WASTE ACCEPTANCE PROCEDURE

General

This procedure details the steps to be taken to ensure compliance with the waste permit. The procedure follows the steps to be taken for waste acceptance on site and on to unloading for treatment.

Key Responsibilities

The site manager has overall responsibility for the operation and running of the site. The acceptance of waste follows several stages and the staff involved at each stage will have responsibility to carry out the operating procedure. Any problems encountered will need to be referred to the site manager or their designated foreman.

Supporting Documents

- Permitted Waste Types List
- Environmental Permit
- SOP No2 and SOP No3
- Duty of Care A Code of Practice

Waste Characterisation – Level 1 checks

Waste may be brought to the site by our own vehicles or may be brought by third parties.

At the enquiry stage details will be required to establish if the waste will be compliant with the requirements of the Permit. The customer should be asked for details of all wastes proposed.

Only those waste listed in the table 1 of the permitted waste types are authorised for acceptance at the site. Table 2 wastes are all contained in Table 1 but do not have to be treated on sealed drainage and can therefore be directed to the appropriate area on the hardstanding, following the actions below.

WASTE DOCUMENTATION

Summary

The site operations must be operated at all times to ensure compliance with the Duty of Care Regulations and the conditions of the permit. The waste documentation checks ensure that the documentation for every load is checked and ensure that the waste carrier is a registered carrier or exempt from the provisions. The documentation checks are to ensure that the waste delivered is permitted under the permit and that the waste is inspected and any non compliant loads are rejected.

Key Responsibilities

The site manager has overall responsibility for the operation and running of the site. The acceptance of waste follows several stages and the staff involved at each stage will have responsibility to carry out the operating procedure. Any problems encountered will need to be referred to the site manager or their designated foreman.

Loads from third parties will need to undergo the following checks :

1) Registration of Carriers Check

Unless the person/ company delivering the waste is known by the weighbridge staff to be a registered carrier of waste, or exempt from the need to register, evidence must be provided by way of a certificate of registration or proof of exemption. If the driver fails to do so the load must be refused and the driver requested to return or to seek advice from the local NRW Office. A list of established carriers is maintained on site, which includes the expiry date for the registration and when a new carrier can prove they are registered then they will be added to the list.

Proof will be determined by seeing a valid registration certificate or by checking on the NRW online public register or by contacting the local NRW office.

If it is found that the haulier is not a registered carrier then the vehicle will be turned away and a record kept of the vehicle registration number and driver/ company name if known on the load rejection form.

2) Waste Transfer Note – All Loads

All waste carriers should be in possession of either

A waste transfer note specific to the load of waste being carried, in which case a copy must be attached to the conveyance note issued to the driver, or

A season ticket relating to a particular waste category from the same producer, in which case, after careful checking, a record of the details must be made on the conveyance note.

A transfer note or season ticket will be provided by us if they do not have one.

Note: there is now a requirement to use the European Waste Catalogue (EWC) codes when describing the waste. This should be checked against the EWC list of permitted wastes.

3) Waste Reception

For each load of waste arriving at the site the following checks must be made

- Check the details on the waste transfer note (waste type (EWC Code), description, quantity, carrier and any waste characterisation information)
- Check vehicle load is sheeted on arrival and if not make a note and inform the driver that all loads arriving on site must be sheeted.
- Visual Inspection of the load where possible to check that the load matches the description on the transfer note and that it is allowed under the permit (see table 1 below).
- Clarify any details with the driver if necessary
- The following details will be recorded for each load

    1. Date
    2. Time
    3. Site Name
    4. Site Permit Number
    5. Haulier
    6. Drivers Name
    7. Vehicle Registration
    8. Tonnage

9. Origin of the Waste
10. Transfer note copy kept

4) Wastes considered to by Not Permitted by the Waste Permit

- Advise the driver to find an alternative site, or
- The waste producer should be contacted for clarification
- If the waste is then accepted the driver must be notified that if the waste when tipped is found to be unacceptable it will be reloaded and a handling charge made.
- Hot loads are not permitted and any loads deemed to be hot will be rejected.
- Waste which are infested with vermin (eg flies or rates) will be rejected.
- Wastes consisting of substances with significant offensive odour shall be rejected.

For any rejected loads, the Load Rejection Record must be completed

5) If satisfied that the Waste Is Permitted

Following the checks detailed above the vehicle is weighed and directed to the appropriate reception area for tipping (see tables 1 & 2 below).

Table 1 Permitted Waste types – All waste types permitted by the permit

Table 2.2. waste types and quantities	
Maximum quantities the total quantity of waste accepted at the site shall be less than 75,000 tonnes a year.	
Exclusions wastes having any of the following characteristics shall not be accepted: • consisting solely or mainly of dusts, powders or loose fibres • wastes that are in a form which is either sludge or liquid	
Waste code	**Description**
01	**WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING, AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS**
01 01	**wastes from mineral excavation**
01 01 01	wastes from mineral metalliferous excavation
01 01 02	wastes from mineral non-metalliferous excavation
01 03	**wastes from physical and chemical processing of metalliferous minerals**
01 03 06	tailings other than those mentioned in 01 03 04 and 01 03 05
01 03 09	red mud from alumina production other than the wastes mentioned in 01 03 10
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
01 04 11	wastes from potash and rock salt processing other than those mentioned in 01 04 07
01 04 12	tailings and other wastes from washing and cleaning of minerals other than those mentioned in 01 04 07 and 01 04 11
01 04 13	wastes from stone cutting and sawing other than those mentioned in 01 04 07
02	**WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING**
02 01	**wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing**
02 01 03	plant-tissue waste
02 01 04	waste plastics (except packaging)
02 01 07	wastes from forestry
02 01 10	waste metal
02 02	**wastes from the preparation and processing of meat, fish and other foods of animal origin**
02 02 03	materials unsuitable for consumption or processing
02 03	**wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco preparation and processing; conserve production; yeast and yeast extract production, molasses preparation and fermentation**
02 03 04	materials unsuitable for consumption or processing
02 04	**wastes from sugar processing**
02 04 01	soil from cleaning and washing beet
02 04 02	off-specification calcium carbonate
02 05	**wastes from the dairy products industry**
02 05 01	materials unsuitable for consumption or processing
02 06	**wastes from the baking and confectionery industry**
02 06 01	materials unsuitable for consumption or processing
02 06 02	wastes from preserving agents

02 07	**wastes from the production of alcoholic and non-alcoholic beverages (except coffee, tea and cocoa)**
02 07 01	wastes from washing, cleaning and mechanical reduction of raw materials
02 07 02	wastes from spirits distillation
02 07 04	materials unsuitable for consumption or processing
03	**WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND CARDBOARD**
03 01	**wastes from wood processing and the production of panels and furniture**
03 01 01	waste bark and cork
03 01 05	sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04
03 03	**wastes from pulp, paper and cardboard production and processing**
03 03 01	waste bark and wood
03 03 07	mechanically separated rejects from pulping of waste paper and cardboard
03 03 08	wastes from sorting of paper and cardboard destined for recycling
03 03 10	fibre rejects, fibre-, filler- and coating-sludges from mechanical separation
04	**WASTES FROM THE LEATHER, FUR AND TEXTILE INDUSTRIES**
04 01	**wastes from the leather and fur industry**
04 01 08	waste tanned leather (blue sheetings, shavings, cuttings, buffing dust) containing chromium
04 01 09	wastes from dressing and finishing
04 02	**wastes from the textile industry**
04 02 21	wastes from unprocessed textile fibres
04 02 22	wastes from processed textile fibres
06	**WASTES FROM INORGANIC CHEMICAL PROCESSES**
06 09	**wastes from the msfu of phosphorous chemicals and phosphorous chemical processes**
06 09 02	phosphorous slag
Table 2.2. waste types and quantities	
06 09 04	calcium-based reaction wastes other than those mentioned in 06 09 03
06 11	**wastes from the manufacture of inorganic pigments and opacificiers**
06 11 01	calcium-based reaction wastes from titanium dioxide production
07	**WASTES FROM ORGANIC CHEMICAL PROCESSES**
07 02	**wastes from the mfsu of plastics, synthetic rubber and man-made fibres**
07 02 13	waste plastic
09	**WASTES FROM THE PHOTOGRAPHIC INDUSTRY**
09 01	**wastes from the photographic industry**
09 01 07	photographic film and paper containing silver or silver compounds
09 01 08	photographic film and paper free of silver or silver compounds
09 01 10	single-use cameras without batteries
09 01 12	single-use cameras containing batteries other than those mentioned in 09 01 11
10	**WASTES FROM THERMAL PROCESSES**
10 01	**wastes from power stations and other combustion plants (except 19)**
10 01 01	bottom ash, slag and boiler dust (excluding boiler dust mentioned in 10 01 04)
10 01 05	calcium-based reaction wastes from flue-gas desulphurisation in solid form
10 01 07	calcium-based reaction wastes from flue-gas desulphurisation in sludge form
10 01 15	bottom ash, slag and boiler dust from co-incineration other than those mentioned in 10 01 14
10 01 19	wastes from gas cleaning other than those mentioned in 10 01 05, 10 01 07 and 10 01 18
10 01 24	sands from fluidised beds
10 02	**wastes from the iron and steel industry**
10 02 01	wastes from the processing of slag
10 02 02	unprocessed slag

10 02 08	solid wastes from gas treatment other than those mentioned in 10 02 07
10 02 10	mill scales
10 02 14	sludges and filter cakes from gas treatment other than those mentioned in 10 02 13 (consisting of filter cakes only)
10 02 15	other sludges and filter cakes (consisting of other filter cakes only)
10 03	**wastes from aluminium thermal metallurgy**
10 03 02	anode scraps
10 03 05	waste alumina
10 03 16	skimmings other than those mentioned in 10 03 15
10 03 18	carbon-containing wastes from anode manufacture other than those mentioned in 10 03 17
10 03 24	solid wastes from gas treatment other than those mentioned in 10 03 23
10 03 26	sludges and filter cakes from gas treatment other than those mentioned in 10 03 25 (consisting of filter cakes only)
10 03 28	wastes from cooling-water treatment other than those mentioned in 10 03 27
10 03 30	wastes from treatment of salt slags and black drosses other than those mentioned in 10 03 29
10 04	**wastes from lead thermal metallurgy**
10 04 10	wastes from cooling-water treatment other than those mentioned in 10 04 09
10 05	**wastes from zinc thermal metallurgy**
10 05 01	slags from primary and secondary production
10 05 09	wastes from cooling-water treatment other than those mentioned in 10 05 08
10 05 11	dross and skimmings other than those mentioned in 10 05 10
10 06	**wastes from copper thermal metallurgy**
10 06 01	slags from primary and secondary production
10 06 02	dross and skimmings from primary and secondary production
10 06 10	wastes from cooling-water treatment other than those mentioned in 10 06 09
10 07	**wastes from silver, gold and platinum thermal metallurgy**
10 07 01	slags from primary and secondary production
10 07 02	dross and skimmings from primary and secondary production
10 07 03	solid wastes from gas treatment
10 07 05	sludges and filter cakes from gas treatment (consisting of filter cakes only)
10 07 08	wastes from cooling-water treatment other than those mentioned in 10 07 07
10 08	**wastes from other non-ferrous thermal metallurgy**
10 08 09	other slags
10 08 11	dross and skimmings other than those mentioned in 10 08 10
10 08 13	carbon-containing wastes from anode manufacture other than those mentioned in 10 08 12
10 08 14	anode scrap
10 08 18	sludges and filter cakes from flue-gas treatment other than those mentioned in 10 08 17 (consisting of filter cakes only)
10 08 20	wastes from cooling-water treatment other than those mentioned in 10 08 19
10 09	**wastes from casting of ferrous pieces**
10 09 03	furnace slag
10 09 06	casting cores and moulds which have not undergone pouring other than those mentioned in 10 09 05
10 09 08	casting cores and moulds which have undergone pouring other than those mentioned in 10 09 07
10 09 14	waste binders other than those mentioned in 10 09 13
10 09 16	waste crack-indicating agent other than those mentioned in 10 09 15
10 10	**wastes from casting of non-ferrous pieces**
10 10 03	furnace slag
10 10 06	casting cores and moulds which have not undergone pouring, other than those mentioned in 10 10 05

10 10 08	casting cores and moulds which have undergone pouring, other than those mentioned in 10 10 07
10 10 14	waste binders other than those mentioned in 10 10 13
10 10 16	waste crack-indicating agent other than those mentioned in 10 10 15
10 11	**wastes from manufacture of glass and glass products**
10 11 03	waste glass-based fibrous materials
10 11 10	waste preparation mixture before thermal processing, other than those mentioned in 10 11 09
10 11 12	waste glass other than those mentioned in 10 11 11
10 11 16	solid wastes from flue-gas treatment other than those mentioned in 10 11 15
10 11 18	filter cakes from flue-gas treatment other than those mentioned in 10 11 17
10 12	**wastes from manufacture of ceramic goods, bricks, tiles and construction products**
10 12 01	waste preparation mixture before thermal processing
10 12 05	sludges and filter cakes from gas treatment (consisting of filter cakes only)
10 12 06	discarded moulds
10 12 08	waste ceramics, bricks, tiles and construction products (after thermal processing)
10 12 10	solid wastes from gas treatment other than those mentioned in 10 12 09
10 12 12	wastes from glazing other than those mentioned in 10 12 11
10 13	**wastes from manufacture of cement, lime and plaster and articles and products made from them**
10 13 01	waste preparation mixture before thermal processing
10 13 04	wastes from calcination and hydration of lime
10 13 07	sludges and filter cakes from gas treatment (consisting of filter cakes only)
10 13 10	wastes from asbestos-cement manufacture other than those mentioned in 10 13 09
10 13 11	wastes from cement-based composite materials other than those mentioned in 10 13 09 and 10 13 10
10 13 13	solid wastes from gas treatment other than those mentioned in 10 13 12
10 13 14	waste concrete and concrete sludge (consisting of waste concrete only)
11	**WASTES FROM CHEMICAL SURFACE TREATMENT AND COATING OF METALS AND**
Table 2.2. waste types and quantities	
	OTHER MATERIALS; NON-FERROUS HYDRO METALLURGY
11 01	**wastes from chemical surface treatment and coating of metals and other materials (for example galvanic processes, zinc coating processes, pickling processes, etching, phosphating, alkaline degreasing, anodising)**
11 01 10	filter cakes other than those mentioned in 11 01 09
11 01 14	degreasing wastes other than those mentioned in 11 01 13
11 02	**wastes from non-ferrous hydrometallurgical processes**
11 02 03	wastes from the production of anodes for aqueous electrolytical processes
11 02 06	wastes from copper hydrometallurgical processes other than those mentioned in 11 02 05
11 05	**wastes from hot galvanising processes**
11 05 01	hard zinc
11 05 02	zinc ash
12	**WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS**
12 01	**wastes from shaping and physical and mechanical surface treatment of metals and plastics**
12 01 01	ferrous metal filings and turnings
12 01 03	non-ferrous metal filings and turnings
12 01 05	plastics shavings and turnings
12 01 13	welding wastes
12 01 17	waste blasting material other than those mentioned in 12 01 16
12 01 21	spent grinding bodies and grinding materials other than those mentioned in 12 01 20

15	**WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED**
15 01	**packaging (including separately collected municipal packaging waste)**
15 01 01	paper and cardboard packaging
15 01 02	plastic packaging
15 01 03	wooden packaging
15 01 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
15 01 07	glass packaging
15 01 09	textile packaging
15 02	**absorbents, filter materials, wiping cloths and protective clothing**
15 02 03	absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02
16	**WASTES NOT OTHERWISE SPECIFIED IN THE LIST**
16 01	**end-of-life vehicles from different means of transport [including off-road machinery] and wastes from dismantling of end-of-life vehicles and vehicle maintenance (except 13, 14, 16 06 and 16 08)**
16 01 03	end-of-life-tyres
16 02	**wastes from electrical and electronic equipment**
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13
16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15
16 03	**off-specification batches and unused products**
16 03 04	inorganic wastes other than those mentioned in 16 03 03
16 03 06	organic wastes other than those mentioned in 16 03 05
16 06	**batteries and accumulators**
16 06 04	alkaline batteries (except 16 06 03)
16 06 05	other batteries and accumulators
16 11	**waste linings and refractories**
16 11 02	carbon-based linings and refractories from metallurgical processes others than those mentioned in 16 11 01
16 11 04	other linings and refractories from metallurgical processes other than those mentioned in 16 11 03
16 11 06	linings and refractories from non-metallurgical processes others than those mentioned in 16 11 05
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 02	**wood, glass and plastic**
17 02 01	wood
17 02 02	glass
17 02 03	plastic
17 03	**bituminous mixtures, coal tar and tarred products**
17 03 02	bituminous mixtures other than those mentioned in 17 03 01
17 04	**metals (including their alloys)**
17 04 01	copper, bronze, brass
17 04 02	aluminium
17 04 03	lead

17 04 04	zinc
17 04 05	iron and steel
17 04 06	tin
17 04 07	mixed metals
17 04 11	cables other than those mentioned in 17 04 10
17 05	**soil (including excavated soil from contaminated sites), stones and dredging spoil**
17 05 04	soil and stones other than those mentioned in 17 05 03
17 05 08	track ballast other than those mentioned in 17 05 07
17 06	**insulation materials and asbestos-containing construction materials**
17 06 01*	insulation materials containing asbestos
17 06 04	insulation materials other than those mentioned in 17 06 01 and 17 06 03
17 06 05*	construction materials containing asbestos
17 08	**gypsum-based construction material**
17 08 02	gypsum-based construction materials other than those mentioned in 17 08 01
17 09	**other construction and demolition wastes**
17 09 04	mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
19	**WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL USE**
19 01	**wastes from incineration or pyrolysis of waste**
19 01 02	ferrous materials removed from bottom ash
19 01 12	bottom ash and slag other than those mentioned in 19 01 11
19 01 18	pyrolysis wastes other than those mentioned in 19 01 17
19 01 19	sands from fluidised beds
19 02	**wastes from physico/chemical treatments of waste (including dechromatation, decyanidation, neutralisation)**
19 02 03	premixed wastes composed only of non-hazardous wastes
19 02 10	combustible wastes other than those mentioned in 19 02 08 and 19 02 09
19 04	**vitrified waste and wastes from vitrification**
19 04 01	vitrified waste
19 05	**wastes from aerobic treatment of solid wastes**
19 05 01	non-composted fraction of municipal and similar wastes
19 05 02	non-composted fraction of animal and vegetable waste
19 05 03	off-specification compost
19 12	**wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified**
19 12 01	paper and cardboard
19 12 02	ferrous metal
19 12 03	non-ferrous metal
19 12 04	plastic and rubber
19 12 05	glass
19 12 07	wood other than that mentioned in 19 12 06
19 12 08	textiles
19 12 09	minerals (for example sand, stones)
19 12 10	combustible waste (refuse derived fuel)
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 01	**separately collected fractions (except 15 01)**

20 01 01	paper and cardboard
20 01 02	glass
20 01 08	biodegradable kitchen and canteen waste
20 01 10	clothes
20 01 11	textiles
20 01 34	batteries and accumulators other than those mentioned in 20 01 33
20 01 36	discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35
20 01 38	wood other than that mentioned in.20 01.37
20 01 39	plastics
20 01 40	metals
20 01 41	wastes from chimney sweeping
20 02	**garden and park wastes (including cemetery waste)**
20 02 01	biodegradable waste
20 02 02	soil and stones
20 03	**other municipal wastes**
20 03 01	mixed municipal waste
20 03 02	waste from markets
20 03 03	street-cleaning residues
20 03 07	bulky waste

Table 2 Waste Types which do not have to be stored or processed on Sealed Drainage. All other wastes to be deposited within transfer building.

(SR2008 No 7 Specified Wastes)

01 01 wastes from mineral excavation

- 01 01 01 wastes from mineral metalliferous excavation
- 01 01 02 wastes from mineral non-metalliferous excavation
- 01 04 08 waste gravel and crushed rocks other than those mentioned in 01 04 07
- 01 04 09 waste sand and clays
- 01 04 13 wastes from stone cutting and sawing other than those mentioned in 01 04 07

02 04 wastes from sugar processing

- 02 04 01 soil from cleaning and washing beet

10 11 wastes from manufacture of glass and glass products

- 10 11 12 waste glass other than those mentioned in 10 11 11

10 12 wastes 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

15 01 packaging (including separately collected municipal packaging waste)

- 15 01 07 glass packaging

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 02 wood, glass and plastic

- 17 02 02 glass

17 03 bituminous mixtures, coal tar and tarred products

- 17 03 02 bituminous mixtures other than those mentioned in 17 03 01

17 05 soil (including excavated soil from contaminated sites), stones and dredging spoil

- 17 05 04 soil and stones other than those mentioned in 17 05 03
- 17 05 08 track ballast other than those mentioned in 17 05 07

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)

20 02 garden and park wastes (including cemetery waste)

- 20 02 02 soil and stones

TIPPING OF WASTE

PURPOSE

The site operations must be operated at all times in accordance with the conditions of the waste permit. The waste deposit procedures are in two parts. The first part is an inspection on wastes and documentation as described in SOP No 01. The inspection at the acceptance stage is to ensure that the waste delivered and stored is as expected when the waste is booked in by the site operative. If the waste does not conform to the description the procedure deals with reloading and quarantine of the load.

Key Responsibilities

The site manager has overall responsibility for the operation and running of the site. The deposit of waste follows several stages and the staff involved at each stage will have responsibility to carry out the operating procedure. Any problems encountered will need to be referred to the site manager or his designated foreman.

1) Waste Deposit – Operational Procedure

- Waste allowed under table 2 of SOP 1 can be tipped on the hardstanding area for inert wastes.
- All wastes other than those in table 2 shall be tipped into the appropriate bay within the building for recovery and sorting.
- No tipping is permitted without a ticket from the weighbridge.
- The site staff shall visually inspect the load before and during tipping looking for any substances or articles which do not comply with the conditions of the Environmental Permit.
- If as a result of any inspection (routine or periodic) a discrepancy is found then one of the following actions may be taken.
- i) The material is not as described but falls within the permitted wastes for the site the waste shall be accepted but a note made on the recording sheet and the haulier informed, or
- ii) The material is not permitted within the terms of the Environmental Permit the site staff will, where practical re load the waste onto the delivery vehicle and send it off site or take advice from the local NRW Office.

- Once material has been tipped and the haulier has left if any non compliant wastes are found during sorting or processing they shall be removed and isolated I the quarantine area prior to removal to a suitably permitted site. A note shall be made in the site diary.

Hot or Smouldering Wastes Discovered on Tipping shall be moved out of the waste processing hall onto the quarantine area where the waste shall be spread out with an excavator and any hot materials extinguished. If there is a risk of a fire spreading the Fire and Rescue Service shall be called on 999 and until they arrive if safe to do so the fire shall be fought with one site equipment. This shall be recorded on QA/05

For Waste Likely to be Dust Producing

- If necessary the material should be damped down using a bowser containing water. Dust suppression misting systems may also be deployed.

Appropriate PPE must be worn when waste is handled and may include protective gloves, safety boots, hard hats and overalls.

WASTE DESPATCH

PURPOSE

The site operations must be operated at all times in accordance with the conditions of the waste permit. The waste despatch procedure is followed when sending wastes on either as loads for disposal or as segregated loads for further processing.

Key Responsibilities

The site manager has overall responsibility for the operation and running of the site. The despatch of waste follows several stages and the staff involved at each stage will have responsibility to carry out the operating procedure. Any problems encountered will need to be referred to the site manager or his designated foreman.

1) Waste Despatch

- Once the waste has been processed and is ready for sending off site for further processing/ use or for disposal a transfer note is needed to adequately describe the waste and assign an EWC code (usually a 19 code).

- The Waste Duty of Care requires us to ensure that we are sending our material to a suitably permitted or exempt facility and for each new facility we look to use we will need to obtain a copy of their permit or exemption details which should be kept on file.

- Once the site, to send waste to, has been checked for compliance all the relevant details shall be used to complete a transfer note or create a season ticket for sites we use on a regular basis.

- The waste shall be weighed, or weight estimated and the tonnage entered on the transfer note prior to the waste being transported off site to the receiving site.

- Also to comply with our Duty of Care requirements all loads will be suitably sheeted to prevent waste escaping from the vehicle on route.

- All waste being sent to landfill needs to detail the processes that have been carried out (ie sorting and taking out recyclables) to show that the Waste Hierarchy has been applied.

Appropriate PPE must be worn when waste is handled and may include protective gloves, safety boots, hard hats and overalls.

STANDARD OPERATING PROCEDURE No 04

WASTE PROCESSING

PURPOSE

The site operations must be operated at all times in accordance with the conditions of the waste permit. The waste processing procedure is followed to ensure that maximum recovery rates are achieved and ensuring that waste does not escape during the process.

Key Responsibilities

The site manager has overall responsibility for the operation and running of the site. The processing of waste follows several stages and the staff involved at each stage will have responsibility to carry out the operating procedure. Any problems encountered will need to be referred to the site manager or his designated foreman.

Key Documents

Fire Prevention Plan
SOP No 5 Waste Storage
SOP No 6 Site Inspection
SOP No. 9 Litter Control
SOP No 10 Dust Monitoring and Control
SOP No. 11 Odour Control
SOP No 12 Noise Monitoring and Control
Plant Operating Manuals

Appropriate PPE must be worn when waste is handled and may include protective gloves, safety boots, hard hats and overalls.

Waste Processing

Waste Processed Within the Building

Mixed wastes arriving on site shall be directed to the waste processing building and tipped into the reception bay, in accordance with the waste acceptance procedures. The process of separating the wastes, is to reduce the amount of waste sent for disposal by segregation into skips which are sent of the permitted re processors when full.

A grab is used to lift non recyclable materials directly into a 40 cu/yd skip located in the adjacent bay to the right.

Potentially recyclable materials are placed onto the trommel and picking line where contaminants such as timber, plastics, paper, cardboard, metals are removed and placed into tipping skips.

Any light non recyclable materials are removed with a blower directly into a skip

Once full the tipping skips are loaded into larger containers to be sent off for reprocessing when full.

Any aggregate material which is suitable for processing will be stored in an appropriate stockpile on the hardstanding area designated for inert storage and processing.

Some materials may be baled to increase the density to reduce transport movements. Baling will be undertaken on segregated plastics, paper and cardboard and bales will be moved into a container and stored in the storage bays shown on CEC/WPH/02 once they have been completed.

During the process if any unauthorised waste is discovered then it will be and placed in the unauthorised waste skip and sent for disposal in accordance with the Waste Acceptance procedure. This skip will be located within the building until it is taken away. If gas bottles are found during processing they will be taken to the gas bottle storage area shown on CEC/WPH/02.

Processing of Soils Soil Substitutes and Aggregates

The inert waste storage and processing area is shown on CEC/WPH/02 and waste which are from excavation or demolition works and are known to be suitable for processing will be deposited directly into this area, awaiting processing.

Predominantly aggregate or concrete materials shall be stored separately to allow for a range of products to be produced using the WRAP Protocol.

Aggregate production shall only be carried out when there is sufficient material to justify hiring in a crusher and screen. Production shall only be carried out when the wind conditions are favourable to prevent any dust deposits outside of the permitted area onto the River Severn and the Montgomery Canal in accordance with SOP No10 Dust Management and Control.

The processing will vary depending on the product being made but will involve crushing and usually screening to produce a product which will meet the highways specification desired. In some cases crushing may not be required but this is dependant of the nature of the feedstock.

Once processed the product will be stockpiled in the inert storage and processing area.

Soils will be assessed to see if any processing is required and any contaminants found will be removed and placed in the relevant skip for disposal or to be sent off for further processing.

During the assessment the soils will be checked for any invasive species and if any are found, then the manager shall be informed and the materials formed into a separate stockpile until a disposal route can be identified.

End of the Working Day

In accordance with the Fire Prevention and Mitigation Plan all areas shall be cleaned of loose materials and litter collected and placed an appropriate skip.

STANDARD OPERATING PROCEDURE No 05

WASTE STORAGE

PURPOSE

The site operations must be operated at all times in accordance with the conditions of the waste permit. The waste storage procedure is to ensure that the waste stored does not cause nuisances through odour, litter or dust and to maintain storage levels within those stated in the Fire Prevention Plan.

Key Responsibilities

The site manager has overall responsibility for the operation and running of the site. The storage of waste follows several stages and the staff involved at each stage will have responsibility to carry out the operating procedure. Any problems encountered will need to be referred to the site manager or his designated foreman.

Related Documents

Fire Prevention Plan
SOP No 6 Site Inspection
SOP No. 9 Litter Control
SOP No 10 Dust Monitoring and Control
SOP No. 11 Odour Control

1) Waste shall only be stored within the areas designated in the site plan

2) During daily inspections an assessment will be made as to whether any of the waste storage areas is or is likely to cause pollution or nuisance through such emissions as litter, dust, odour or run off.

3) The waste storage areas will be accessed to ensure that the volume of material is not in breach of the Fire Prevention Plan limits.

If any bay or container is at full to capacity, then no further material can be tipped in that bay until space has been made by sending materials off site for use or further processing.

STANDARD OPERATING PROCEDURE No 06

SITE INSPECTION

Responsibilities

The site management has overall responsibility for the site operations. The site manager or his nominated deputy shall be responsible for implementing the procedure.

Purpose

The site inspection is to be carried out by the Site Manager or Site Foreman or any other member of staff who has been trained in the requirements of the inspection process. The inspection is to ensure that the site permit is being complied with. Any problems arising from the inspection shall be dealt with to ensure compliance. Site Inspection forms shall be filled out each operational day and these records kept in the site office. Any issues requiring works to be done shall be recorded and when the works are completed this shall also be noted on the form for that day.

When the site has completed work for the day the end of day checks shall be carried out and recorded.

Other Relevant Documents

- Environmental Permit
- Fire Prevention Plan

Instructions

The following items will be inspected in accordance with the site check sheet QA12. Inspection results and any remedial actions will be noted on the site check sheet. In addition to the routine checking it is important to identify any problems which arise through the working day and notify the site manager at once.

- Effective storage of waste and within the limits set in the Fire Prevention Plan
- Wastes are checked throughout the day for evidence of fire or smouldering
- Site plant for leaks of fuel, oils or hydraulic fluids
- Condition of the site access road checked and maintained so that the road is free of excessive mud or dust
- Visible dust emissions from the active areas of the site and damp down if necessary
- Build up of dust on site surfaces and on plant and equipment
- Correct deployment of the misting systems
- Excessive noise

- Odours
- Any spillages or leakage
- Surface water run off – any problems with drainage system including interceptor and the capacity of the sealed sumps
- Condition of the perimeter fence and gates
- Evidence of pests and vermin
- General cleanliness of site– instruct to clean/litter pick as needed

PLANT AND EQUIPMENT

PURPOSE

This procedure is to ensure that the site plant and equipment is operated in a manner which will protect the environment.

Key Responsibilities

The Site manager has overall responsibility for ensuring that sufficient, suitable plant and equipment is provided to operate the facility. The Site Manager is also responsible for ensuring that all scheduled and other essential maintenance is carried out and that the plant and equipment is maintained in accordance with the manufacturer's recommendations. The Site Foreman and Operators of the plant are responsible for completing the checks and notifying the Site Manager of any defects.

Daily Checks Prior to Using and Plant and Equipment

Before using any item of equipment at the start of each day the Site Foreman or Equipment Operative must check the following :

- Check the general condition of the item of equipment
- Ensure that all safety guards (as appropriate) are in place
- Check the condition of cables for electrical equipment
- Inform the site manager or his nominated deputy of any defects

At the end of each working day the Site Foreman or Operative must :

- Check that all equipment is turned off (as appropriate) and left in a safe condition and that there are no fluid leaks. The plant must be stored away from combustible waste at the end of the day by taking it to the plant hire yard or storing it on the quarantine area.
- Securely lock away all tools and small items of equipment as directed by site Foreman or manager
- Ensure that the fuel store is secure against spillages

The Site Manager must :

- Arrange for regular servicing of all items of plant and equipment in accordance with the manufacturer's recommendations

- Arrange for the provision of replacement plant to cover plant being serviced or repaired.

VERMIN CONTROL

PURPOSE

This procedure is to ensure that pests such as flies and rodents are controlled to prevent nuisance from vermin that may use the site.

Key Responsibilities

The site manager has overall responsibility for the operation and running of the site. Staff will have responsibility to carry out the operating procedure. Any problems encountered will need to be referred to the site manager or his designated foreman.

Pest within Incoming Loads

A general check will be made when loads are being received at the site a check shall be made for pest infestations. Any loads which have obvious, offensive infestations shall be rejected. The following measures shall be adopted to deal with pests delivered to the site :

- All incoming loads shall be inspected for pest infestation.
- Wastes suspected to have a pest infestation shall be removed from site for disposal immediately.

Monitoring Pests

The following monitoring measures and controls shall be applied to ensure that any pests present are controlled.

- The site will be in inspected at least weekly for evidence of pests.
- Any insect infestations shall be controlled by trained personnel ensuring that water courses and drainage are not contaminated by the use of insecticide
- Any evidence of rodents shall be dealt with and bait boxes placed by a trained operative
- If the above measures are not sufficient to control pests on site then a specialist contractor shall be employed.
- A record of inspections and actions shall be recorded on form the daily inspection sheet in the comments box.

LITTER CONTROL

PURPOSE

This procedure is to ensure that windblown litter does not cause a nuisance to the local environment and that Waste Permit is complied with.

Key Responsibilities

The site inspection is to be carried out by the Site Manager or Site Foreman or any other member of staff who has been trained in the requirements of the inspection process. The inspection is to ensure that the site permit is being complied with. Any problems arising from the inspection shall be dealt with to ensure compliance.

Litter

Litter is not likely to be a problem due to the nature of the waste types nevertheless any problems are more likely during windy conditions.

Measures to control, monitor and remove litter

The following monitoring measures and controls shall be applied to ensure that any litter present is controlled.

- A daily inspection shall be made of the site for evidence of litter.
- The operating areas of the waste reception shall shall be cleared of material that could become windborne on a regular basis.
- All vehicles that remove waste, likely to produce litter, from the site shall be sheeted or netted to prevent the loss of litter or other debris.
- If any litter is present it shall be collected for disposal by the end of the working day in which it was noted.
- A record of inspections and actions shall be recorded on form the daily inspection form.

DUST MANAGEMENT

Responsibilities

The management has overall responsibility for the site operations. The site manager or his nominated deputy shall be responsible for implementing the procedure and in the event of additional resources being needed or the site not being able to continue working then management will need to be consulted before work re commences. Operational staff are responsible for reporting any problems with equipment or changes in the weather conditions which could result in the release of dusts during the working day to the site management.

Purpose

Dusts can cause impacts on surrounding properties and need to be controlled under the Environmental Permit. Failure to control dusts is a permit breach and could cause nuisances to people and property away from the site. Dust issues are most likely during periods of strong wind and dry conditions. The wind direction is an important consideration as to the receptors that may be affected.

Related Documents

Daily Check Sheet
Complaints Procedure 14

1) Site Assessment at the start of each Working day

A record shall be kept of the wind direction and the wind strength using the daily check sheet. An assessment of how dry the site is will be made as this will effect whether or not the mobile suppression system will need to be used or not and changes to the condition of the site roads throughout the day.

Assess the type of work that needs to be carried out against the prevailing weather conditions. The sensitive receptors near to the site (in particular the Montgomery Canal SSSI and SPA) shall be considered when assessing the work methods to be employed for the day. The site manager shall determine what is to be done during the day and instruct operational staff to carry this out.

2) Setting up for the Working Day

a) deploy the dust suppression system if it is needed

b) ensure that the site roads are not producing significant dust and arrange for the roads to be swept or damped down as appropriate.

3) Changes in Conditions During the Working Day

The weather in the UK can change quickly and changes in wind direction, wind speed and the site becoming dryer can cause the dust suppression equipment used in the outside yard to be less effective or required if the day started dry.

a) if dust starts to be generated which has the potential to leave the site boundary then the plant operator shall deploy or re position the dust suppression system and test the effectiveness. If the suppression system is not being effective contact the site manager to determine what actions should be taken.

b) in the event of a breakdown of the dust suppression systems the site manager shall be contacted immediately to arrange for repairs or the activities to be re assessed.

c) site roads shall be monitored visually and the site manager informed if dust levels increase.

d) if dust builds up on fixed plant then it shall be cleaned off using the mobile compressor and any potentially dust producing materials on the site surfaces shall be cleared up and stored in a manner that will prevent it becoming windborne.

e) if the wind direction or strength changes an assessment will be needed as to how this will affect operations taking the sensitive receptors into account.

f) if dust levels cannot be controlled with site equipment then work shall cease on that operation until dust can be controlled. The site management shall make the decision as to whether or not what site operations shall continue or stop.

4) Operation of Site

a) Loading shovels used for loading and moving waste around the site shall be operated in a manner that reduces dust becoming airborne by placing the bucket on the ground or onto the stockpile and then discharging the material without dropping it from a height.

b) Loading shall be done keeping the drop to a minimum and at a speed which does not cause excessive dust releases.

5) At the End of the Working Day

The site shall be inspected to ensure that there is no material that could become windborne on the site surfaces or fixed plant. If there is then the material shall be cleared.

ODOUR CONTROL

PURPOSE

This procedure is to ensure that odour does not cause a nuisance to the local environment and that the Waste Permit is complied with.

Key Responsibilities

The management has overall responsibility for the site operations. The site manager or his nominated deputy shall be responsible for implementing the procedure and in the event of additional resources being needed or the site not being able to continue working then management will need to be consulted before work re commences. Operational staff are responsible for reporting any problems with equipment or changes in the weather conditions which could result in the release of odours to the site management.

Odour

Odour can be an issue from the processing of waste. Any problems are more likely during still weather.

Measures to control odour

The following monitoring measures and controls shall be applied to ensure that any odour is controlled.

- A daily inspection shall be made of the site for evidence of odour.
- No wastes consisting of substances with significant offensive odour shall be accepted at the site.
- If any offensive odour is detected at the boundary of the site then the offending waste shall be identified and removed to landfill as soon as possible.
- All vehicles that remove waste from the site shall be sheeted or netted to reduce any odour during transport.
- A record of inspections and actions shall be recorded on form the daily inspection form.

Any odour issues detected shall be reported to the site management.

NOISE MONITORING AND CONTROL

PURPOSE

This procedure is to ensure that noise is monitored and controlled to prevent nuisance from the site.

Key Responsibilities

The management has overall responsibility for the site operations. The site manager or his nominated deputy shall be responsible for implementing the procedure and in the event of additional resources being needed or the site not being able to continue working then management will need to be consulted before work re commences. Operational staff are responsible for reporting any problems with equipment or changes in operations which could result noise emissions to the site management.

Prevention of noise

Measures shall be implemented to reduce noise emissions from the site. These will include :

- ensuring that operation hours are not exceeded so that the potential to cause noise nuisance is limited.
- ensuring that potholes in yard area are repaired as soon as possible.
- ensuring the use of vehicle and plant silencers.
- ensuring that plant and equipment is adequately maintained.
- locating mobile plant away from noise–sensitive receptors
- avoiding dropping materials from a height
- switching off plant when not in use
- considerate behaviour by the workforce, to avoid or minimise shouting, whistling
- use of “smart” reversing alarms, which produce sound at a volume relative to the background level, for example 5 or 10 dB above, rather than at a fixed volume, white noise or some other smart reversing alarms will be used on site whenever possible

Monitoring of noise

The following monitoring measures and controls shall be applied to ensure that any noise present is controlled.

- As an ongoing matter each operational working day auditory assessment shall be made of the site for evidence of excessive noise as part of the daily inspection SOP06. This is especially important during periods of still weather.

- Any excessive noise identified will be investigated. The source of the noise will be identified and an assessment of the level of the noise will be made of the level of noise at the site boundary.

- If the level of noise emissions is considered to be at a level likely to cause annoyance outside the site the site manager will be notified immediately and appropriate action taken to reduce the noise levels.

- Action could include

    - Noise screening of particular plant and equipment
    - Not using certain plant and equipment until noise emissions can be reduced
    - Replacement of certain plant and equipment
    - Improved maintenance of plant and equipment
    - Improved silencing of plant and equipment

- If the above measures are not sufficient to control noise on site then a specialist contractor shall be employed.

SPILLAGE PROCEDURE

PURPOSE

This procedure is to ensure that the site has a spillage and emergency response system which ensures protection of the environment in the event of any type of spillage.

Key Responsibilities

The Site manager has overall responsibility for ensuring that sufficient, suitable equipment, training and PPE is provided to allow staff to implement this procedure. Staff should be aware of the properties of fluids normally handled on site and be aware of the correct PPE requirements and safe methods of handling pollutants.

If a spillage occurs, then it is important to act quickly and as a team to prevent polluting liquids entering any surface water.

The Site Operatives must be familiar with this procedure before working at the site.

Spillage Response Procedure:

1. Assess the potential for the liquid to enter the surface water system. It is a priority to protect surface water.
2. Put on the recommended personal protective equipment (PPE) e.g. gloves, goggles, apron etc.
3. If you do not know the hazards associated with the spilt material then locate the safety data sheets (SDS) for the spilt material if appropriate.
4. Consider and review the information given on potential risks to health, safety and the environment.
5. Locate the spill response supplies and equipment.
6. Stop the leak or spill e.g. turn off the valve, stand up a knocked over container etc.
7. Isolate the spill with containment materials.
8. Absorb liquid spills with absorbent material.
9. If there is any possibility of the spillage entering the surface water system or if the spillage is already in the surface water system , try to contain it with the booms from the spill kit.

10. If the spillage has entered the surface water system contact Natural Resources Wales on their Incident hotline on 0300 065 3000.
11. Spills of dry materials must be swept up and not washed away.
12. Inform the site manager if this has not already happened.
13. Place the contaminated absorbent material and any contaminated soils in a container suitable for storage on site and transportation off-site. Consideration should be given as to whether it is hazardous waste or not.
14. Wash with water (do not use detergent if there is any possibility of this entering surface water) any equipment or floors so that no traces of the spill remain.
15. Absorb the wash water and place it in the same container with the contaminated absorbent materials.
16. Label the container with the appropriate labels.
17. The site manager should consider whether they should inform Natural Resources Wales (in accordance with the permit) or any other organisations/persons if this has not already happened.

After any incident the manager must assess the reasons for the incident, any improvements which could be made in site operations or in the response to the incident and amend the EMS accordingly.

COMPLAINTS PROCEDURE

PURPOSE

This procedure details how to act upon and document any complaints made by residents or other bodies regarding issues relating to the site operations. The procedure requires the nature of the complaint to be investigated and any remedial actions necessary to be recorded. The procedure has been broken down into several elements which are Noise, Odour, Dust and Litter. For any other complaints the site manager or his nominated deputy shall record the nature of the complaint and any actions taken. For any complaint the first step will be to substantiate whether or not the complaint is valid. Form QA/06 should be used to record any complaints, the action taken and the outcome.

Noise

In the event of a complaint the first step shall be for the site manager or his nominated deputy to carry out an auditory survey at the source of the complaint and at several points around the site paying particular attention to the site boundary closest to the complainant. A record of the monitoring exercise shall be made (use form QA/06) using a qualitative approach using the following noise scale:

Very Low	No discernable noise from operations
Low	Faint noise from operations
Medium	Normal noise levels
High	Above normal noise emissions

A record shall also be made (use form QA/06) of any operations being carried out close to the source of the complaint along with a note of any abnormal activities on site.

If the level of noise is considered to be in the Very Low to Medium category then no further action should be necessary. In the event of the noise emissions being judged as high then the operations causing the noise shall be reviewed by the site manager or his nominated deputy immediately.

If necessary then the site manager shall arrange for a quantitative noise survey to be carried out. The results of the noise survey shall be reviewed to assess the operations.

Odour

In the event of any complaints regarding odours from the site the first action shall be for the site manager or his nominated deputy to perform olfactory monitoring at the source of the complaint and at several points around the boundary close to the complainant.

A record shall be made of the qualitative odour strength and type of odour (use form QA/06) . If the source could be from the storage areas then these areas should be assessed. Any odour sources should be recorded and an investigation into the cause of the odours made.

A record shall be kept of any inspections and remedial works carried out (use form QA/06) .

Dust

Any complaints regarding dust shall be investigated by inspecting the site boundary visually to see if dust from the site is being blown off site. The area around the source of the complaint shall also be inspected to look for evidence of dust deposits. A record shall be made of the inspections and any remedial actions instigated (use form QA/06) .

Litter

Complaints regarding litter shall be investigated by inspecting the site boundary and the minor roads surrounding the site. Record actions and results on form QA/06. Action will be taken immediately to cleanse any affected areas.

Other Complaints

A record of any other type of complaint shall be made and dealt with in an appropriate manner by the site manager or his nominated deputy. Use form QA/06.

HOT WORKS PROCEDURE

Purpose

This procedure details how to undertake hot works on site. This relates to such activities as welding, soldering, grinding and other similar activities.

Hot Work should only be undertaken if alternatives have been discounted, i.e. mechanical fixing, sawing, adhesives etc.

Key Responsibilities

The site manager has overall responsibility for the operation and running of the site. All hot works activities undertaken on site are under the overall responsibility of the manager. However, the site manager will specify an Authorised Person who will be responsible for carrying out the risk assessment of the Hot Works job. An Authorised Person is someone who has sufficient technical knowledge, training and practical experience of the Hot Work Processes and their associated hazards to undertake a Hot Work Risk Assessment. He/she is responsible for specifying the necessary precautions, e.g. isolations, site preparations, emergency procedures. There will be a senior person carrying out the hot work they are the Competent Person. All staff on site have responsibility to carry out this operating procedure fully. Any problems encountered will need to be referred to the site manager or their designated foreman.

Hot works

The use of a Hot Work Permit is required for all hot work on this site. A Permit-to-Work involves a methodical assessment of the task to identify and specify the precautions to be taken.

The Permit-to-Work should be issued by the Authorised Person responsible for carrying out the risk assessment of the job. He/she is responsible for specifying the necessary precautions, e.g. isolations, site preparations, emergency procedures. The precautions should be discussed with the senior person carrying out the hot work (Competent Person) to ensure that the nature of these and the hazards is clearly understood. It is the joint responsibility of the Authorised Person issuing the Permit and the Competent Person receiving it to fully understand the contents, limitations and scope of the Permit-to-Work and its full implications, prior to commencement of work. The Permit-to-Work should be validated for a maximum of one day only. If additional time beyond the expiry of the Permit is required then this should be formally extended on the Permit-to-Work by the Authorised Person who issued it, or in their absence another appropriate authorised person after reviewing the criteria under which it was issued.

Hot work carried out by contractors should be covered by the same procedures. Method statements should accompany complex jobs. Where

contractors are engaged it is essential that liaison occurs between the site management and the contractor if the hot work might affect the normal activities of the area.

A copy of the Permit-to-Work should be available at the hot work location.

Before undertaking hot works the Authorised Person will need to establish or ensure :

- that a risk assessment of the activity is undertaken and a hot works permit issued. If the Hot Work involves or produces substances hazardous to health, e.g. cleaning solvents, acids, welding fumes etc. then the work must include any additional control measures as necessary under the Control of Substances Hazardous to Health Regulations.
- a suitable area in which to undertake hot works. This will include ensuring that flammable or combustible materials are at a suitable distance from the hot works or are protected from the hot works.
- hot works are not undertaken within 1 hour of the close of the site, unless in an emergency
- only approved and properly maintained equipment is used to undertake the work
- only suitably training staff or contractors undertake hot works
- ensure that fire fighting equipment is properly located and readily available
- ensure good ventilation to avoid the build up of smoke and fumes
- ensure that there will be no transfer of heat from the hot works to combustible items such as through walls, along pipes etc
- during hot works ensure that precautions are taken to avoid accidental operation of automatic fire detection and suppression systems
- ensure all nearby personnel are protected from heat, sparks etc

Fire Watch

A fire watcher shall be placed in charge whilst the “hot work” operations are in progress and shall patrol in or about any structure of building close to the “hot work” operations, where the risk of fire may arise. The Authorised Person must inspect the site of the “hot work” operation at least once per day on the dates the permit is valid.

A final inspection of the area will be undertaken approximately 1 hour after the completion of any hot works to ensure there is no smouldering fire and hot areas.

Operational Checklist for those involved in Hot Work
Typical Precautions for Safe Hot Working

1. Care to be taken when using and storing materials used for ignition purposes, i.e. matches, lighters.
2. Hot work equipment is in good repair and adequately secured.
3. All combustible material of a portable nature shall be removed from the site of operations and floors swept clean of combustible materials. Flammable substances such as paints and adhesives must be removed from the Hot Work area.
4. All combustible material remaining in the vicinity shall be either
a) thoroughly drenched with water or
b) cover with damp sand or
c) covered with non combustible sheets – whichever is suitable.
5. Combustible floors, walls, ceilings protected by wetting down and covering with damp sand or covered or screened by sheets of non-combustible material – whichever is suitable.
6. Where work is above floor level, non-combustible curtains or sheets suspended beneath the work to collect sparks.
7. All gaps in walls and floors through which sparks could pass covered with sheets of non-combustible materials.
8. Means for fire extinguishing must be in close proximity to the “Hot Work” operation. If a fire point is not in the immediate vicinity, then portable fire extinguishing equipment must be available at the site of operations.
9. Ensure that the correct Personal Protective Equipment is worn in relation to the task being carried out.
10. Smoke/heat detectors that could be affected by the “Hot Work” operation must either be a) isolated or b) “Bagged off”.
In both cases, site management must be informed that smoke/heat detectors are not in operation. When the work has been completed the smoke/heat detector must be put back into operation.
11. Those concerned have had the nearest fire alarm/telephone pointed out to them and have been told what to do in the event of a fire or other emergency.
12.Any pipes affected have been assessed for hazardous contents or residues, isolated and vented. Precautions have been taken to prevent the release of sparks or other hazardous emissions from open ends. Consider the potential for conduction of heat.

HOT WORK PERMITS ALONE DO NOT COVER WORK CARRIED OUT IN CONFINED SPACES

Hot Work Checklist – to be secured to cylinder trolleys

- Condition of pipes/fittings checked?
- Enclosed fabrications (e.g. tanks, pipes) checked for hazardous contents?
- Combustible materials in area removed or covered?
- Combustible floors protected?
- Wall/floor openings protected?
- Where is the nearest:
  - fire extinguisher?
  - fire alarm call point?
  - phone?
- Smoke/heat detectors protected – management informed?
- Check for signs of fire after work completed
- In the Event of Fire,
  - raise alarm,
  - phone 999 - state location,
  - use extinguishers if safe to do so.

Duties of the Authorised Person

An Authorised Person is someone who has sufficient technical knowledge, training and practical experience of the Hot Work Processes and their associated hazards to undertake a Hot Work Risk Assessment. The Authorised Person has the following duties:

(i) To assess the risks associated with the hot work activity and it's potential effect on the surrounding area and processes.

(ii) Prepare a permit to work.

(iii) To issue the appropriate documentation to the Competent Person, discussing the practicalities of the safety precautions and control measures required.

(iv) To monitor that during the hot work activity, the work is carried out in line with the permit to work. Where the work extends beyond one day, to extend the permit if the conditions are still applicable.

(v) To ensure that on completion of the hot work the Competent Person has left the area in a safe condition and to cancel a permit if issued.

Duties of the Competent Person

A Competent Person is someone who is trained and experienced in the actual Hot Work activity and has duties as follows:

(i) Ensure receipt from the Authorised Person (Hot Work Assessor) of a Hot Work Permit, prior to starting work.

(ii)Discuss the safety precautions required with the Authorised Person (Hot Work Assessor). Sign for acceptance of the permit to confirm understanding of the requirements and the obligation to carry out the instructions correctly.

(iii)Work in compliance with the job instructions and control procedures.

(iv)Adhere to any provision in the Permit to Work.

(v)Supervise, erect and maintain any barriers, screens or other protective measures.

(vi) Ensure/arrange communication and/or reporting procedures for emergency
situations as appropriate.
(vii) Observe all fire precautions.
(viii) Comply with any monitoring required by the documentation.
(ix) Keep the Hot Work Area clean, tidy and free from any combustible materials.
(x) Restrict the use and application of heat to the stated points of work.
(xi) Leave the area in a safe condition if the hot work is suspended. The permit will need to be formally extended or a new permit issued if the hot work is to continue on a different day.
(xii) Comply with any requirements laid down in the Hot Work safety document to carry out a personal inspection after a specified period following the last application of heat.
(xiii) On completion or cessation of the Hot Work, confirm that the Hot Work area is safe and free from any source of ignition or any signs of any smouldering materials, tidy up the work area, remove/replace any fire fighting equipment, if a permit was issued, sign it off and return it to the Permit Issuer (Authorised Person).

STANDARD OPERATING PROCEDURE No16

WASTE HIERARCHY REVIEW

Responsibilities

The management has overall responsibility for the site operations. The site manager or his nominated deputy shall be responsible for implementing the procedure. Operational staff are responsible for reporting any problems with equipment or changes which could result in the less waste being recovered or recycled.

The waste hierarchy

Williams Plant Hire Ltd will take all appropriate measures to ensure that:

i) the waste hierarchy referred to in Article 4 of the Waste Framework Directive is applied to the generation of waste by the activities at the site; and

ii) any waste generated by the activities is treated in accordance with the waste hierarchy; and

iii) where disposal is necessary, this is undertaken in a manner which minimizes its impact on the environment.

The waste hierarchy can be summarised as :

Stages	Include
Prevention:	using less material in design and manufacture, keeping products for longer, re-use, using less hazardous materials
Preparing for re-use:	checking, cleaning, repairing, refurbishing, whole items or spare parts
Recycling:	turning waste into a new substance or product, includes composting if it meets quality protocols
Other recovery:	includes anaerobic digestion, incineration with energy recovery, gasification and pyrolysis which produce energy (fuels, heat and power) and materials from waste, some backfilling
Disposal:	landfill and incineration without energy recovery

We will:
• comprehensively characterise and quantify each waste stream arising from the
facility
• use government guidance to decide how each waste stream is to be recycled,
recovered or disposed of
• be capable of justifying decisions that deviate from best practice.

If we propose any disposal:
• explain why recycling or recovery is technically and economically impossible
• describe the measures planned to avoid or reduce any impact on the environment.

This will be achieved by the following measures :

- We will recover as much of the waste which enters the site as possible or pre- treat it before onward transportation for recycling
- If any material needs to go off site for disposal we will ensure that it goes to an appropriate facility with the correct permit or exemption to ensure that any impact on the environment is reduced.

This system will be reviewed as a minimum every 4 years and we will record the outcome of that review using form QA13.