant Training	10
5	WASTE MANAGEMENT	11
5.1	Source of Waste	11
5.2	Waste Acceptance	11
5.3	Waste Placement	11
5.4	Validation	11
5.5	Non-conformance & Improvement	11
6	PLANNED PREVENTATIVE MEASURES	13
6.1	Maintenance	13
6.2	Pollution Prevention	13
7	ACCIDENTS, INCIDENTS & EMERGENCIES	14
8	EMISSIONS AND DISCHARGES	15
9	COMMUNICATION AND COMPLAINTS	16
9.1	Internal Communication	16
9.2	External communications	16
10	MONITORING AND MEASUREMENT	17
10.1	Proof of Control	17
10.2	Monitor and Measure	17
11	RECORDS, REPORTING AND NOTIFICATIONS	18
11.1	Controlled documents	18
11.2	Location of documents	18
11.3	Review, Update and New Documentation	18
11.4	Document Issue and Removal	18
11.5	Document and Record Retention	18
11.6	Reporting to the Environment Agency	18
11.7	Notifying the Environment Agency	18

List of Tables

Table 2-1 Evaluation of Potential Impacts from Particulate Matter	3
Table 2-2 Evaluation of Potential Impacts from Litter and Pests	4
Table 2-3 Evaluation of Potential Impacts from Odour, Noise and Vibration	5
Table 2-4 Evaluation of Potential Impacts from Vandalism and Fire	6
Table 2-5 Evaluation of Potential Impacts on Surface Water	7
Table 2-6 Evaluation of Potential Impacts on Groundwater	8

List of Figures

1. Site Location Plan
2. Proposed Layout of Site

List of Appendices

1. Environmental Permit for Use of Waste in Construction
2. Procedures Relevant to Implementation of Permit and Waste Management
3. Forms to be Maintained during Use of Waste

REVISION & AMENDMENT REGISTER

Date	Page	Issue	Revision Details
January 2014	All	1	1 st issue of EMS to support Permit application.
May 2015	All	2	2 nd issue of EMS to support Permit application with revised job number.

FOREWORD

May 2015

An Environmental Management System (EMS) is a structured system which, once implemented, helps an organisation to identify the environmental impacts resulting from its business activities. It also helps manage and reduce those impacts, so that the environmental performance of the organisation is improved. An EMS should provide a methodical approach to planning, implementing and reviewing an organisation's environmental management.

Under the Environmental Permitting Regulations, Riversee Limited is required to have an appropriate EMS in place while it is holding a Permit. The EMS must set out in detail, how all the activities relating to the Permit, and specifically waste management and pollution control will be managed.

This bespoke EMS is solely focussed on the site activities at Herbert Road, Newport. This bespoke site specific EMS does not attempt to duplicate the procedures already documented in the company EMS and which will also apply during the development. Rather, as the development will use waste during construction, this EMS documents the measures that need to be adopted to ensure that the work is being controlled and environmental risks managed.

This EMS document describes the core elements of the EMS and signposts the user to all relevant procedures and standard forms required to document the implementation of the EMS.

Central to the EMS is a series of Procedures and Standard Forms which are provided in Appendix 2 and Appendix 3.

1 INTRODUCTORY NOTE

Riversee Limited (Riversee) wishes to use waste during construction of a development off Herbert Road, Newport. Such an operation requires a Permit from Natural Resources Wales (NRW). One of the conditions of holding a Permit is that a written environmental management system (EMS) must be in place once the site is operational. The EMS must be available for NRW to review.

NRW recognises that the content of the EMS depends on the risk and complexity of the site activities. At Herbert Road, acceptable waste is to be brought to site for use in construction. On this basis, the process is relatively straightforward but careful management is still required in order to ensure that the waste is acceptable for use, that it does not pose a risk to human health and the environment and the site is operated in accordance with the Permit.

1.1 Objectives

Riversee already successfully operates an integrated management system produced to achieve the benefits from management system standards ISO9001:2008, ISO14001:2004 and OHSAS18001:2007.

This bespoke EMS is solely focussed on the specific site activities at Herbert Road, Newport where waste is to be used in construction. This site specific EMS does not attempt to duplicate the procedures already documented in the integrated company EMS and which will also apply during the development. Rather, as the development will use waste during construction, this EMS documents the measures that need to be adopted to ensure that this element of work is being controlled and risks to the environment managed.

The activities at Herbert Road will still be subject to the company management system, audit and review.

2 IMPACT ASSESSMENT

The management systems detailed in this document are based on the Environmental Risk Assessment (see Report 2 Environmental Risk Assessment). This section contains a summary of the risk assessment.

2.1 Risk Matrices

The risk assessments presented in Table 2-1 to Table 2-6 indicate that the proposed operations will not significantly adversely impact the environment, provided the operational control measures detailed in this bespoke management system are successfully implemented. To minimise the opportunity of these measures not being fully implemented, the activity will be undertaken in accordance with this documented management system which specifically includes measures aimed at protecting the environment.

2.1.1 Air emissions

There are no point source emissions from activity. Riversee recognises that dust can be an issue when earthworks are being undertaken and this is reflected by the measures detailed in the Management System.

Odour is not likely to be an issue due to the nature of the wastes.

2.1.2 Noise and Vibration

The operation will utilise plant that is modern and designed to meet current legislative controls relating to noise and vibration emissions. Vehicular plant will be subject to a preventative maintenance programme and a traffic management system will be implemented to reduce the impact on adjacent occupants. The best practical means shall be used to minimise noise from reversing warning devices which are fitted to mobile plant and vehicles on the site. This may include the fitting of broadband directional alarm to vehicles.

2.1.3 Emission to Water

There are no point source emissions of water from the activity. Only waste with acceptably low leaching potential will be used.

Table 2-1 Evaluation of Potential Impacts from Particulate Matter

Data and information				Judgement				Controls	
				Probability of exposure	Consequence	Magnitude of risk	Justification for magnitude	Risk management	
Receptor	Source	Harm	Pathway	How likely is this contact?	How severe will the consequences be if this occurs?	What is the overall magnitude of the risk?	On what did I base my judgement?	How can I best manage the risk to reduce the magnitude?	What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).
Local human population	Releases of particulate matter (dusts) and micro-organisms (bioaerosols)	Harm to human health - respiratory irritation and illness	Air transport then inhalation.	Low	Medium	Low	Permitted waste types are non hazardous and do not include dusts, powders or loose fibres and have a low potential to produce bio aerosols. Dust management procedures are in place.	Ensure effective dust management plans are implemented. Temporarily cease moving materials if dust is problematic. Screens will be erected if needed.	Very low
Local human population		Nuisance - dust on cars, clothing etc.	Air transport then deposition	High	Low	Medium	As above. Local residents often sensitive to dust.		Very low

Table 2-2 Evaluation of Potential Impacts from Litter and Pests

Data and information				Judgement				Controls	Residual risk
				Probability of exposure	Consequence	Magnitude of risk	Justification for magnitude	Risk management	
Receptor	Source	Harm	Pathway	How likely is this contact?	How severe will the consequences be if this occurs?	What is the overall magnitude of the risk?	On what did I base my judgement?	How can I best manage the risk to reduce the magnitude?	What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).
Local human population and wildlife.	Litter	Nuisance, loss of amenity and harm to animal health	Air transport then deposition	Low	Low	Low	Local residents often sensitive to litter, however waste types have low litter potential.	As above. Appropriate measures will include clearing litter arising from the activities from affected areas inside and outside the site.	Very low
Local human population	Waste, litter and mud on local roads	Nuisance, loss of amenity, road traffic accidents.	Vehicles entering and leaving site.	Low	Med	Low	Road safety, local residents often sensitive to mud on roads. All deliveries of waste will be sheeted or enclosed in tankers with no opportunity for wastes to escape.	As above. Appropriate measures will include clearing waste, litter and mud arising from the activities from affected areas outside the site. Wheel wash and street cleaning will be implemented if necessary.	Very Low
Local human population	Scavenging animals and scavenging birds	Harm to human health - from waste carried off site and faeces. Nuisance and loss of amenity.	Air transport and over land	Low	Medium	Low	Permitted wastes unlikely to attract scavenging animals and birds	Emissions of substances not controlled by emission limits (excluding odour and noise) shall not cause pollution.	Very low
Local human population	Pests (e.g. flies)	Harm to human health, nuisance, loss of amenity	Air transport and over land	Low	Medium	Low	Permitted waste types unlikely to attract pests.	As above	Very low

Table 2-3 Evaluation of Potential Impacts from Odour, Noise and Vibration

Data and information	Source	Harm	Pathway	Judgement				Controls	Residual risk
				Probability of exposure	Consequence	Magnitude of risk	Justification for magnitude	Risk management	
What is at risk?	What is the agent or process with potential to cause harm?	What are the harmful consequences if things go wrong?	How might the receptor come into contact with the source?	How likely is this contact?	How severe will the consequences be if this occurs?	What is the overall magnitude of the risk?	On what did I base my judgement?	How can I best manage the risk to reduce the magnitude?	What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).
Local human population	Odour	Nuisance, loss of amenity	Air transport then inhalation.	Low	Low	Low	Local residents often sensitive to odour, however permitted waste types and process has low odour potential.	Implement effective odour management plan. Respond to complaints.	Very low
Local human population	Noise and vibration	Nuisance, loss of amenity, loss of sleep.	Noise through the air and vibration through the ground.	Medium	Medium	Medium	Local residents often sensitive to noise and vibration. All activities will utilise modern, well maintained machinery and plant. Noise surveys will be completed when needed and management plan updated if necessary.	Implement effective management plan. Site operations will be restricted to 08:00 – 18:00 Monday to Friday and 09:00 to 13:00 Saturdays. Layout site so that vehicle reversing is avoided and noisy operations are away from residents where possible.	Low

Table 2-4 Evaluation of Potential Impacts from Vandalism and Fire

Data and information				Judgement				Controls	
Receptor	Source	Harm	Pathway	Probability of exposure	Consequence	Magnitude of risk	Justification for magnitude	Risk management	Residual risk
What is at risk?	What is the agent or process with potential to cause harm?	What are the harmful consequences if things go wrong?	How might the receptor come into contact with the source?	How likely is this contact?	How severe will the consequences be if this occurs?	What is the overall magnitude of the risk?	On what did I base my judgement?	How can I best manage the risk to reduce the magnitude?	What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).
Local human population after gaining unauthorised access to the site	All on-site hazards: wastes; machinery and vehicles.	Bodily injury	Direct physical contact	Medium	Low	Low	Permitted waste types are non-hazardous and not readily accessible therefore only a low magnitude risk is estimated	Site boundary will be fenced and secured. Maintain and review management plans.	Medium
Local human population and local environment	Arson and / or vandalism causing the release of polluting materials to air (smoke or fumes), water or land.	Respiratory irritation, illness and nuisance to local population. Injury to staff, fire fighters or arsonists/vandals. Pollution of water or land.	Air transport of smoke. Spillages and contaminated firewater by direct run-off from site and via surface water drains and ditches.	Medium	Low	Low	Permitted waste types do not include any flammable materials so a low magnitude risk is estimated.		Low
Local human population and local environment	Accidental fire causing the release of polluting materials to air (smoke or fumes), water or land.	Respiratory irritation, illness and nuisance to local population. Injury to staff or fire fighters. Pollution of water or land.		Medium	Low	Low			Low

Table 2-5 Evaluation of Potential Impacts on Surface Water

Data and information Receptor	Source	Harm	Pathway	Judgement				Controls	Residual risk
				Probability of exposure	Consequence	Magnitude of risk	Justification for magnitude	Risk management	
What is at risk?	What is the agent or process with potential to cause harm?	What are the harmful consequences if things go wrong?	How might the receptor come into contact with the source?	How likely is this contact?	How severe will the consequences be if this occurs?	What is the overall magnitude of the risk?	On what did I base my judgement?	How can I best manage the risk to reduce the magnitude?	What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).
Local human population and local environment	Flooding of site	If waste is washed off site it may contaminate buildings/ natural habitats downstream	Flood waters	Low	Low	Low	Permitted waste types are non-hazardous with low leaching potential so any waste washed off site will add to the volume of the local post-flood clean-up workload, rather than the hazard.	Ensure waste management procedures are fully implemented as this will result in waste with low leaching potential being imported. Maintain and review management plans.	Very low
River Usk	Spillage of liquids, leachate from waste, contaminated rainwater run-off from waste e.g. containing suspended solids.	Acute effects: oxygen depletion, fish kill and algal blooms	Direct run-off from site across ground surface, via surface water drains, ditches etc.	Low	Low	Low	No point source emissions to water are permitted. Waste will be inert or of low leaching potential.	All liquids including relevant chemical reagents, fuel oils etc. will be stored in accordance with PPG and COSHH and where necessary provided with secondary containment. Spill kits provided.	Low
River Usk / abstraction from watercourse/ groundwater downstream of site		Chronic effects: deterioration of water quality. Acute effects, closure of abstraction intakes.	As above. Indirect run-off via the soil layer	Low	Low	Low	Waste will be inert or of low leaching potential.	Fully implement waste acceptance procedures to ensure material satisfies requirements of Remedial Strategy. This will ensure only inert or material with low leaching potential will be used.	Low

Table 2-6 Evaluation of Potential Impacts on Groundwater

Data and information Receptor	Source	Harm	Pathway	Judgement				Controls	Residual risk
				Probability of exposure	Consequence	Magnitude of risk	Justification for magnitude	Risk management	
What is at risk?	What is the agent or process with potential to cause harm?	What are the harmful consequences if things go wrong?	How might the receptor come into contact with the source?	How likely is this contact?	How severe will the consequences be if this occurs?	What is the overall magnitude of the risk?	On what did I base my judgement?	How can I best manage the risk to reduce the magnitude?	What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).
Groundwater	As above	Chronic effects: contamination of groundwater, requiring treatment of water or closure of borehole.	Transport through soil/ groundwater then extraction at borehole.	Low	Low	Low	Waste will be inert or of low leaching potential.	Fully implement waste acceptance procedures to ensure material satisfies requirements of Remedial Strategy. This will ensure only inert or material with low leaching potential will be used.	Low
Local human population	Contaminated waters used for recreational purposes	Harm to human health - skin damage or gastro-intestinal illness.	Direct contact or ingestion	Low	Medium	Low			Low
Protected sites - European sites and SSSIs e.g. River Usk	Any	Harm to protected site through toxic contamination, nutrient enrichment, smothering, disturbance, predation etc.	Any	Low	Low	Low			No risk

3 SITE PLANS, PERMIT AND KEY CONTACTS

3.1 Site Location

Riversee is developing land off Herbert Road in Newport (see Figure 1). The development will comprise flats and houses on a site measuring approximately 4.5 ha.

3.2 Use of Waste

As part of the construction development, site levels need to be raised by up to 2m as the site is on the floodplain of the river Usk. In order to raise the site to desired levels an estimated 9500m³ of material is to be imported. On top of the engineering fill, 600mm of clean topsoil will be placed.

As part of these works, Riversee proposes using suitable waste from other development sites rather than primary aggregates from quarry sources.

3.3 Site Security

Riversee recognises that unauthorised access to the site could pose a risk to the environment or human health through vandalism and trespassing. For this reason the site is secured by a chain link fencing fixed to timber posts.

4 TECHNICAL COMPETENCE

4.1 Operator Competence

Riversee recognises that to operate under a Permit, trained and competent staff are required. On this basis, Riversee has appointed Mr Garry Curtin, who holds an Environmental Permitting Operators Certificate (EPOC), as the Technically Competent Person (TCP). The TCP will coordinate compliance with the Permit, implementation of this EMS and coordinate new procedures when required.

The TCP is not the sole individual responsible for ensuring compliance with the Permit or implementing this EMS as this requires input from the company and all relevant personnel involved with the permitted activities.

4.2 Relevant Training

In addition, all relevant staff working on the permitted activities will be trained on the requirement of the Permit and this EMS. To assist with management of training records and needs, Riversee will regularly undertake analysis to identify skill gaps and record all training on the relevant forms in Appendix 3. Riversee will ensure that all relevant staff are:

- trained in aspects that can lead to pollution and the measures to be taken to prevent that pollution
- trained to deal with accidents
- aware of responsibilities under the Permit
- aware of the importance of equipment and plant maintenance
- competent to operate machinery and provided with safe operating instructions for that equipment or activity
- appropriately inducted, including contractors.

Records of training will be maintained by Riversee.

The management of Riversee is fully committed to protecting the environment and demonstrating continual environmental improvement. Through effective training, communication and delegation, Riversee will encourage all employees to be committed to the full implementation of this EMS.

5 WASTE MANAGEMENT

As waste is to be used in the construction controlling the quality and use of the waste is fundamental to the success of the scheme. The procedures to be followed for managing the waste are provided in Appendix 2 and summarised below. Figure 2 provides an indication of how the site will be managed during the importation of waste.

5.1 Source of Waste

Waste to be used in the construction of the development at Herbert Road will primarily arise from other Riversee development sites and will comprise soil and stone. On this basis, the source of waste will be well known with a high level of confidence. As Riversee is also a registered waste carrier with haulage plant, much of the waste that will be used at Herbert Road will be managed solely by Riversee.

Other types of waste, such as listed inert wastes, may be used.

5.2 Waste Acceptance

Acceptance criteria have been developed for Riversee. These criteria have been accepted by Newport County Council and will limit the quality of the waste to ensure it is protective of human health and the environment. The waste must have specific engineering and chemical characteristics. These aspects will be evaluated before the material arrives at Herbert Road. All loads of waste received at Herbert road will be documented and recorded.

5.3 Waste Placement

Wastes will be placed under engineering control to ensure that the site is stable and fit for purpose.

5.4 Validation

Upon completion of the works, a Validation report will be produced that brings together the lines of evidence that demonstrate the waste has been used in accordance with the Permit.

5.5 Non-conformance & Improvement

Through continued monitoring of waste use, Riversee will seek to identify any non-conformance issues requiring action in order to ensure continued environmental performance and full implementation of all waste management procedures.

A non-compliance or non-conformance refers to any activity that does not meet the conditions of the Permit, this EMS or relevant legislation. Regulatory officers from NRW will inform Riversee of any non-compliance they observe during a site visit. Staff or members of the public may also identify non-conformances. All non-conformances will be recorded using the relevant forms in Appendix 3. Where necessary, Riversee will:

- investigate to establish the root cause of the problem
- record any action taken to resolve it
- consider whether the operations on site need to be altered
- amend this EMS to reflect changes

-
- make sure all staff are aware of changes
 - inform NRW about the changes.

6 PLANNED PREVENTATIVE MEASURES

6.1 Maintenance

Riversee recognises that many pollution incidents are a consequence of a maintenance failure. To avoid such incidents a Planned Preventative Maintenance programme is in place. The Plan includes routine check of plant, machinery and infrastructure that could influence the environment.

The Plan is based on the forms provided in Appendix 3.

Riversee will investigate malfunctions, breakdown or failure of plant and equipment, techniques and near misses, releases to the environment, or impacts on the local amenity.

6.2 Pollution Prevention

Riversee will ensure that all aspects of site development are undertaken in accordance with the current Pollution Prevention Guidance issued by NRW/EA. Relevant procedures are provided in Appendix 2.

7 ACCIDENTS, INCIDENTS & EMERGENCIES

Riversee recognises that accidents can cause pollution. For this reason an accident management plan has been developed and will be reviewed as site works progress. This is an integral part of this EMS and is provided in Appendix 2. Riversee will test the plan during development of the site.

8 EMISSIONS AND DISCHARGES

The risk assessment underpinning the Permit concluded that there are not likely to be any significant emissions that will leave the site and pollute air, land or water or affect the human population or other receptors such as the River Usk.

The appropriate control measures are documented in the summary risk assessment provided in Section 2.

Separate preliminary action plans for the management of dust, vibration and noise have been developed and are included in Appendix 2. If required, more detailed management plans will be developed to deal with specific issues should they arise.

9 COMMUNICATION AND COMPLAINTS

9.1 Internal Communication

Riversee is committed to ensuring that the requirements of the Permit and this EMS are fully implemented. One of the key ways of achieving this is through clear communication with all employees to ensure that the requirements are understood, available and fully integrated to routine site work. This will be achieved by various means including meetings, environmental awareness training sessions and posters. Particular attention will be paid to ensure that sub-contractors are aware of the relevant requirements.

9.2 External communications

Dialogue with external parties may include submittal of information to external parties, receipt of requests for information, receipt of complaints and dialogue with NRW. In the majority of cases, the Technically Competent Person (TCP) or Site Manager will be the initial point of contact. All communication will be documented.

Specific measures for dealing with complaints are detailed in SFR10 and SFR11.

Riversee takes complaints seriously and will take the necessary actions to investigate the complaint. If a complaint is valid Riversee will:

- identify the cause
- minimise the impact of the activity causing the problem
- investigate the root cause of the problem
- take steps to ensure the problem is not repeated
- record the complaint and what actions were taken to investigate and resolve it
- amend this EMS if necessary

10 MONITORING AND MEASUREMENT

10.1 Proof of Control

Riversee recognises that a key aspect of any EMS is to document the operation of the EMS so that its effectiveness can be scrutinized and any shortcomings identified. This will be achieved through thorough relevant training and routine assessment of working instructions and records for both employees, contractors and suppliers.

10.2 Monitor and Measure

Riversee will document the key characteristics of the use of waste operation. This shall include the recording of information to track waste acceptance, waste delivery and waste placement. Preventative Maintenance programmes will be implemented and documented using the procedures and forms in Appendix 2 and 3.

11 RECORDS, REPORTING AND NOTIFICATIONS

The Permit requires records to demonstrate that the site is managing the activities in compliance with the EMS.

11.1 Controlled documents

This bespoke site specific EMS signposts the user to all relevant procedures and forms required to document the waste activity. All documents are controlled and issued by the Technically Competent Person (TCP). One of the responsibilities of the environmental management representative is the maintenance of this documentation.

11.2 Location of documents

All relevant documents will be available on site and routinely backed up at Riversee main office.

11.3 Review, Update and New Documentation

Riversee will periodically review this EMS. Only authorised personnel are able to make amendments to documentation in consultation with the TCP Environmental management. All employees will however be encouraged to provide feedback regarding the documentation to ensure it remains fit for purpose.

11.4 Document Issue and Removal

Riversee will ensure that all current versions of the documentation are reviewed, updated and issued to all the relevant parties. Any documentation not required will be clearly identified through the use of an obsolete records system.

11.5 Document and Record Retention

Riversee will ensure that all documentation will:

- be legible;
- be made as soon as reasonably practicable;
- if amended, be amended in such a way that the original and any subsequent amendments remain legible or are capable of retrieval; and
- be retained for at least 6 years unless they relate to off-site environment effects or matters relating to the condition of the land, groundwater and surface water, in which case they will need to be retained until the Permit is surrendered.

11.6 Reporting to the Environment Agency

Within one month of the end of each quarter, Riversee shall submit to NRW, waste accepted and removed from Herbert Road during the previous quarter.

11.7 Notifying the Environment Agency

Riversee shall notify NRW without delay the detection of:

-
- any malfunction, breakdown or failure of equipment or techniques, accident or emission of a substance not controlled by an emission limit which has caused, is causing or may cause significant pollution;
 - the breach of a limit specified in the Permit; or
 - any significant adverse environmental effects.

Written confirmation of actual or potential pollution incidents and breaches of emission limits shall be submitted to NRW within 24 hours.

Geotechnology will notify NRW within 14 days of the occurrence of the following matters:

- any change in the operator's trading name, registered name or registered office address;
- any steps taken with a view to the operator going into administration, entering into a company voluntary arrangement or being wound up.

12 PERMIT SURRENDER

Once no further waste is required as part of the construction, the use of waste operation will cease. At this point, an application to surrender the Permit will need to be submitted to NRW. The application will need to show that necessary measures to avoid any pollution risk resulting from the activities have been taken.

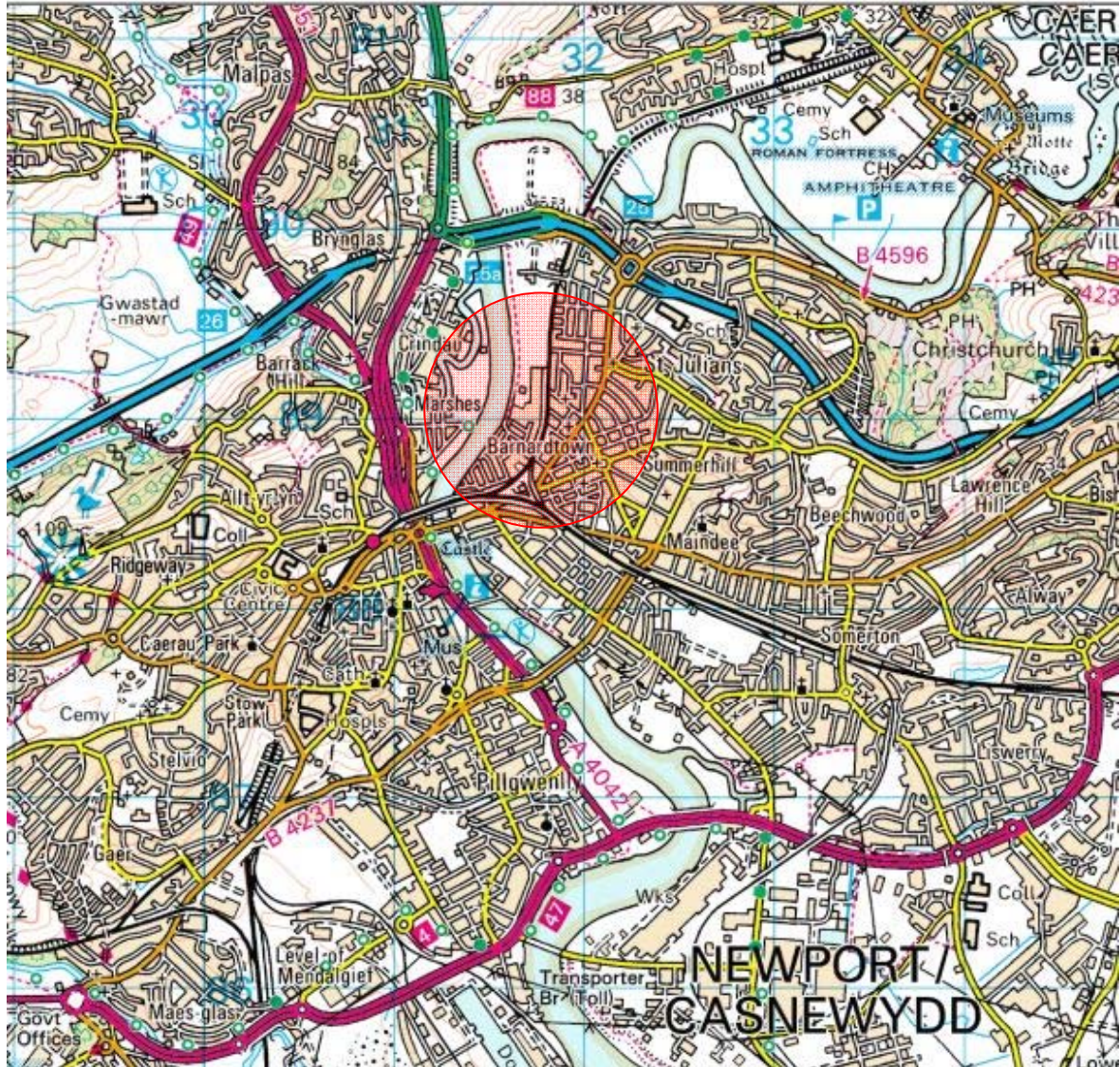
The legal test for surrender is – “that the necessary measures have been taken:–

- (a) to avoid a pollution risk resulting from the operation of the regulated facility; and
- (b) to return the site of the regulated facility to a satisfactory state, having regard to the state of the site before the facility was put into operation.”

Provided the site is operated in accordance with the Permit, the surrender is likely going to be a ‘Basic Surrender’. This means that the site activities could, in principle, pollute land or groundwater but the operator can show through waste acceptance records and pollution control measures that the legal test set out above has been met.

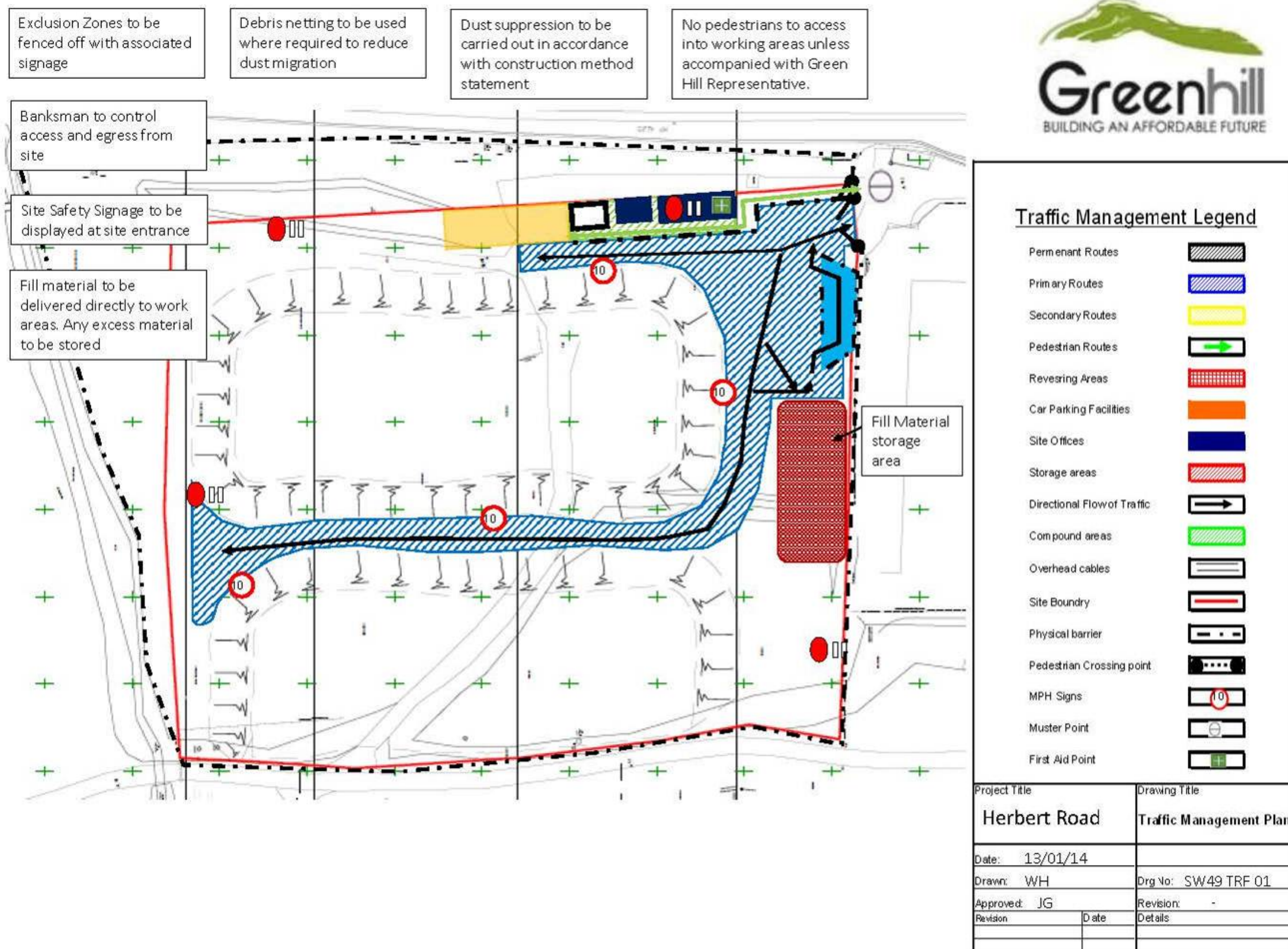
Riversee will therefore prepare a Validation report drawing together the lines of evidence that demonstrate the legal test has been satisfied.

Figure 1 Site Location Plan



Reproduced from the Ordnance Survey Land Ranger Map
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Figure 2 Proposed Layout of Site



REPORT 3

USE OF WASTE IN CONSTRUCTION AT HERBERT ROAD, NEWPORT

**Bespoke
Environmental
Management System**

**Appendix 1
Environmental Permit
for Use of Waste in
Construction**

Report Number 1472r3v1d0515

Standard rules SR2010No8_100Kte

Use of waste in construction

Introductory note

This introductory note does not form part of these standard rules.

When referred to in an environmental permit, these standard rules will allow the operator to store and subsequently use waste for the purposes of construction work provided that the waste is suitable for use for the type of construction work required. These standard rules shall not be used for the purposes of land restoration or reclamation. These standard rules are for the recovery of waste only and do not apply to any activities involving disposal. You should ensure that your activity meets the definition of recovery in accordance with Environment Agency guidance before applying for these standard rules.

Permitted wastes do not include hazardous wastes. The total quantity of waste that can be stored and subsequently used at the site under these standard rules shall not exceed 100,000 tonnes.

These standard rules do not permit the burning of any wastes, either in the open, inside buildings or in any form of incinerator.

The activities must not be carried out within 500 metres of a European Site¹, Ramsar site or a Site of Special Scientific Interest (SSSI); or 250 metres within the presence of Great Crested Newts where it is linked to breeding ponds of the newts by good habitat;

The activities shall also not be within:

- groundwater Source Protection Zones 1 or 2
- 50 metres of any spring or well, or of any borehole not used to supply water for domestic or food production purposes
- 50 metres of a site that has relevant species or habitats protected under the Biodiversity Action Plan that the Environment Agency considers at risk to this activity, and
- 50 metres of a National Nature Reserve (NNR), Local Nature Reserves(LNR), Local Wildlife Site (LWS), Ancient woodland or Scheduled Ancient Monument.

These standard rules do not allow any point source emissions into surface waters or groundwater.

End of introductory note

¹ A candidate or Special Area of Conservation (cSAC or SAC) and Proposed or Special Protection Area (pSPA or SPA) in England and Wales.

Rules

1 – Management

General management

- 1.1.1 The operator shall manage and operate the activities:
- (a) in accordance with a written management system that identifies and minimises risks of pollution, including those arising from operations, maintenance, accidents, incidents, non-conformances, closure and those drawn to the attention of the operator as a result of complaints; and
 - (b) using sufficient competent persons and resources.
- 1.1.2 Records demonstrating compliance with rule 1.1.1 shall be maintained.
- 1.1.3 Any person having duties that are or may be affected by the matters set out in these standard rules shall have convenient access to a copy of them kept at or near the place where those duties are carried out.
- 1.1.4 The operator shall comply with the requirements of an approved competence scheme.

1.2 Avoidance, recovery and disposal of wastes produced by the activities

- 1.2.1 The operator shall take appropriate measures to ensure that:
- (a) the waste hierarchy referred to in Article 4 of the Waste Framework Directive is applied to the generation of waste by the activities; and
 - (b) any waste generated by the activities is treated in accordance with the waste hierarchy referred to in Article 4 of the Waste Framework Directive; and
 - (c) where disposal is necessary, this is undertaken in a manner which minimises its impact on the environment.

The operator shall review and record at least every four years whether changes to those measures should be made and take any further appropriate measures identified by a review.

2 – Operations

2.1 Permitted Activities

- 2.1.1 The operator is only authorised to carry out the activities specified in table 2.1 below ("the activities").

Table 2.1 Activities

Description of activities	Limits of activities
R13: Storage of wastes pending any of the operations numbered R3 and R5 R3: Recycling/reclamation of organic substances which are not used as solvents; R5: Recycling or reclamation of other inorganic materials	Secure storage and use of wastes listed in table 2.3 for the purposes of the construction work as detailed in the approved waste recovery plan. The activities shall not be carried out other than in accordance with the approved waste recovery plan. In any case no more than 100,000 tonnes of waste shall be stored or used under these standard rules.

- 2.1.2 The construction work subject to these standard rules shall be completed in accordance with details provided in the approved waste recovery plan, unless otherwise agreed in writing by the Environment Agency.
- 2.1.3 The operator shall submit to the Environment Agency for approval any revisions to the waste recovery plan and shall implement the approved revised plan in place of the original from the date of approval.
- 2.1.4 The quantities given in the approved recovery plan shall not be exceeded.
- 2.1.5 On completion of the construction work a survey of final waste levels relative to Ordnance Datum shall be submitted to the Environment Agency within one month.

2.2 The site

- 2.2.1 The activities shall not extend beyond the site, being the land shown edged in green on the site plan attached to the permit.
- 2.2.2 The activities shall not be carried out within:
- (a) 500 metres of a European Site or a Site of Special Scientific Interest (SSSI); or 250 metres within the presence of Great Crested Newts where it is linked to the breeding ponds of the newts by good habitat;
 - (b) groundwater Source Protection Zones 1 or 2;
 - (c) 50 metres of any spring or well, or of any borehole not used to supply water for domestic or food production purposes;
 - (d) 50 metres of a site that has species or habitats protected under the Biodiversity Action Plan that the Environment Agency considers at risk to this activity; and
 - (e) 50 metres of a National Nature Reserve (NNR), Local Nature Reserves(LNR), Local Wildlife Site (LWS), Ancient woodland or Scheduled Ancient Monument.

2.3 Waste acceptance

- 2.3.1 Waste shall only be accepted if:
- (a) it is of a type listed in table 2.3 of these standard rules;
 - (b) it has been identified as a suitable waste type in the approved waste recovery plan;

- (c) it conforms to the description in the documentation supplied by the producer and holder;
- (d) its chemical, physical and biological characteristics make it suitable for its intended use on the site;
- (e) any excavated soil from potentially contaminated sites has been shown by prior chemical analysis and assessment to be suitable for the intended use without significant risk of pollution; and
- (f) it is visually inspected on arrival and at the point of deposit to ensure that it complies with these standard rules.

2.3.2 Any waste that does not comply with 2.3.1 shall be rejected and shall be;

- (a) removed from the site; or
- (b) moved to a designated quarantine area pending removal.

2.3.3 Records demonstrating compliance with rule 2.3 (including analysis and assessment of any excavated soil from potentially contaminated sites) shall be maintained.

Table 2.3 Waste types	
Exclusions Wastes having any of the following characteristics shall not be accepted: • Consisting solely or mainly of dusts, powders or loose fibres • Hazardous wastes • Wastes in liquid form	
Waste Code	Description
01	WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS
01 04	wastes from physical and chemical processing of non-metalliferous minerals
01 04 08	waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	waste sand and clays
02	WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING
02 02	waste from preparation and processing of meat, fish and other foods of animal origin
02 02 02	shellfish shells from which the soft tissue or flesh has been removed only
02 04	wastes from sugar processing
02 04 01	soil from cleaning and washing beet
10	WASTES FROM THERMAL PROCESSES
10 01	wastes from power stations and other combustion plants (except 19)
10 01 01	bottom ash and slag only
10 01 02	pulverised fuel ash only
10 01 05	gypsum (solid) only

10 01 07	gypsum (sludge) only
10 01 15	bottom ash and slag from co-incineration other than those mentioned in 10 01 14 only
10 02	wastes from the iron and steel industry
10 02 01	waste from the processing of slag
10 02 02	unprocessed slag
10 09	wastes from casting of ferrous pieces
10 09 03	furnace slag
10 10	wastes from casting of non-ferrous pieces
10 10 03	furnace slag
10 12	waste from manufacture of ceramic goods, bricks, tiles and construction products
10 12 08	waste ceramics, bricks, tiles and construction products (after thermal processing)
10 13	wastes from manufacture of cement, lime and plaster and articles and products made from them
10 13 14	waste concrete and concrete sludge
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)
17 01	concrete, bricks, tiles and ceramics
17 01 01	concrete
17 01 02	bricks
17 01 03	tiles and ceramics
17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 03	bituminous mixtures, coal tar and tarred products
17 03 02	road base and road planings only other than those containing coal tar
17 05	soil (including excavated soil from contaminated sites) stones and dredging spoil
17 05 04	soil and stones including chalk other than those mentioned 17 05 03
17 05 06	dredging spoil other than those mentioned in 17 05 05
17 05 08	track ballast, soil and stones other than those mentioned in 17 05 07
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL WASTE
19 08	wastes from waste water treatment plants not otherwise specified
19 08 02	washed sewage grit (waste from desanding) only
19 08 99	stone filter media (if cleaned to remove sewage contamination) only
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 05	glass
19 12 09	minerals (for example sand, stones)
19 12 12	soil substitutes other than that containing dangerous substances only
19 12 12	treated bottom ash including IBA and slag other than that containing dangerous substances only
19 13	wastes from soil and groundwater remediation
19 13 02	solid wastes from soil remediation other than those mentioned in 19 13 01
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS
20 02	garden and park wastes (including cemetery waste)
20 02 02	soil and stones

3 – Emissions and monitoring

3.1 Emissions of substances not controlled by emission limits

- 3.1.1 Emissions of substances not controlled by emission limits (excluding odour) shall not cause pollution. The operator shall not be taken to have breached this rule if appropriate measures, including, but not limited to, those specified in any approved emissions management plan, have been taken to prevent or where that is not practicable, to minimise, those emissions.
- 3.1.2 The operator shall:
- (a) if notified by the Environment Agency that the activities are giving rise to pollution, submit to the Environment Agency for approval within the period specified, an emissions management plan;
 - (b) implement the approved emissions management plan, from the date of approval, unless otherwise agreed in writing by the Environment Agency.
- 3.1.3 All liquids in containers, whose emission to water or land could cause pollution, shall be provided with secondary containment, unless the operator has used other appropriate measures to prevent or where that is not practicable, to minimise leakage and spillage from the primary container.

3.2 Odour

- 3.2.1 Emissions from the activities shall be free from odour at levels likely to cause pollution outside the site, as perceived by an authorised officer of the Environment Agency, unless the operator has used appropriate measures, including, but not limited to, those specified in any approved odour management plan, to prevent or where that is not practicable, to minimise, the odour.
- 3.2.2 The operator shall:
- (a) if notified by the Environment Agency that the activities are giving rise to pollution outside the site due to odour, submit to the Environment Agency for approval within the period specified, an odour management plan;
 - (b) implement the approved odour management plan, from the date of approval, unless otherwise agreed in writing by the Environment Agency.

3.3 Noise and vibration

- 3.3.1 Emissions from the activities shall be free from noise and vibration at levels likely to cause pollution outside the site, as perceived by an authorised officer of the Environment Agency, unless the operator has used appropriate measures, including, but not limited to, those specified in any approved noise and vibration management plan, to prevent or where that is not practicable, to minimise, the noise and vibration.
- 3.3.2 The operator shall:
- (a) if notified by the Environment Agency that the activities are giving rise to pollution outside the site due to noise and vibration, submit to the Environment Agency for approval within the period specified, a noise and vibration management plan;

- (b) implement the approved noise and vibration management plan, from the date of approval, unless otherwise agreed in writing by the Environment Agency.

4 – Information

4.1 Records

- 4.1.1 All records required to be made by these standard rules shall:
 - (a) be legible;
 - (b) be made as soon as reasonably practicable;
 - (c) if amended, be amended in such a way that the original and any subsequent amendments remain legible or are capable of retrieval; and
 - (d) be retained, unless otherwise agreed by the Environment Agency, for at least 6 years from the date when the records were made, or in the case of the following records until permit surrender:
 - (i) off-site environmental effects; and
 - (ii) matters which affect the condition of land and groundwater.
- 4.1.2 The operator shall keep on site all records, plans and the management system required to be maintained by these standard rules, unless otherwise agreed in writing by the Environment Agency.

4.2 Reporting

- 4.2.1 The operator shall send all reports and notifications required by these standard rules to the Environment Agency using the contact details supplied in writing by the Environment Agency.
- 4.2.2 Within one month of the end of each quarter, the operator shall submit to the Environment Agency using the form made available for the purpose, the information specified on the form relating to each site and the waste accepted and removed from it during the previous quarter.

4.3 Notifications

- 4.3.1 The Environment Agency shall be notified without delay following the detection of:
 - (a) any malfunction, breakdown or failure of equipment or techniques, accident or emission of a substance not controlled by an emission limit which has caused, is causing or may cause significant pollution;
 - (b) the breach of a limit specified in these standard rules; or
 - (c) any significant adverse environmental effects.
- 4.3.2 Written confirmation of actual or potential pollution incidents and breaches of emission limits shall be submitted within 24 hours.
- 4.3.3 Where the Environment Agency has requested in writing that it shall be notified when the operator is to undertake monitoring and/or spot sampling, the operator shall inform the Environment Agency when the relevant monitoring and/or spot sampling is to take place. The operator shall provide this information to the Environment Agency at least 14 days before the date the monitoring is to be undertaken.
- 4.3.4 The Environment Agency shall be notified within 14 days of the occurrence of the following matters except where such disclosure is prohibited by Stock Exchange rules:

- a) Where the operator is a registered company:
 - any change in the operator's trading name, registered name or registered office address; and
 - any steps taken with a view to the operator going into administration, entering into a company voluntary arrangement or being wound up.
- b) Where the operator is a corporate body other than a registered company:
 - any change in the operator's name or address; and
 - any steps taken with a view to the dissolution of the operator.
- c) In any other case:
 - the death of any of the named operators (where the operator consists of more than one named individual);
 - any change in the operator's name(s) or address(es); and
 - any steps taken with a view to the operator, or any one of them, going into bankruptcy, entering into a composition or arrangement with creditors, or, in the case them being in a partnership, dissolving the partnership.

4.4 Interpretation

4.4.1 In these standard rules the expressions listed below shall have the meaning given.

4.4.2 In these standard rules references to reports and notifications mean written reports and notifications, except when reference is being made to notification being made "without delay", in which case it may be provided by telephone.

"accident" means an accident that may result in pollution.

"approved waste recovery plan" means a plan that has been approved by the Environment Agency that justifies and gives evidence that the operation carried out under these standard rules meets the definition of waste recovery, and will continue to do so throughout the duration of the permitted operation.

"authorised officer" means any person authorised by the Environment Agency under section 108(1) of The Environment Act 1995 to exercise, in accordance with the terms of any such authorisation, any power specified in Section 108(4) of that Act.

"construction work" means the carrying out of any building, civil engineering or engineering work and includes the building, alteration, conversion, repair, upkeep or other maintenance of a structure and the preparation of a site for an intended structure. It includes drainage works. This does not include land restoration or reclamation.

"dangerous substances" means any substance that has been or will be classified as dangerous in Directive 67/548/EEC and its subsequent amendments

"domestic purposes" has the same meaning as in section 218 of the Water Industry Act 1991.

"emissions of substances not controlled by emission limits" means emissions of substances to air, water or land from the activities, either from emission points specified in these standard rules or from other localised or diffuse sources, which are not controlled by an emission limit.

"European Site" means Special Area of Conservation or candidate Special Area of Conservation or Special Protection Area or proposed Special Protection Area in England and Wales, within the meaning of Council Directives 79/409/EEC on the conservation of wild birds and 92/43/EEC on the conservation of natural habitats and of wild flora and fauna and the Conservation (Natural Habitats &c) Regulations 1994. Internationally designated Ramsar sites are dealt with in the same way as European sites as a matter of government policy and for the purpose of these rules will be considered as a European Site.

"food production purposes" means the manufacturing, processing, preserving or marketing purposes with respect to food or drink for which water supplied to food production premises may be used, and for the purposes of this definition "food production purposes" means premises used for the purposes of a business of preparing food or drink for consumption otherwise than on the premises.

"good habitat" means rough (especially tussocky) grassland, scrub and woodland

"groundwater" means all water, which is below the surface of the ground in the saturation zone and in direct contact with the ground or subsoil.

“groundwater Source Protection Zone” has the meaning given in the document titled “Groundwater Protection: Policy and Practice” published by the Agency in 2006.

“IBA” means incinerator bottom ash derived from the incineration or pyrolysis of waste.

“pollution” means emissions as a result of human activity which may—

- (a) be harmful to human health or the quality of the environment,
- (b) cause offence to a human sense,
- (c) result in damage to material property, or
- (d) impair or interfere with amenities and other legitimate uses of the environment.

“quarter” means a calendar year quarter commencing on 1 January, 1 April, 1 July or 1 October.

“R” means a recovery operation provided for in Annex IIB of Directive 2006/12/EC of the European Parliament and the Council of 5 April 2006 on waste.

“secure storage” means storage where waste cannot escape and members of the public do not have access to it.

“SSSI” means Site of Special Scientific Interest within the meaning of the Wildlife and Countryside Act 1981 (as amended by the Countryside and Rights of Way Act 2000).

“waste code” means the six digit code referable to a type of waste in accordance with the List of Wastes (England) Regulations 2005, or List of Wastes (Wales) Regulations 2005, as appropriate, and in relation to hazardous waste, includes the asterisk.

“year” means calendar year commencing on 1st January.

End of standard rules

GEHO0612BWOH-E-E

REPORT 3

USE OF WASTE IN CONSTRUCTION AT HERBERT ROAD, NEWPORT

**Bespoke
Environmental
Management System**

**Appendix 2
Procedures Relevant to
Implementation of
Permit and Waste
Management**

Report Number 1472r3v1d0515

Register of Procedures	Procedure Number	Issue Number
Waste Management		1
Spillage Response		1
Accident Management Plan		1
Noise, Vibration and Dust Action Plans		1
Identification and Management of Non-compliant Wastes		1

PROCEDURES FOR WASTE MANAGEMENT

Waste Acceptance

1. A minimum of 24 hours notification (or less by arrangement) of waste being delivered to site shall be implemented.
2. Prior to the waste being brought to the site the waste must be classified by the Waste Producer. The producer must provide information with respect to the waste's relevant EWC code, appearance and process applied to create the waste. The waste should be assessed against the Permit to ensure that it can be accepted and against the site specific geotechnical and chemical requirements.

Geotechnical Characteristics

The use of waste is as fill to provide higher ground levels and for the establishment of the correct profiles and falls. A wide range of classes of material can perform these functions and therefore prior to the importation of any materials to the site they shall be classified in accordance with the Specification for Highway Works (SHW).

The class of each material shall be determined by laboratory testing on a sample prior to source approval. The class of material shall be appropriate for the purpose to which it is to be used. Following source approval, materials being delivered to site will be monitored to confirm the classification of the material.

Unfit materials will include any materials having a U classification, as defined by SHW, as well as any materials not conforming to the requirements of the particular class under SHW. Greenhill plan on using just soil and stone but other naturally occurring geological materials or robust anthropogenic construction materials, particularly listed inert wastes, including tiles, ceramics, concrete and brick. The materials shall be free of unacceptable chemical contamination and invasive weeds. The proportion of "contraries", which is the collective term for undesirable foreign matter such as the wood, plastic and metal shall be 1% of the total mass.

Chemical Characteristics

The materials to be used will need to be durable, compactable and non-biodegradable as they will principally be providing a stable platform for construction and flood protection. Materials to be considered for use will primarily be sourced from other Greenhill developments and will comprise soil and stone. To demonstrate that the materials are suitable for use and do not pose either a risk to human health or controlled waters the history of each source will be investigated and a minimum testing regime has been developed by Terra Firma. Full details are provided in the Remedial Strategy but a summary of the testing and evaluation criteria is provided in the two tables below. Additional determinants may need to be tested depending upon the contamination potential of the source.

To ensure the River Usk is protected the testing schedule includes single stage leachate analysis using test BS:EN:12457 (often referred to as the WAC test) at 2:1 (liquid / solid) for selected substances.

As the Permit allows a wide range of other wastes to be used the testing regime will also be applied where there is suspicion of contamination. In some cases, however, where the waste is listed as an inert waste and known to be free from contamination based on a review of its source, testing may not be undertaken e.g. clean concrete, glass, certified topsoil.

Target Quality of Fill and Soil (Part 1)

CHEMICAL REQUIREMENTS	Eluates (mg/l) BS EN 12457-2 one stage	Engineering Fill (mg/kg)	Topsoil (mg/kg)
Frequency of Testing	1 every 250m3		4 representative samples should be screened for volumes between 20m3 and 250m3. For volumes exceeding 250m3, 4 samples per 250m3 should be analysed.
pH (unitless)			
Phenol	0.0077	420	420
TOC			
Asbestos		Non detect	Non detect
Arsenic	0.025	32	32
Beryllium		51	
Boron		291	291
Cadmium	0.0002	10	10
Chromium (III)	0.0006	627	627
Chromium (VI)		4.3	4.3
Copper	0.005	2330	2330
Lead	0.0072	450	450
Mercury (Inorganic)	0.0005	170	170
Nickel	0.02	130	130
Manganese			
Molybdenum			
Zinc	0.04	3750	3750
Selenium	0.01	350	350
Cyanide	0.001	8	8
Fluoride	0.5		
Benzene	0.008		
Toluene	0.04		
Xylene (o, m & p)	0.03		
Anthracene	0.0001		
Benzo(a)pyrene	0.00005		
Benzo(b)fluoranthene	0.00003		
Benzo(k)fluoranthene	0.00003		
Benzo(ghi)perylene	0.000002		
Fluoranthene	0.0001		
Indeno(123cd)pyrene	0.00002		
Naphthalene	0.0012		

Target Quality of Fill and Soil (Part 2)

	Engineering Fill			Top Soil		
	1 % SOM	2.5 % SOM	6 % SOM	1 % SOM	2.5 % SOM	6 % SOM
	mg/kg	mg/kg	mg/kg	mg/kg	mg/kg	mg/kg
Acenaphthene	210	480	1000	210	480	1000
Acenaphthylene	170	400	850	170	400	850
Anthracene	2300	4900	9200	2300	4900	9200
Benz(a)anthracene	3.1	4.7	5.9	3.1	4.7	5.9
Benzo(a)pyrene	0.83	0.94	1	0.83	0.94	1
Benzo(b)fluoranthene	5.6	6.5	7	5.6	6.5	7
Benzo(ghi)perylene	44	46	47	44	46	47
Benzo(k)fluoranthene	8.5	9.6	10	8.5	9.6	10
Chrysene	6	8	9.3	6	8	9.3
Dibenzo(ah)anthracene	0.76	0.86	0.9	0.76	0.86	0.9
Fluoranthene	260	460	670	260	460	670
Fluorene	160	380	780	160	380	780
Indeno(123cd)pyrene	3.2	3.9	4.2	3.2	3.9	4.2
Naphthalene	1.5	3.7	8.7	1.5	3.7	8.7
Phenanthrene	92	200	380	92	200	380
Pyrene	560	1000	1600	560	1000	1600
Aliphatics >C5-C6	30	55	110			
Aliphatics >C6-C8	73	160	370			
Aliphatics >C8-C10	19	46	110			
Aliphatics >C10-C12	93	230	540			
Aliphatics >C12-C16	740	1700	3000			
Aliphatics >C16-35	45000	64000	76000			
Aliphatics >C35-C44	45000	64000	76000			
Benzene			0.33			
Toluene			610			
Aromatics >C8-C10	27	65	151			
Aromatics >C10-C12	69	160	346			
Aromatics >C12-C16	140	310	593			
Aromatics >C16-C21	250	480	770			
Aromatics >C21-C35	890	1100	1230			
Aromatics >C35-C44	890	1100	1230			

The results of all the testing shall be provided to the Engineer prior to the delivery of any soils. Where the criteria are breached, Greenhill will consult with its specialist advisers and NRW. Such a review would evaluate the statistical spread of the available data, the source of the material, the confidence in the data and material source and the risks to the environment and human health. Following such consultation the material may still be accepted.

3. On delivery, the waste carrier shall present a Duty of Care certificate/Waste Transfer Note (WTN). This is to be compared against the Waste Producers waste classification reviewed in Step 2. If the waste fails to meet evaluation the waste is rejected.
4. If the waste is NOT as described or is not accepted within the terms of the Permit it shall be considered NON-COMPLIANT. All non-compliant wastes shall be rejected and the incident recorded in the NON-COMPLIANT WASTE FORMS.
5. If valid certificates are produced and have been reviewed, undertake a visual inspection of the waste. This is to ensure the waste is in compliance with the WTN, the Permit and the description.
6. All NEW waste carrier drivers are to undergo site induction and also sign the safe working procedure form provided at the site office.
7. If the waste IS acceptable the following information shall be recorded on the RECORD OF WASTE DELIVERIES RECORD FORM:

- a) Estimate of the volume/weight of waste in the vehicle
- b) Category/EWC Code of the waste
- c) Time of delivery
- d) Vehicle Registration
- e) Site address of waste
- f) Name of waste carrier

Waste Inspection

1. Confirmation is required from the Waste producer in writing on the transfer note that the waste is as described.
2. On acceptance of the waste a direct visual assessment of the waste will be made. This is aimed at ensuring that the waste is in accordance with the transfer note.
3. Prior to discharging of the waste at the site a visual inspection of the waste load shall be performed if possible. This will comprise a visual inspection, including the removal of any sheeted wastes.
5. If any non-compliant wastes are observed, the operational staff shall immediately contact the Site Manager. If the waste is non-compliant, the rejected loads will be sent back to the source after logging the incident on the NON COMPLAINT WASTE FORM.
7. After discharge of the waste, further inspection will take place of the tipped material where possible to ensure it is all waste of the same category. If the waste load is NON-COMPLIANT, the waste will be re-loaded back onto the lorry. The Site Manager will be informed and the relevant forms completed.
8. Contact will be made with waste producer and waste carrier regarding the non-compliant waste.

Waste Delivery to Working Area

1. Following correct classification and acceptance of the waste, the driver shall be given directions, including, if necessary a plan of the route to the stockpiling/discharge area.
2. If any new drivers are unsure of the correct location, contact (radio/telephone) between the operating staff will take place to ensure the vehicle arrives at its correct destination.
3. The operational staff will guide the waste lorry driver to the correct area for discharge.
4. The waste receiving areas will be clearly marked with signage.

Identification and Management of Non-compliant Wastes

1. Non-compliant wastes will be rejected and sent back to the waste producer they originated from. The Site Manager shall record the information on the NON-

COMPLIANT WASTE FORM. A comment may also be made in the Site Diary. The information to be recorded will include:

- a) Date and Time
 - b) Description of Waste
 - c) Details of Non-compliant waste
 - d) Details of action taken
 - e) Name and address of Waste producer
 - f) Vehicle Type
 - g) Vehicle Registration
 - h) Waste Carrier Details
 - i) Waste Transfer Note Number
 - j) Details of final waste destination
-
2. If it is safe to do so after discharge, the noncompliant waste will be re-loaded onto the lorry and the driver will be instructed to take the waste back to the site office.
 3. At the site office establish and record where the waste will be taken if it leaves the site.
 4. If, in the interests of the environment or the surrounding sites it would be best to allow the load to be stored on site, then the waste shall be retained on site. The material could be moved to a designated quarantine area or signage erected to highlight that the material is quarantined pending assessment.
 5. If necessary, Natural Resources Wales shall be informed by telephone immediately and a record kept of the conversation and with whom.
 6. Steps taken to either further evaluate or remove the waste should be recorded.

INCIDENT REPORTING AND INVESTIGATION

SCOPE

This policy sets out the procedures that are to be followed when any employee, visitor or contractor has an accident, incident, near-miss or dangerous occurrence either at any of our premises or operational sites.

This also applies to visitors who are members of the public and are therefore not at work.

In addition employees who develop a work related illness must also report via these procedures.

REFERENCES

ISO9001: 2008	ISO14001: 2004	OHSAS18001: 2007
		4.3.1 Hazard identification, risk assessment and determining controls
	4.5.3 Non conformity, preventive and corrective action	4.5.3.1 Incident Investigation
		4.5.3.2 Non conformity, preventive and corrective action
	4.5.1 Monitoring & Measurement	4.5.1 Performance Monitoring & Measurement

DEFINITION

An **accident** is defined as any unplanned or unintentional event resulting injury to a person, damage to property or a combination of both.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by the company.

The Accident Book

All accidents resulting in personal injury, (however minor) must be reported in the Accident Book.

Adequate first aid provision will be made at every place of work occupied by the Company. Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

On Project Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

All injuries must be reported to the Directors and then to the Safety Advisors, including injuries to staff, sub contractors, visitors and members of the public.

An accident book will be available to all employees in the workplace (B1510).

First Aid Provision

Adequate first aid provision will be made at every place of work occupied by the Company. Each first aid box shall be suitably marked and be easily accessible to all employees at all times when they are at work.

On Project Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

RESPONSIBILITIES

Darran Watts / Safety Advisor.

Will on being informed of a serious accident occurring;

Go immediately to the scene of the accident and familiarise yourself with the situation.

If a first aider is not present, ensure that they have been alerted, or that the emergency services have been called if required

Notify the Safety Officer and update him on the situation.

Do your own on the spot check for possible causes of the accident and if practicable collect any witnesses names and obtain statements.

Check to see if the accident is reportable direct to the enforcing authority under the regulations

If the Safety officer is not available, Darran Watts should be informed.

The Safety Officer is to ensure that all necessary information has been passed on to the Enforcing Authority as required under *The Reporting of Injuries, Diseases and Dangerous Occurrences (Amendment) Regulations 2012* (RIDDOR).

STATUTORY REQUIREMENTS

The Reporting of Injuries, Diseases and Dangerous Occurrences (Amendment) Regulations 2012 (RIDDOR) require employers and others with responsibilities under the above Regulations to report to the Health and Safety Executive certain incidents causing injury, both fatal and non-fatal, dangerous occurrences and certain occupational diseases. Occurring to employees while at work, or to others injured as a result of work activities

The Regulations require reporting in the case of the most serious incidents, together with a follow up detailed report within 15 working days on statutory Form F2508. It is an offence under the Regulations for anyone to fail to report serious incidents promptly. All managers and supervisors should be familiar with the procedure, to ensure that OnSite fulfils the statutory obligations under RIDDOR.

RESPONSE TO ACCIDENTS AND INCIDENTS

Foreseeable Accidents and Incidents should be taken into account in the Method Statement, but the following provides indication of the typical response to an unplanned situation:

1. Assess the risk to yourself or the rest of the team or the public before committing the response.
2. Where safe to do so, isolate or remove any immediate further hazard to the injured person or effected area (e.g. fire, electrical cables, hazardous liquid).
3. If in imminent further danger, remove person to safe area.
4. Administer First Aid and Contact Emergency Services if necessary. If working on a secure client's site, inform security or reception of the location of the incident.
5. Contact Supervisor or Operations Manager and inform of incident.
6. Make scene safe (e.g. sign and guard).
7. Consider preservation of the scene.
8. Gather evidence (e.g. photographs, witness statements, sketches)
9. If required, await client's further instruction (some sites, e.g. railways, require immediate investigation by the Transport Police).
10. If required, complete Client's Accident Book.

REPORTING AND RECORDING INCIDENTS

Procedure for reporting a Minor Accident (All Staff)

Should a minor accident occur whilst at work, you should:

- 1) Obtain First Aid treatment if necessary by going to the nearest first aid post.
- 2) Report the accident immediately to Darran Watts / Safety Advisors.
- 3) Ensure that Darran Watts / Safety Advisor has received all the necessary information to enable to complete the accident report.
- 4) If you are absent from work for more than three days due to an accident at work, you must inform Darran Watts to make him aware of the facts.
- 5) Completion of an accident report in the first instance should be by the injured person unless incapable of doing so as a result of injuries sustained.

Procedure for Reporting a Serious Accident Including Fatal

Should a serious or fatal accident occur whilst at work, you must;

- Where at all possible ascertain the cause of the accident and ensure your actions will not further add to the situation.

If the cause is not electrical render aid to the casualty and make sure they are as comfortable as possible and all breathing passages are free from obstruction.

- If the cause is electrical, firstly isolate the casualty from supply source before rendering assistance.
- Call for help and assistance.
- Ensure that your Darran Watts is notified at the earliest possible time
- Continue to render whatever assistance you can until relieved by trained first aider or ambulance crew.
- Ensure that an entry has been made in the accident book (BI 510)

ACCIDENT INVESTIGATION

All accidents and incidents must be investigated commensurate with the severity of the incident. Investigations shall be conducted as possible after the incident. As part of the investigation the relevant risk assessments are reviewed and examined to determine whether they remain suitable and sufficient and if necessary these are amended.

The Operations Manager is responsible for carrying out investigations into every accident resulting in injury or damage, and all dangerous occurrences and "near miss" incidents reported within their department.

The Health & Safety Officer will monitor the incident database and investigate any trends whether RIDDOR, Dangerous occurrences or minor accidents. Where more serious injury has or could have occurred then the Health & Safety Officer is always available to assist the Departmental Operations manager as appropriate.

The Health & Safety Officer or his nominated representative will assist in the investigation of major injuries or dangerous occurrences as defined in RIDDOR. Specialist advisors may be called to provide expert assistance as required.

The results of investigations into all incidents are recorded and discussed at the Monthly Management meetings. All minor incidents are recorded and included in the monthly report to the management team. More serious cases or, where the issues have Divisional significance will be reported to and discussed at board level.

In the case of *specified major injuries, over 7-day injuries and prescribed dangerous occurrences*, written records of the investigation are to be kept.

Health and Safety Executive or other Authority Inspectors may wish to conduct independent investigations and may interview those involved, management teams and inspect documented evidence.

Appendix 2 provides further guidance on conducting accident investigations.

APPENDIX 1 INCIDENT CLASSIFICATION AND ACTIONS REQUIRED

Incidents are classified according to type and severity. The action required in each case depends upon the type of incident. The main categories of incident under RIDDOR are:

- Specified Major Injuries
- Over 7 Day Injuries
- Minor Injuries
- Dangerous Occurrences
- Road Traffic Accidents
- Accidents to Non-Employees
- Acts of Violence
- Occupational Diseases
- Environmental Incidents

In addition to these other types of incident include:

- Spillages of Hazardous Materials (to Land)
- Unplanned Discharges (to Watercourses or to Air)
- Fire

These, and the action required in each case, are described below:

Major Injuries

Certain kinds of serious injuries are "Specified Major Injuries", and the details have to be notified immediately in a prescribed format either to the Health and Safety Executive.

- Any fracture, other than to the fingers, thumbs or toes;
- Any amputation, either traumatic at the time, or surgical following the incident;
- Dislocation of the shoulder, hip, knee or spine;
- Loss of sight (temporary or permanent);
- Chemical or hot metal burn to the eye, or any penetrating injury to the eye;
- Any injury from electric shock or electrical burn leading to unconsciousness or which requires resuscitation or admittance to hospital for more than 24 hours;
- Any injury leading to hypothermia or heat induced illness;
- Any injury leading to unconsciousness or requiring resuscitation;
- Any injury requiring admission to hospital for more than 24 hours;
- Loss of consciousness caused by asphyxia, or by exposure to a harmful substance or biological agent;
- Acute illness requiring medical treatment or loss of consciousness which in either case is caused by the inhalation, ingestion or absorption through the skin of any substance;
- Acute illness requiring medical treatment where there is reason to believe this resulted from exposure to a biological agent or biologically infected material.

These definitions are subject to some interpretation. The intended scope is clarified in the official HSE guidance provided with the RIDDOR Regulations.

Over 3 Day Injuries

Employers and others with responsibilities under RIDDOR Regulations must still keep a record of all over 3-day injuries in the accident book located in the in order to comply with their duty of care.

Over 7 Day Injuries

Where an employee's injury at work results in incapacity from work for over more than 7 consecutive days (i.e. at least 7 full days, not counting the day of the accident), must be reported as an "over 7 day" injury.

Manager or supervisor of the person injured should carry out a full investigation on any incident that is likely to lead to 7 or more day's absence from work. If this is not self evident at the time or on the following day, the report should not be delayed. If the report does not indicate an "over 7 day" injury, but subsequently the absence extends to include an eighth day, the departmental manager will complete the appropriate forms so that the injury can be notified to the relevant authority within 15 days of the incident. The Health & Safety Officer will also be notified of the incident.

Minor Injuries

Minor injuries that require first aid or prevent any employee from continuing their normal work for the remainder of the day must be reported to their Departmental Manager following the same procedure.

While Internal records of minor injuries are not required under RIDDOR, they are needed for internal monitoring by the Health & Safety Officer and may be required for DSS or liability insurance purposes in the event of a future claim against the employer for negligence or breach of statutory duty.

Prescribed Dangerous Occurrences

Incidents of a potentially serious nature may, even though no one is injured, fall within the definition of a "[prescribed dangerous occurrence](#)", and must be reported to the relevant authority. The list is complex and very extensive, and a summary of the main types of incidents is provided below.

Determination of the need to notify the statutory bodies is as per Specified Major Injuries.

Every dangerous occurrence must be thoroughly investigated, as the consequences of a recurrence could be serious.

- The collapse of, the overturning of, or the failure of any load bearing part of any lift, crane, hoist, excavator or access platform.
- The catastrophic failure of any closed vessel under pressure or vacuum with the potential to cause the death of any person.
- The failure of any part of a freight container while it is under load.
- Any unintentional incident in which plant or equipment either makes contact with or receives an electrical discharge from an overhead power line at a potential exceeding 200 volts.
- Electrical short circuit attended by fire or explosion that results in the stoppage of plant for more than 24 hours.
- Any unintentional ignition or detonation of explosives.

- Any incident involving the release or potential escape of a biological agent likely to cause severe human infection or illness.
- The serious malfunction of any equipment used as a generator of ionizing radiation.
- Any serious malfunction of breathing apparatus while it is in use.
- The failure of any critical or lifesaving equipment used during diving operations.
- The complete or partial collapse of any scaffolding, which is above 5 meters in height.
- Any unintentional collision of a train with any other vehicle.
- A blowout or safety-critical equipment failure at a well (other than a well sunk for the purposes of abstraction of water).
- Serious damage to or failure of safety-critical components of any pipeline, or the uncontrolled or accidental escape of any substance from a pipeline in circumstances likely to present a risk of death or serious injury. (NB. Most pipelines carrying WATER have since been exempted from inclusion in this clause.)
- The failure of load bearing parts or safety restraint devices on fairground equipment.
- The overturning of any road tanker carrying a hazardous substance, or serious damage to such a tanker resulting in the unintentional escape of the hazardous substance.
- Any unintentional collapse of all or part of a building or structure involving a fall of more than 5 tonnes of material or of any false work or floor used as a working platform.
- Any explosion or fire within any plant or building, which results in stoppage of normal work for more than 24 hours.
- The sudden, uncontrolled release of 100kg or more of a flammable liquid or 10kg or more of a flammable gas inside any building, or 500kg or more of a flammable liquid or gas in the open air.
- The accidental release or escape of any substance in a quantity sufficient to cause the death, major injury or other damage to the health of any person.

These definitions are by way of summary only. The full list is extensive and subject to technical interpretation based on the guidance provided with the Regulations.

Road Traffic Accidents

Any injuries occurring as a result of road traffic accidents involving vehicles on a public road must be reported to the Police who will decide whether a traffic offence has been committed.

Road traffic accidents involving moving vehicles on public roads are not generally included in the definition of "*work accidents*", even though one or more of the parties may be "at work" at the time. No injury report form is required for these, subject to the exceptions noted below.

Damage to Company vehicles and incidents leading to possible claims under the Division's motor insurance policy will need to be reported to the Human Resources Supervisor using the relevant procedures.

Injuries from accidents involving vehicles are only regarded as "*work accidents*" if they result from the activities of people at work **other than** simply driving a vehicle on a public road. Injuries from traffic accidents that are "*work accidents*" include those involving:

- Exposure to any hazardous substance carried in a vehicle being driven on the highway;
- Movements of vehicles on Company sites (i.e. off the highway);
- The loading or unloading of vehicles on or near the highway;

- Works of construction, repair and maintenance carried out in or near to public roads;
- Any accident involving a train at a road crossing where anyone is killed or injured.

Each of these is regarded under RIDDOR as a "*work accident*", and is subject to the normal reporting arrangements set out in this Guidance Note.

Accidents to Non-Employees

Injuries occurring to non employees (e.g. members of the public) must always be reported to the Health & Safety Officer for investigation.

They are reportable under RIDDOR only if they:

- Arise directly as a result of work activities (e.g. the state or condition of premises, or equipment, materials or substances used at work) **and**;
- The person is taken from the scene directly to a hospital for medical attention.

Contractors (including Self-employed Persons) working for OnSite are responsible for reporting to the enforcing authorities any incidents and injuries involving their own employees. Serious incidents involving contractors' employees should always be brought to the attention of the Health & Safety Officer using the Incident Report Form.

Acts of Violence

Injuries resulting from "*non-consensual acts of violence*" which occur in the workplace are *work accidents* if they arise out of work activities.

Injuries to employees resulting from acts of violence or physical assault by others (whether employees or not) are reportable according to the same criteria as for other types of work injuries. Acts of violence between individuals over private matters not related to work are not work accidents.

All acts of violence or physical assault should be reported to the Police, whether or not they are regarded as injuries arising out of work activities.

Occupational Diseases

Certain kinds of [Occupational Diseases](#) and medical conditions arising from work activities also have to be reported to the relevant authority. The list of prescribed diseases is very extensive and complex, and constantly being revised, and is summarised below. Common ailments and medical conditions are not included; the list is limited to specific illnesses and conditions known to be caused by particular work activities.

The incidence of any of these prescribed diseases is likely to be rare in divisional activities, but where any does occur, prompt reporting is required. Medical certificates covering sickness absence from work should be submitted in the usual way, and any that appear to refer to one of these prescribed occupational diseases should be drawn to the attention of the Health & Safety Officer, who will decide whether or not formal reporting is required.

The list at January 2006 specifies 72 different diseases or conditions which, in general terms, include:

- Inflammation, cramp or cellulitis conditions associated with excessive friction, pressure or repetitive strain within muscles or tendons;
- Decompression sickness or bone necrosis from work in increased or reduced pressure;
- Diseases and conditions caused by exposure to radiation;
- Conditions arising from repetitive hand-arm vibration in certain industries;
- Infection from a number of specified biological agents;
- Poisoning by exposure to a number of specified chemical substances;
- Certain cancer conditions arising in specified work activities;
- Skin diseases caused by exposure to a number of specified materials or substances;
- A number of different lung diseases from exposure to certain dusts or minerals;
- Occupational dermatitis caused by exposure to one or more specified substances;
- Occupational asthma resulting from exposure to certain specified chemical or natural agents.

These definitions are by way of summary only. The full list is extensive and subject to technical interpretation based on the guidance provided with the Regulations.

Environmental Incidents

There is a specific form to be completed for reporting and investigation of an environmental incident.

Discharges to Watercourses

Where water containing:

- High suspended solids (silt)
- Hazardous materials (chemicals or any visible oil),
- Sewage, or
- Other polluted matter

Is allowed to enter a watercourse (river, canal, stream, lake, sea) then consideration should be made whether the discharge comprises a significant discharge that is likely to cause pollution (in most cases it will). The client should be informed and any immediate downstream abstractors or recreational users.

Consideration should be sought whether to inform the Environment Agency Pollution Hotline on 0845 807060.

The Health & Safety Officer should be informed at the earliest opportunity.

APPENDIX 2

CONDUCT OF ACCIDENT INVESTIGATION

The investigation of accidents, incidents and near misses (especially RIDDOR reportable incidents) is the first step in discovering the root causes of failures or shortcomings in any system of work.

Investigation

- Find out what actually happened
- Check the environment, preserve physical evidence, identify leads
- Check the equipment preserve evidence, identify leads
- Interview principals, witnesses and supervisors
- Verify their statements
- Follow up all leads
- Eliminate all speculation and assumption
- Analyse all facts and causes
- Base recommendations on all identified direct, indirect and root causes
- Do not allocate blame

Typical questions

In order to find the root causes and obtain the right information on the event that occurred, it is essential to ask the right questions, including the following:

WHO	Was injured? Saw the incident? Was he working with? Is his supervisor? Assigned him the task? Else was involved? Knows what happened immediately prior to the incident?
WHAT	was the incident? Is the injury or injuries? Is the damage? Has been the damage? Was the employee doing? Had they been told to do? Tools were being used? Other plant and tools were being used? Training had been given? Specific precautions were necessary? Specific precautions had been taken? Protective equipment should have been used? Protective equipment was used? Problems or hazards were encountered? Did the employee or witness(s) see? Safety rules had been broken?
WHEN	Did the incident occur?

	Was the equipment last inspected? Did the supervisor last visit the area?
WHY	Was the unsafe act committed? Were instructions not adhered to? Was that tool or machine being used?
WHERE	Did the incident occur? Was the supervisor at the time? Were other persons/witnesses at the time?
HOW	Did the employee get injured? Did the damage occur? Could the incident have been avoided? · Could the injury have been avoided? Could the supervisor have prevented the incident?

SPILLAGE KIT PROVISIONS

The site will maintain a suitable spillage kit at the following locations across the site:

- With each refuelling bowser;
- Near to surface waters, drains
- Where works have a high risk of pollution.

Equipment will include some or all listed below:

- oil booms when working close to water (4 no. minimum)
- oil absorbent rolls/pads when there is potential for large spillages or across the surface of watercourses (2 no. rolls minimum)
- oil absorbent granules
- chemical absorbent pads/rolls
- supply of sand

INCIDENT CONTROLS

For spillages to land and water see Tables 1 and 2.

For any abnormal emissions to the air which are likely to have an effect on the local community:

- Stop the relevant activity
- Follow reporting processes as defined by Line Manager.
- Ensure that any verbal reports to the Enforcing Authority are confirmed in writing within 48 hours.

INCIDENT REPORTING

Where the incident is controllable and no intervention is required from any third party/statutory Environmental authority, then controls should be implemented, the incident cleaned up/resolved and a note made in the site diary.

Where the incident cannot be managed using on-site resources or is considered difficult to control (e.g. cannot be cleaned up within one hour of occurring), the relevant Environmental authority must be informed and an Environmental Incident report should be completed stating the following data:

- Date of incident
- Time of incident
- Exact Location of incident
- Incident details (including type)
- Who incident was first reported to
- Notified relevant Environmental authority details
- Remediation measures
- Measures to prevent a recurrence
- Details of any machinery involved
- Details of any witnesses
- Details of person completing the report
- Witness statements

A copy is to be forwarded to the Green Hill Construction's Health, Safety and Environmental Manager at the earliest opportunity.

Corrective and preventive action will be communicated as a follow up to the Incident Report.

TABLE 1. CONTROLS TO CONTAIN AND TREAT SPILLAGES TO LAND

Steps	Controls	Absorbent Materials
1.	Health and Safety Controls - Identify the type of substance spilled onto the ground and apply appropriate COSHH controls - Wear appropriate Personal Protection Equipment; and - Extinguish all items with potential to cause ignition of the spillage.	
2.	Identify Sensitive Areas and Protect Place a barrier of sand around sensitive areas (surface waters and site drains) to protect from spillage	Sand or inert material
3.	Contain Spillage by Bunds - If spillage is onto sloping land contain through developing a bund across its path. The bund should be of a sufficient size and length to contain the whole flow. - Small spillages may be contained on gentle slopes by barriers made of: absorbent material, located at the stores. - On moderate slopes an earth bund should be developed by excavator, dozer or manual tools. If time permits a plastic lining should be established across the containment area to stop ground penetration.	Booms or sand Available material and plastic sheeting Available material and plastic sheeting
4.	Treat Source of Pollution Identify source of pollution and apply controls i.e. turn of leaking valves, sealing holes containers etc.	
5.	Demarcate Affected Area and Apply Absorbent - Once the spillage has been contained the area should be demarcated. - Absorbent material (see below for type) available from the stores should be placed over the surface of the affected area. - Once the surface oils have been 'mopped up' the absorbent material should be removed in bags or by a sealed device to the contaminated skip.	Oil Based - Treated Granules - Oil absorbent rolls - Sand Chemicals - Chemical Pads - Sand
6.	Review Substrate for Contamination The soil below the affected area should be thoroughly inspected for signs of any contamination. Signs of contamination include changes in appearance, odour and consistency. If the controller is unsure whether any residual contaminants remain then soil testing should be undertaken. If contaminated then the substrate material should be removed to an appropriate waste disposal area.	

TABLE 2. STEPS TO CONTAIN AND TREAT SPILLAGES TO WATER RESOURCES

Spillages to water resources must be controlled immediately to limit the spread and their effects upon water resources. Any spillage to surface water resources, or to areas which may potentially lead to contamination of the water resources, should be immediately reported to the Line Manager.

Steps	Controls	Absorbent Materials
1.	Health & Safety Controls - Identify the type of substance spilled onto the ground and apply appropriate COSHH controls - Don appropriate Personal Protection Equipment; and - Extinguish all items with potential to cause ignition of the spillage.	
2.	Protect the Water Source Develop bunds on the banks or place absorbent material along ditch banks to prevent or restrict the flow of pollutants to the water resource.	Bunds Oil Absorbent Booms Sand Soil
3.	Spillage to Ditch If the spillage occurs to a ditch dam the affected stretch using sand bags or local material. If unavailable use local material covered by a plastic sheet to create an impermeable dam. Note: if the pollutant floats and time permits, then a drainage pipe should be installed at the base of the dam to allow unaffected water to continue to flow.	Sand Bags or local inert material.
4.	Controlling Floating Chemicals Establish booms surrounding the affected area to restrict the affected area. Apply pads or rolls and sweep the booms over the surface of the affected area to remove any chemicals. Continue until the chemical is completely removed.	Booms Oils – white absorbent pads or rolls Chemical – black pads
5.	Sinking Chemicals Apply steps 1 to 3 and immediately contact the Environment Agency. Ensure all possible controls limiting the volume of chemical entering the water resource have been implemented.	
6.	Remove any barriers or booms Once all the contaminants have been removed from the surface of the water resource the booms and dams should be removed and the bed and banks reinstated to the former quality.	

Noise and Vibration Statement for Fill Operations



Green Hill Construction Ltd
Herbert Road
Newport

Development at: Herbert Road
Job No: sw49

1. DUST SUPPRESSION

The local authority has the power under the **Clean Air Act 1993**, to limit the dust, emissions and odours generated by a site. Failure to comply with these limits can result in abatement notices being served if complaints are made.

Complaints can be avoided by adopting the following good working practices:

- Identify sensitive receptors and inform the authorities of any likely nuisances that may occur.
- Instigate control measures to mitigate any negative impacts.
- Develop a daily monitoring regime to record dust conditions whilst noting weather conditions, construction activities, their location and duration on site

The site will be accessed off the Herbert road serving the site, In dry spells the road will be dampened with water to suppress the dust. A road brush will be used to keep the existing road clean and to suppress the dust.

2. DUST SCREENING

If the generation of dust cannot be avoided it may be necessary to erect screens to act as wind breaks or dust barriers. These will take the form of permeable or semi-permeable fences, but may have to be designed to resist high wind loads. Permanent features such as fencing (where practicable), will be erected early in the project.

3. NOISE SUPPRESSION

To ensure the most effective method of noise suppression is used we will be working in line with BS 5228:2009.

Varying site activities will produce shifting noise levels which will be kept to a minimum from neighboring properties. Measures to overcome this will be as the following:

- Avoidance of unnecessary revving of engines
- All Equipment/Plant which is not in use will be switched off or powered down immediately. All Plant/Equipment used on site will be no noisier than the levels quoted in BS 5228-1:2009.
- Internal haul routes will be well maintained.
- Drop heights of materials will be minimized,
- The use of foul language and shouting will be prohibited.

Site operations will be restricted to 08:00 – 18:00 Monday to Friday and 09:00 to 13:00 Saturdays so that noise is not audible at noise sensitive premises outside of these times. These hours are principally the hours that neighboring properties will be out to work. No construction works will take place on Sundays or on Bank Holidays. The site will be securely locked outside of these hours.

Development at: Herbert Road
Job No: SW49

Plant and delivery lorries will be used within the construction period. Noise generated by such machines will be reduced by the proposed hoarding, fencing and other mitigation strategies previously stated. All plant/Equipment will be maintained in a suitable condition in line with manufactures recommendations and only used for the purpose it is intended and by trained and competent persons. Care will be taken to site the equipment/machinery away from noise-sensitive areas and where possible, loading and unloading will be carried out away from such areas. Any Large Plant/Equipment will be secured on site overnight and during periods of non-use as far away as possible from occupied dwellings to minimize disturbance during start up and shut down.

Communication with local residents during the works via letter drops at key stages of the project will be carried out. Site/Project management contact details will be displayed on hoarding on entrance to the site should issues arise.

4. POLLUTION PREVENTION METHODS

An Environmental Emergency may include a spillage to a water resource (surface or groundwater), the ground or abnormal emissions to air.

It is a statutory offence to either cause pollution to a surface and ground water resource or to contaminate ground around a site. The 'Prosecution Policy' of the enforcement agencies defines the basis for when legal action will be undertaken and how they determine the severity of the crime. The prosecution policy brings into account the attitude and preparedness of the contractor to both prevent spillages occurring and to apply effective controls.

To ensure that all sites are suitably prepared to prevent and control any unforeseen spillages this procedure sets out what each site must set-up and maintain during all stages of construction.

DEFINITIONS

Emergency

An incident where the effects of the event cannot be controlled (e.g. spillages of pollutant substances)

Line Managers

A Line Manager is the most senior member of staff present at the location of the incident. The Line Manager may be the: Contracts Manager, Site Manager or assistant.

SPILLAGE KIT PROVISIONS

The site will maintain a suitable spillage kit at the following locations across the site:

- With each refueling bowser;
- Near to surface waters, drains
- Where works have a high risk of pollution.

Equipment will include some or all listed below:

- oil booms when working close to water (4 no. minimum)
- oil absorbent rolls/pads when there is potential for large spillages or across the surface of watercourses (2 no. rolls minimum)

Development at: Herbert Road
Job No: sw49

- oil absorbent granules
- chemical absorbent pads/rolls
- supply of sand

ROLES AND RESPONSIBILITIES

All site personnel

All site operatives are responsible for identifying and reporting any spillages and where appropriate implementing controls.

Line Managers

Line Managers are responsible for ensuring that appropriate controls and remedial procedures are implemented when a spillage is identified.

INCIDENT CONTROLS

For spillages to land and water see Tables 1 and 2.

For any abnormal emissions to the air which are likely to have an effect on the local community:

- Stop the relevant activity
- Follow reporting processes as defined by Line Manager.
- Ensure that any verbal reports to the Enforcing Authority are confirmed in writing within 48 hours.

INCIDENT REPORTING

Where the incident is controllable and no intervention is required from any third party/statutory Environmental authority, then controls should be implemented, the incident cleaned up/resolved and a note made in the site diary.

Where the incident cannot be managed using on-site resources or is considered difficult to control (e.g. cannot be cleaned up within one hour of occurring), the relevant Environmental authority must be informed and an Environmental Incident report should be completed stating the following data:

- Date of incident
- Time of incident
- Exact Location of incident
- Incident details (including type)
- Who incident was first reported to
- Notified relevant Environmental authority details
- Remediation measures
- Measures to prevent a recurrence
- Details of any machinery involved
- Details of any witnesses
- Details of person completing the report
- Witness statements

A copy is to be forwarded to the Green Hill Construction's Health, Safety and Environmental Manager at the earliest opportunity.

Corrective and preventive action will be communicated as a follow up to the Incident Report.

Development at: Herbert Road
Job No: sw49

TRAINING

All site operatives and line managers should be trained with respect to the environmental emergency control procedure. This will include the location and use of the spill kits.

STORAGE OF HAZARDOUS MATERIALS

Storage will be as follows:

- **Diesel/Oil**

This will be stored in a locked double skinned tank at a safe location within the site compound, in a position that is not in a direct path of vehicular movements or other similar dangers.

Tanks will be stored on a mass concrete hard standing to a minimum 150mm and enclosed with a blockwork bund upstand of 225mm.

An appropriately sized sand pit will be located adjacent to the bund to deal with any spillages that may occur. The contaminated sand will be dealt with and removed promptly and stored in adequately sized sealed waste containers until collected by licensed waste controllers.

Refuelling

Fuel tanks must not be refuelled when engines are running (allow to cool when refuelling with petrol) and only refuel in appropriate designated areas.

Development at: Herbert Road

Job No: SW49

TABLE 1. CONTROLS TO CONTAIN AND TREAT SPILLAGES TO LAND

Steps	Controls	Absorbent Materials
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2.	Identify Sensitive Areas and Protect Place a barrier of sand around sensitive areas (surface waters and site drains) to protect from spillage	Sand or inert material
3.	Contain Spillage by Bunds - If spillage is onto sloping land contain through developing a bund across its path. The bund should be of a sufficient size and length to contain the whole flow. - Small spillages may be contained on gentle slopes by barriers made of: absorbent material, located at the stores. - On moderate slopes an earth bund should be developed by excavator, dozer or manual tools. If time permits a plastic lining should be established across the containment area to stop ground penetration.	Booms or sand Available material and plastic sheeting Available material and plastic sheeting
4.	Treat Source of Pollution Identify source of pollution and apply controls i.e. turn of leaking valves, sealing holes containers etc.	
5.	Demarcate Affected Area and Apply Absorbent - Once the spillage has been contained the area should be demarcated. - Absorbent material (see below for type) available from the stores should be placed over the surface of the affected area. - Once the surface oils have been 'mopped up' the absorbent material should be removed in bags or by a sealed device to the contaminated skip.	Oil Based - Treated Granules - Oil absorbent rolls - Sand Chemicals - Chemical Pads - Sand
6.	Review Substrate for Contamination The soil below the affected area should be thoroughly inspected for signs of any contamination. Signs of contamination include changes in appearance, odour and consistency. If the controller is unsure whether any residual contaminants remain then soil testing should be undertaken. If contaminated then the substrate material should be removed to an appropriate waste disposal area.	

Development at: Herbert Road
Job No: SW49

TABLE 2. STEPS TO CONTAIN AND TREAT SPILLAGES TO WATER RESOURCES

Spillages to water resources must be controlled immediately to limit the spread and their effects upon water resources. Any spillage to surface water resources, or to areas which may potentially lead to contamination of the water resources, should be immediately reported to the Line Manager.

Steps	Controls	Absorbent Materials
1.	Health & Safety Controls - Identify the type of substance spilled onto the ground and apply appropriate COSHH controls - Don appropriate Personal Protection Equipment; and Extinguish all items with potential to cause ignition of the spillage.	
2.	Protect the Water Source Develop bunds on the banks or place absorbent material along ditch banks to prevent or restrict the flow of pollutants to the water resource.	Bunds Oil Absorbent Booms Sand Soil
3.	Spillage to Ditch If the spillage occurs to a ditch dam the affected stretch using sand bags or local material. If unavailable use local material covered by a plastic sheet to create an impermeable dam. Note: if the pollutant floats and time permits, then a drainage pipe should be installed at the base of the dam to allow unaffected water to continue to flow.	Sand Bags or local inert material.
4.	Controlling Floating Chemicals Establish booms surrounding the affected area to restrict the affected area. Apply pads or rolls and sweep the booms over the surface of the affected area to remove any chemicals. Continue until the chemical is completely removed.	Booms Oils – white absorbent pads or rolls Chemical – black pads
5.	Sinking Chemicals Apply steps 1 to 3 and immediately contact the Environment Agency. Ensure all possible controls limiting the volume of chemical entering the water resource have been implemented.	
6.	Remove any barriers or booms Once all the contaminants have been removed from the surface of the water resource the booms and dams should be removed and the bed and banks reinstated to the former quality.	

Development at: Herbert Road
Job No: SW49

Management Control

Prepared by : Will Hamilton
(Project Coordinator)

Dated : 22nd October 2013

Agreed by : Jamie Graham
(Production Director)

Dated : 23rdth October 2013

NON-CONFORMING PRODUCT AND COMPLAINTS PROCEDURE

REFERENCES

ISO9001: 2008	ISO14001: 2004	OHSAS18001: 2007
5.2 Customer Focus 5.6.2 Management Review 7.2.3 Customer Communication 8.3 Control of non-conforming product 8.4 Analysis of data 8.5.2 Corrective Action 8.5.3 Preventive Action	4.5.3 Non-conformity, corrective and preventive action 4.4.3 Communication 4.6 Management Review	4.5.3.1 Non-conformity, corrective and preventive action 4.4.3.1 Communication 4.6 Management Review

Quality Control

As goods are inspected, the status is defined by location in stores, with all non-conforming items being placed in a reject area or marked as reject for review. The status of work in progress is established by markings or associated documentation recording the inspections undertaken and their acceptability.

Any inspected goods that are found to be deficient are recorded in line with the procedure and all records are kept within the relevant folder.

NON-CONFORMING ITEMS, PREVENTIVE & CORRECTIVE ACTION

Once non-conforming items have been noticed they are identified by location, associated documents, or specific markings to prevent their inadvertent use. All non-conforming items and customer complaints are subject to review and rectification by nominated personnel. The type and extent of non-conformity is documented in order to establish trends and identify possible areas for improvement.

The corrective action required to prevent recurrence is evaluated, documented, and its effective implementation is monitored. All rectification is subsequently re-inspected to ensure complete customer satisfaction.

All employees are encouraged to suggest improvements in methods, materials, suppliers, and sub-contractors. The Company has established procedures for review of all activities in order to identify and evaluate all possible improvements in methods/ materials and its procedures.

NON-CONFORMANCE REPORT

The corrective & preventive action plan is used to record and track improvement actions.

COMPLAINTS

Any person in the Company receiving a complaint from a Customer or other person will note the details and pass them immediately to the Site Manager or Factory Manager. The validity of the cause of complaint will be established, together with any Corrective action required. Record is kept in the

Considerate Constructors file at the site. All complaints are dealt with promptly and feedback provided to the complainant.

When the Complaint is received in letter form the contracts manager deals with these.

REPORT 3

USE OF WASTE IN CONSTRUCTION AT HERBERT ROAD, NEWPORT

**Bespoke
Environmental
Management System**

**Appendix 3
Forms to be Maintained
during Use of Waste**

Report Number 1472r3v1d0515

Register of Standard Forms	Form Number	Issue Number
Emergency Contacts		1
Register of Waste Deliveries Form		1
Record of Waste Placement and Tracking		1
Environmental Incident and Accident Records		1
Personnel Skills Matrix		1
Personal Training Record		1
Customer Complaint Form		1
Customer Complaint Log		1
Maintenance Checklist		1
Maintenance Record		1
Management Meeting Agenda		1
Non-Compliant Waste Form		1
EA Ten Point Checklist		1
		1

Emergency Contacts

SITE DETAILS			
Location:			
Postcode:			
Site Access Grid Reference:			
SITE CONTACTS	Name	Office Hours (specify)	Out of hours
Owner:			
General Manager:			
Site Manager:			
Site Supervisor:			
Security Contact:			
Landowner / Agent:			
EMERGENCY SERVICES		Office Hours	Out of hours
Emergency		999	999
Medical:			
Police:		999 (emergency) 101 (non emergency)	999 (emergency) 101 (non emergency)
Fire:		999	999
REGULATORS		Office Hours	Out of hours
Health and Safety Executive (HSE)		0845 300 99 23 (major injuries only) Report other injuries on www.hse.gov.uk/riddor	0151 922 9235 or 0151 922 1221
Local Authority:			
Natural Resources Wales		0800 807060 (24 hr incident helpline)	0800 807060 (24 hr incident helpline)
UTILITY/KEY SERVICES	Name	Office Hours	Out of hours
Water undertaker:			
Sewerage undertaker:			
Gas supplier:			
Electricity supplier:			
Oil supplier:			
Fuel supplier:			
Chemical supplier:			
Oil spill contractor:			
Maintenance contractor:			
Electrician:			
Plumber:			
Locksmith:			
Joiner:			
OTHER KEY CONTACTS	Name	Office Hours	Out of hours
Head Office:			
Adjacent landowners:			
Neighbours:			
Specialist advisors:			

REGISTER OF WASTE DELIVERIES										
Date & Time	Waste Source Details	Name of Supplier / Carrier	Waste Carrier Registration Number	Waste Transfer Note No.	Delivery Vehicle Registration Number	Waste Type – description and EWC code	Quantity in load tonnes / volume	Waste Acceptable? Y/ N	Waste Discharge Location e.g. Stockpile A, Grid square A3	Reasons for Waste Rejection (now refer to Non-Compliant Waste Register)

RECORD OF WASTE PLACEMENT						
Date & Time	Waste Source e.g. Stockpile A	Waste Placement Location e.g. Grid square A3	Material visually satisfactory e.g. oversize, undersize, moisture content, contraries etc?	Waste Acceptable for Use? (Y/N)	Compaction Satisfactory? (Y/N)	Signed

Environmental Incident Reporting and Investigation Form

About the person filling in this record If you did not have the accident write your address and occupation

Name:		Occupation/ Status:	
Address:			
Postcode:			

Say how the incident happened

Say when it happened	Date:		Time:	
Describe what happened and how:				
Say where it happened. State which room/ place:				
State what was the cause of the incident:				
State what remedial or preventative actions were taken immediately:				

Say who witnessed the incident :			
Say if incident caused an injury. Say what it was:			
Say if there have been any other similar occurrences:			
Say what action has been taken to prevent a re-occurrence:			
Signature:		Date:	

	By ticking this box I give my consent to my employer to disclose my personal information and details of the accident which appear on this form to safety representatives and representatives of employee safety for them to carry out the health and safety functions given to them by law.
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Reporting to be completed by the Manager			
Is the incident reportable under Environmental Agency or Local Authority Guidelines:			
How was the incident reported:			
Who reported the incident:			
Date Reported:		Signature:	

TRAINING MATRIX

JOB / NAME	TRAINING REQUIRED (tick boxes to show who needs which training)															COMMENTS		
	Environmental awareness							Maintenance /operations					Accidents and emergency					
	Certificate of Technical Competence	Regulatory requirements	Reporting procedures to inform supervisors of deviation from Permit	Waste receipt inc Duty of Care	Waste separation and storage	Awareness of local environment	Awareness of potential environmental impacts from operations							Fire procedure	Spill response procedure		Flood procedure	Failure of services

Training Record

Name	Date employment Commenced
Department	Job Title

Induction Training

Course Title	Authorisation by Line manager	Date of Authorisation	Date training Completed	Initialled by trainer

Qualifications gained in this employment

Expiry Date

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Training requirements

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External Training Courses

Training Course
DatesOrganisation
ApprovalTraining Course
DatesOrganisation
Approval

Complaint Form

Name and Address:		Tel:	
		Fax:	
		E-Mail:	
		Mobile: _____	
Date Complaint Received	Written or Verbal	Date Complaint Rectified	Written or Verbal
Nature of Complaint			
Remedial Action			
<i>All Complaints Should Be Discussed At The Next Management Review Meeting</i>			
Review Meeting Date	Complaint Discussed	Action Agreed	Signed (Meeting Rep.)
Comments			

Customer Complaint Log

[illegible]



0501

(Please ensure the top copy is signed and handed into your site manager every Friday)

Machine Model					Hours
Fleet Number					
Wkending...../...../.....	Monday	Tuesday	Wednesday	Thursday	Friday
Oil Leaks					
Oil Levels					
Water Levels					
Battery					
Tyres/Wheels/Nuts					
Tracks					
Seats/Seat Belt					
Steering					
Brakes					
Controls					
Lights/Beacon					
Horn					
Forks					
Running Gear					
Visual Inspection					
DEFECTS					

Mark for ok ✓

Mark for defect X

CON-D-04

Operator Name..... Signature.....



		26	Mounting		Greenhill Plant Check sheet							
		27	General									
		Steering										
		28	King pins									
		29	Rams		Plant model:							
		30	Orbital Operation		Date:							
		31	Track Rods / Linkage		GH Fleet No:							
		32	Leaks		Hours:							
		Brakes			Location / Site of plant:							
		33	Air / Hydraulic Leaks		Operator/driver of plant at time of inspection:							
		34	Operation		Faults							
		35	Foot/hand controls									
		36	Cables/rods/pipes									
		Electrical										
		37	Horn/Reversing horn									
		38	Charging Battery									
		39	Wiring/circuit brakers									
		40	Lights/indicators									
		41	Warning Indicators									
		42	Generator Output									
		43	Wheel Bearings							Fuel Systems		
		44	Axle Security		Parts Required							
		45	Overrun Brake rod/cable		54	Fuel Tank security		Qty	Part Number	Cost	Date Due	Fitting Date
		46	Towing Attachments		55	Fuel lines/leaks						
		47	Wheel nuts		56	Filters/water trap						
		48	Tyres/Wheels/Tracks		57	Fuel Cap						
		Compressor			58	Fuel Tank Full						
		49	Air Pressure/temperature		General							
		50	Collars/fan belts		59	Machine Main Structure						
		51	Air cleaners		60	Chassis / Mast Condition						
		52	Oil/Air Leaks		61	Roller Drum Condition		Service Engineer:				
		53	Gauges/attachments		62	Safety Notice / livery		Print Name:				
		Cab			63	Buckets/skips/forks		GH Procedure Reference				
		23	Seating / Belts		64	ROPS						
		24	Structure		65	Beacon						
		25	Glass / Mirrors		66	Grease Gun						

SITE MANAGEMENT REVIEW MEETING AGENDA

Item	Presenter
Minutes of Last Meeting	Management Representative
Applicable Legislation / Permit	Management Representative
Waste Acceptance and Suitability	Management Representative / All
Non-compliant Waste Management	Management Representative
Documentation	Management Representative
Emergency Preparedness	All
Environmental Audits	Management Representative
Effectiveness of Procedures	All
Corrective and Preventative Actions	All
Management Review	Management Representative
Any Other Business	All
Next Meeting	Management Representative

MANAGING NON-COMPLIANT WASTES								
Date and Time	Waste Description	Reason for non-compliance e.g. odour, visual contamination, too wet etc	Action Taken	Name and Address of Waste Producer	Waste Carrier Details, Vehicle Type and Vehicle Registration	Waste Transfer Note Number	Final Waste Destination	NRW Contacted?

Is your site right?

Use this 10 point checklist to help you make sure

August 2012

Site drainage

Y/N

1. Do you know where your drains go?
 - only clean water, such as roof drainage, to surface water drains
 - all contaminated water, such as sewage and trade effluent, to foul drains
2. Do you have an up to date drainage plan of your site?

☐☐

Storing oils, chemicals and other polluting materials

3. Are storage containers fit for purpose, regularly inspected and maintained?
4. Are storage areas and containers sited away from watercourses, surface water drains and unsurfaced areas?
5. Do storage containers have secondary containment, such as a bund, to contain any leaks or spills?
6. Do you have procedures for safe delivery and handling of materials?

☐☐☐☐

Waste management

7. Is your storage and handling of waste safe and does it comply with the law?
8. Do you know where your waste goes? Can you prove it's disposed of correctly?
9. Are you reducing and recycling your waste?

☐☐☐

Emergency response

10. Do you have a plan, equipment and training to deal with pollution and fire emergencies which is regularly tested?

☐

Have you answered 'no' to any of these questions?

Get the advice and guidance you need from:

www.environment-agency.gov.uk/ppg or phone us on 03708 506 506

Keeping your site right - use this checklist to review your site regularly, especially if you change any site infrastructure or working practices.

