

## Williams Plant Hire Ltd – Aberbechan Wharf, Newtown

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Procedure No.	Procedure Name	Where is the procedure kept?	Version Number	When was the procedure last reviewed?	Comments
SOP No.1	Waste Acceptance Procedure General	Site office –file cabinet	1	15/08/19	
SOP No. 2	Tipping of Waste	Site office –file cabinet	1	15/08/19	
SOP No. 3	Waste Despatch	Site office –file cabinet	1	15/08/19	
SOP No. 4	Waste Processing	Site office –file cabinet	1	15/08/19	
SOP No. 5	Waste Storage	Site office –file cabinet	1	15/08/19	
SOP No. 6	Site Inspection	Site office –file cabinet	1	15/08/19	
SOP No. 7	Plant and Equipment	Site office –file cabinet	1	15/08/19	
SOP No. 8	Vermin Control	Site office –file cabinet	1	15/08/19	
SOP No. 9	Litter Control	Site office –file cabinet	1	15/08/19	
SOP No. 10	Dust Monitoring and Control	Site office –file cabinet	1	15/08/19	

SOP No. 11	Odour Control	Site office –file cabinet	1	15/08/19	
SOP No.12	Noise Monitoring and Control	Site Office – filing cabinet	1	15/08/19	
SOP No.13	Spillage Procedure	Site Office – filing cabinet	1	15/08/19	
SOP No14	Complaints Procedure	Site Office – filing cabinet	1	15/08/19	
SOP No15	Hot Works Procedure	Site Office – filing cabinet	1	15/08/19	
SOP No16	Waste Hierarchy Review	Site Office – filing cabinet	1	15/08/19	

## Training Needs Assessment QA03

Date: August 2019

Job Requirements	Skills Already Existing	Training Requirements/ Follow Up	Completed Y/N
Manager	Technical Competence	Continuing competence in non hazardous treatment	Yes. <span style="color: red;">Renew in ???</span>
	Environmental impacts and Permit awareness		
	Waste reception and duty of care		
	Waste separation and sorting		
	WRAP Protocol		
	Checking of plant and equipment		
	Reporting requirements to NRW		
	Spill response procedure		
Site Supervisor		Environmental impacts and Permit awareness	
		Waste reception and duty of care	
		Waste separation and sorting	
		WRAP Protocol	
		Checking of plant and equipment	
		Reporting requirements to manager	
		Spill response procedure	
Site operatives		Environmental impacts and Permit awareness	
		Waste reception and duty of care	
		Waste separation and sorting	

		WRAP Protocol	
		Checking of plant and equipment	
		Reporting requirements to supervisor	
		Spill response procedure	
Contractor			

# Individual Training Record      Form QA/4

<b>Name</b>	
<b>Job Title</b>	
<b>Start Date</b>	

<b>Training Topic/Course Title</b>	<b>Date of Training</b>	<b>Trainee's Signature</b>	<b>Trainer's Signature</b>	<b>Comments (in house or course attended)</b>

**Accident (and Incident) Record****Record of accidents, incidents or near misses**

This form can be used for health and safety matters and also things that can impact on the environment, for example: dust or noise pollution outside the site or spillage of polluting liquids onto the ground or any watercourse, or damage or potential damage to the site of special scientific interest on site.

Please record near misses as well as we can learn from these events – eg the vandals opened the valve on the tank but the bund caught everything and no harm was done.

Date and time of the incident	
What happened, what was it about?	
Was anyone else aware of this – other witnesses? If so who?	
What caused it?	
What have you done to make sure that it does not happen again?	
Was there any <b>significant pollution</b> or <b>environmental damage</b> to land, water or protected areas – for example: dust or noise pollution outside the site or spillage of polluting liquids onto the ground, or at a site of special scientific interest or into a watercourse? If so what happened ?	
Is there a continuing threat? Yes / No	
If there was (or still is), then you must take steps to prevent further damage and notify NRW on 0300 0653000 and any other relevant regulators ASAP. Have you done so? Yes / No	Who did you phone?  At what time did you phone?
You must also write or send an email to confirm this to the local NRW office Have you done so?	Yes/No What date did you contact?
Please print your name and sign	

Continue overleaf or on a separate sheet if you do not have enough room.  
Keep the completed form in the file to discuss with NRW when they visit.



**Complaints Record**

Who made the complaint?	Name:	
	Address	
	Phone No	
Date and time they made the complaint		
What happened, what was it about?		
Was anyone else aware of this – other neighbours or your staff? If so who?		
Did the complaint relate to the Aberbechan site? If so, what happened? What went wrong?		
What have you done to make sure that it does not happen again?		
Was there any <b>significant pollution</b> or <b>environmental damage</b> to land, water or protected areas – for example: dust, odour or noise pollution outside the site or spillage of polluting liquids onto the ground, or at a site of special scientific interest or a watercourse? (If so, then complete an incident form)		
If there was, then you must take steps to prevent further damage and notify NRW on 0300 0653000 and any other relevant regulators ASAP. Have you done so? Yes / No	Who did you phone? At what time did you phone?	
You must also write or send an email to confirm this to the local NRW office . Have you done so?	Yes/No What date did you contact?	
Please print your name and sign:		

Continue overleaf or on a separate sheet if you do not have enough room.  
Keep the completed form in the file to discuss with NRW when they visit.

**LOAD REJECTION RECORD**

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Date.....

Load rejected by.....

**Vehicle details**

Registration no.....

Owner.....

Driver.....

Waste carriers licence no.....

**Load details**

Weighbridge ticket no.....

Customer transfer note no.....

Waste source.....

Waste code and description from customer's waste transfer note.....

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Problem with load.....

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Action taken.....

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Names of witnesses.....

Signature of person rejecting load.....

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## Maintenance Checklist QA/08

[illegible]

## Williams Plant Hire – Aberberchan Wharf - Newtown

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## Maintenance Record

**QA/09**

You then need to keep a record that you have actually done these checks when they were supposed to be done.

If you do them you should enter:

- The check or maintenance job done
- Who did it
- The result (e.g. *40cm of oil was emptied*)

[illegible]

## Williams Plant Hire – Aberberchan Wharf - Newtown

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Williams Plant Hire – Aberberchan Wharf - Newtown

**CONTRACTOR INSTRUCTION**

**QA/10**

Prior to the commencement of any work on site, it is important that you are made aware of our specific requirements in relation to the contract and also our general site rules. A permit to work scheme is in place for some works such as hot works and access to confined spaces.

Task Description
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**Specific Resource Requirements**

PPE		Materials	
Staffing		Health and Safety	
Equipment		Other	

**General site instructions**

1. All vehicles using the site must observe the site speed limit at all times.
2. All users of the site must observe all warnings, instructions and information signs at all times.
3. All visitors to the site must wear and use the appropriate Personal Protective Equipment. Specific requirements may be detailed.
4. All work areas must be kept tidy, clean and clear of rubbish.
5. Stairways, walkways, doorways and transport routes must be kept clear at all times.
6. Contractors must report all accidents and near misses.
7. Contractors must observe any additional instructions given to them by an appropriately authorised member of staff.
8. This site is a no smoking site, other than in the designated smoking areas.

I confirm that the details of the contract and the requirements of the site have been explained to me, and that I understand and will comply with these instructions.

Signed: ..... Date: .....

**Task Monitoring**

Deviations & Amendments	
Further instructions	

**Task Completion**

Quality and Safety Inspection	
Work completed as agreed	



# Personal Protective Equipment Issue Record

Employee Name:

Department:

Personal Protective Equipment	Date of 1 <sup>st</sup> Issue	Date of 2 <sup>nd</sup> Issue	Date of 3 <sup>rd</sup> Issue	Employee Initials		
				1st	2nd	3rd

Employee Signature: \_\_\_\_\_

## DAILY INSPECTION FORM QA12

Week Commencing .....

### DAILY CHECKS

	Mon	Tues	Wed	Thurs	Fri	Sat
Wind strength ( still/ breezy/very windy )						
Wind Direction						
<b>Processing Building</b>						
All conveyors secure and in situ						
All conveyor skirtings fitted correctly without gaps or discharge points						
All floor surfaces clear of debris and dust						
No build of dust on the Plant and Equipment						
Water Spray/ Mist Dispensers operating effectively if needed						
Bunds secure and free of leaks and spillages						
Physical safety barriers secure and in situ						
Surrounding areas/ perimeter free from evidence of dust accumulation						
<b>Outside Areas</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>
Check for dust deposits/ emissions						
Perimeter check for excessive noise						
Perimeter check for litter						
Perimeter check for odour						
Check for pests						
Check for build up of dust on buildings and plant						
Check Site Roads for mud or dusts						
Check Drainage system for blocked gullies and also the interceptors/ sealed sumps						
Check storage areas for compliance with stockpile sizes and potential to create windblown dust						
Check the bunding and integrity of fuel tanks						
Check plant for hydraulic and fuel leaks						
Site surfaces for dust build up/mud/ debris						
Site security fencing for breaches						
Spillages						
<b>End of Working Day Checks (Fire watch)</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>
All plant is parked in the plant storage area away from combustible materials and checked for dust build up						
Check stockpiles and containers for fires or smouldering						
All processing plant and lighting turned off						
Any non-programmed cleaning required?						

**Comments (include date)**

Continue on a separate sheet if required

**QA Form 13**

Williams Plant Hire Ltd  
Waste Hierarchy Review

Disposal of waste	
Date	Reason
Ongoing	Non compliant wastes found during placement shall b placed in a non compliant waste skip and sent for landfill. There are no recycling opportunities to deal with this waste
	Waste accepted is for recovery operations
	Aggregate and soil recovered

## QA Form 13

Review Date	Review outcome
May 2023 or before	
August 2027 or before	
August 2031 or before	