



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

MREC BJ5775IF D

Dyddiad/ Date 10<sup>th</sup> April 2019  
Rhif Ffôn/ Direct Line  
E-bost/ Email  
Cyswllt/ Contact  
Eich cyf/ Your ref  
Ein cyf/ Our ref

**Re: Integrated Management System**

Neath Port Talbot County Borough Council will maintain the Integrated Management System (IMS) prepared by Neath Port Talbot (Recycling) Ltd. as it relates to the permitted operation.

The IMS will be re-branded: "Neath Port Talbot County Borough Council".

The Council's Director of Environment will take "Directors Responsibilities".

Ultimate responsibility for Health and Safety will rest with the Chief Executive Officer of the Council.

The General Manager and the Management Team will report to the Council's Head of Streetcare who will report to the Director of Environment.

Yours faithfully,

  
**Mike Roberts**  
**Head of Streetcare**

Yr Amgylchedd

Mike Roberts, Pennaeth Gofal Strydoedd

Y Ceiau, Ffordd Brunel, Parc Ynni Baglan, Castell-Nedd, SA11 2GG  
Ffôn 01639 686868 Ffacs 01639 686100

Environment

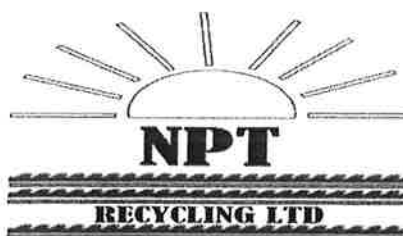
Mike Roberts, Head of Streetcare

The Quays, Brunel Way, Baglan Energy Park, Neath, SA11 2GG  
Phone 01639 686868 Fax 01639 686100

[www.npt.gov.uk](http://www.npt.gov.uk)

Croesewir gohebiaeth yn y Gymraeg a byddwn yn ymdrin â gohebiaeth Gymraeg a Saesneg i'r un safonau ac amserlenni.  
We welcome correspondence in Welsh and will deal with Welsh and English correspondence to the same standards and timescales.





**NEATH PORT TALBOT  
(RECYCLING) LTD**

Material Recovery & Energy Centre  
Crymlyn Burrows, SWANSEA, SA1 8PZ  
TELEPHONE 01792 641901  
FAX 01792 465188

**Neath Port Talbot Recycling Ltd**

**Integrated Management System Manual**

ISO 9001:2015, ISO 14001:2015 BS OHAS 18001:2007

Issue 7

**Crymlyn Burrows**

**Swansea**

**SA1 8PZ**

## Approval/ Revision/ Amendment

Name of Procedure:	Business Management System Document
Purpose of the Procedure:	Define and meet the requirements of the ISO14001:2015, ISO9001:2015 & OHSAS18001:2007 standards
Approved by:	General Manager
Responsible for its Updating:	<del>Health and Safety Manager</del> <u>H&amp;S Environmental and Quality Manager</u>
Procedure Applies to:	All employees, Contractors and Members of the public.
Date Original Initiated:	2014
Date of Approval:	07/02/2018
Proposed date of Review:	06/02/2019

Amendment Record			
Page No	Amendment	Issue No	Date
All	Revamped for 2015 standards	5	07/02/2018
2	Responsible Person Title Change	6	26/02/2018
23	Update Organogram	7	31/05/2018

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## 1. Introduction

Neath Port Talbot (Recycling) Ltd has implemented a Business Management System that meets the requirements of ISO14001:2015, ISO9001:2015 & OHSAS18001:2007

The management system developed addresses the clauses of the standards; the management system manual is available for all employees and acts as a 'sign post' document connecting to other elements of the management system.

Neath Port Talbot (Recycling) Ltd services operate a waste management facility it receives, sorts, recycles, re-uses and re-routes commercial and domestic waste streams from Neath-Port Talbot and Bridgend County Councils and third party waste producers.

The facility re-uses waste by bio-drying, shredding and supplying Refuse Derived fuel to the cement industry and Power generation industries. Sorting of waste realises useful outputs from plant in terms of recyclables, metals and plastics. Such outputs are supplied to approved contractors for further recycling.

The operation complies with appropriate legislation in terms of Health, Safety and Environmental issues including operating a permit issued by Natural Resources Wales under the Environmental Permitting Regulations (amended) 2010. The company operates a Management system in accordance with ISO14001:2015, ISO 9001:2015 & OHSAS18001:2007 under the following scopes.

Diagram 3 Processing Line Process

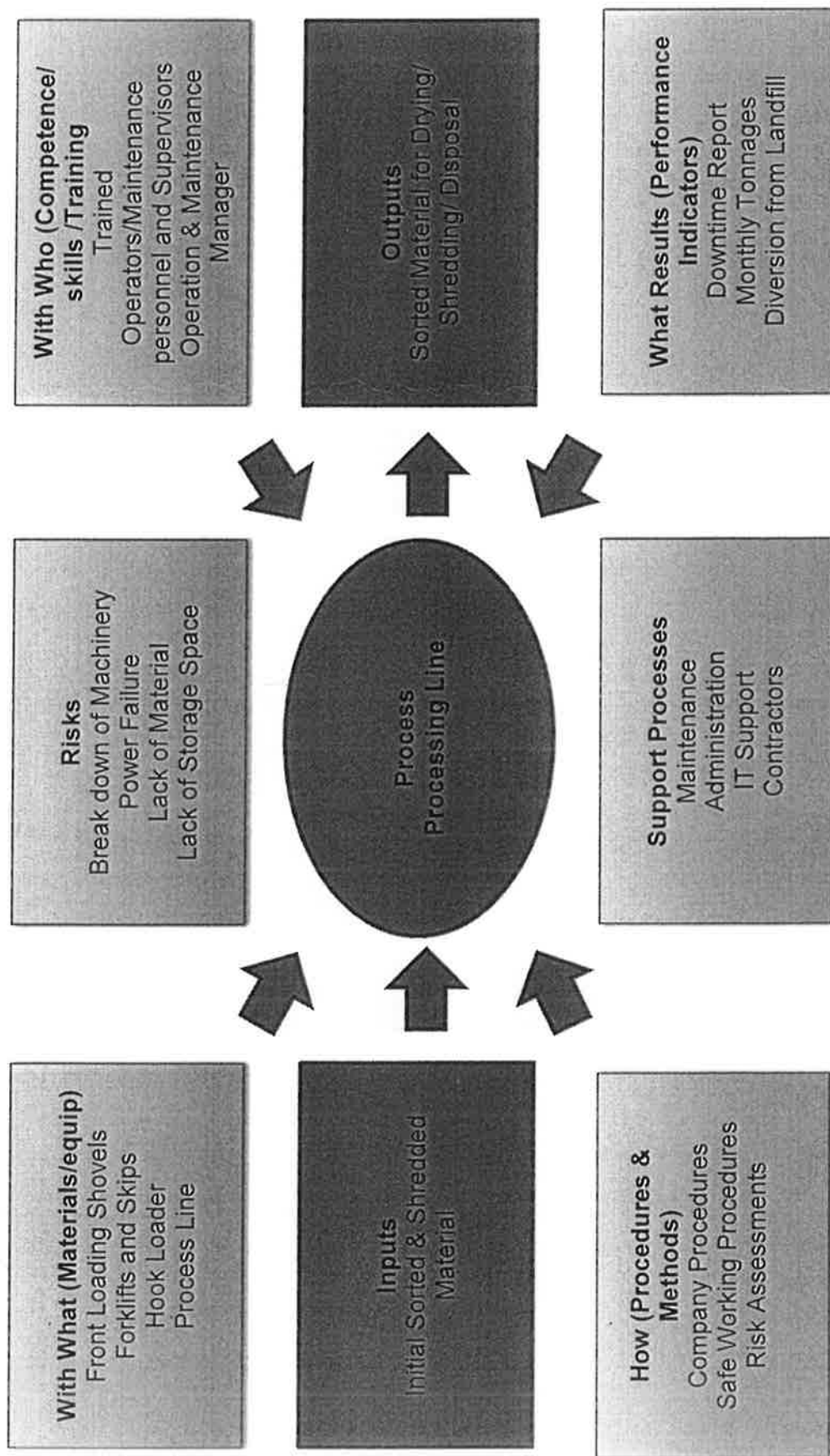


Diagram 4 Fuel Preparation Process

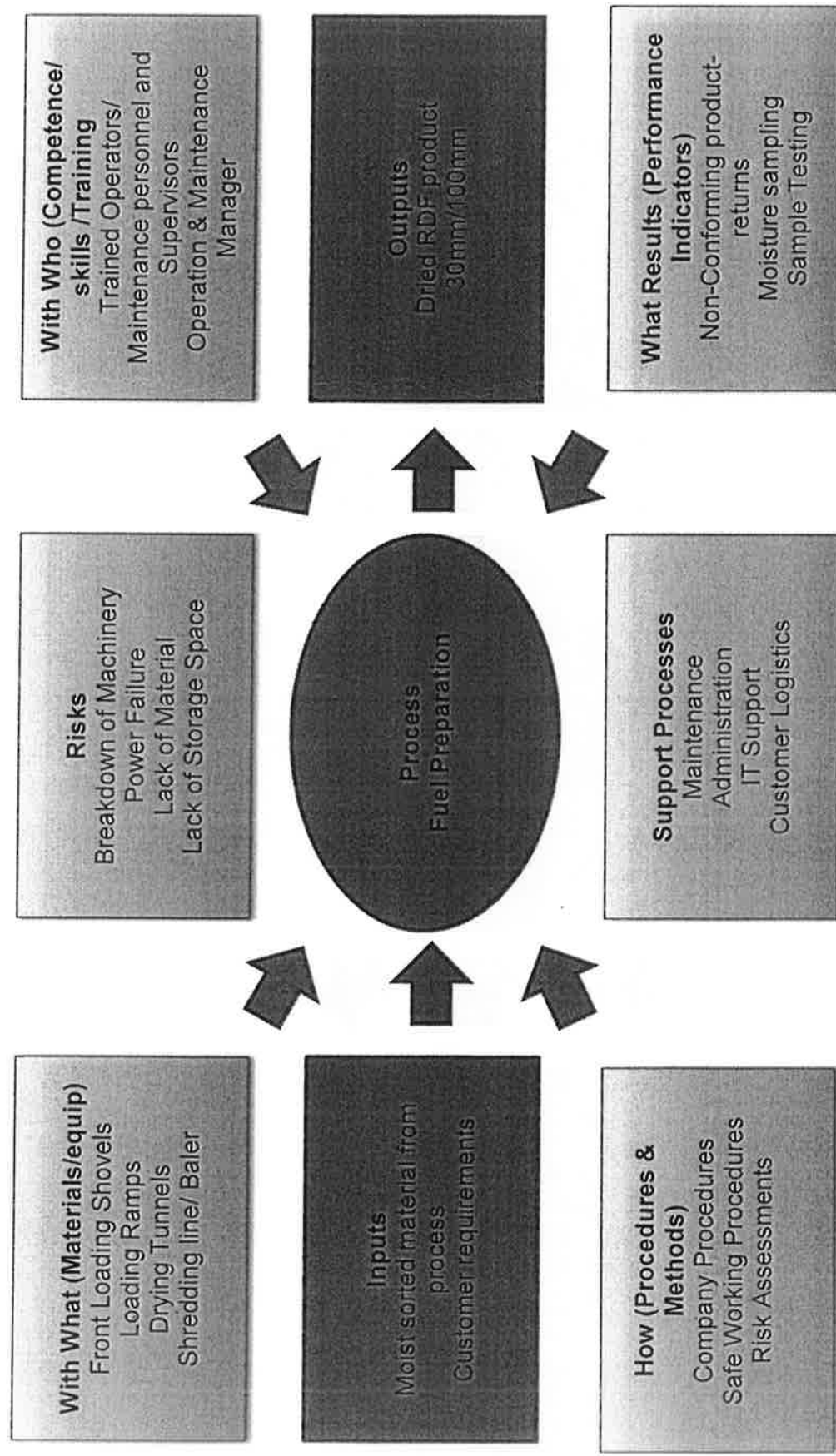
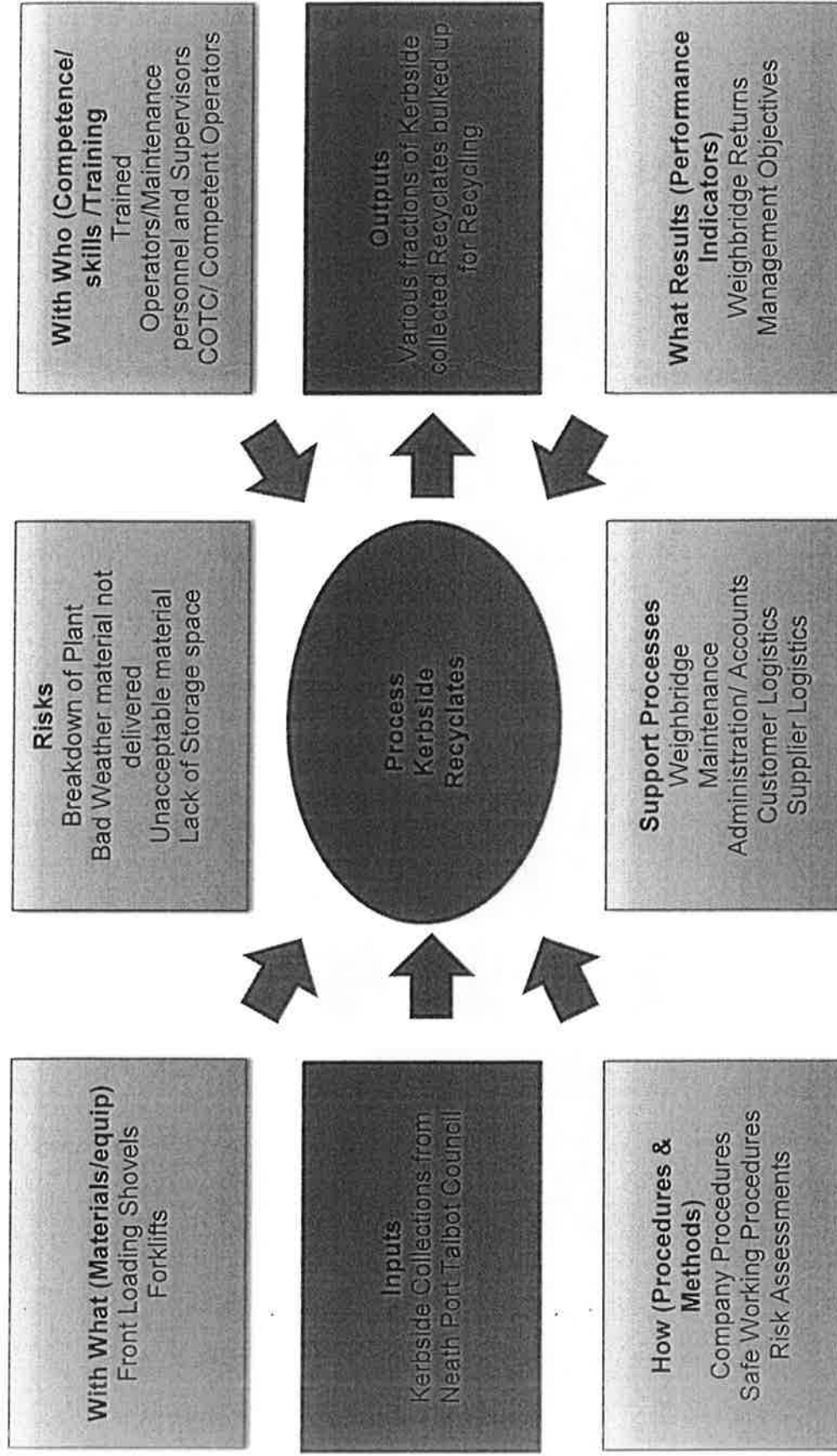


Diagram 5 Kerbside Process





**NEATH PORT TALBOT  
(RECYCLING) LTD**

Material Recovery & Energy Centre  
Crymlyn Burrows, SWANSEA, SA1 8PZ  
TELEPHONE 01792 641801  
FAX 01792 465166

## **ENVIRONMENTAL, HEALTH & SAFETY STATEMENT**

Neath Port Talbot (Recycling) Limited processes and recycles Municipal & Commercial waste to maximise the diversion from landfill.

The Company Directors recognise that the health, safety and welfare of employees, visitors, contractors, external stakeholders and the wider community, who may be affected by its operations, is of primary importance in the successful conduct of its business. It also recognises its obligations to care for the environment through the prevention of pollution, and the implementation and monitoring of good environmental practices. As a minimum standard, NPT Recycling will meet the requirements of all legal, industry and other adopted standards.

The Company strives to maintain best practice, seeking continual improvement and innovation. This is achieved by reviewing the Key Performance Indicators, the setting of objectives and targets and the implementation of its Health, Safety and Environment management systems, certified to BS EN ISO14001:2015 Environment, BS EN ISO 9001:2015 and BS OHSAS18001:2007 Occupational Health and Safety

This policy is signed by a director to demonstrate the Board's commitment and it has been adopted by the Board of Directors. A copy of this Statement of Intent is posted at the site and is available to the public.

### **General Policy**

Neath Port Talbot (Recycling) Limited will, so far as is reasonably practicable provide;

- Adequate resources to ensure the proper provision for the implementation of the HS&E management systems and compliance with current legislation and adopted guidance
- Plant, work equipment and systems of work, which are safe, and without risk to health
- Arrangements for the safe use, handling, storage and transport of articles and substances for use at work and minimise the environmental impact of such processes.
- Commit to continual improvement and prevention of pollution.
- Employees with such information, instruction, training and supervision as is necessary to enable the employee to ensure his or her health and safety at work and the safety of others that may be affected by their acts or omissions.
- A working environment that is safe and without risks to health, with adequate means of access and egress, and adequate welfare arrangements.
- Arrangements for effective employee consultation regarding health, safety and environmental matters
- Monitoring procedures to maintain agreed standards and ensure that steps are taken to reduce the likelihood of days lost from work related injury and occupational ill health.
- Access to adequate competent advice on Health, Safety and Environmental matters to assist in applying the provisions of health, safety and environmental law.
- Information, advice, facilities and products to promote the economic minimisation of energy use, waste produced, and fuel usage.
- A site where the safety & wellbeing of all visitors is paramount.
- Provide training and equipment to minimise the sites impact on the environment.

This policy was agreed and signed at the board meeting in February 2018. This policy will be reviewed for its continuing suitability as a minimum annually or following any circumstances that may affect its validity.

Signed: .....

Date: .....

## **General Manager**

- The General Manager is responsible to the board for control of adherence to the Health and Safety system by all employees on site; He must expect safe operation throughout the site and delegate the authority for this to all personnel. The general manager holds members of management at the site accountable for their assigned responsibilities; He endorses safety the safety policy and outlines the basic safety responsibilities of all employees, the general manager shall:
- Know and understand safety policies and programs of the site to ensure their effective application.
- Give leadership and direction to the administration of safety activities.
- Give fair consideration to Health and Safety related recommendations.
- Give leadership to the development and implementation of safety policies.
- Give leadership to the development of injury reduction goals for the site.
- Give leadership to the development of site safety activity/system, continuous improvement plans to meet the goals of the company.
- Know and understand the Safety performance requirements for all employees at the site.
- Participate in the Health and Safety committee which directs the safety process within the site.
- Conduct monthly (or more frequent) Health and Safety tours of the site during operating hours.
- Report the status of the sites safety – related activities, performance goals and directives to the Directors.
- Ensure that performance reviews include meeting safety objectives as a component of overall performance.

## Departmental Managers

- Along with all members of management, the department managers are responsible and accountable for carrying out details of the Health and Safety process. They are required to provide adequate safeguards against known or potential Health and Safety hazards through communication, furnishing proper equipment, materials, methods and by training employees. Department Managers Shall:
- Know and understand the Health and Safety processes and the Health and Safety Policy of the site to ensure their effective application within their department and to provide leadership in the implementation of the processes within their department.
- Give leadership and direction to the administration of safety activities within their departments.
- Give fair consideration to Health and Safety related recommendations.
- Actively participate in the development and implementation of safety policies for the site, provide leadership in the implementation of such policies.
- Actively participate in the development of injury reduction goals for the site, provide leadership in the support of those goals.
- Actively participate in the development of site safety activities/ systems and continuous improvement plans to meet the goals of the company, provide leadership in the support of implementation of such plans.
- Know and understand the Safety performance requirements for all employees at the site, hold their department accountable for safety performance.
- Actively participate and support the Health and Safety committee as it implements the safety process within the site.
- Complete monthly (or more frequently) Health and safety tours of the site during operating hours.
- Report the status of their department's safety related activities, performance, goals and objectives to the Health and Safety Committee.
- Be accountable for the prompt reporting and investigation of all injuries and incidents, promptly report such incidents and injuries to the site management.
- Report the status of the department's safety related activities, performance goals and objectives to the Health and Safety committee.

## Health & Safety Manager

- The Health and Safety manager is responsible for guiding management in the formulation of a sound safety policy and practices designed to meet stated objectives, the health and safety manager is accountable for stimulating acceptance of sound safety practices, development of safety awareness and for developing active participation by managers and staff in reaching goals and objectives, they shall:
- Act in an advisory capacity on matters pertaining to the Health and Safety programs and develop and determine Health and Safety policy and procedure.
- Report to site management and report on the status of the Health and Safety programs.
- Interpret and communicate laws, regulations and codes of practice, dealing with government, industry and Health and Safety standards, assist managers in the development of practices and processes to achieve and maintain compliance.
- Assist in making safety inspections of the site to reinforce safe behaviours and conditions.
- Conduct frequent Health and Safety audits to determine compliance with procedures and to reduce at risk behaviours.
- Provide consultation as requested in the preparation and approval process for work permits.
- Participate as needed in safety reviews of new or modified methods, processes materials, supplies and equipment, including buildings machines, tools and devices.
- Review with management and supervision the application of the safe system of work.
- Conduct assessment of the Health and Safety process to determine the status of implementation and direction.
- Be a resource centre for management in safety training, if needed personally instruct in subjects.
- Analyse and disseminate data on accidents and incidents for the study and understanding of various safety trends.
- Maintain an incident record system, maintain Health and Safety performance statistics and evaluate trends, recommend actions based on trend analysis.
- Monitor the effectiveness of the industrial hygiene and health programs.
- Evaluate industrial illnesses to determine causes, direct personnel monitoring of potential Health and Safety Hazards.
- Act in an advisory capacity to managers on operational matters pertaining to the hygiene and health programme; interpret laws, regulations and codes dealing with industrial hygiene, assist in development of processes and systems to control exposure to physical and Health Hazards.
- Communicate with insurance representatives as required to ensure requirements and standards are followed.
- Maintain primary contact with Insight Health, review reports recommendations from Insight Health regarding fitness to work, Co-ordinate return to work.
- Co-ordinate the testing and maintenance of site emergency equipment, maintain regarding such.
- Working with managers ensure the drug and alcohol testing program is properly implemented.
- Maintain Individual employee safety training records.



## Team Leaders

- The Team Leader is responsible for the safety of operations, this responsibility covers employees, materials and methods, while employees working safely can prevent accidents, the employees immediate Team Leaders is in the best position to ensure employees work safely, along with management , Team Leaders are responsible and accountable for carrying out details of the Health and Safety processes, Team Leaders are required to provide and maintain adequate safeguards against know and potential health and safety hazards through communication, correct equipment, materials, methods and training of personnel, they shall also:
- Know and understand the Health and Safety process policies of the site, ensuring they their application is effective, set high standards for a safe performance.
- Know and train their employees in safe work procedures and safe work methods.
- Serve on and attend safety committees
- Conduct Team safety meetings with their work teams; report the results of these meetings to their Manager.
- Perform Investigations of all injuries and incidents; promptly report such incidents to their managers, lead investigation team activities.
- Ensure medical attention is obtained for any injury in their work group or any injury that occurs.
- Lead the health and Safety goal setting process and set goals for their individual teams.
- Report the status of Safety related goals and objectives established by their individual to their manager.
- Communicate to their individual work group the requirements for safety performance, provide feedback on the status of safety suggestions.
- Evaluate the safety performance of their employees for the accomplishment of employee's safety responsibilities and requirements, hold employees accountable for their responsibilities for themselves and other workers.
- Set an excellent example for their employees by their own safe work conduct and safety attitude.
- Make frequent, safety inspections for unsafe conditions and practices, Make formal safety inspections as designated by the Health and Safety Manager each month.
- Take ownership for the correction or mitigation of unsafe conditions and the correction of at risk behaviours.
- Assist in the completion of Risk assessments, Safe working procedures.
- Encourage safety suggestions and near miss reporting from the work team where possible, they should directly implement sound safety suggestions, suggestions requiring action beyond their authority should be personally taken to the next level of management.
- Participate in promotional activities with regard to the safety process.
- Provide recognition to their employees for accomplishing Health and Safety objectives and goals established for their Team.
- Provide personal protective clothing equipment for employees exposed to hazardous conditions, require personal protective equipment to be properly worn, the supervisor will know how to use the personal protective equipment and see that their employees are trained in its use.

## Health and Safety committee

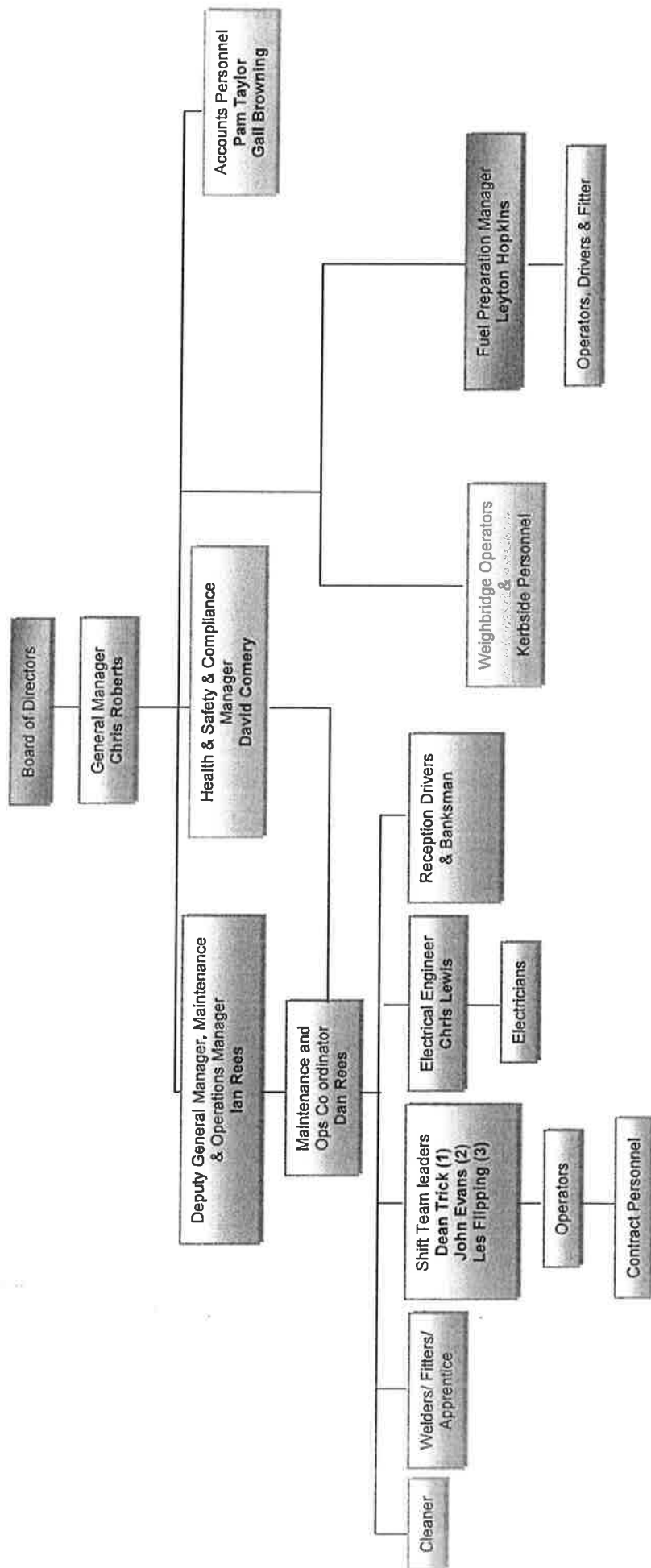
- The Health and Safety Committee is chaired by the Health and Safety Manager and consists of representatives from all areas of Neath Port Talbot Recycling the safety committee will:
- Be consulted on the Health and Safety policy and procedures providing advice and input on policy and procedures including their implementation throughout Neath Port Talbot Recycling Ltd.
- Receive and monitor incident statistics, generated by the Health and Safety Manager, to review trends and contribute to developing plans and initiatives required to address incidents trends or particular areas of concern.
- Assist in carrying out workplace assessments and work with the Health and Safety manager in taking forward any programme of workplace assessments.
- Monitor implementation of the site Health and Safety management system throughout the site.

## Employees

- All employees have a Health and Safety responsibility and accountability to themselves, their families and fellow workers the community and their employer, while accepting this responsibility in the performance of their duties they shall be expected to observe safety rules and regulations as well as the instructions relating to safe performance, they are accountable for elimination of personal at risk behaviour as well as coaching fellow employees to help eliminate at risk behaviours in others, they are responsible and accountable for taking a personal safety leadership role in daily safety activities, task planning, incident investigations and work performance, they shall also :
- Know and understand their role and responsibilities in the Health and Safety process and in critical health and Safety procedures.
- Stop, correct and report hazards or unsafe acts.
- Comply with the safety instructions of supervisors/Team Leaders.
- Know and comply with the safety requirements of their job.
- Know and comply with the safe work procedures and risk assessments.
- Attend and actively participate in monthly safety meetings
- Report all accidents, injuries, near misses and incidents to their supervisor Team Leader, participate in near miss and incident investigations.
- Actively participate in the behavioural safety process by being an observer and by being observed.
- Make suggestions to their supervisor/ Team Leader and participate in resolution.
- Participate in safety audits and inspections.
- Know and maintain good housekeeping standards in their area.
- Assist in the development of risk assessments and safe working procedures.
- Complete required safety training activities.
- Properly use and maintain required personal protective equipment.
- Assist in the development of safety goals and objectives for their team.

## Roles and Responsibilities

The management structure of Neath-Port Talbot (Recycling) Ltd is shown below for this Business Management System. The chart simply shows functional relationships and responsibilities and does not imply relative seniority. The senior management team have overall responsibility for all operational aspects of the site with direct reporting to the Board of Directors.



## Context of the Organisation Risk and Opportunities

Context risk and opportunities are reviewed annually by the management team and are presented using a spread sheet Appendix 1