

WH Chaloner & Son Ltd

Environmental Management
System

November 2013

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Environmental Baseline Review

ENVIRONMENTAL BASELINE ASSESSMENT

Organisation	WH Chaloner & son Ltd
Completed by	Mr P Chaloner & Mrs J E Tunnicliffe
Date Completed	13th Nov 13
Version Number	1.0

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1.0 Amendment Schedule

Initial Baseline Assessment Completion Date	13/11/13
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Issue Amended	Latest Issue No.	Details of Revision	Amended By	Date Amended

2.0 Organisation Details and Scope

Company Name	WH Chaloner & Son Ltd
Telephone Number	01978 853944
Address	Miners Road Llay Industrial Estate Llay Wrexham
Postcode	LL12 0PJ
Company Contact	Mr Paul Chaloner
Job Title	Manager
Email	jan@whchaloner.co.uk
Website	www.whchalonerscrapmetalwrexham.co.uk
What does your business do? (more detail below please)	Recycle Scrap Metal
Activities of Business in more detail – products, services, processes etc.	<p>W.H. Chaloner & Son Ltd offer an efficient, customer focused service with the aim of recycling waste metal and end of life vehicles in an environmentally friendly manner. The business has been established since 1941 and is well known within the North Wales area offering a range of services to business and household customers.</p> <p>We handle approximately 2,500 tonnes of material each month dealing with large corporate businesses, local authorities and private householders. We are well established within our sector and have considerable experience in servicing civic amenities sites, demolition contracts and waste metal produced during the manufacturing process.</p> <p>W.H. Chaloner & Son Ltd is also an authorised end of life vehicle centre, licensed with the Environment Agency and DVLA. We can collect your car free of charge within the area and pay an excellent cash price. Cars are fully de-polluted and then disposed of in the most environmentally friendly way possible, with a DVLA Certificate of Destruction being issued to the licensed holder of the vehicle.</p> <p>We are committed to continually improving our environmental, health & safety and quality aspects of our operation by operating to the clauses laid out in PAS 402:20013.</p>

How long has the organisation been trading?	70 years
Total Number of Employees (FT, PT or FTE)	9 FT
Details of management structure e.g. board etc.	3 PT

2.1 Environmental Awareness and Training Needs

What general environmental awareness training have employees received if any?	Toolbox talks CPC courses Wamitab Induction training
How does the business communicate environmental matters to employees?	Formal & informal meetings and discussion Environmental policy, toolbox talks
How does the business communicate environmental matters to external interested parties when appropriate?	Verbally inform external parties and provide copies of our policies, procedures and assessments. Offer for them to visit our premises to witness our working practices.
List any other relevant information in respect of training.	

2.2 Site Activities, Buildings, Land Contamination

What is the history of the company and its current site location(s)?	The business was originally sited in a residential area of Pulford, Wrexham and relocated in 1995 to a purpose built site on in industrial area. With assistance from the environmental agency we incorporated equipment and landscaping to reduce the environmental impacts of our operations.
Any proposals to change the current activities/products/processes - If so, what is the proposal and timescale?	None
What buildings are on site? - type, age,	Single story brick build offices – Approx 40 years Metal constructed warehouse – Approx 40 years
Own / Lease / Rent the premises? - shared with other businesses? - sublet to other businesses?	Owned and used solely by WH Chaloner & Son Ltd
How much of the land outside the buildings	10%

is green (grass/hedges etc.)? How much is hardstanding (concrete/car parking)? (% each, or sq meters)	90%
Site location: Town / Industrial estate / Home / Country	Industrial Estate
Any known land contamination? If so, provide as much detail as possible.	None
Has the business had any contact with any Regulator (Environment Agency, Local Authority) in respect of any land contamination either in the past or present?	No
Has the business been convicted or got a prosecution pending or received notice from the Environment Agency in terms of pollution of the environment? If so, please provide details.	No
List any other relevant information here	

2.3 Pollution Risk Assessment

Is there a watercourse through/nr the site? If so, provide details of how big, where does it lead to (name of River if known) etc.	No
Is the location of all drains on site known and if so, is this on a plan or in someone's head?	Yes – see plan
Are drains colour coded in line with good practice i.e. red for foul sewer blue for watercourses?	No
Does the company dispose of anything other than toilet waste to the main sewer? If so, what and what evidence has the sewerage undertaker given to the company to state that this practice is acceptable e.g. discharge consent or letter if appropriate?	No
Does the company discharge to a septic tank, foul sewer or soakaway?	Toilet Waste to Foul sewer
Are there any problems with the septic tank or soakaway and if so what is being done about it?	N/A
Attach a list all the chemicals on site, where they are stored and in what quantities to this report.	Diesel, Petrol, Waste Oil – See plan
Describe the storage areas in terms of outside/inside, locked/unlocked, bunded so as to contain any spillages (describe the	See site plan

bund).	
Diesel tanks: size, location, condition, age, double-skinned or not, banded or not (concrete surround 110%)	3yrs old in good condition Double banded to 110% capacity
Spills: - Minor incident - procedure in place? - Major incident – what would you do? - Training of staff? (Which staff, when)	Yes Yes Tool box talks
Any previous pollutions incidents? - resulted in prosecution?	No
Oil deliveries supervised?	Yes
Chemicals located near or upstream of any drains? (sewer or surface water)	Yes diesel: Tank is double banded and interceptor is installed on site to prevent spillage reaching main drains
Any air emissions? - Are they formally monitored for legal puposes?	Dust on site during dry months. Controlled by damping down. No Transport emissions controlled by use of vehicles with Euro 4 & 5 emission control engines
List here anything else that you think may be relevant to pollution prevention.	

2.4 Use of Natural Resources and Raw Materials

What raw materials does your business use? examples could be cleaning products (which ones and what quantities), office consumables, raw materials in manufacturing e.g. glues etc?	Minimal amounts of office consumables and cleaning products. Diesel for use in transport of metal
Does the business use any raw materials which come from a sustainable source? E.g. products from a sustainable source such as Forestry Stewardship Council (FSC) products?	No
Does your business use materials which have a recycled content? E.g. paper, re-filled ink cartridges etc.	Refilled cartridges Recycled paper
Does you business do anything which seeks to reduce the use of natural resources?	Our primary business of metal recycling benefits the environment by supplying recycled metal to steelworks and foundries, directly reducing the large scale harm to the environment otherwise caused by extraction of

	metal ores and associated energy inputs.
Has the business considered formulating a 'green' purchasing policy? E.g. buy local, use materials from a sustainable source etc. If not in writing, perhaps there is an informal policy?	We have a policy of buying and using local suppliers.
List here anything else relevant to the use of raw materials and natural resources.	

2.5 Energy Consumption and Efficiency

What types of energy does the business use? E.g. electricity, gas, oil, renewable energy such as solar or wind	Electricity & Gas
What is the annual consumption for each of these energy sources?	Electricity – 14758KWh Gas – 913 units
What is the annual cost for each of these energy sources?	Electricity - £28,465 Gas - £1,269
What are the different types of energy sources used for? E.g. cooking, heating, water?	Processing scrap metal Heating Drinks Administration tasks Lighting
Is it possible to read the electricity meter and if so does it realistically record what electricity the business uses in a year? If not, why not (for example – rent includes electricity which is not separately sub-metered)?	We have no access to our meter as it is part of a high voltage sub-station and the electricity board hold the key.
What is the current reading and date read?	
Is the building well insulated? If so, how e.g. loft insulation, cavity wall insulation?	Yes – loft & cavity wall insulation
Is the building carpeted? Some or all of it.	No
Is there underfloor heating?	No
Is the building double-glazed?	Yes
Is there plenty of natural lighting?	Yes
Do the windows have blinds or curtains and are curtains lined?	Yes
Are low energy bulbs used? If so, throughout or just some. If not throughout why not (e.g. problems with fitments)?	No
What appliances are in the building e.g. cooker, fridge, freezer and what rating are they in terms of energy efficiency if known and where relevant?	Fridge freezer –A rating Cooker- No longer used
Do you have computer and office equipment? If so, what do you do in terms	Switch off at night where possible.

of energy saving e.g. switch off when not in use etc.	
What other energy saving measures are in place that have not already been mentioned?	See objectives for 2013/14
Do you purchase "green" electricity? E.g. energy is re-invested in renewable sources e.g. wind/solar etc.	No
List anything else you feel is relevant to energy consumption and efficiency here.	Electricity usage is our large energy consumption and working towards a reduction in usage is included in our 2013/14 environmental objectives.

2.6 Water Consumption, Use and Discharge

Is your water supplied from the mains supply or other (if other please specify)?	Mains
Is it metered?	Yes
Do you know where the meter is if fitted? If not, can you find out where it is?	Yes
Can you safely read the meter and if so please state the reading here and date read? Do not read the meter if it is not safe to do so.	No
What is the water used for e.g. drinks, cleaning, washing etc.?	As stated
Where does the toilet waste go to e.g. mains sewer, septic tank, soakaway?	Main sewer
If septic tank, it is emptied and if so do you have a Waste Transfer Note for its emptying?	N/A
If septic tank, do you have a copy of the contractor's Waste Carriers Licence?	N/A
What water saving measures are already in place? E.g. push taps, low flush toilets etc.	Planet Dry Save at flush packets in cisterns
Do you discharge anything other than water to the mains sewer (if on a sewer system)? If so, what and do you have permission to do so if required from the sewerage undertaker?	No
What is the annual usage for water and cost (if metered)?	
Do you have a drainage plan of the site?	See site plan
Are drains colour coded – blue for stormwater drains and red for septic tank or sewer?	No
List here anything else relevant to water use and discharge.	

2.7 Emissions to Atmosphere

Does the business carry out any activity that leads to air emissions? If so, please state what they are.	Exhaust fumes from transport vehicles and plant equipment.
Do you have any licences or agreements for air emissions and if so what are they?	N/A
Do you burn anything on site? If so, please state what.	No
List here anything else which may be relevant to air emissions.	

2.8 Waste Minimisation, Recycling and Packaging

What waste does the business create?	Office waste – used for animal bedding
How is each of these different types of waste dealt with E.g. recycled or landfilled?	Recycled
Who collects each type of waste or recyclable?	N/a
Do they issue Waste Transfer Notes (either annually or ad hoc as required)?	N/A
Have you obtained a copy of their Waste Carrier's Licence or if they are exempt (i.e. don't require one by law) have you received a copy of their exemption certificate?	N/A
If waste is not collected how else is it dealt with e.g. taken to local recycling site?	Taken home by employees
Is there an opportunity for the business to increase its recycling and reduce waste to landfill?	No
Is landfilled waste collected by the Council as part of its domestic waste collection or do you have a trade waste agreement?	N/A
How many bags (estimate) of waste is sent to landfill and how many are sent for recycling each week? Please state size or bags or bins, how many and how full each are.	N/A
Do you have any hazardous waste to dispose of? If so, what waste is it and how much per annum (estimate) is disposed. e.g. batteries, fluorescent light tubes, etc.	N/A
Has the business Registered as a Producer of Hazardous Waste <i>if required to do so</i> ?	Yes

What type of packaging does your business handle? E.g. cardboard, polystyrene, plastic around trade journals etc.	Minimal amounts for office supplies including cardboard & paper
What process takes place in your business that might lead to packaging waste being handled e.g. office supplies arrive in boxes?	Office supplies arrive in boxes
Estimate how much packaging your business handles in a twelve month period.	Approx 200kg
Does your business handle anywhere near 50 tonnes of packaging a year? If so, do you record the figures or are you able to at least estimate the quantities handled?	No
Have you done anything that reduced the amount of packaging you handle e.g. re-designed products, bulk purchase of goods, re-use carrier bags, etc?	N/A
Do you re-use any packaging and if so what packaging and how?	Yes – recycled see above
List here anything else related to packaging which may be relevant.	No

2.9 Transport and Logistics

What vehicle does your business own? Include your own if used for business as well as private purposes.	5 x HGV Wagons 1 x Articulated Wagon 3 x Pick ups 1 x Transporter
What percentage of the vehicle is personal use as opposed to business use? Specify each percentage	20%
What type of fuel are the vehicles run on? E.g diesel, gas	Diesel, HGV vehicles have Euro 4 & 5 emission controlled engines.
Who owns the vehicles i.e. the business or company? Are they leased perhaps?	WH Chaloner & Son Ltd
Do you know the annual mileage of the vehicles? Estimate or provide accurate figures. State which they are.	Total mileage approx. 240,000 km
Are vehicles regularly serviced?	Yes
Where are they serviced? Local garage?	HGV – Truckserve every 6 weeks Pickups – Main Dealer
How often are the tyre pressures checked?	6wks
What is done to reduce mileage?	See objectives for 2013/14 Investigating the benefits of using external contractors to transport metal to the docks. With the aim of reducing fuel usage and environmental pollution by grouping jobs to prevent empty vehicle trips when wagons are returning to site.

	Reducing the number of company cars from 3 to 2.
Where are the vehicles cleansed? If on site, what products are used to cleanse the vehicles and what happens to the run off?	When serviced – At Truckserve yard
Is there any opportunity to use public transport for the business?	No
Is there an opportunity to use telephone or video conferencing?	N/A
Is there any potential for car sharing?	Yes
What improvements have been made to reduce mileage if any? E.g. video-conferencing, encouraging clients to use email, multi-visits etc?	As above – See objectives 2013/14
List here anything else that may be relevant to this section.	Reduction in fuel consumption and company car usage is included in our 2013/14 environmental objectives.

2.10 Emergency Situations

What emergencies could potentially occur that could have an environmental consequence? List all. For example: fire, flood, spillage (of what), vandalism etc.	Fire Spillages
What could be the potential environmental consequence of such emergencies if they were to occur? List separate consequences for each one.	See preventing accidents plan
What procedures are in place for trying to avoid or control such identified emergencies? E.g. fire risk assessment, no-smoking policy, chemicals stored in a locked cabinet in a bunded container, pipework checked for leaks, etc.	See fire risk assessments See spillage risk assessment Diesel, petrol & oil are stored in designated areas in suitable storage equipment. Where these quantities are significant tanks and container are bunded Gas containers are stored in a locked area 10m away from other flammable materials Housekeeping is reviewed regularly
List here anything else relevant to this section.	

2.11 Ancillary Activities

Does the business have any other activities not already covered elsewhere in the report? If so what are they?	No
What impact might these activities have on the environment?	N/A

What can be done to reduce such impacts?	N/A
List here anything else which may be relevant to this section.	N/A

2.12 Environmental Performance of Contractors and Suppliers

Has the business ever considered the environmental performance of its suppliers and contractors?	No
Is the business able to use those suppliers or contractors that have good environmental standards? If not, why not? If yes, how?	As a company we predominately use local suppliers
Does the business know if any of its suppliers or contractors have environmental standards such as BS 8555, ISO14001 etc?	No
List here anything else relevant to this section.	

2.13 Other Management or Quality Standards

What other standards does the business hold if any e.g. Investors in People, ISO9001, Visit Wales Grading, other relevant standards pertaining to the business etc?	Currently working towards PAS402
If no official standards are held, does the business work to any standards without actually paying to certified e.g. own quality procedures?	N/A
Is the business working towards any other standards?	No
List here anything else relevant to this section.	

2.14 Landscaping and Biodiversity

On site, how is the proportion of land in terms of buildings, car parking and green areas allocated?	70% building & yard 20% car park 10% green areas
Has the business used any materials in construction or renovation which are sympathetic to the surroundings e.g. turf roof etc ?	Planted trees on perimeter and landscaped front garden / car park area.
Have any eco-friendly materials and	Stone, gravel and forest bark

products been used in terms of landscaping, building etc?	
Is the building listed and if so, what restrictions are placed on the business in terms of modification to building?	No
What has the business done if anything to promote biodiversity i.e. encourage wildlife, plants, birds etc.?	Landscaping of garden attracts birds and wildlife.
Is the site located in an area of Special Scientific Interest? If not, is there one nearby?	No
Is the site located in another type of conservation area such as a Special Area of Conservation?	No
Is it possible that the business is located in a protected environmental area but that you do not know about it?	N/A
Do you know there if bats, badgers or other protected species on or near the site?	No
List here anything else that may be relevant to biodiversity.	

2.15 Business and Community Partners / Stakeholders

Are there any positive actions which the business carries out which contribute to the local community e.g. donates money or time to good causes/charities etc?	Yes sponsored local football and rugby teams. Worked along-side Wrexham University to support their art & design students in the use of metal as a form of art. Sponsored an award and allowed students to use some of our scrap metal to produce sculptures.
Does the business accept students from school or college on work experience?	No
Do groups visit the business for talks e.g. WI, Business Clubs etc?	No
Is the business involved in any other support organisations e.g. Chamber of Commerce etc?	No
Do any employees give their time freely to other organisations? E.g. presentations/talks	No

2.16 Noise, Odours, Particulates, Nuisance

What other environmental issues are relevant to this review that have not been covered elsewhere? E.g. noise, odours, other potential nuisance?	N/A
If any of these are relevant, what process	Crushing metal has potential nuisance and vibration

leads to them occurring? E.g. garlic factory, manufacturing plant,	issues for our neighbours. Therefore when we purchased our crusher we worked with our neighbours to position it away from office areas, surrounded it with trees to reduce noise and incorporated vibration reducing foundations.
What is done to minimise their impacts and are they measured informally or formally as part of legal compliance?	N/A
List here anything else that may be relevant to this section.	N/A

2.17 Data Monitoring

What is the current meter reading for electricity? List all available meters. Only read if safe to do so.	Day - 52789 Night - 2423			
What is the current meter reading for gas? Only read if safe to do so.	21708			
What is the current water meter reading? Only read if safe to do so.	1150			
Do you currently monitor any of the items below?				
Energy Consumption: <i>Electricity</i>	Annual Quantity	14758KWh	Annual Cost	£28,465
Energy Consumption: <i>Gas</i>	Annual Quantity	913 units	Annual Cost	£1,269
Energy Consumption: <i>Oil</i>	Annual Quantity	N/A	Annual Cost	
Energy Consumption: <i>Other(specify)</i>	Annual Quantity		Annual Cost	
Water Consumption	Annual Quantity		Annual Cost	
Waste Produced	Annual Quantity		Annual Cost	
Recycling	Annual Quantity		Annual Cost	
Transport - if this is one of your biggest environmental impacts you should measure this as good practice	Annual Quantity (miles travelled)		Annual Cost	

2.18 Key Legal Requirements

As part of the Baseline Assessment you are required to identify key environmental legislation that may apply to your business.	See attached
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Have you identified this yet or is it still to be completed? If still to be completed then ensure this is done before.	
How will you list your key legal requirements e.g. legal register?	Yes
How will you ensure you remain compliant with legal requirements e.g. e-updates from Net Regs, consultants, trade journals etc? Note - you are required to have a documented procedure for ensuring continuing legal compliance.	BMRA and Environment Agency updates

Environmental Policy Statement

W.H. Chaloner & Son Ltd has been established since 1941 and is a leading metal recycling company within the North Wales and North West region. We offer an efficient, customer focused service with the aim of recycling waste metal and end of life vehicles in an environmentally friendly manner. Our business directly benefits the environment by reducing the amount of waste that goes to landfill and recycling metal for the use in steelworks and foundries. As such we are committed to continually improving the environmental, health & safety and quality aspects of our company by operating to the clauses laid out in PAS 402:20013.

We aim to promote a positive approach to the protection of the environment, through the adoption of environmentally friendly working practices and the development of an Environmental Management System. Working in partnership with the Environment Agency to ensure compliance with environmental legislation and their approved codes of practice.

To regularly review current systems and identify ways to make improvements, in order to prevent pollution, reduce and minimise emissions and waste and improve environmental performance.

To develop and raise the environmental awareness of staff through communication, training and assessment.

To assist customers to recycle products and dispose of them in an environmentally sensitive way in order to ensure efficient use of raw materials, energy, water and supplies.

To manage activities in order to avoid any unnecessary or unacceptable risk to employees, customers, members of the public and the environment as a whole.

This policy statement has been adopted by a resolution of the Directors dated 5th October 2013.

Signed



Operations Manager 5/10/13

Review Date: Oct 14

Environmental Objectives 2013/2014

WH Chaloner & Son Ltd

Miner's Road, Llay Industrial Estate, Llay, Wrexham LL12 0PJ

Tel: 01244 853944

Environmental Objectives 2013/2014

- 1) To improve the company's ability to comply with current legislation and improve its environmental footprint.

To achieve this by:

- Undertaking environmental review and working with consultants from Green Triangle to meet the requirements of the PAS 402 Waste Resources Environmental Management Standard.
- Developing an Environmental Management System to meet the requirement of regulation 36 Environmental Permitting Regulations.

- 2) To reduce annual electrical consumption by 10% from 17577 to 15819 units.

To achieve this by:-

- Monitoring electricity usage on a quarterly basis.
- Reducing the number of days the shearer is in operation from 5 days to 3 days. This will result in a 20% reduction in the number of hours the shearer is left running in idle mode.
- Educating staff in energy efficient practices and emphasising the importance of switching off electrical items & lights that are not in use.

- 3) To improve the environmental impact of the company's transport and distribution methods.

To achieve this by:-

- Investigating the benefits of using external contractors to transport metal to the docks. With the aim of reducing fuel usage and environmental pollution by grouping jobs to prevent empty vehicle trips when wagons are returning to site.
- Reducing the number of company cars from 3 to 2.

- 4) To improve the company's record on responsible waste disposal.

To achieve this by:-

- Reviewing the contractors who currently dispose of used tyres from End of Life Vehicles to determine their final destination. To contract only with suppliers who recycle the wire and rubber and confirm tyres are not sent to landfill. For example melting the wire to reuse and shredding the rubber for use on children's playgrounds and horse ménages.

- 5) To improve staff awareness about the environmental impact of the company, its operations and their practices.

To achieve this by:-

- Providing all staff with a copy of the company's 2014 environmental objectives.
- Commencing regular environmental tool box talks with effect from January 2014. Including reviewing progress towards objectives and focusing in detail one element of practice each month.
- Involving staff when setting environmental objectives for 2014/15.

Signed: 
Company Director

Date: 30th September 2013

Register of Legislation

WH CHALONER & SON REGISTER OF ENVIRONMENTAL AND HEALTH & SAFETY LEGISLATION

LEGISLATIVE REQUIREMENT	DETAILS	RELEVANCE TO ORGANISATION
	<p>criminal sanctions (including prosecution), available for use by Natural Resource Wales (NRW). It is important to note:</p> <ul style="list-style-type: none"> ▪ NRW can impose civil sanctions on individuals and companies who commit certain environmental offences. ▪ The sanctions include monetary penalties (fixed and variable), and compliance, restoration and stop notices; ▪ The regulator can impose these sanctions without going to court. 	
The Control of Pollution (Oil Storage) (England) Regulations 2001	<p>Oil shall be stored in a container which is of sufficient strength and structural integrity to ensure that it is unlikely to burst or leak in its ordinary use.</p> <p>The container must be situated within a secondary containment system which satisfies the following requirement:</p> <ul style="list-style-type: none"> ▪ It must have a capacity of not less than 110% of the container's storage capacity or, if there is more than one container within the system, of not less than 110% of the largest container's storage capacity or 25% of their aggregate storage capacity, whichever is the greater; ▪ It must be positioned so as to minimise any risk of damage by impact so far as is reasonably practicable; ▪ Its base and walls must be impermeable to water and oil; ▪ Its base and walls must not be penetrated by any valve, pipe or other opening which is used for draining the system; ▪ Any valve, filter, sight gauge, vent pipe or other equipment ancillary to the container must be situated within the secondary containment system. ▪ Where a fill pipe is not within the secondary containment system, a drip tray must be used to catch any oil spilled when the container is being filled with oil. 	<p>Although this legislation is not in effect in Wales WH Chaloner believes it is best practice to comply. All fuel/oil is stored in fully bunded areas which are fully maintained and periodically inspected. All fixed storage vessels will be bunded with a capacity of no less than 110% of the contained vessel capacity.</p>

ENERGY

WH CHALONER & SON REGISTER OF ENVIRONMENTAL AND HEALTH & SAFETY LEGISLATION

LEGISLATIVE REQUIREMENT	DETAILS	RELEVANCE TO ORGANISATION
INTEGRATED POLLUTION CONTROL AND POLLUTION PREVENTION AND CONTROL (INCLUDING LOCAL AIR POLLUTION CONTROL)		
<p>Environmental Protection Act Part III (Amended by the Noise and Statutory Nuisance Act 1993 & the Environment Act 1995).</p>	<p>Enables a local authority to take action, on a substantiated complaint from a private individual, to secure abatement of nuisances such as noise, odour and dust. Failure to comply with an abatement notice is an offence</p> <p>The Noise and Statutory Nuisance Act 1993 is concerned with street noise from sources such as vehicles, equipment, machinery and burglar alarms. It also deals with the recovery of expenses incurred by the local authority in abating a statutory nuisance.</p>	<p>WH Chaloner is fully aware of the powers available to the local authority and always takes care to ensure that none of its activities are likely to constitute a statutory nuisance by adhering to the conditions set out in its Environmental Permit.</p> <p>If the organisation is served with an abatement notice, the organisation must use the Best Practicable Means to rectify the problem within the given timeframe</p>
<p>Environmental Damage (Prevention and Remediation) Regulations 2009</p>	<p>New environmental damage and liability regulations force polluters to prevent and remedy environmental damage that they have caused - the 'polluter pays' principle. If you or your business carry out an activity that causes environmental damage you will have to remedy the damage. If there is a risk of damage from your business activities, you must prevent such damage occurring. The regulations do not apply to environmental damage caused before the regulations came into force.</p> <p>Under the regulations, environmental damage is:</p> <ul style="list-style-type: none"> ▪ Serious damage to surface or ground water ▪ Contamination of land where there is a significant risk to human health ▪ Serious damage to EU protected natural habitats and species or damage to Sites of Special Scientific Interest (SSSIs). 	<p>If any of WH Chaloner's activities threaten to cause, or have caused, environmental damage they must:</p> <ul style="list-style-type: none"> ▪ Take steps to prevent the damage (or further damage) occurring ▪ Inform the Natural Resources Wales or other authorities who will tell you what you must do to prevent and/or remedy the damage. ▪ If the Natural Resources Wales has to remedy the damage for you, you will have to pay the costs.
<p>The Environmental Civil Sanctions (Wales) Order 2010</p>	<p>The Environmental Civil Sanctions (Wales) Order 2010 establishes new ways to protect the environment, by focusing on investment in environmental clean-up as opposed to simply paying a fine or serving time in prison. There are various forms of civil sanction. Some aim to penalise the offender and act as a deterrent; others focus on restoration and compensation for the damage caused by the offence. Subject to certain limitations and depending on the circumstances of the case, each sanction may be imposed on its own or in combination with other sanctions.</p> <p>Environmental civil sanctions are an alternative means of enforcement to</p>	<p>Chaloner's has identified and implemented applicable control measures for its activities in order to protect the Environment. However, if a Civil Sanction is brought against the company the appropriate actions will be taken as necessary.</p>

WH CHALONER & SON REGISTER OF ENVIRONMENTAL AND HEALTH & SAFETY LEGISLATION

LEGISLATIVE REQUIREMENT	DETAILS	RELEVANCE TO ORGANISATION
FINANCE ACT 2000 Climate Change Levy	<p>Part II of the Act contains the principal enabling legislation on the Climate Change Levy (CCL). The climate change levy is a tax on the use of energy in industry, commerce and the public sector, originally with offsetting cuts in employers' National Insurance Contributions - NICs - and additional support for energy efficiency schemes and renewable sources of energy.</p> <p>The new levy was introduced from 1st April 2001. Rates of levy are 0.15p/kWh for gas, 0.15p/kWh (equivalent to 1.17p/kg) for coal, 0.96p/kWh for liquefied petroleum gas (LPG), and 0.43p/kWh for electricity.</p>	WH Chaloner is subject to the CCL in relation to its electricity usage and is currently examining ways of reducing its electricity consumption.
AIR EMISSIONS		
Clean Air Act 1993	<p>Consolidates the provisions of earlier Acts (1956 and 1968 Clean Air Acts). Regulations made under earlier legislation still apply.</p> <p>Controls emissions of dark and black smoke from chimneys, and industrial and trade premises; and grit, dust and fumes from non - domestic furnaces. Gives the Secretary of State and local authorities' power to set up smoke control areas within which smoke emissions are strictly controlled.</p>	None of WH Chaloner's routine activities are likely to lead to contravention of any of these provisions. However, they must ensure that nothing is burned on site.
WATER USAGE AND DISCHARGE		
Environmental Permitting Regulations 2010	<p>This legislation has replaced the Water Resources Act 1991 and the Groundwater Regulations 1998 as amended. Under these Regulations it is an offence to cause or knowingly permit any poisonous, noxious or polluting matter or any solid waste to enter controlled waters.</p> <p>Discharge Consents can be obtained from the Natural Resources Wales. These set limits on the concentration, characteristics and volume of effluent discharged. The limits depend on the sensitivity and use of the receiving water and are at the discretion of the Natural Resources Wales.</p>	WH Chaloner must not cause or knowingly permit any poisonous, noxious or polluting material or solid waste to enter controlled water without consent from the Natural Resources Wales.
Anti Pollution Works Regulations 1999	Enables the Natural Resources Wales to serve notice on a polluter or potential polluter to remedy or prevent water pollution	WH Chaloner is aware of the effect of these regulations and actively takes steps to ensure compliance.

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LEGISLATIVE REQUIREMENT	DETAILS	RELEVANCE TO ORGANISATION
Water Industry Act 1991	<p>Trade Effluent can only be discharged into the public sewer if the consent of the relevant sewage undertaker (Water company) has been given. Consents to discharge will contain conditions relating to the volume and quantity of the effluent</p> <p>Under the Act, water companies are able to levy a trade effluent disposal charge.</p>	<p>WH Chaloner must:</p> <ul style="list-style-type: none"> ▪ Ensure that any trade discharges to sewer are covered by a discharge consent issued by the appropriate sewage undertaker. ▪ Or ensure that an exemption to discharge is held. ▪ The appropriate sewage undertaker should be informed of any such discharges.
Water Resources Act 1991 Environmental Permitting Regulations 2010	<p>Part III of the Water Resources Act 1991 (WRA 1991) is the principal legislation in England and Wales that deals with water quantity and quality. Sections 85-91 of the Act have been repealed and now forms part of the Environmental Permitting Regulations 2010. Under these Regulations it is an offence to cause or knowingly permit any poisonous, noxious or polluting matter or any solid waste to enter controlled waters.</p> <p>Discharge Consents can be obtained from Natural Resource Wales. These set limits on the concentration, characteristics and volume of effluent discharged. The limits depend on the sensitivity and use of the receiving water and are at the discretion of Natural Resource Wales.</p>	<p>No effluent is discharged directly to controlled waters by WH Chaloner as a result of any of its activities. WH Chaloner does undertake wash down activities but all effluent is collected in a sump and disposed of appropriately. Natural Resource Wales are aware of this and have given their consent.</p>
Water Industry Act 1991 as amended 1999	<p>Trade Effluent can only be discharged into the public sewer if the consent of the relevant sewage undertaker (Water company) has been given. Consents to discharge will contain conditions relating to the volume and quantity of the effluent. Under the Act, water companies are able to levy a trade effluent disposal charge.</p>	<p>All domestic effluent is discharged to a septic tank.</p>
The Water Supply (Water Fittings Regulations) 1999	<p>In July 1999, the Water Supply (Water Fittings Regulations) 1999 replaced local water byelaws in England and Wales. They were made under section 74 of the Water Industry Act 1991 to prevent the waste, misuse, undue consumption, erroneous measurement or contamination of drinking water and set requirements for the design, installation and maintenance of plumbing systems and water fittings. The Regulations are enforceable by each water company as regards their own area of supply.</p>	<p>WH Chaloner must ensure that all water fittings maintained in a state of repair to avoid waste, misuse or contamination of supplied water..</p>

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LEGISLATIVE REQUIREMENT	DETAILS	RELEVANCE TO ORGANISATION
	<p>Water systems and fittings in premises that are, or will be, connected to the public water supply system must comply with the Regulations. If you are planning to carry out plumbing work for any of the following purposes, you must obtain our prior consent:</p> <ul style="list-style-type: none"> ▪ Erection of any new building or structure ▪ Extension or alteration of the water system in any premises except a domestic dwelling ▪ Material change in the use of any premises ▪ Installation of any fitting listed in section 5 of the Regulations ▪ Construction of a large pond or swimming pool with automatic replenishment. 	
WASTE MANAGEMENT		
Environmental Protection Act (EPA) 1990, Part IIA (as amended by the Clean Neighbourhoods and Environment Act 2005).	<p>Controls the management of waste.</p> <p>It is an offence under section 33 to keep, treat or dispose of controlled waste without a waste management license or "in a manner likely to cause pollution of the environment or harm to human health.</p> <p>Section 34 places a Statutory Duty of Care on all those producing or dealing with waste.</p>	<p>WH Chaloner must:</p> <ul style="list-style-type: none"> ▪ Not pass waste to anyone who is not licensed. ▪ Prevent the illegal disposal, treatment and storage of waste not only by the organisation itself but also by anyone who handles their waste. ▪ Prevent the escape of their waste.
Environmental Permitting Regulations 2010	<p>In England and Wales, if you wish to carry out a waste treatment activity on a site, you will need to get a Permit from the Environment Agency of Local Authority. However, some extremely low risk activities are covered by Exemptions. Furthermore, some wastes are classified as non-Waste Framework Directive waste. These can be stored and have basic treatment - such as compaction and baling - without an Exemption or Permit to facilitate their onward movement.</p>	<p>The company holds an Environmental Permit for its waste management activities and regular checks are undertaken both internally and externally to ensure that they are abiding by all the conditions contained within it.</p>
EU Landfill Directive	<p>A previous version of these regulations was in place as a provision of the Landfill</p>	

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LEGISLATIVE REQUIREMENT	DETAILS	RELEVANCE TO ORGANISATION
	<p>(England and Wales) (Amendment) Regulations 2005, commonly referred to as the Landfill Directive. These regulations were replaced by the Environmental Permitting (England and Wales) Regulations 2010, which now transpose the requirements of the Landfill Directive (European Council Directive 1999/31/EC).</p> <p>Under these Regulations, no landfill site will be able to accept waste unless it has been pre-treated.</p> <p>Your waste will have been considered to be pre-treated if:-</p> <p>(i) it has undergone a physical, thermal or biological process including sorting that</p> <p>(ii) also changes the characteristics of the waste and</p> <p>(iii) must do so in order to reduce its mass, or reduce its hazardous nature or facilitate its handling or enhance its recovery.</p>	
The Waste (England and Wales) Regulations 2011	<p>The regulations implement the revised EU Waste Framework Directive 2008/98, which sets requirements for the collection, transport, recovery and disposal of waste. The Regulations require businesses to:</p> <ul style="list-style-type: none"> ▪ Confirm that they have applied the waste management hierarchy when transferring waste, and include a declaration on their waste transfer note or consignment note ▪ Introduce a two-tier system for waste carrier and broker registration, including a new concept of a waste dealer ▪ Make amendments to hazardous waste controls ▪ Exclude some categories of waste from waste controls. 	<p>WH Chaloner must declare on all waste transfer notes, or consignment notes for hazardous waste, that they have applied the waste management hierarchy.</p> <p>They must also include on the waste transfer note the 2007 Standard Industrial Classification (SIC) code of the person transferring the waste. You should continue to use the 2003 SIC codes on hazardous waste consignment notes.</p>
Controlled Waste Regulations 2012 Waste Management (England and Wales) Regulations 2006	<p>The Regulations replace the Controlled Waste Regulations 1992 in England and Wales, providing for the classification of waste (household, industrial or commercial waste), and listing the types of waste for which local authorities may make a charge for collection and disposal.</p> <p>Under the new legislation, local authorities can charge for the disposal of waste arising from a wider range of non-domestic premises than the 1992 Regulations permitted. The new Regulations also include some amended and updated definitions and classifications to improve their clarity and bring them into line</p>	<p>All waste produced and collected by WH Chaloner is controlled waste.</p>

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LEGISLATIVE REQUIREMENT	DETAILS	RELEVANCE TO ORGANISATION
	<p>with other recent legislation.</p> <p>Most wastes from household, industry and commerce are controlled wastes, including materials that are destined for recycling.</p>	
Control of Pollution (Amendment) Act 1989	<p>Establishes a requirement that all carriers of controlled waste are registered with the Natural Resources Wales with the exception of specified exempt activities and bodies and sets criminal penalties for failure to comply.</p> <p>The Controlled Waste Regulations supplements the above by specifying exemptions, application and registration requirements, revocation of registration, fees for registration and the Natural Resources Wales's power to seize vehicles.</p>	WH Chaloner has registered with the Natural Resources Wales and holds a waste carriers license for its operations.
Hazardous Waste Regulations 2005 List of Wastes (Wales) Regulations 2005	<p>The Hazardous Waste Regulations which replace the Special Waste Regulations:</p> <ul style="list-style-type: none"> ▪ Introduce the European definition of hazardous waste which is largely broader than that for special waste ▪ Subject to certain exemptions, require producers of such waste to register their premises with the Natural Resources Wales before any hazardous waste can be removed ▪ In place of the current requirement for the pre-notification of movements of such waste, require waste disposal or recovery facilities (consignees) to provide a quarterly summary to the Agency of the hazardous waste received <p>The associated List of Wastes Regulations give statutory effect to the latest European Waste Catalogue which provides a system for the classification of all wastes and determines whether they are hazardous.</p>	<p>Consignment Notes are obtained and held for 3 years. Hazardous waste is separated from general waste prior to disposal in accordance with the Regulations. The Company is taking steps to minimise the amount of such waste which it produces and the degree of hazard created by it and is continually looking at opportunities to recover and recycle as much as possible.</p> <p>WH Chaloner has registered its site with the Natural Resources Wales as a producer of hazardous waste.</p>
Hazardous Waste (England and Wales) (Amendment) Regulations 2009	<p>Amends 2005/894 by increasing the maximum limit of hazardous waste that can be produced in any year without registering with the regulator from 200kg to 500kg.</p>	
End of Life Vehicles Regulations 2003	<p>Vehicle owners must ensure end-of-life vehicles are sent to a site that has an environmental permit and is an Authorised Treatment Facility. Approved Authorised Treatment Facility (ATFs) are permitted facilities accepting waste motor vehicles, and are able to comply with the requirements of the End of Life Vehicle (ELV) and Environmental Permitting (EP) regulations.</p>	WH Chaloner is permitted to accept waste motor vehicles. We issue the last owner of the vehicle with a Certificate of Destruction as well as making a payment for the vehicle. All vehicles are de-polluted and recovered in accordance with the conditions of

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LEGISLATIVE REQUIREMENT	DETAILS	RELEVANCE TO ORGANISATION
	<p>The last holder of any vehicle depolluted/dismantled in the following classes is issued with a Certificate of Destruction (CoD):</p> <ul style="list-style-type: none"> ▪ Passenger carrying vehicles up to 3,500kg ▪ Light goods vehicles up to 3,500kg ▪ Three-wheel motor vehicles (excluding tricycles) <p>A CoD can only be issued by an Authorised Treatment Facility (ATF). The CoD ensures that the vehicle will be treated and disposed of correctly and that it is de-registered by DVLA.</p> <p>A certificate of destruction must contain:</p> <ul style="list-style-type: none"> ▪ Detailed information describing the vehicle ▪ Details of the authorised treatment facility ▪ Details of the competent issuing authority. <p>Vehicles over 3.5 tonnes must also be depolluted at an authorised treatment facility but are not covered by the free take-back arrangements.</p>	our Environmental Permit.
Scrap Metal Dealers Act 2013	<p>The Act repeals the Scrap Metal Dealers Act 1964 and consolidates scrap metal dealers & motor salvage operators under one licensing regime. Local Authorities will continue to act as the main regulator but the new Act gives Licensing Authorities more powers, including the power to refuse a license and powers to revoke licenses if the dealer is considered unsuitable. Both the Local Authority and the Police have been given powers to enter and inspect premises.</p> <p>The Act defines a "scrap metal dealer" as a person who is for the time being carrying on a business as a scrap metal dealer, whether or not authorised by a licence.</p> <p>It further states that "scrap metal" includes:</p> <p>(a) any old, waste or discarded metal or metallic material, and</p> <p>(b) any product, article or assembly which is made from or contains metal and is broken, worn out or regarded by its last holder as having reached the end of its useful life.</p>	WH Chaloner has registered with the Local Authority as a Scrap Metal Dealer. Records are kept of all transactions as per the requirements of this Act.
The Waste Batteries and Accumulators	The Waste Batteries and Accumulators Regulations 2009 implements part of The	All waste batteries received on site are treated and

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LEGISLATIVE REQUIREMENT	DETAILS	RELEVANCE TO ORGANISATION
	<p>assess risks, classify, label, and restrict the marketing and use of individual chemicals and mixtures. REACH will apply to any business which manufactures, imports, distributes sells or uses chemicals throughout the supply chain. REACH obligations could therefore potentially fall upon any business of any size.</p>	<ul style="list-style-type: none"> ▪ Risk reduction measures that are recommended by your supplier are applied. <p>The supplier should provide you with the registration details and chemical safety report.</p>
<p>Control of Asbestos at Work Regulations 2012</p> <p>ACOP L143</p>	<p>Prohibit carrying out of work which exposes or is liable to expose employees to asbestos, without identification of the type of asbestos and an exposure assessment. They also contain detailed requirements on employers and, in certain instances, other so called "duty holders" (i.e. any person who has responsibility for the maintenance of premises) as to prevention/reduction of exposure, employee information/ training, protective equipment, risk assessments and emergency procedures.</p>	<p>WH Chaloner should ensure a procedure is in place to manage the risk of employee exposure to asbestos and to dispose of the material(s) correctly.</p>

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LEGISLATIVE REQUIREMENT	DETAILS	RELEVANCE TO ORGANISATION
	<ul style="list-style-type: none"> ▪ Must be kept clean and maintained in efficient working order. <p>Employees are not to misuse equipment and therefore information, instruction & training in the use of equipment should be provided.</p>	correctly.
<p>Display Screen Equipment Regulations 1992 (as amended 2002)</p> <p>ACOP L26</p>	<p>Principal requirements of the legislation includes:</p> <ul style="list-style-type: none"> ▪ Suitable and sufficient risk assessments to be carried out for "users". ▪ Workstations to meet required standard. ▪ Daily routine to be planned with breaks. ▪ Right of user to request free eyesight test. ▪ Employer to provide spectacles free of charge if eyesight test reveals that user requires vision correction for DSE use. ▪ Information, instruction & training in the use of equipment provided. 	Risk assessments have been undertaken on all activities involving Display Screen Equipment and where the risk has been deemed sufficiently high, procedures and control measures, including training, shall be implemented.
<p>Control of Substance Hazardous to Health Regulations 2002 (as amended)</p> <p>Control of Lead at Work Regulations 2002</p> <p>Control of Substances Hazardous to Health (Amendment) Regulations 2003</p> <p>Control of Substances Hazardous to Health (Amendment) Regulations 2004</p> <p>Dangerous Substances (Notification and Marking of Sites) Regulations 1990</p> <p>Dangerous Substances and Explosive Atmospheres Regulations 2002</p> <p>ACOP L5</p> <p>ACOP L60</p> <p>ACOP 135</p>	<p>The principal requirements are:</p> <ul style="list-style-type: none"> ▪ An assessment of the exposure of employees/others to substances hazardous to health (including micro-organisms) ▪ Implementation of necessary preventive measures (using a hierarchy of preferred controls) ▪ Testing and examination of control measures ▪ Periodic review of assessments, include air monitoring/[fibre-in-air monitoring] where appropriate ▪ Provision & maintenance of personal & respiratory protective equipment ▪ Health surveillance where appropriate ▪ Specific requirements for the control of carcinogens 	COSHH data is kept for all substances used on site and all substances are stored in accordance with these provisions.
<p>Registration Evaluation and Authorisation of Chemicals (REACH) 2007</p> <p>ACOP L131</p>	<p>New EU chemical legislation which aims to improve the current chemical legislation, and end the distinction between 'new' and 'existing' chemicals came in to force in June 2007. Currently, all chemicals placed on the market before 1981 (around 100,000) are called 'existing' chemicals and those introduced after 1981 (around 4,300) are called 'new' chemicals.</p> <p>The REACH Regulation aims to improve protection of human health and the environment through better and earlier identification of the properties of chemical substances. The new, single system will gather hazard information,</p>	<p>When using a chemical substance WH Chaloner must make sure that:</p> <ul style="list-style-type: none"> ▪ It is registered ▪ The way the substance is used is included in its REACH registration dossier ▪ They comply with any restrictions that have been placed on it

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LEGISLATIVE REQUIREMENT	DETAILS	RELEVANCE TO ORGANISATION
	<ul style="list-style-type: none"> ▪ Protection against excess or over current ▪ Adequate means of isolation ▪ Competence for those working on electrical systems 	
Provision and Use of Work Equipment Regulations 1998 ACOP L22 ACOP L122	The company must ensure stability, suitability and safety of equipment under all working environments and throughout the entire life cycle inspection and maintenance of work equipment safeguarding against: dangerous parts; falling or ejected items; overheating or explosion and rupture or disintegration of parts of machinery/equipment. Staff should be given Information and training in the safe use of equipment and the company should ensure the provision of start, operating and stop controls (including isolation from energy source).	WH Chaloner regularly undertakes inspection and maintenance checks on all equipment used on site. The company also ensures that all persons working on their behalf are competent to use equipment safely.
The Supply of Machinery (Safety) Regulations 2008, as amended by the Supply of Machinery (Safety) (Amendment) Regulations 2011	Manufacturers of new machinery (and other products in scope) to be placed onto the European-wide market of the European Economic Area (EEA) must design, construct and supply safe products that comply with the Machinery Directive 2006/42/EC. In particular, they must be designed and built to meet the relevant essential health and safety requirements listed in Annex 1 of this Directive. This requirement applies to the manufacturers of machinery, even where it is for their own use. It also applies to those who modify existing machinery to such an extent it must be considered a new machine, and to those who bring existing non-CE marked machinery onto the EEA market, or into service, for the first time.	WH Chaloner ensures that any machinery bought for use in the workplace will be CE marked. WH Chaloner ensure that if they are to modify or construct any machinery (even for own use) that it meets the requirements of these regulations. This includes any modifications to items such as lifting chains or lanyards.
Lifting Operations and Lifting Equipment Regulations 1998 ACOP L113	Principal requirements include: <ul style="list-style-type: none"> ▪ Lifting equipment to be of adequate (sound mechanical) strength and stability for each load ▪ Protection against injury from passenger lifts, including fall protection ▪ Thorough examination, inspection and maintenance of lifting accessories and lifting equipment ▪ Information and training in the safe use of lifting equipment ▪ Equipment & accessories for lifting loads to be marked with a safe working load (SWL) ▪ Lifting operations to be planned, supervised & done in a safe manner 	Risk assessments have been undertaken on all activities involving lifting operations and equipment and where the risk has been deemed sufficiently high, procedures and control measures, including training, shall be implemented.
Personal Protective Equipment at Work Regulations 1992 ACOP L25	Any personal protective equipment provided must be: <ul style="list-style-type: none"> ▪ Suitable and appropriate to the risk(s). ▪ Must meet product conformity standards. ▪ Must be compatible with other PPE worn. 	WH CHALONER provides all employees with adequate PPE to allow them to undertake their duties safely. All employees using PPE are given training to ensure that the equipment is used

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LEGISLATIVE REQUIREMENT	DETAILS	RELEVANCE TO ORGANISATION
ACCIDENTS / INCIDENTS REPORTING		
<p>Health and Safety (First-Aid) Regulations 1981</p> <p>The Health and Safety (Miscellaneous Revocations and Amendments) Regulations 2013 (SI 2013/1512)</p> <p>ACOP L74</p> <p>INDG 214</p>	<p>The company is obligated to provide adequate and appropriate first aid facilities, first aid training and cover. An assessment of first aid needs should also be undertaken and all employees must be informed of arrangements.</p> <p>The 2013 ammendment removes the requirement for the Health and Safety Executive (HSE) to approve appointed first-aiders qualifications and training.</p>	<p>WH Chaloner has a number of staff trained to undertake first aid in the event of an incident. Appropriate equipment and facilities are provided throughout the site and all employees are informed of first aid arrangements during induction.</p>
<p>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2012 (RIDDOR)</p> <p>RIDDOR Ammendment 2013</p> <p>ACOP L73</p>	<p>This legislation lays down the reporting requirements for a range of accidents, incidents and diseases, as well as certain "Near Misses".</p> <p>Companies must make immediate notification to the HSE following any death, major injuries, or member of the public being taken to hospital as a result of a workplace accident. Also of any defined Dangerous Occurrence (e.g. collapse of scaffolding) or any over 7 day injuries.</p> <p>They should also follow up completion of F2508 or F2508A reporting forms, within 15 working days of the accident, absence or diagnosis of the disease respectively.</p> <p>Records are to be kept for at least three years (Limitations Acts apply to potential civil proceedings)</p> <p>RIDDOR 2013 carries a number of simplifications to the lists of relevant injuries, near-misses and illnesses.</p>	<p>WH Chaloner has in place a RIDDOR policy statement which outlines the actions to be taken and the responsibilities for ensuring the policy is adhered to.</p>
EQUIPMENT / SUBSTANCES		
<p>Electricity at Work Regulations 1989</p> <p>ACOP L22</p>	<p>The principal requirements are:</p> <ul style="list-style-type: none"> ▪ Electrical systems to be constructed so as to prevent danger (at all times) ▪ Protection of electrical systems in adverse environments (e.g. against corrosion or wear) ▪ Justification for "live working" ▪ Protection by insulation & placing of conductors 	<p>Risk assessments have been undertaken on all activities involving electrical equipment and where the risk has been deemed sufficiently high, procedures and control measures, including training, have been implemented.</p>

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LEGISLATIVE REQUIREMENT	DETAILS	RELEVANCE TO ORGANISATION
		training.
The Health Act 2006	The Act provides for the prohibition of smoking in certain premises, places and vehicles. The main provisions required virtually all enclosed, or substantially enclosed, places to which members of the public had access in the course of their daily work, business and leisure, to be covered by smoke-free legislation, including pubs, cafes, nightclubs, offices, work vehicles and common parts of housing and factories.	WH Chaloner adheres to this legislation by prohibiting smoking in all buildings and vehicles. Smoking is only permitted in designated, suitably ventilated areas.
The Working Time Regulations 1998	<p>These Regulations protect workers from being forced to work excessive hours. They also make the provision of paid annual leave mandatory, and include rights to rest breaks and uninterrupted periods of rest.</p> <p>The Regulations state that:</p> <ul style="list-style-type: none"> ▪ A worker's working time, including overtime, must not exceed an average of 48 hours in each 7 days ▪ If the worker claims this right not to exceed the 48 hours, then he must not suffer any detriment because of it ▪ A worker can agree, if they wish to work more than 48 hours per week but this agreement should be made in writing with the employer ▪ Employers are obliged to keep records of the hours worked ▪ Adult workers are entitled to a rest period of not less than 11 consecutive hours in each 24 hour period worked ▪ This is increased to 12 consecutive hours for young workers ▪ This rest period may be interrupted for certain types of work where the activities are split up over the day (or are of short duration) ▪ Where an adult worker's daily working time is more than 6 hours, he or she is entitled to a rest break (of at least 20 minutes) ▪ For young workers this is extended to 30 minutes for 4.5 hours worked ▪ Workers are entitled to at least 4 weeks leave per year. ▪ They shall be paid at the rate of a week's pay for each week of leave. 	WH Chaloner has developed internal policies and procedures to ensure that they are abiding by the conditions set out by these Regulations.
Control of Artificial Optical Radiation at Work Regulations 2010	<p>These Regulations came into force on 27 April 2010.</p> <p>They require companies to protect the eyes and skin of your workers from exposure to hazardous sources of artificial optical radiation.</p> <p>AOR includes light emitted from all artificial sources in all its forms such as ultraviolet, infrared and laser beams, but excludes sunlight.</p>	WH Chaloner has welders masks in place to protect workers from welding

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LEGISLATIVE REQUIREMENT	DETAILS	RELEVANCE TO ORGANISATION
	services.	
The Work at Height Regulations 2005 Work at Height (Amendment) Regulations 2007	<p>Principal requirements include:</p> <ul style="list-style-type: none"> ▪ Organisation and planning of work at height. ▪ Avoidance of risk by eliminating all work at heights wherever reasonably practicable ▪ Assessment and control of risk where elimination is not practicable. Control using General precautions before personal ones and Prevention of falls before amelioration of results. ▪ Selection of work equipment for use in work at height. ▪ The provision of handrails, toe boards, fall protection and personal fall protection. ▪ Prevention of falling materials and objects ▪ Inspection of work equipment e.g. scaffolding, ladders, tower scaffolds, fall arrest equipment ▪ Inspection of workplace when working at height ▪ Employees duty to report unsafe activity, defects and to adhere to instruction and training 	Risk assessments have been undertaken on all activities involving working at height and where the risk has been deemed sufficiently high, procedures and control measures, including training, have been implemented.
The Control of Vibration at Work Regulations 2005 (the Vibration Regulations) ACOP L141	<p>The Control of Vibration at Work Regulations 2005 (the Vibration Regulations), came into force on 6 July 2005 and aim to protect workers from risks to health from vibration. The regulations introduce action and limit values for hand-arm and whole-body vibration. The regulations introduce an:</p> <ul style="list-style-type: none"> ▪ Exposure action value of 2.5m/s² A(8) at which level employers should introduce technical and organisational measures to reduce exposure. ▪ Exposure limit value of 5.0m/s² A(8) which should not be exceeded. <p>The regulations also allow a transitional period from the exposure limit value for hand-arm vibration until 2010 to allow work activities, where the use of older tools and machinery cannot keep exposures below the exposure limit value, to continue in certain circumstances .</p>	Risk assessments shall be undertaken on all activities that could potentially be affected by this legislation and where the risk has been deemed sufficiently high, procedures and control measures, including training, shall be implemented.
Occupiers Liability Act 1957 - 1984	This Act determines the care that an occupier is required to show toward persons entering on the premises in respect of dangers to them or their property on the premises. It creates a duty of care that the owner or tenant of premises or land has to see that a person entering the premises will be reasonably safe in doing so.	WH Chaloner has implemented an internal system for managing the health and safety requirements of its workforce and other visitors to its site, which includes documented safe systems of work, written policy statements and the provision of adequate

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LEGISLATIVE REQUIREMENT	DETAILS	RELEVANCE TO ORGANISATION
	measures and the company should periodically review exposures.	
Health and Safety (Safety Signs and Signals) Regulations 1996 ACOP L64	Safety signs are to be provided on the outcome of a risk assessment, where the risk cannot be avoided or controlled by other means. They should also be provided to meet certain requirements (e.g. BS 5378 & BS 5499) and employees should be given information, instruction & training on what the signs mean.	WH Chaloner displays a number of safety signs throughout the site to warn employees/contractors or other visitors of the potential dangers.
Confined Spaces Regulations 1997 ACOP L101	An assessment of the risks from work within confined spaces (e.g. pits, chambers, rooms & vessels) and justification for entry.	Risk assessments shall be undertaken on all activities involving working within confined spaces and where the risk has been deemed sufficiently high, procedures and control measures, including training, have been implemented
Workplace (Health, Safety and Welfare) Regulations 1992 ACOP L24	<p>The workplace is to be maintained in an efficient state, working order & good repair. The company should make provision for adequate ventilation, temperature control, lighting, waste disposal and working space.</p> <p>There should also be provision for adequate workstations, floors, traffic routes, doors, gates, walkways, sanitary conveniences, washing facilities, drinking water, clothing accommodation & changing clothing, facilities for resting (including expectant & new mothers) and eating of meals.</p> <p>Procedures for the prevention of falls and falling objects should also be implemented and maintained.</p>	Risk assessments have been undertaken to ensure that the working environment of all employees is of a satisfactory level. Where problems have been identified procedures and control measures, including training, have been implemented.
Regulatory Reform (Fire Safety) Order 2005 ACOP L134 ACOP L135 ACOP L136 ACOP L137	<p>The principal requirements include:</p> <ul style="list-style-type: none"> ▪ Maintain the buildings in line with the conditions stipulated on the fire certificate. ▪ Regular examination of fire detection, warning & extinguishing systems. ▪ Carry out a fire risk assessment of your workplace and implement fire risk control measures. ▪ Provide and maintain fire precautions, necessary to safeguard those who use the workplace. ▪ Provide information, instruction and training for employees, about the fire precautions in your workplace. ▪ Nominate people to carry out special tasks in the event of an emergency fire situation. ▪ Consult with your workforce, regarding those who have been nominated and about any ideas or proposals for improving your fire precautions. ▪ Establish an easy and effective method of contacting the emergency 	Risk assessments for fire have been undertaken and control measures have been implemented. Procedures have been implemented to deal with the event of a fire and all staff have been given instruction on fire precautions.

WH CHALONER & SON REGISTER OF ENVIRONMENTAL AND HEALTH & SAFETY LEGISLATION

LEGISLATIVE REQUIREMENT	DETAILS	RELEVANCE TO ORGANISATION
Homicide Act 2007	bring greater accountability for deaths resulting from the negligence of large and medium sized organisations. The Act provides for organisations to be prosecuted following deaths as a result of gross negligence. The test for prosecution will no longer require the identification of a single individual, director or senior manager. Instead, prosecution of an organisation can take place where a gross failure in the way activities were managed or organised results in a person's death.	for managing the health and safety requirements of its workforce which includes documented safe systems of work, written policy statements and the provision of adequate training.
WORK ENVIRONMENT / CONDITIONS		
Manual Handling Operations Regulations 1992 (as amended) ACOP L23	The company should ensure that employees avoid manual handling, where there is a risk of injury. Where it cannot be avoided, suitable and sufficient risk assessments to be carried out & any necessary preventive measure to be implemented. Special attention should be given to new or expectant mothers and young persons.	Risk assessments have been undertaken on all activities involving manual handling and where the risk has been deemed sufficiently high, procedures and control measures, including training, have been implemented.
Control of Noise at Work Regulations 2005 ACOP L108	<p>An assessment of the personal daily exposure (L_{Aeq}) of employees to noise should be undertaken, by a competent person, if employees are likely to be exposed to noise at or above the lower exposure action values – a daily or weekly personal noise exposure of 80 dB(A) and a peak sound pressure of 135dB(C).</p> <p>Elimination and reduction of employees exposure to noise as is reasonably practicable.</p> <p>Provision of personal hearing protection to be made available if employees are likely to be exposed to noise at or above the lower exposure action values – a daily or weekly personal noise exposure of 80 dB(A) and a peak sound pressure of 135dB(C)</p> <p>Mandatory designation of Hearing Protection Zones and wearing of suitable hearing protection in areas where employees are likely to be exposed to noise at or above the upper exposure action value - a daily or weekly personal noise exposure of 85 dB(A) and a peak sound pressure of 137dB(C)</p> <p>Employee exposure not to exceed the exposure limit values – a daily or weekly personal noise exposure of 87 dB(A) and a peak sound pressure of 140dB(C) when wearing personal hearing protection.</p> <p>Employees are duty bound to make full and proper use of personal hearing protection and to report defects in personal hearing protection or other control</p>	<p>Noise assessments have been undertaken in all areas where there is potential for exposure at or above the lower exposure action values.</p> <p>WH Chaloner has identified all designated 'Hearing Protection Zones' on site and the correct signage is displayed. The company also provides employees, contractors and visitors with the necessary hearing protection equipment in these areas.</p>

WH CHALONER & SON REGISTER OF ENVIRONMENTAL AND HEALTH & SAFETY LEGISLATION

LEGISLATIVE REQUIREMENT	DETAILS	RELEVANCE TO ORGANISATION
	<p>“others” and provide suitable training, including induction & refresher.</p>	
<p>Health and Safety (Consultation with Employees) Regulations 1996</p> <p>Health and Safety (Information for Employees) Regulations 1989</p> <p>The Health and Safety Information for Employees (Amendment) Regulations 2009</p> <p>Health and Safety (Training for Employment) Regulations 1990</p> <p>Health and Safety Information for Employees (Modifications and Repeals) Regulations 1995</p> <p>Health and Safety (Miscellaneous Amendments and Revocations) Regulations 2009</p> <p>ACOP L87</p> <p>ACOP L95</p>	<p>Principal requirements include:</p> <ul style="list-style-type: none"> ▪ Employer to make available relevant health and safety information. ▪ Posting of an approved health and safety poster in easily accessible positions. ▪ As from 6 April 2009, HSE is publishing new versions of its approved health and safety poster and leaflet though employers can, if they wish, if they wish, continue to use their existing versions of poster and leaflet until 5 April 2014, as long as they are readable and the addresses of the enforcing authority and the Employment Medical Advisory Service up to date. 	<p>WH Chaloner has displayed an approved health and safety poster within their premises.</p>
<p>Employers’ Liability (Compulsory Insurance) Act 1969</p>	<p>The company must maintain insurance with an authorised insurer against liability in respect of bodily injury or disease sustained by employees. The certificate of insurance is to be prominently displayed and valid.</p>	<p>WH Chaloner has obtained employers liability insurance.</p>
<p>The Health and Safety Offences Act 2008</p>	<p>The Act fulfils a longstanding Government and HSE commitment to provide the courts with greater sentencing powers for health and safety crimes. The effect of the Act is to:</p> <ul style="list-style-type: none"> ▪ Raise the maximum fine which may be imposed in the lower courts to £20,000 for most health and safety offences; ▪ Make imprisonment an option for more health and safety offences in both the lower and higher courts; ▪ Make certain offences, which are currently triable only in the lower courts, triable in either the lower or higher courts. 	<p>WH Chaloner has implemented an internal system for managing the health and safety requirements of its workforce which includes documented safe systems of work, written policy statements and the provision of adequate training.</p>
<p>Corporate Manslaughter and Corporate</p>	<p>The Corporate Manslaughter and Corporate Homicide Act 2007 is intended to</p>	<p>WH Chaloner has implemented an internal system</p>

WH CHALONER & SON REGISTER OF ENVIRONMENTAL AND HEALTH & SAFETY LEGISLATION

LEGISLATIVE REQUIREMENT	DETAILS	RELEVANCE TO ORGANISATION
		manufacturer's schedules with a view to securing compliance.
Goods Vehicles (Licensing of Operators) Act 1995	<p>Goods vehicle operator licensing is a system of licensing aimed at ensuring the safe and proper use of goods vehicles and the protection of the environment around operating centres.</p> <p>Most users of commercial vehicles that weigh over 3.5 tonnes (i.e. the maximum permitted total weight when loaded) require a licence. The holder of a licence is the 'operator'. A licence will authorise an operator to use up to a maximum total number of motor vehicles and trailers, and to use a specific operating centre or centres.</p>	<p>WH Chaloner will only operate vehicles listed on their licence using the only place specified as an operating centre.</p> <p>WH Chaloner must observe rules on drivers' hours and tachographs and ensure that vehicles and trailers are not overloaded.</p>
GENERAL HEALTH AND SAFETY		
<p>Health and Safety at Work Act 1974</p> <p>Health and Safety at Work etc Act 1974 (Application to Environmentally Hazardous substances) Regulations 2002</p> <p>Employers' Health and Safety Policy Statements (Exception) Regulations 1975</p> <p>Social Security Claims and Payments Regulations 1979</p>	<p>Sets out general responsibilities of employer & employees whilst at work, including provision of a safe place of work & safe systems of work (so far as is reasonably practicable).</p> <p>Lays down minimum requirements for the protection of employees and others & places certain duties on manufacturers, suppliers, importers and those in control of premises.</p> <p>A written statement of health and safety policy, responsibilities and arrangements.</p> <p>Every employer must have an accident reporting procedure, which is easily accessible to employees. Every accident, however slight must be recorded</p>	<p>WH Chaloner has implemented an internal system for managing the health and safety requirements of its workforce which includes documented safe systems of work, written policy statements and the provision of adequate training.</p> <p>WH Chaloner have an accident book which is easily accessible and filled in when any accident occurs.</p>
<p>Management of Health and Safety at Work Regulations 1999 (as amended)</p> <p>Management of Health and Safety at Work (Amendment) Regulations 2006</p> <p>Health and Safety (Miscellaneous Amendments) Regulations 2002</p>	<p>Suitable and sufficient risk assessments are to be carried out & any necessary preventive measures are to be implemented, checked & reviewed (where the risks are foreseeable). Special attention should be given to new or expectant mothers and young persons.</p> <ul style="list-style-type: none"> ▪ The regulations state that a competent person(s) to provide health and safety advice and assistance should be appointed. ▪ Periodic Health surveillance checks should be undertaken for specific risks. ▪ Procedures should be put in place in the event of serious and imminent danger. ▪ The company must also co-operate and co-ordinate on safety issues with 	<p>WH Chaloner has identified and undertaken a series of risk assessments on all of its activities. Preventive measures have been implemented where identified and these are periodically reviewed for their suitability. Where the risk is deemed sufficiently high, procedures and control measures, including training, have been implemented.</p>

WH CHALONER & SON REGISTER OF ENVIRONMENTAL AND HEALTH & SAFETY LEGISLATION

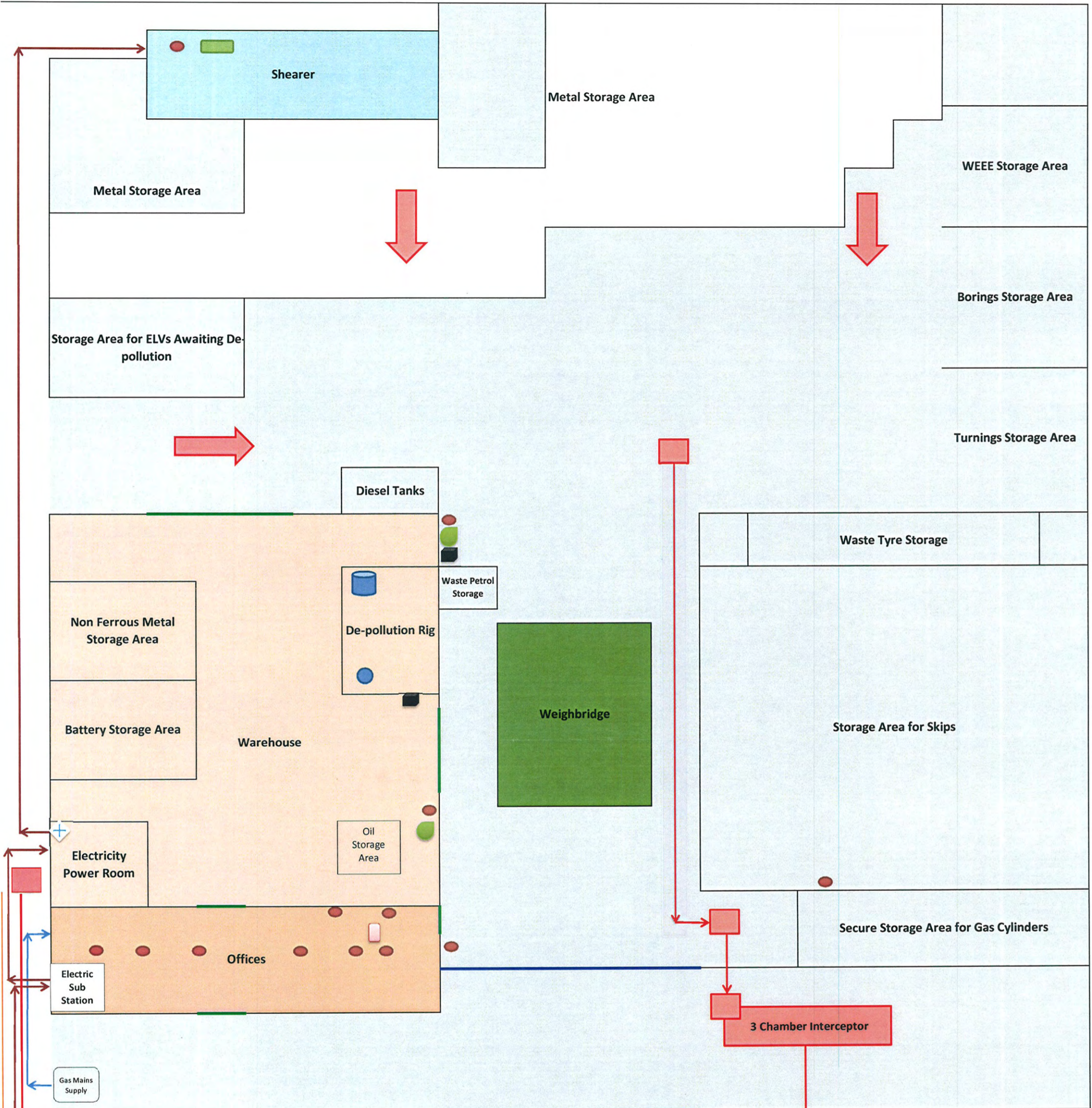
LEGISLATIVE REQUIREMENT	DETAILS	RELEVANCE TO ORGANISATION
	<p>“Development” is “the carrying out of building, engineering, mining or other operations in, on, over or under land, or the making of any material change in the use of any buildings or other land”. Planning permission is required generally from the local planning authority (LPA) for development of land or buildings. In certain circumstances, the Secretary of State can “call-in” applications for his determination e.g. environmentally sensitive locations. The LPA may either grant permission with or without conditions, or refuse it. In determining applications, it must follow the development plans (i.e. structure and local plans) for its area.</p>	and any proposed future development.
Wildlife and Countryside Act 1981 Part II on Nature Conservation, the Countryside and National Parks	This part issues protection for specific areas of land with regard to their geological features and their fauna, flora and wildlife. These areas include, areas of Special Scientific Interest, national Nature Reserves, Marine Nature Reserves and prohibit such activities as the destruction, damage or removal of fauna, flora or wildlife and the depositing of rubbish.	WH Chaloner should ensure that they are abiding by the conditions detailed in this Act when carrying out work on or off site.
Control of Pesticides Regulations (CoPR) 1986 (as amended)	CoPR 1986 require any person who uses a pesticide to take all reasonable precautions to protect the health of human beings, creatures and plants, safeguard the environment and in particular avoid the pollution of water. For application of pesticides in or near water approval from the Natural Resources Wales should be sought before use.	If WH Chaloner are required to use pesticides on their site they will ensure that a qualified person carries out the treatment and contractors have a National Proficiency Tests Council (NPTC) certification.
Countryside and Rights of Way Act (CROW) 2000	<p>This supplements the Wildlife and Countryside Act 1981 in placing a duty on the National Assembly, in carrying out its functions, to have regard to the purpose of conserving biodiversity in accordance with the 1992 Convention of Biological Diversity.</p> <p>Most importantly, the Act included a new offence of “reckless” damage/disturbance etc for protected habitats and species which have powerful implications, and introduces third party offence. NRW Regulate this and the police prosecute.</p>	WH Chaloner should ensure that they are abiding by the conditions detailed in this Act when carrying out work both on and off site.
TRANSPORT		
Road Vehicle (Construction and Use) (Amendment) Regulations 2007	Requires you to maintain your company vehicles to prevent excess emissions over defined standards. Ensure vehicles are serviced regularly.	WH Chaloner operates a number of vehicles that are used for business purposes. The Company is aware of the application of this legislation to these vehicles. All vehicles are regularly serviced in accordance with

WH CHALONER & SON REGISTER OF ENVIRONMENTAL AND HEALTH & SAFETY LEGISLATION

LEGISLATIVE REQUIREMENT	DETAILS	RELEVANCE TO ORGANISATION
Regulations 2009	<p>EU Batteries Directive which aims to reduce the impact on the environment of the manufacture, distribution, use, disposal and recovery of batteries.</p> <p>The Waste Batteries and Accumulators Regulations 2009 set out rules for collecting, treating and recycling all types of batteries in the UK. The Regulations place certain responsibilities on producers, distributors, waste battery treatment sites and waste battery exporters.</p>	stored in accordance with the conditions of our Environmental Permit.
Finance Act 2012 Landfill Tax (Amendment) Regulations 2012	<p>Contains the primary law on landfill tax</p> <p>Cover registration procedures, accounting and credits against payment for operators who make a voluntary contribution to an approved environmental trust.</p> <p>Empower HM Customs and Excise to levy a tax on the disposal of waste to landfill.</p> <p>Apply two levels of tax, a lower rate which applies to listed inactive or inert wastes, and a standard rate which applies to all other taxable wastes.</p> <p>Provide for the reimbursement of people who are recovering overpaid landfill tax.</p>	WH Chaloner is aware of the increasing cost of landfill as a result of the Landfill Tax and is taking steps to reduce the amount of waste which it sends to landfill.
WEEE (Waste Electrical and Electronic Equipment) and RoHS (Restriction on Hazardous Substances) Directives WEEE Regulations 2006 (as amended)	<p>The WEEE Directive aims to minimize the impact of electrical and electronic goods on the environment, by increasing re-use and recycling and reducing the amount of WEEE going to landfill. The Directive will achieve this by making producers responsible for financing collection, treatment, and recovery of waste electrical equipment, and by obliging distributors to allow consumers to return their waste equipment free of charge. The RoHS Directive prohibits, subject to exceptions, the use of hazardous substances in WEEE.</p> <p>Define the equipment which is classed as WEEE, list the range of businesses to which the regulations apply and their various responsibilities, differentiate between historic and future WEEE and provide exemptions for certain types of WEEE. The Regulations apply to, amongst others, business users of EEE.</p>	WH Chaloner is aware of their obligations as a creator and receiver of WEEE. Any waste EEE will be disposed of by using an Approved Authorised Treatment Facility. The Company also acknowledge that certain waste EEE is hazardous, e.g. computer monitors, fluorescent tubes etc. and take steps to ensure that such waste is disposed of in accordance with the requirements for hazardous waste.
PLANNING LEGISLATION		
Town and Country Planning Act 1990 (as amended)	Defines the scope of the planning system and sets out the legal framework for development control and the preparation of structure and local plans.	WH Chaloner is aware of the effect of the planning control system both in terms of its existing activities

Site Plan

WH Chaloner & Son



Key			
	Concreted Areas		Fire Extinguishers
	Hardstanding Areas		Fire Hoses
	Surface Water		1000l Water Tank
	Manholes		Spill Kit
	Direction Flow of Surface Water		Waste Oil Storage
	First Aid Kit		Foul Drains
	Waste Diesel Storage		Electricity Supply
	Security Gates		Gas Supply
	Entrance / Exit		

Key Site & Emergency Contacts

Key Site and Emergency Contacts

SITE DETAILS : WH Chaloner & Son Ltd.			
Location: Miner's Road, Llay Industrial Estate, Llay, Wrexham			
Postcode: LL12 0PJ			
Site Access Grid Reference:			
SITE CONTACTS	Name	Office Hours (8am – 4pm)	Out of hours
Owner & Managers:	Paul Chaloner David Gary Chaloner Stephen Chaloner	01978 853944 01978 853944 01978 853944	07764627525 07714429403 07939180337
Security Contact:	As Above	As Above	As Above
EMERGENCY SERVICES		Office Hours	Out of hours
Emergency: Fire, Police, Ambulance		999 / 112	999 / 112
Medical:		01978 291100	01978 291100
Non Emergency Police:		101 or 0300 330 0101	101 or 0300 330 0101
Non Emergency Fire:		01978 367870	01978 367870
REGULATORS		Office Hours	Out of hours
Health and Safety Executive (HSE)		0845 300 9923	0151 922 9235
Local Authority:		01978 315776	
<i>Environment Agency (Local)</i>		01244 89 4510	
EA (24 hour emergency hotline)		0800 80 70 60	
Floodline		0845 988 1188	0845 988 1188
UTILITY / KEY SERVICES	Name	Office Hours	Out of hours
Water undertaker:	Dee Valley Water	01978 846946	
Gas supplier:	British Gas	0800 111 999	0800 111 999
Electricity supplier:	Scottish Power	0845 272 2424	0845 272 2424
Fuel & Oil supplier:	Town & Country	01978 823242	
Diesel Tank Maintenance	Whitby Tanks	01947 606237	
Oil Spill Contractor:	Enviroclear	01978 810239	01978 810239
Electrician:	DHE Ltd	01978 840099	01978 840099
Plumber:	HW Sconce	01244 370946	0774 611 8229
Locksmith:	John Woods	0845 839 6467	0845 839 6467
OTHER KEY CONTACTS	Name	Office Hours	Out of hours
Adjacent landowners:	Edge Transport	01978 854123	
Neighbours:	PR Pugh	01978 856979	
Trained 1 st Aiders		Gary Chaloner	Nick Partington

List of Substances & Storage Facilities

Emergency Situation & Accident Management

Emergency Situations & Accident Management

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Spillages			
Spillage during transfer, sorting, crushing and compaction of wastes.	Contamination of land, drains, groundwater and watercourses.	Inspect and validate all incoming wastes. Remove hazardous liquids from wastes prior to processing. Train the staff	Follow the spill response procedure.
Spillage during delivery of oil or fuel.		Supervise fuel deliveries. Use drip trays and spill materials.	
Spillages during refuelling of plant and equipment.		Plant and equipment will be refuelled in designated areas with impervious surface.	
Slow seepage of liquids from imported contaminated materials. Slow seepage can be less noticeable than 'spills'.		Incoming materials that are contaminated e.g cutting oil or tramp fluid on swarf, will only be stored on impervious surfaces that are drained to an oil interceptor	
Overfilling			
Overfilling of oil / fuel tanks during delivery.	Contamination of land, drains, groundwater and watercourses.	Stock level control checks, supervised delivery and high level alarms.	Spill response procedure as described above.
Failure of Plant or Equipment			
Leakages; due to faulty pipe work, valves, over-pressure, blockages, corrosion, severe weather, ground movement etc.	Contamination of land, drains, groundwater and watercourses..	Daily visual inspection and completion of weekly inspection checklist record. Preventative maintenance regime. Insulation and protection of pipe work.	Spill response procedure as described above.
Puncture; of vessels and tanks etc due to impact – such as fork lift trucks.		Tanks and vessels generally located within / on secondary containment facilities. Storage locations of drums and non-permanent vessels stored internal. Movement of drums and containers using safe techniques.	

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Fire			
Fire	Smoke and pollution, Firewater causes contamination of land, groundwater and watercourses.	Separation of incompatible materials and of combustible materials and ignition sources. Incorporation of fire breaks into site layout and containment of fire water. No smoking policy. Maintain tidy site and minimize stockpile of combustible materials. Fire training and emergency drills.	Follow fire response procedure
Flood			
Due to ingress of watercourse floodwater, blocked drains, burst water main, use of fire water.	Contamination of raw materials, buildings, land, drainage system, groundwater and watercourses with fire and flood water.	Maintenance of drains. Fitting of interceptor Safe location for storage of hazardous materials.	Flood procedure describing what to do in the event of a flood warning such as installation of barge boards, use of sand bags, movement or protection of sensitive materials.
Failure of Services			
Due to failure of supply; water, electricity, gas supply and of sewerage system. Due to utility supply being struck and broken / cut.	Flooding, explosion with subsequent contamination of land, drains, groundwater and watercourses.	Provision of standby facilities. Maintenance of up to date plans showing location of utility services. Procedure for contractors to work on site including induction training and permit to work.	Emergency plan Flood and fire procedure as described above.
Failure of Containment			
Failure of containment facilities due to land movement, impact, corrosion etc.	Contamination of land, drains, groundwater and watercourses.	Provision of secondary containment for hazardous liquids. Inspection of primary and secondary containment facilities. Integrity testing of tanks and bunds & pressure loss alarms.	Spill response procedure as described above.

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Vandalism			
<p>Unauthorised entry and tampering or malicious damage to property, plant and equipment.</p>	<p>Contamination of land, drains, groundwater and watercourses.</p>	<p>Secure gate and perimeter fence.</p> <p>Site locked when un-manned, tanks and valves locked when not in use out of hours.</p> <p>Plant and equipment locked in secure storage out of hours.</p> <p>Security system installed including camera and recording facilities.</p>	<p>Spill response procedure as described above.</p>

Supporting Documentation

WH Chaloner & Son Ltd.

Miner's Road, Llay Industrial Estate, Miners Road, Llay LL12 0PJ
Tel / Fax (01978) 853944

Fire Risk Assessment – Office Area

Hazards

1. Electrical circuits
2. Electrical equipment
3. Archive storage
4. Smoking

People at Risk

1. Employees
2. Visitors

Safety Precautions Already In Place

1. Fire alarm system to be fitted with smoke detectors and heat sensors.
2. Electrical installation tested every three years by an electrician.
3. Electrical equipment PAT tested every two years by an electrician.
4. Fire extinguishers fitted throughout the office areas.
5. Extinguisher levels and condition audited monthly.
6. Extinguishers serviced annually.
7. Fire blanket fitted in canteen area.
8. Fire doors fitted through out the office area.
9. Housekeeping audited on a monthly basis.
10. Fire action stickers displayed.
11. Muster area identified and sign installed.
12. Fire exit route displayed.
13. Staff trained in the use of fire fighting equipment and what to do in the event of a fire.
14. Luminous fire exit signs installed.
15. Smoking only allowed in the front car park area.
16. Visitors asked to sign book when arriving at the premises.

Review by 15/3/14

WH Chaloner & Son Ltd.

Miner's Road, Llay Industrial Estate, Miners Road, Llay LL12 0PJ
Tel / Fax (01978) 853944

Fire Risk Assessment – Warehouse

Hazards

- | | |
|------------------------|-------------------------|
| 1. Electrical circuits | 4. Electrical Equipment |
| 2. Batteries | 5. Vehicles & Plant |
| 3. Depollution Rig | 6. Smoking |

People at Risk

1. Employees
2. Visitors

Safety Precautions

3. Electrical installation tested every three years by an electrician.
4. Fire alarm system to be fitted with smoke detectors.
5. Electrical equipment PAT tested every two years by an electrician.
6. Fire extinguishers fitted within the warehouse area.
7. Extinguisher levels and condition audited monthly.
8. Extinguishers serviced annually.
9. Housekeeping audited on a monthly basis.
10. Fire action sticker displayed.
11. Muster area identified and sign installed.
12. Staff trained in the use of fire fighting equipment and what to do in the event of a fire.
13. Smoking not allowed in the warehouse area.
14. Batteries stored in crates.
15. Hazardous fluids obtained through depollution kept in suitable drums.
16. Procedures in place to ensure drums are emptied by a competent contractor when full.
17. Storage of quantities of full drums prohibited.
18. Condition and quantity of drums audited monthly.
19. Storage of oxygen and gas cylinders not permitted in the warehouse area.
20. Roller shutter doors opened each morning to ensure suitable exit in the event of a fire.
21. Once depolluted all vehicles must be removed from the warehouse area.
22. Vehicles or plant stored in the warehouse must not be left running when unattended.
23. Batteries stored in area away from other materials and debris in order that nothing comes into contact with the terminals.
24. Storage of large quantities of batteries is prohibited.
25. Quantity and condition of batteries & storage area audited monthly.

Review by 15/3/14

WH Chaloner & Son Ltd.

Miner's Road, Llay Industrial Estate, Miners Road, Llay LL12 0PJ
Tel / Fax (01978) 853944

Fire Risk Assessment – Yard

Hazards

- | | |
|--|------------------------------|
| 1. Gas Cylinders | 5. Vehicles & Items of Plant |
| 2. Storage of Borings | 6. Diesel Tank |
| 3. Storage of Turnings | 7. Smoking |
| 4. Explosive items placed in the shearer | 8. Burning & Welding |
| 5. Storage of Tyres | |

People at Risk

1. Employees
2. Visitors

Safety Precautions

1. Vehicles safety checked by competent contractors every 6 weeks
2. Plant maintained within agreed number of working hours.
2. Fire extinguishers and fire hoses fitted throughout the yard
3. Extinguisher levels and condition of hose and extinguishers audited monthly.
4. Extinguishers and hose serviced annually.
5. Housekeeping audited on a monthly basis.
6. Muster area identified and sign installed.
7. Staff trained in the use of fire fighting equipment and what to do in the event of a fire.
8. Smoking prohibited in areas identified as hazardous.
9. Designated borings storage area identified away from sources of heat.
10. Procedures in place to ensure tyres and borings are stored in a skip and this is emptied when full.
11. Only one full tyre skip is permitted at any time.
12. Storage of large quantities of borings is prohibited
13. Condition and quantity of tyre, and borings skips audited monthly.
14. Oxygen and gas cylinders must only be stored in designated area.
15. There must be clear access to the cylinder storage area.
16. Diesel tank bunded and locked
17. Vehicles and mobile plant must not be parked next to the cylinder storage area.
18. Vehicles and mobile plant must not be left running when unattended.
19. Turnings stored on site must not contain oil as a lubricant.
20. Vehicles depolluted prior to being crushed.
21. Scrap visually checked by crane driver prior to being lifted into the shearer.
22. Gates to the yard, diesel tank and cylinder storage area must be locked at night to prevent unauthorised access.
23. Burning and welding only to be undertaken by a competent person.
24. Smoking is NEVER permitted when welding or burning.
25. Visitors must not be allowed to wander around the yard unattended.
26. Only one person is allowed out of a vehicle when selling metal over the weighbridge.
27. Customers must be directed to the unload area and reminded not to wander around the yard.
28. Procedures to ensure the number of people on site can be identified quickly and accurately in the event of a fire.

Review by 15/3/14

Fire Emergency Evacuation Plan and the Fire Procedure

Action on discovering a fire

- Activate the nearest fire alarm – See fire plan
- Notify the local Fire Department by calling 999/112
- Contact on of the company owners:
Paul Chaloner: 07764627525
Steve Chaloner : 07939180337 or
Gary Chaloner: 07714429403

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- It is safe to do so.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and you are trained and confident to use it.

Action on hearing the fire alarm

Upon being notified about the fire emergency, everyone must:

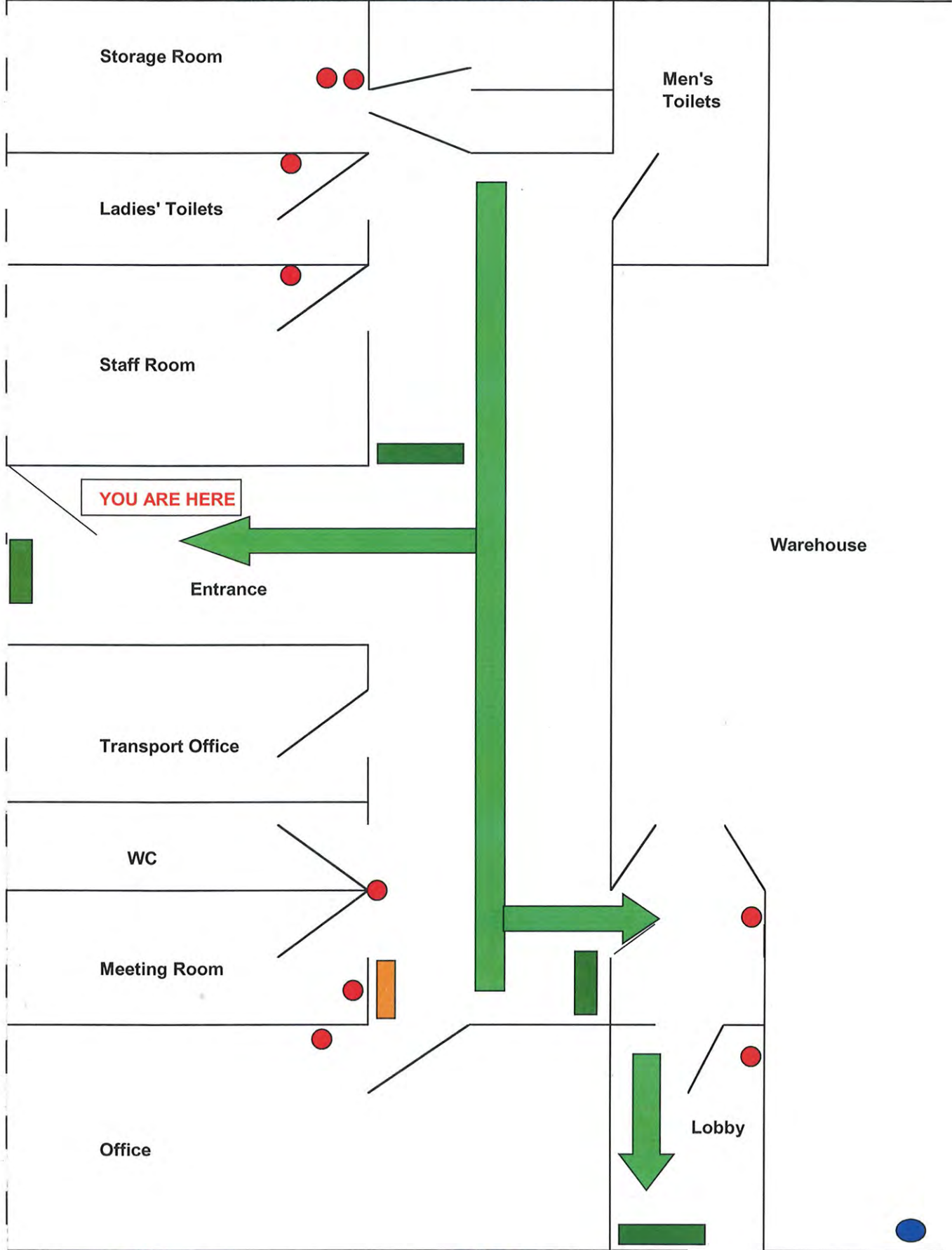
- Leave the building using the designated escape routes. – See fire plan
- Assemble in the designated area: Muster Point at Front Gate
- Remain outside until the fire brigade or one of the owners announces that it is safe to re-enter.

Paul, Steve or Gary Chaloner will:

- Call Fire Department on 999/112 if this has not already been announced.
- Disconnect utilities and equipment unless doing so jeopardizes his safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.

- Ensure that all employees have evacuated the office areas and yard.
- Assist all physically challenged individuals in emergency evacuation.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.

WH Chaloner & Son Ltd.
Fire Escape Route & General Safety Precautions



- Key**
-  Fire Extinguishers
 -  Fire Exit Sign
 -  First Aid Room
 -  Fire Hose
 -  Exit Route

Flood Evacuation Plan and the Flood Procedure

Risks of Flooding

- Severe weather
- Burst water main
- Water used for fire fighting

Action in Event of Flooding

- Where severe weather is forecast, listen for updates on the local radio and internet.
- Contact one of the company owners:

Paul Chaloner: 07764627525

Steve Chaloner : 07939180337 or

Gary Chaloner: 07714429403

They will:

- Where necessary make suitable arrangements for staff to leave the premises prior to any emergency situation arising.
- Call Water Board on 01978 846946, Emergency Services on 999/112 or Floodline on 0845 9881188 as appropriate.
- Notify the Environment Agency where necessary.
- Create flood defences.
- Disconnect utilities and equipment unless doing so jeopardizes his safety.
- Make arrangements to protect critical business assets by raising them above ground level or removing to a safe location.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate head count of personnel reported to the designated area.

- Ensure that all employees have evacuated the office areas and yard.
- Assist all physically challenged individuals in emergency evacuation.
- Determine a rescue method to locate missing personnel.
- Provide the Fire Department personnel with the necessary information about the facility.

Evacuation Procedure

- Leave the building using the designated escape routes. – See fire plan
- Assemble in the designated area: Muster Point at Front Gate where owners will arrange for transport home or alternative shelter if necessary.
- Remain outside until the emergency services or one of the owners announces that it is safe to re-enter the premises or arrange transportation to shelter.

WH Chaloner & Son Ltd.

Miner's Road, Llay Industrial Estate, Miners Road, Llay LL12 0PJ
Tel / Fax (01978) 853944

Spillages

- 1) Where a spillage occurs any employee dealing with it must be trained in the company procedures and use the correct personal protective equipment.
- 2) Spillages must be dealt with immediately to prevent them from entering the watercourse.
- 3) If the spill is too large to contain then Enviroclear must be called immediately on 01978 810239 and the owners contacted on: Paul Chaloner : 07764627525 / Gary Chaloner : 07714429403 / Steve Chaloner: 07939180337, who will co-ordinate the spillage procedures.
- 4) For small spillages equipment including absorbent socks, saw dust, degreasing fluid, personal protective equipment (PPE), shovels and contaminated waste skips are kept in the warehouse to avoid adverse weather conditions.
- 5) Once the spillage has been fully absorbed the sawdust, absorbent granules, socks etc. must be placed into the contaminated waste skip and this returned to the warehouse.
- 6) Contaminated PPE should be removed and also placed in the skip. Clean overalls should be worn.
- 7) Employees involved in the spillage should wash their hands thoroughly and if necessary request leave to go home and have a thorough wash.
- 8) Once the contaminated waste skip is half full SITA will be contacted to safely remove its contents.
- 9) If any of the spillage reaches the drainage system and interceptors, Enviroclear will be contacted to safely clean these.
- 10) Where spill are large enough that Enviroclear have been called to deal with the incident then the Environment Agency must be contacted.

Personal protection Equipment

Long rubber gloves

Goggles

Mask

Spare overalls to change into if clothing becomes contaminated.

Oil Proof Boots

WH Chaloner & Son Ltd.

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Site Inspection & Maintenance

Regular Inspection & Repair

- 1) The employees on the yard will carry out a visual inspection of the site, each day.
- 2) Any defects, problems or repairs must be reported to Gary, Paul or Steve Chaloner immediately.
- 3) The site and its perimeter fencing will be fully inspected on a weekly basis for maintenance / housekeeping.
- 4) A trained person, who is familiar with company's procedures, will carry out the inspection.
- 5) All details of defects, problems and repairs to be carried out will be recorded in the site diary on the day of the inspection or on the day reported which ever is earlier.
- 6) All repairs will be carried out within 5 working days, where necessary emergency repairs will be carried out until contractors can fully complete the work.
- 7) Any major defects found which are likely to lead to a breach of licence conditions will be repaired by the end of the working day in which they are found. Where this is not possible the Environment Agency will be contacted to agree a suitable timescale for repair.

Control of Mud & Debris

- 1) The trafficked areas of the site will be covered in concrete in order to reduce the occurrence of mud.
- 2) The state of the internal road ways and public highways will be inspected on a daily basis as part of the visual site inspections and any defects, problems or repairs reported to Gary, Paul or Steve Chaloner immediately and recorded in the site diary.
- 3) During adverse weather conditions a mechanical sweeper will be employed to clean the trafficked areas of the site from mud and debris.
- 4) Deposit of mud or other material on the public highway will be treated as an emergency and will be cleaned with a mechanical sweeper immediately.

Control and Monitoring of Dust

- 1) The creation and quantity of dust on site will be inspected on a daily basis as part of the visual site inspections and any problems reported to Gary, Paul or Steve Chaloner immediately and recorded in the site diary.
- 2) Where necessary and during adverse weather conditions the dust will be hosed down and a mechanical sweeper employed to control it.

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Non-Conforming Waste Procedures

Checking in & Inspection of Loads

- 1) Prior to leaving the customers' premises all loads will be visually inspected to ensure they only contain scrap metal and there are no signs of obvious non-conforming waste.
- 2) The details of each load will be recorded on the weighbridge ticket once received on site at WH Chaloner & Son Ltd.
- 3) On tipping and prior to processing, the waste will be inspected and if there is any problems or concerns with the load a detailed description will be reported to Gary, Paul or Steve Chaloner immediately.
- 4) They will examine the waste and determine whether it conforms to the permitted waste as specified on our waste disposal licence.
- 5) If the waste does not conform it will be reloaded into the skip and recorded in the site diary.
- 6) The customer will be informed and a mutually agreeable time arranged for the waste to be returned to their site or arrangements made for its transfer to a suitably licensed site.
- 7) On removal from WH Chaloner & Son Ltd. a record will be made in the site diary.

Special Arrangements for Hazardous Waste

- 1) Where waste received is considered hazardous, Gary, Paul or Steve Chaloner must be informed of this additional fact immediately.
- 2) They will examine the waste and confirm whether in their opinion it is hazardous.
- 3) A record will be made in the site diary and the environment agency informed immediately.
- 4) Their advice will be sought as to the correct action to be taken.
- 5) The customer will be informed and advised that the Environment Agency has been notified.
- 6) A log will be kept in the site diary of the action taken.

WH Chaloner & Son Ltd. Emergency Procedures

Definition of an emergency

An emergency is defined as an event which has the potential for:

Serious and immediate danger to life
Significant damage to buildings and assets
Serious disruption of services

An emergency is normally associated with the occurrence of a hazard. A hazard is a source or situation with the potential to cause harm (property or people) such as fire, explosive device, chemical release etc. In addition some emergencies can also arise from hazardous events such as loss of telecommunications facilities that could lead to a serious disruption of services.

A Major Emergency is where an emergency situation escalates into a situation where there is potential for:

Loss of life
Significant damage to buildings or loss of facilities
Significant disruption to the business of WH Chaloner & son Ltd.
Major public relations impact

Action in the Event of a Fire

As fire is the highest risk emergency within the business please see the separate fire procedures and evacuation plan.

Action in the Event of a Bomb Threat

Terrorist attacks, and attacks by extremist campaigners or malicious hoaxers are rare. However, they are designed to intimidate, disrupt, cause economic damage and may cause injury or loss of life.

Anyone at the premises may be the recipient of a telephoned bomb threat,(direct dial) although fortunately they happen very rarely.

A telephoned bomb threat could present a case of serious and imminent danger. Access to the affected area must be restricted while the risk is assessed. During a bomb threat the Police and other agencies may offer advice but the responsibility to seek advice and act upon it lies with the company directors.

Other emergencies

It is not possible to be precise about exact procedure as this will depend on the circumstances and assessment by police and company directors. Action may involve complete or sideways evacuation and, although the fire alarm may not be used you must follow the instructions given by the directors.

If you receive a telephone bomb threat:

Let the caller finish the message without interruption.

Note down as much information about the call and caller as possible using the Bomb Threat Checklist. (Available overleaf)

Be calm—listen carefully.

Try to keep on the line and signal for assistance.

Immediately the caller hangs up call either Steve Chaloner (mob. 07939180337) Paul Chaloner (mob. 07764627525) or Gary Chaloner (mob 07714429403) or via the mobile radio communication if they are on site and carefully relay the information about the bomb threat.

This information will be assessed and a decision made on how/whether to respond.

Bomb Threat Checklist

This checklist is for use in the event of a telephoned bomb threat to help you record information effectively. Write down the exact wording of the threat:

Try to ask the following questions:

Where is the bomb right now?

When is it set to explode?

What does it look like?

What kind of bomb is it?

What will cause it to explode?

Did you place the bomb?

Why?

What is your name?

What is your address?

What is your telephone number?

Time of call

What was the caller's number (caller ID)

Now contact Steve Chaloner (mob. 07939180337) Paul Chaloner (mob. 07764627525) or Gary Chaloner (mob 07714429403) or via the mobile radio communication if they are on site. They will then call the Police.

The Police will ask you for any additional information about the caller and bomb threat.

The next part will help you record this.

Additional information to record once the caller has hung up and you have called Steve, Paul or Gary.

About the caller:

Sex Male / Female

Nationality

Age

Threat language: *(circle)*

Well spoken? Irrational? Taped message?

Offensive? Incoherent? Message read by threat maker?

Caller's voice: *(circle)*

Calm? Excited? Stutter? Disguised?

Crying? Slow? Lisp? Rapid?

Clearing throat? Deep? Hoarse? Laughter?

Angry? Familiar? Nasal? Slurred?

Accent?

Were there any background noises? *(circle)*

Street Noises? House noises? Animal noises?

Crockery? Motors? Voices?

Static? PA systems? Booth?

Music? Factory machinery? Office machinery?

Other?

Your name:

Major gas leak or explosion

A major gas leak can be defined as the failure of the supply pipe work, valves or alternatively as a result of a gas canister being crushed. This results in a large and potentially explosive atmosphere. Gas leaks are usually identified by a strong smell of gas and in the event that you have concerns that there is a major gas leak evacuate the premises immediately. Call emergency services on 999 / 112 and report immediately to Steve Chaloner (mob. 07939180337) Paul Chaloner (mob. 07764627525) or Gary Chaloner (mob 07714429403) or via the mobile radio communication if they are on site. They will coordinate an evacuation if required.

An explosion risk exists where gas leaks are substantial, particularly if the leak occurs in an area that is unoccupied for a long period of time. If there is a strong smell of gas in the area all sources of ignition should be removed and no electrical equipment or light switches should be operated.

Power failure

A major power interruption can be described as a loss of electrical power to an area of the business resulting from failure of high voltage switchgear or transmission lines. This may result in a requirement to evacuate buildings or residences; there may also be problems with power sensitive equipment and disruption to business. In the event of mains power interruption the fire alarm systems will remain operational on battery back up for 24 hours and the emergency lighting system for 3 hours. Directors will co-ordinate an evacuation if required.

Reporting accidents and potential hazards

A reporting system for accidents at work, near miss incidents, work related illhealth and dangerous occurrences is in place. Reporting forms should be completed by either the injured person, a colleague or firstaid person attending. A copy of the completed form should be passed to the directors.

Serious accidents

Call Steve Chaloner (mob. 07939180337) Paul Chaloner (mob. 07764627525) or Gary Chaloner (mob 07714429403) or via the mobile radio communication if they are on site. In the event of a serious injury accident, the emergency services should be called immediately

Be prepared to answer the following questions:

What is the name of the injured person?

Where is the location?

What is the condition of the injured person, if known?

Is the person still conscious?

If the injury is serious and requires hospital attention, but does not require an ambulance, the first aider should contact use a company vehicle to take the injured person to Accident and Emergency.

Where possible, the first aider should accompany the injured person to A&E.

All accidents should be investigated, so that remedial action or additional control procedures can be implemented.

Important feedback resulting from the accident can be communicated to everyone.

RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

Serious accidents, certain reportable diseases and types of dangerous occurrence must be reported to the Health and Safety Executive as soon as possible following the event.

At WH Chaloner & Son Ltd. accidents are most likely to become reportable because the person has either broken a bone or is unable to do their normal work for a period of more than three days.

However, there are a defined range of circumstances for reporting these incidents and information can

be obtained from Safety and Environmental Services. If an accident is reportable, this is normally reported to the HSE (Health and Safety Executive) and a copy of the report. There is a requirement to investigate accidents. The HSE also may wish to inspect or investigate following a serious accident and it is important that as much detail and investigation is carried out by WH Chaloner & son Ltd. personnel to assist this process.

Major Fuel Leak

If a major fuel leak from the diesel tank were to happen at any time then this could have a major impact on the local environment. The following precautions are in place to prevent this from happening:

The bunded secondary liner around the fuel tank is alarmed and should fuel escape into this area advance notice would be provided prior to any environmental impact. If you here the alarm you must call Steve Chaloner (mob. 07939180337) Paul Chaloner (mob. 07764627525) or Gary Chaloner (mob 07714429403) or via the mobile radio communication if they are on site who will contact Whitby tanks and seek advice on how quickly the tank needs to be emptied.

If the secondary liner were to fail and the alarm not be raised the fuel tank is positioned to ensure the natural flow of leaking diesel would empty into the interceptors which are capable of holding over 110% of the total fuel stored in the diesel tank.

No fuel enters the sewage system and loss of fuel would be detected within the day either from the visible fuel on the floor or the lack of fuel when employees were filling the wagons.

For spill control see Spillage Response Procedure.

Contingency Plans

Fire – Off site computer backups Elite

Portable offices

Back up cranes on site

Back up loading shovels on site

Back up vehicles

Hire equipment – MHF 01386 792354/ Hydrex Equipment 01275 399400

Explosion

Off site computer backups Elite

Portable offices

Back up cranes on site

Back up loading shovels on site

Back up vehicles

Hire equipment – MHF 01386 792354/ Hydrex Equipment 01275 399400

Storage of Metal – Haywards / Trident Metals


Weighbridge Inoperable

Use weighbridge at Cymru Feed – Miners Road Llay – Mr Parker Sepi 01978 852177

Shearer Inoperable

Transport unprocessed materials to docks

5. 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 your site? If so, what happened? What went wrong?		
What have you done to make sure that it does not happen again?		
Was there any significant pollution or environmental damage 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 into a drain or a watercourse? (If so, then complete an incident form in Section 6)		
If there was, then you must take steps to prevent further damage and notify the Environment Agency on 0800 807060 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 office (see your accident management plan for the address) 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 the Environment Agency when they visit.

6. Accident (and Incident) Record

Record of accidents, incidents or near misses

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 significant pollution or environmental damage 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 into a drain or a watercourse? If so what?	
Is there a continuing threat? Yes / No	
If there was (or still is), then you must take steps to prevent further damage and notify the Environment Agency on 0800 807060 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 office (see your accident management plan for the address) 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 the Environment Agency when they visit.

Tool Box Talk

Spill Control

What ?

Spills are a significant source of pollution . A fuel tank leak or oil spill can cause extensive soil , groundwater and watercourse contamination. Reducing the risk of spills occurring is the most important step. However if a spill does occur the correct procedure needs to be followed to reduce the impact.

Why ?

To Prevent Pollution – Spills of even the smallest amount , dependant on the Substance , can potentially cause catastrophic and sometimes irreversible damage to the environment and therefore all must be done to prevent this from occurring.

Avoid Prosecution and Clean up Costs – A spillage could result in prosecution for anyone identified as negligent in their duties which can also result in extensive clean up costs.

How to deal With a Spill

1. Establish whether materials is hazardous (COSHH)
2. Get help and assistance appropriate to the scale of the spill
3. Find out if anyone is injured and arrange help for them
4. Wear Suitable PPE as identified in the COSHH / Risk Assessment
5. Identify where spill is likely to go and block or bund drains
6. Contain Spill material using appropriate Spill Kit Materials
7. Use appropriate absorbent materials to soak up spillage
8. Place containment material in skip provided
9. Dispose of Containers as Hazardous Waste (See Waste Management Plan)



Do's

Don't's

- Do Ensure suitable spill kits are located in required locations
- Do refer to the Emergency Plan for the Site when Spills identified
- Ensure that all employees are trained to deal with spills with which they are likely to come into contact with.
- Do know where your site drains or watercourses are that could be affected by spills
- Do ensure you inform your direct supervisor when you identify a spillage
- Do ensure you complete an AM5 Environmental Incident Report for every spill identified

- Don't ignore Spills you see , take action and Report it
- Don't flush any spilled substances down drains or into watercourses
- Don't store Oils, Chemicals or other potentially harmful substances on the floor, always ensure they are located on or within suitable drip trays and / or bunds.
- Don't store anything in Bunds, always keep clear and clean, do not let rainwater levels build up if outdoors.
- Don't place contaminated clean up materials in General Waste containers for disposal place in Hazardous waste container if present or bag up seperately and identify as Hazardous Waste.

Discussion Points:

1. What substances do you use that could pose spillage threat?
2. Are you aware of Spill Kit locations within your workplace ?
3. Do you know where COSHH Information is relating to the substances within your workplace ?

Training Matrix 2013

	Company Induction	WAMITAB	City & Guilds Mobile Air Con & Refrigerant Handling	First Aid	Depollution Of ELVs	Banksman	H&S & Personal Well Being	Company Procedures & Customer Care	Safe & Economic Driving	Environmental Awareness	Safe Vehicle Loading	Driving Hours Working Time Directive
Paul Chaloner	n/a	✓			✓		✓	✓	✓	✓	✓	✓
Steve Chaloner	n/a	Training in progress			✓		✓	✓	✓	✓	✓	✓
Gary Chaloner	n/a	Training in progress		✓	✓			✓	✓	✓	✓	✓
Jason Chaloner	n/a				✓			✓	✓	✓	✓	✓
Martin Chadwick	✓				✓		✓	✓	✓	✓		✓
Nick Partington	✓		✓	✓	✓	✓				✓		
Tom Evans	✓		✓			✓				✓		