Lawrence Landfill and Recycling LTD

Lawrence Landfill Ltd,

# Environmental Management System (EMS)
# Version 1.0

# Contents

# Manuals, Policies and Plans

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**Business Management System Manuel**

It is the intent of Lawrence Landfill Ltd, to establish Business Management Systems (BMS) that meets the requirements of ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007 and PAS 402:2009. The system is to be implemented in relation to the activities described in Sections 8.1 to 8.11.

This manual provides an overview of the Integrated Management System; its purpose is as follows:

- To explain the scope of the IMS
- To outline the company policies and procedures, and human resources available for implementation
- To describe the company organization, the structure of the IMS and the interaction of the processes involved in the IMS
- To act as a signposting document in order to provide all employees with a clear understanding of the management system and the importance of adhering to the policies and procedures of the company

# Environmental Policy

## SHEQ Policy Statement

Lawrence Landfill Ltd are based in Haverfordwest operating a fully licensed inert waste recycling facility. Our aggregate recycling facility produces, aggregates, granular sub-base type one which all meet appropriate British and European standards. At Lawrence Landfill Ltd, it is our core belief that safety, environmental protection, product and process quality are factors of equal importance in achieving our company objectives. In order to achieve the highest possible standards in each of these areas we have adopted the following principles:

**Our Principles:**

- All employees of the Company will at all times be expected to exercise diligence in ensuring that this policy is adhered to.
- Develop and review measurable objectives and targets that promote continuous improvement of our environment, quality, safety and health performance.
- Ensure compliance with relevant legislation, regulations and other codes of practice relevant to the business.
- Seek to understand our customer needs, meet their requirements and aim for total customer satisfaction.
- Provide adequate arrangements to ensure that employees or their representatives are given every facility for consulting with management in promoting and developing measures to ensure the health and safety at work of all employees.
- Implement systems and procedures that demonstrate our commitment to ensuring all our operations are executed at all times in such a manner that persons are not exposed to risks of injury or ill health.
- Seek to reduce our significant environmental impacts including energy consumption and waste to landfill as well as ensuring pollution of the environment is prevented.
- Ensure this policy is actively communicated and made available to personnel, relevant stakeholders and interested parties (including the public).
- Ensure this policy is periodically reviewed so that it remains relevant and appropriate.

Signed: Guy and Tim Lawrence

Managing Directors Date: March 2014

## Table 1

**Site Activity:**

| The key pieces of environmental legislation affecting this sector are:<br><br>*(Add as many as apply to your site activities – **you should ensure that this list is kept up to date for your site and covers all applicable legislation**)* | • The Environmental Permitting (England and Wales) Regulations 2007, SI 3538<br>• Groundwater regulations 1998, SI 2746<br>• Water Resources Act 1991, as amended.<br>• Environmental Protection Act 1990<br>• Control of Pollution (Oil Storage) (England) Regulations 2001, SI 2954 | | | | | | | • Hazardous Waste Regulations (2005) | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Process / Activity/Equipment** | **A** | **W** | **E** | **D** | **L** | **N** | **R** | **Process / Activity/Equipment** | **A** | **W** | **E** | **D** | **L** | **N** | **R** |
| **Processes / Activities / Equipment at your site:**<br><br>(insert H or M or L where applies)<br><br>List all the processes / activities / equipment at your site in these columns.<br><br>Then put an (H) high impact, or (M) medium impact, or (L) low impact in the box next to the process / activity / equipment if it can result in an environmental impact listed below under normal or abnormal operation.<br><br>➢ Emissions to Air (including dust) - **A**<br>➢ Emissions to Water - **W**<br>➢ Energy Usage (e.g. electricity, gas, oil) - **E**<br>➢ Waste Disposal - **D**<br>➢ Land Contamination - **L** | e.g. Oil / water separator – operation | L | H | - | H | L | - | - | | | | | | | | |
| | Fuel Delivery and offloading | | | | | | | | | | | | | | | |
| | Chemicals storage | | | | | | | | | | | | | | | |
| | Surface water drainage | | | | | | | | | | | | | | | |
| | Sorting | | | | | | | | | | | | | | | |
| | e.g. Boilers for raising steam | H | - | H | - | - | M | M | | | | | | | | |
| | *Others: (specify)* | | | | | | | | | | | | | | | |
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| ➢ Nuisance (i.e. noise or odour) **- N**<br>➢ Resource Consumption (e.g. water, chemicals, not energy) - **R** | | | | | | | | | | | | | | | | | |

## 1. Environmental Impacts Plan and Controls (Table 1 - Continued)

## 1. Environmental Impacts Plan and Controls

**For each Process / Activity / Equipment identified in the Table 1 above complete the following tables if there is an environmental impact [at least High (H) or Medium (M)] under normal or abnormal operation *(the examples included are guidance only)***

| **Table 2A. Emissions to Air [A]** ***(use as many forms as required)*** | | | | | | |
|---|---|---|---|---|---|---|
| **Process / Activity / Equipment on Site** | **Potential Impact** | **Is impact controlled by equipment?** | **Is equipment included on maintenance checklist?** | **Is impact controlled by a procedure?** | **Person using the procedure received training?** | **Comments** |
| e.g. Flue Gas Emissions from boilers raising steam – Gas / Oil Fired | Flue Gas emissions include CO2 a greenhouse gas contributing towards global warming; NOx contributes to acidification, potential for local air quality issues with dust | Yes – boiler operation | Yes - Boilers on list | Yes – Boiler operation | Yes | Boilers gas fired – operator trained and burners and dampers regularly maintained. |
| e.g. Dust from site activity A *(state specific activity)* | Potential for local air quality issues from dust. Also, a cause for complaints | | | | | |
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| *Add any other that apply* | | | | | | |
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**Table 2A (Continued) Emissions to Air [A]** ***(use as many forms as required)***

## Table 1

**Site Activity:**

| The key pieces of environmental legislation affecting this sector are:<br><br>*(Add as many as apply to your site activities – **you should ensure that this list is kept up to date for your site and covers all applicable legislation**)* | • | | | | | | | | • | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | **Process / Activity/Equipment** | **A** | **W** | **E** | **D** | **L** | **N** | **R** | **Process / Activity/Equipment** | **A** | **W** | **E** | **D** | **L** | **N** | **R** |
| **Processes / Activities / Equipment at your site:**<br><br>(insert H or M or L where applies)<br><br>List all the processes / activities / equipment at your site in these columns.<br><br>Then put an (H) high impact, or (M) medium impact, or (L) low impact in the box next to the process / activity / equipment if it can result in an environmental impact listed below under normal or abnormal operation.<br><br>➢ Emissions to Air (including dust) - **A**<br>➢ Emissions to Water - **W**<br>➢ Energy Usage (e.g. electricity, gas, oil) - **E**<br>➢ Waste Disposal - **D**<br>➢ Land Contamination - **L**<br>➢ Nuisance (i.e. noise or odour) **- N** | | | | | | | | | | | | | | | | |
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| ➢ Resource Consumption (e.g. water, chemicals, not energy) - **R** | | | | | | | | | | | | | | | | | | |

| **Process / Activity / Equipment on Site** | **Potential Impact** | **Is impact controlled by equipment?** | **Is equipment included on maintenance checklist?** | **Is impact controlled by a procedure?** | **Person using the procedure received training?** | **Comments** |
|---|---|---|---|---|---|---|
| *Add any other that apply* | | | | | | |
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| **Table 2B. Energy Usage [E]** ***(use as many forms as required)*** | | | | | | |
|---|---|---|---|---|---|---|
| **Process / Activity / Equipment on Site** | **Potential Impact** | **Is impact controlled by equipment?** | **Is equipment included on maintenance checklist?** | **Is impact controlled by a procedure?** | **Person using the procedure received training?** | **Comments** |
| e.g. Electricity usage for large machine / activity A *(state specific machine / activity)* | The impacts associated with electricity production are well documented (e.g. Air emissions) There is scope to reduce these impacts by using electricity efficiently on site. | | | | | |
| e.g. Electricity usage for large machine / activity B *(state specific machine / activity)* | The impacts associated with electricity production are well documented (e.g. Air emissions) There is scope to reduce these impacts by using electricity efficiently on site. | | | | | |
| *Add any other that apply* | | | | | | |
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| **Table 2B (Continued) Energy Usage [E]** ***(use as many forms as required)*** | | | | | | |
|---|---|---|---|---|---|---|
| **Process / Activity / Equipment on Site** | **Potential Impact** | **Is impact controlled by equipment?** | **Is equipment included on maintenance checklist?** | **Is impact controlled by a procedure?** | **Person using the procedure received training?** | **Comments** |
| *Add any other that apply* | | | | | | |
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| **Table 2C. Emissions to Water [W]** ***(use as many forms as required)*** | | | | | | |
|---|---|---|---|---|---|---|
| **Process / Activity / Equipment on Site** | **Potential Impact** | **Is impact controlled by equipment?** | **Is equipment included on maintenance checklist?** | **Is impact controlled by a procedure?** | **Person using the procedure received training?** | **Comments** |
| e.g. Oil/Water separator | Oil passes through the separator into a watercourse potentially causing harm to environment | Yes – separator operation | Yes – see separate checklist | Yes – Procedure listed | Yes – November 2009 | |
| e.g. Surface water run-off from buildings, car parks and concrete hard standing | Under normal conditions surface water run-off should be uncontaminated. However, if contamination occurs by accident, it has the potential to cause water pollution to local watercourse if there is a site drain failure | | | | | e.g. The accidental contamination case is considered in our Accident / Incident Management Plan |
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| *Add any other that apply* | | | | | | |
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| **Table 2C (Continued) Emissions to Water [W]** ***(use as many forms as required)*** | | | | | | |
|---|---|---|---|---|---|---|
| **Process / Activity / Equipment on Site** | **Potential Impact** | **Is impact controlled by equipment?** | **Is equipment included on maintenance checklist?** | **Is impact controlled by a procedure?** | **Person using the procedure received training?** | **Comments** |
| *Add any other that apply* | | | | | | |
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| **Table 2D. Waste Disposal [D]** ***(use as many forms as required)*** | | | | | | |
|---|---|---|---|---|---|---|
| **Process / Activity / Equipment on Site** | **Potential Impact** | **Is impact controlled by equipment?** | **Is equipment included on maintenance checklist?** | **Is impact controlled by a procedure?** | **Person using the procedure received training?** | **Comments** |
| e.g. Hazardous Waste from activity A *(state specific machine / activity)* | e.g. Chemicals, ink jet cartridges, fluorescent tubes, waste oils, all must be handled in accordance with Hazardous Waste Legislation | | | | | |
| e.g. General unsorted waste | Most general unsorted waste is landfilled and this has associated impacts e.g. ecotoxicity, global warming and nuisance e.g. odour. General waste volumes can be reduced if sorting systems are used. Need to meet legal Duty of Care requirements. | | | | | |
| *Add any other that apply* | | | | | | |
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| **Table 2D (Continued) Waste Disposal [D]** ***(use as many forms as required)*** | | | | | | |
|---|---|---|---|---|---|---|
| **Process / Activity / Equipment on Site** | **Potential Impact** | **Is impact controlled by equipment?** | **Is equipment included on maintenance checklist?** | **Is impact controlled by a procedure?** | **Person using the procedure received training?** | **Comments** |
| *Add any other that apply* | | | | | | |
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| **Table 2E. Nuisance (e.g. Noise, Odour) [N]** ***(use as many forms as required)*** | | | | | | |
|---|---|---|---|---|---|---|
| **Process / Activity / Equipment on Site** | **Potential Impact** | **Is impact controlled by equipment?** | **Is equipment included on maintenance checklist?** | **Is impact controlled by a procedure?** | **Person using the procedure received training?** | **Comments** |
| e.g. Noise from site activities *(state specific activity, e.g. Crushing)* | Section III of the Environmental Protection Act 1990 , noise can be classified as a statutory nuisance | | | | | |
| e.g. Noise from transport movement on site | Section III of the Environmental Protection Act 1990 , noise can be classified as a statutory nuisance | | | | | |
| e.g. Odour from site activities *(state specific activity)* | Section III of the Environmental Protection Act 1990 , odour can be classified as a statutory nuisance | | | | | |
| *Add any other that apply* | | | | | | |
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| **Table 2E (Continued) Nuisance (e.g. Noise, Odour) [N]** ***(use as many forms as required)*** | | | | | | |
|---|---|---|---|---|---|---|
| **Process / Activity / Equipment on Site** | **Potential Impact** | **Is impact controlled by equipment?** | **Is equipment included on maintenance checklist?** | **Is impact controlled by a procedure?** | **Person using the procedure received training?** | **Comments** |
| *Add any other that apply* | | | | | | |
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| **Table 2F. Resource Consumption (not energy) [R]** ***(use as many forms as required)*** | | | | | | |
|---|---|---|---|---|---|---|
| **Process / Activity / Equipment on Site** | **Potential Impact** | **Is impact controlled by equipment?** | **Is equipment included on maintenance checklist?** | **Is impact controlled by a procedure?** | **Person using the procedure received training?** | **Comments** |
| e.g. use of chemicals for activity A *(state specific activity)* | Harm to human health or escape to the local environment. Management of hazardous substances according to COSHH and Hazardous Waste Regulations | | | | | |
| e.g. use of hydraulic oil for machine A *(state specific machine)* | Harm to human health or escape to the local environment. Management of hazardous substances according to COSHH and Hazardous Waste Regulations | | | | | |
| e.g. use of water | Inefficient use results in natural resource depletion | | | | | |
| *Add any other that apply* | | | | | | |
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| **Table 2F (Continued) Resource Consumption (not energy) [R]** ***(use as many forms as required)*** | | | | | | |
|---|---|---|---|---|---|---|
| **Process / Activity / Equipment on Site** | **Potential Impact** | **Is impact controlled by equipment?** | **Is equipment included on maintenance checklist?** | **Is impact controlled by a procedure?** | **Person using the procedure received training?** | **Comments** |
| *Add any other that apply* | | | | | | |
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| **Table 2G. Land Contamination (e.g. storage of hazardous substances) [L]** ***(use as many forms as required)*** | | | | | | |
|---|---|---|---|---|---|---|
| **Process / Activity / Equipment on Site** | **Potential Impact** | **Is impact controlled by equipment?** | **Is equipment included on maintenance checklist?** | **Is impact controlled by a procedure?** | **Person using the procedure received training?** | **Comments** |
| e.g. Storage of substance A *(specify specific substance)* | Substance A can cause harm to the ecotoxicity of the soil, and could leak into groundwater. | | | | | |
| *Add any other that apply* | | | | | | |
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| Table 2G (Continued) Land Contamination (e.g. storage of hazardous substances) [L] *(use as many forms as required)* | | | | | | |
|---|---|---|---|---|---|---|
| **Process / Activity / Equipment on Site** | **Potential Impact** | **Is impact controlled by equipment?** | **Is equipment included on maintenance checklist?** | **Is impact controlled by a procedure?** | **Person using the procedure received training?** | **Comments** |
| *Add any other that apply* | | | | | | |
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| **Table 3. General Waste Management** ***(use as many forms as required)*** | | | | | |
|---|---|---|---|---|---|
| **Waste Produced at Site** ***(with EWC, if known)*** | **Where does the waste go?** | **Can it go to recovery / recycling?** | **Is it being stored correctly on site?** | **Are Duty of Care requirements being met?** | **Comments** |
| e.g. General waste (EWC ref) sent for disposal | ABC landfill | No – Checked on 1/11/09 | Yes – Checked on 1/11/09 | Yes – Checked on 1/11/09 | State the checks that were made and refer to any documentation |
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| **Table 4. List of Procedures** ***(list procedures identified in Table 2A to 2G above, and any other procedures you have in addition)*** ***(use as many forms as required)*** | | | | | |
|---|---|---|---|---|---|
| **Procedure Name** | **What process / activity / equipment does it relate to?** | **Where is the procedure kept?** | **Version Number** | **When was the procedure last reviewed?** | **Comments** |
| e.g. Boiler A Operation | Boiler A operation using fuel oil | Site office – control room file cabinet | 2 | 1/11/09 | Version 1 replaced as new monitoring equipment has been added to the boiler |
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Lawrence Landfill and Recycling LTD

# Lawrence Landfill Working Plan

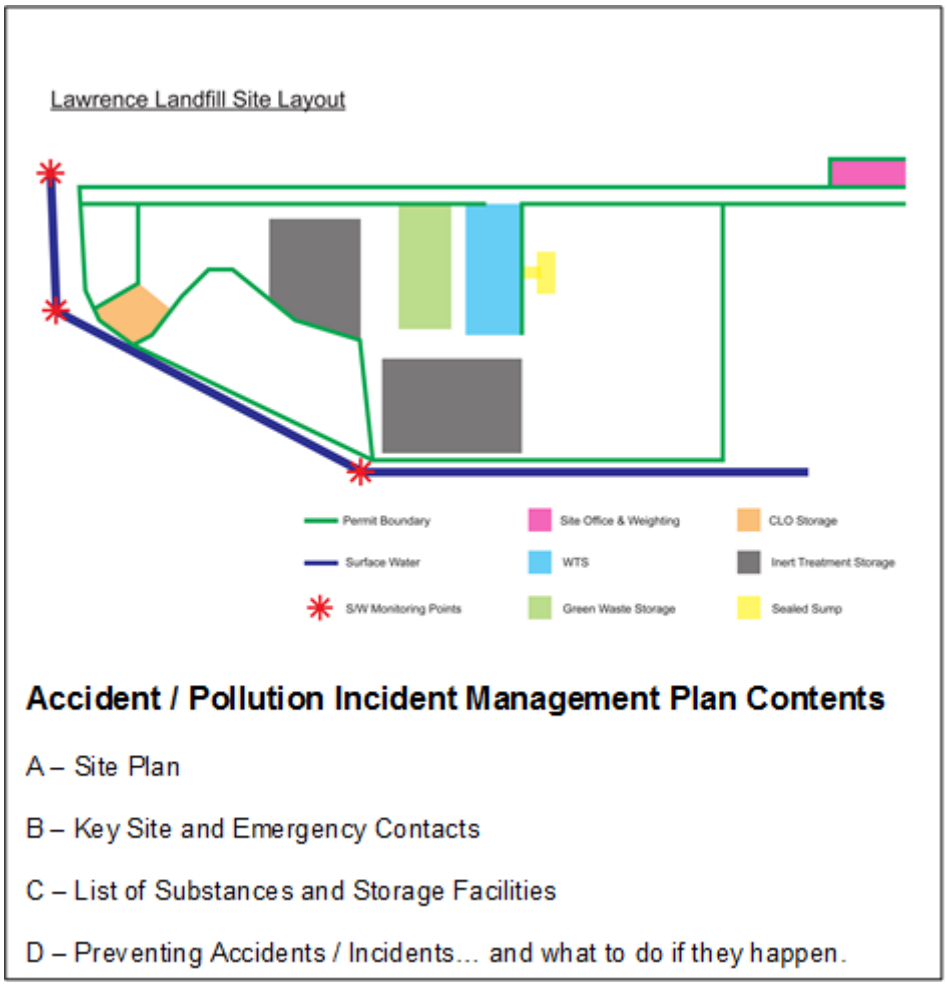
## Version 1

# Accident / Pollution Incident Management Plan

**Further help is available from PPG21: Pollution incident response planning (See section 7)**

**Created by:_Track_____Date:_1/4/14_____**

**Review Date:___1/4/15_____ Version:____1_____**




## A – Site Plan

Insert site plan showing location of the following items:

- **Site entrances and exits** available to the emergency services
- **Buildings**; the buildings and other main constructions
- **Drainage**; including
    - foul drainage (marked in red),
    - surface water drainage (marked in blue)

showing

- the direction of flow and
- the discharge points to the sewer, watercourse or soakaway.
- The location of manhole covers and drains,

    - The location of stop and diverter valves and interceptors

- **Service mains**; the routes of
    - water supply, gas, electricity)
    - mains water stop tap, and gas and electrical supply isolating valves / switch.
- **Storage of hazardous materials**; eg oil and fuel tanks, chemical stores, raw materials, waste materials etc.
- **Process lines**; location and direction of main process lines/pipes.
- **Accident and emergency response items**; such as fire extinguishers, fire hydrants, fire water tanks / ponds, spill kits, sand bags, alarms, first aid kit etc.
- **Vulnerable receptors;** on site or adjacent receptors that could be affected by the site operations, such as porous / unmade ground, watercourses, springs, boreholes, ecologically sensitive sites, residential properties, schools, offices, hospitals etc.
- **Pollution control points**; such as inspection or monitoring points, bunds,.
- **Treatment**; location of any on site trade effluent or sewage effluent treatment plan

| SITE DETAILS | | | |
|---|---|---|---|
| Location: Lawrence Landfill, Haverfordwest, Pembrokeshire | | | |
| Postcode:SA62 3nx | | | |
| Site Access Grid Reference: S | | | |
| **SITE CONTACTS** | Name | Office Hours (specify) | Out of hours |
| Owners: | Guy | 07831152121 | |
| : | Tim | | |
| **EMERGENCY SERVICES** | | Office Hours | Out of hours |
| Emergency | | 999 | 999 |
| Medical: | | 0845 46 47 | |
| Police: | | 101 | |
| Fire: | | 0370 60 60 699 | |
| **REGULATORS** | | Office Hours | Out of hours |
| Health and Safety Executive (HSE) | | 02920 263120 | 0845 300 9923 |
| Local Authority: | | 01437 764551 | 08456015522 |
| Natural Resources Wales (Local) | | 01437783083 | 0800 80 70 60 |
| EA (24 hour emergency hotline) | | 0800 80 70 60 | |
| **UTILITY / KEY SERVICES** | Name | Office Hours | Out of hours |
| Water undertaker: | WW DC | 0800 052 0130 | |
| Sewerage undertaker: | WW DC | 0800 085 3968 | |
| Electricity supplier: | EON<br>WESTERN POWER | 0333 202 4586<br>0800 052 0400 | |
| Oil supplier: | WATSONS | 02920 779875 | |

| | | | |
|---|---|---|---|
| Fuel supplier: | WATSONS | 02920 779875 | |
| Oil spill contractor: | ECO Technology | 01267 236417 | |
| **OTHER KEY CONTACTS** | Name | Office Hours | Out of hours |
| Hazardous Waste Contractor | OSS Group | 0870 2401 055 | |
| Specialist advisors: | Jonny Young | 01792 862891 | 07787438464 |

➢

## C - List of Substances and Storage Facilities

The following is a list of liquids, powders etc that are stored on site and could be harmful to the environment if they escape.

| Material | Maximum Quantity | Type and size of storage | Type and size of Secondary Containment |
|---|---|---|---|
| | | | |
| Diesel RED | 1000 LTRS | STEEL TANK | CONCRETE BUND |
| Diesel White | 1000 LTRS | STEEL TANK | CONCRETE BUND |
| Petrol | | | |
| Hydraulic oil | 45 Gallon Drums | Drums | Drip Tray |
| *Waste Oil* | 400 Gallon Tank | STEEL TANK | Bund |
| Engine oil | 45 Gallon Drums | Drum | Drip Tray |
| Brake Fluid | 1 litre | Plastic Containers | Stored within the building. v |
| | | | |
| | | | |

## D - Preventing Accidents / Incidents ….. and what to do if they happen

The following table is a list of the things that could go wrong and harm the environment. The list covers many of the things that could go wrong for a site such as yours but you should look and see if you can see anything else specific to your site that could cause a problem. If you can then add it to the list.

The table describes what you should be doing to reduce the chances of each possibility happening. It also describes what should be done if the worst actually happens.

**HOW TO COMPLETE & REVIEW YOUR PLAN**

- **Read each line and see if they are right for your site. Some may not be applicable. You may need some different ones.**
- **Make sure you are committed to doing the things it says as you will be held to them.**
- **If it refers to using equipment such as spill-kits, make sure you have these available.**
- **Finally make sure that all your staff know about the plan, where to find it, and what it contains. It is important that they know how to prevent accidents and what to do.**

**Once your plan is completed , test it regularly and make a record of this. You can design exercises to be discussion based, table top or live. You can set them up to test the whole plan or critical elements within it such as:**

- **contacts lists;**
- **the activation process;**
- **equipment;**

**If possible, include external parties as this helps validate your plan.**

**Frequency of testing should be related to the environmental risk your site poses, staff turnover, the introduction of new processes or materials and conclusions from any previous exercises or incidents.**

**You should review your plan, as a minimum, every 3 to 4 years. You may need to review this plan following an incident, accident, complaint or if the Environment Agency asks you to do so.**

| 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 in-coming wastes.<br>Remove hazardous liquids from wastes prior to processing.<br>Train the staff | Follow the spill response procedure. It describes what to do in the event of a spill and where the kit is kept. |
| Spillage during delivery of oil or fuel. | | Supervise fuel deliveries.<br>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 and will use drip trays and spill materials. | |
| 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 | |
| *(Others: Please specify)* | | | |
| | | | |
| | | | |
| **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. |
| *(Others: Please specify)* | | | |
| **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.<br>Preventative maintenance regime.<br>Any underground pipes and tanks will be tested for integrity.<br>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. | |

| Possible Accident / Incident | What would the harm be? | How do we reduce the chances of it happening? | What to do if it happens |
|---|---|---|---|
| | | Storage locations of drums and non-permanent vessels protected by use of barriers or fencing.<br>Movement of drums and containers using safe techniques. | |
| *(Others: Please specify)* | | | |
| **Fire** | | | |
| Fire | Smoke and pollution,<br>Firewater causes contamination of land, groundwater and watercourses. | Separation of incompatible materials and of combustible materials and ignition sources.<br>Incorporation of fire breaks into site layout and containment of fire water.<br>No smoking policy.<br>Maintain tidy site and minimize stockpile of combustible materials.<br>Fire training and emergency drills. | Fire procedure describing what to do in the event of a fire, including details about fire alarms, exit routes and muster points, responsible personnel such as a fire warden and the location and use of emergency fire equipment such as extinguishers, hoses, sand bags and drain covers. |
| **Cross contamination** | | | |
| Due to transfer and mixing of incompatible materials, drainage cross connections etc. | Explosion, smoke and pollution of air,<br>Contamination of land, drains, groundwater and watercourses. | Maintenance of up to date drainage plan.<br>Maintenance of inventory of substances with material property details.<br>Procedure for contractors to work on site including induction training and permit to work.<br>Fail-safe filling systems. | Fire procedure as described above. |
| *(Others: Please specify)* | | | |
| **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.<br>Fitting of flap / non return valves on drains.<br>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 |

| Possible Accident / Incident | What would the harm be? | How do we reduce the chances of it happening? | What to do if it happens |
|---|---|---|---|
| | | | protection of sensitive materials. |
| *(Others: Please specify)* | | | |
| **Failure of Services** | | | |
| Due to failure of supply; water, electricity, gas supply and of sewerage system.<br>Due to utility supply being struck and broken / cut. | Flooding, explosion with subsequent contamination of land, drains, groundwater and watercourses. | Provision of standby facilities.<br>Maintenance of up to date plans showing location of utility services.<br>Procedure for contractors to work on site including induction training and permit to work. | Utility supply failure procedure describing what to in the event of services supply failure such as manual shut down of process valves, start up of emergency generator, use of standby materials etc.<br>Flood and fire procedure as described above. |
| *(Others: Please specify)* | | | |
| **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.<br>Inspection of primary and secondary containment facilities.<br>Integrity testing of tanks and bunds & pressure loss alarms. | Spill response procedure as described above. |
| *(Others: Please specify)* | | | |
| **Vandalism** | | | |
| Unauthorised entry and tampering or malicious damage to property, plant and equipment. | Contamination of land, drains, groundwater and watercourses. | Secure gate and perimeter fence.<br>Site locked when un-manned, tanks and valves locked when not in use out of hours.<br>Plant and equipment locked in secure storage out of hours.<br>Security system installed including camera and recording facilities. | Spill response procedure as described above. |

# Procedures

## Waste Acceptance

### 1. Waste acceptance and control systems

All waste shall be received, inspected, accepted, handled, treated or rejected, and recorded in accordance with the following sections 4.6 of the working plan

**1.1** Potential customers will be provided with documentation that clearly defines the sire waste acceptance criteria, the document will clearly state that in the event that the load / part load does not meet the criteria then that particular load will be refused and where necessary the Environment Agency will be informed.

**1.2 Level 1 characterisation**

Before a waste producer is permitted to import waste to the site, the waste shall be characterised by the producer. The waste shall then be assessed by Lawrence Landfill to ensure its suitability and compliance with the terms of the licence. Basic characterisation shall involve the provision by the waste producer of the following information:

a) A description of the waste
b) Information on the process that produced the waste

4.6.3 Each producer shall provide the above information for assessment before being permitted to tip the waste at site. All vehicles used to deliver waste shall hold a valid registration certificate under the controlled waste (registration of carriers and seizure of vehicles) regulations (1991). The waste transfer notes presented with consignments arising at a characterised source will be inspected to confirm the source and nature of the wastes. They will be cross checked against Lawrence Landfill records to ensure that the wastes are acceptable.

**1.3 Waste acceptance procedures at the reception area.**

When a vehicle loaded with waste arrives at the reception area, a waste transfer note will be checked to determine if the load is suitable to the acceptance criteria, the load will be examined to ensure it complies with licence conditions, the provision of CCTV can be used in the event it is needed.

**1.4 Acceptance**

Upon confirmation that the load is acceptable, the weight of the vehicle will be recorded and the documentation will be completed and a copied filed away, this information will form the basis of the waste return to NRW every quarter. In all cases a copy of the waste transfer note and a completed weighbridge ticket will be issued at all times.

**1.5 Rejection of load**

In the event that either a transfer note, or load does not satisfy the criteria, the load will be rejected. The supervisor in charge will direct the driver to the nearest facility that can accept the particular load, where required the supervisor will call the EA if guidance is sought. A record of the rejection will be logged and filed in the waste rejection file.

**1.6 Waste acceptance procedure – sorting floor**

Every vehicle arriving at the facility will reverse into the building and tip its load directly onto the concrete floor, the waste will be visually inspected to ensure it matches the acceptance criteria.

**1.7 Quarantine**

In the event that a load has to be set aside due to non-conformance it will be placed in the quarantine bay to avoid being mixed with any other load and be clearly labelled and sealed off by means of red and white checker tape.

# General Maintenance Operations

**1.0 Purpose**

To reduce the risks associated with the undertaking of general maintenance operations to the lowest level that is reasonably practicable.

**2.0 Scope**

This procedure covers all general maintenance operations undertaken by the company.

**3.0 Responsibility**

It is the responsibility of Senior Management to ensure that the maintenance operations for a project are undertaken by competent, trained employees.

**4.0 Procedure**

4.1 A competent person will assess the risks associated with specific maintenance operations before maintenance operations commence. Typical risks to be considered include risks arising from:

- Access required.
- Manual handling.
- Hazards arising from the removal of guards.
- Hazardous substances.
- The work environment (lighting, noise, temperature and limited ventilation).

4.2 Wherever it is reasonably practicable to do so, plant, equipment or services will be securely isolated from all sources of energy before maintenance operations may be carried out. In some cases a permit to work may be required before the work may commence (See Permit to Work Policy)

4.3 Unless undergoing supervised training, no person will be allowed to carry out maintenance operations unless they are appropriately trained and are competent to do so.

4.4 Persons involved in maintenance operations, and their Senior Managers will be provided with all appropriate information about the plant/equipment being maintained, and about the hazards involved, and precautions to be taken when doing so.

4.5 Suitable personal protective equipment will be provided and must be worn at all appropriate times (See Personal Protective Equipment Policy).

4.6 Suitable tools and equipment will be provided and will be maintained in good condition.

# Plant – General Operating Policy

## 1.0 Purpose

The purpose of this policy is to ensure that all persons in the employ of the company are aware of their responsibilities with regards to the safe operation and maintenance of the plant.

## 2.0 Scope

This policy sets out the policy of the company in respect of any employee, self-employed person and contractor that may be asked to work or undertake maintenance work on the plant.

## 3.0 Responsibility

Senior Management in conjunction with supervisors will have overall responsibility for ensuring that this policy is implemented and adhered to. Employees will at all times exercise diligence in their work activities on and around the plant.

## 4.0 Policy

### 4.1 General

4.1.1 All plant and equipment operating at this facility must only be operated by authorised, trained, competent employees of Lawrence Landfill or by trained operators supplied with the specialised plant or equipment.

The company will take all reasonable measures to ensure that those persons outlined above are made aware of the contents of this policy.

4.1.2 The plant must only be operated and maintained in strict accordance with the manufacturers operating and maintenance manual (located in office / workshop).

4.1.3 THE SHUT DOWN / ISOLATION PROCEDURE MUST BE OBSERVED AT ALL TIMES WHILST WORKING ON THE PLANT AND A BUDDY SYSTEM MUST BE ADOPTED

4.1.4 LONE WORKING MUST NOT BE CARRIED OUT AT ANY TIME, FAILIURE TO COMPLY WITH THIS INSTRUCTION WILL RESULT IN DISCIPLINARY ACTION BEING TAKEN AGAINST THE INDIVIDUAL

4.1.5 Maintenance or repairs must not be carried out by unauthorised untrained persons or at any time whilst the plant is running.

4.1.6 Appropriate PPE must be worn at all times by all personnel working on the plant to include safety harness whilst working in the access platform or at any time whist working at height.

# Re-fuelling Operations

## 1.0 Purpose

The purpose of this procedure is to eliminate or reduce the risk of a pollution incident during re-fuelling.

## 2.0 Scope

This procedure refers to all re-fuelling operations undertaken by Lawrence Landfill staff.

## 3.0 Responsibility

It is the responsibility of management to ensure that this procedure is followed during all re-fuelling operations undertaken.

## 4.0 Procedure

4.1 Absorbent spill clean-up materials and spill kits should be available in fuelling areas and on fuelling trucks, and should be disposed of properly after use.

4.2 Drip pans or absorbent pads should be used during vehicle and equipment fuelling, unless the fuelling is performed over an impermeable surface in a dedicated fuelling area.

4.3 Avoid mobile fuelling of mobile construction equipment around the site; rather, transport the equipment to designated fuelling areas.

4.4 Only suitably trained and competent staff should undertake re-fuelling activities.

4.5 When fuelling must take place onsite, designate an area away from drainage courses to be used.

4.6 Nozzles used in vehicle and equipment fuelling should be equipped with an automatic shutoff to control drips. Fuelling operations should not be left unattended.

4.7 Vehicles and equipment should be inspected each day of use for leaks. Leaks should be reported for repair immediately and parked up on an impermeable surface away from possible escape into the environment.

4.8 Immediately clean up spills and properly dispose of contaminated soil and clean up materials.

4.9 All incidents of spillages should be recorded and dealt with in accordance with the non-conformance procedure.

# Fire Safety

## 1.0 Purpose

To assess the risk associated with fire and manage these risks in such a way as to prevent injury or ill-health to employees, visitors, contractors and others who may be affected by the activities of the organisation.

## 2.0 Scope

This procedure covers all activities undertaken by the company that may pose a potential risk of fire.

## 3.0 Responsibility

Senior Management will ensure that an adequate fire risk assessment is carried out for the premises and will ensure that the risk assessment findings and these procedures are implemented and adhered to at all times.

Senior Management will ensure that the frequency of tests and inspections of the fire precautions are in accordance with the fire risk assessment requirements, and that all alarm points and exits are tested.

Senior Managers, employees, visitors, contractors and others will ensure they participate as requested in the fire risk assessment process and will ensure they comply with the arrangements made to control risks from fire hazards.

## 4.0 Procedure

### 4.1 Fire Risk Assessment

4.1 The company will carry out fire risk assessments of their operational premises and activities and take into consideration employees, visitors, contractors, members of the public and others (e.g. neighbours) who may be affected by activities carried out within their premises.

4.2 Significant findings identified by the fire risk assessment shall be recorded and suitable precautions for controlling the risk from fire will be implemented and maintained.

4.3 Employees and others will be provided with information, instruction and training about fire precautions in the workplace.

4.4 We shall liaise with occupiers of any neighbouring premises to ensure mutual safety in respect of the risks from fire.

4.5 The company will also provide information as necessary to any relevant emergency services to enable them to avoid unnecessary risk when responding to emergency calls.

**4.2 Fire Precautions**

4.2.1 The fire risk assessment will determine the fire precautions that are required on the premises and the frequency of inspection and test of these precautions.

**4.3 Fire Inspections**

4.3.1 In order to ensure that fire precautions are maintained in an effective manner, monthly inspections will be conducted.

4.3.2 Descriptions of items requiring corrective action identified during the inspections will be circulated to the personnel responsible and to appropriate personnel to enable them to remedy matters as soon as is reasonably practicable.

**4.4 Information, Instruction and Training**

4.4.1 All employees will be given information on the findings of fire risk assessments and instructed in the action to be taken in the event of discovering a fire, and on hearing the alarm. This information will be given to all new employees at the start of induction and to all employees at least once annually. Fire evacuation training exercises will be held at least annually unless the fire risk assessment requires a greater frequency.

# Lawrence Landfill Spillage Procedure

## 1.0 Purpose

The purpose of this procedure is to allow prompt and efficient action in the event of a spillage.

## 2.0 Scope

This procedure covers all spillages resulting from activities undertaken on the company site.

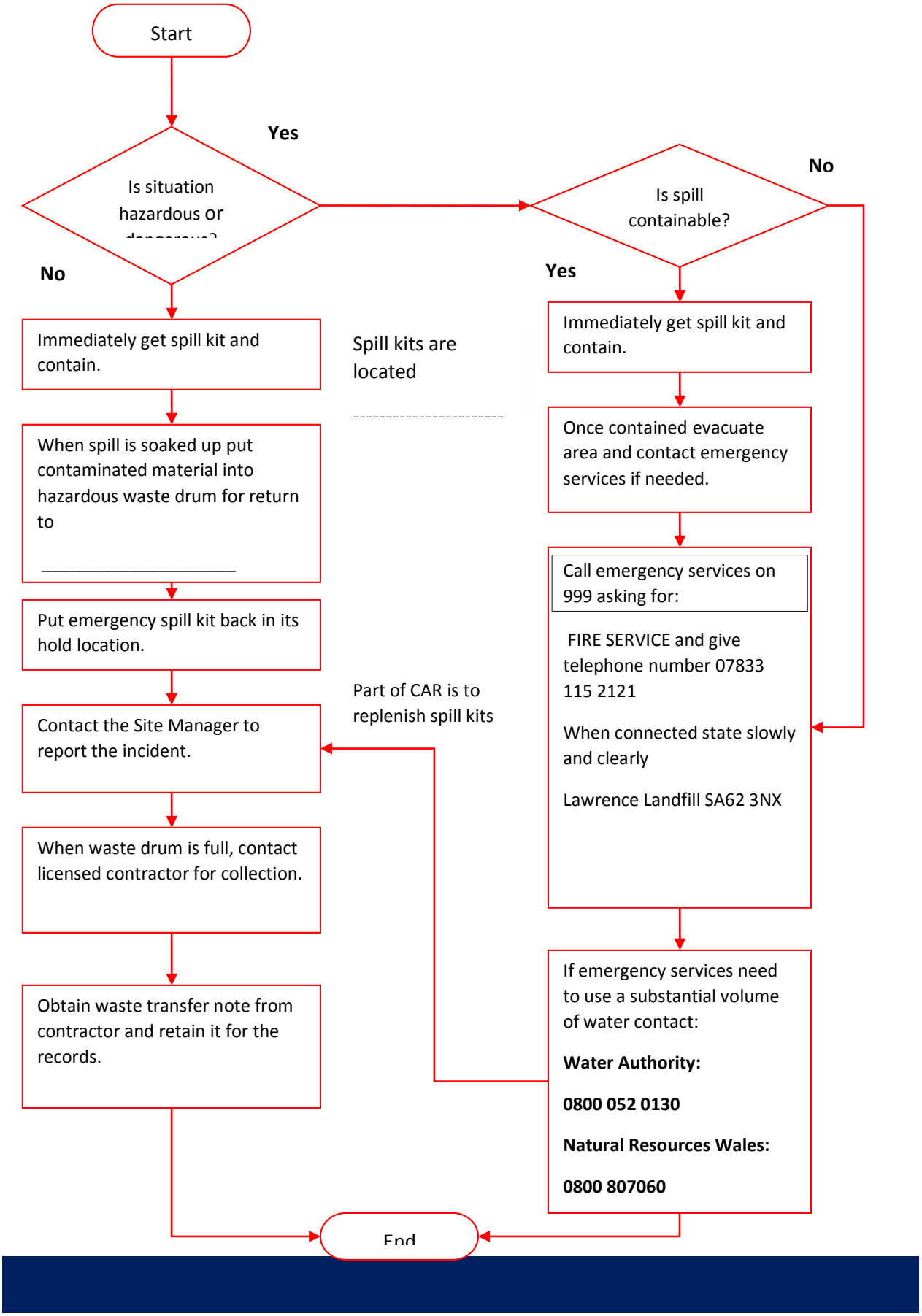
## 3.0 Responsibility

Responsibility lies with the first person noticing the incident.

## 4.0 Procedure

4.2.1 Responsibility for any spillage lies with the first person noticing or finding the spill to contain it by taking action as detailed in the Procedure Flowsheet below.

4.2.2 Every instance of spill **MUST** be recorded and investigated as an accident or incident.


Start
Is situation hazardous or
Yes
No
Is spill containable?
No
Yes
Immediately get spill kit and contain.
When spill is soaked up put contaminated material into hazardous waste drum for return to
_____
Put emergency spill kit back in its hold location.
Contact the Site Manager to report the incident.
When waste drum is full, contact licensed contractor for collection.
Obtain waste transfer note from contractor and retain it for the records.
Spill kits are located
---
Part of CAR is to replenish spill kits
Immediately get spill kit and contain.
Once contained evacuate area and contact emergency services if needed.
Call emergency services on 999 asking for:
FIRE SERVICE and give telephone number 07833 115 2121
When connected state slowly and clearly
Lawrence Landfill SA62 3NX
If emergency services need to use a substantial volume of water contact:
Water Authority:
0800 052 0130
Natural Resources Wales:
0800 807060
End

# SPILLS – WHAT TO DO

## BE SAFE

- WHAT IS IT?
- DO YOU NEED SAFETY EQUIPMENT?

## STOP THE SOURCE

- TURN OFF THE TAP, PLUG THE LEAK OR ROLL THE DRUM OVER – IF IT IS SAFE TO DO SO

## PROTECT STORM WATER

- CONFINE THE SPILL WITH SANDBAGS OR BOOMS
- BLOCK OFF ACCESS TO THE STORM WATER DRAINS WITH DRAIN COVERS

## NOTIFY

- TELL YOUR SUPERVISOR
- INFORM OTHER ORGANISATIONS IF NEEDED

## CLEAN UP

- NEUTRALISE HAZARDOUS SUBSTANCES
- PUMP OR SWEEP INTO A SAFE CONTAINER
- CLEAN UP WITHIN THE CONTAINED AREA
- STOP WASH WATER OR SWEEPINGS GETTING INTO STORM WATER DRAINS OR SOIL

## DISPOSE RESPONSIBLY

- CALL YOUR WASTE DISPOSAL CONTRACTOR TO TAKE AWAY CONTAMINATED MATERIALS AND CLEAN UP EQUIPMENT OR CLOTHING

## RESTOCK AND REVIEW

- REPLACE MATERIALS AND EQUIPMENT
- REVIEW THE INCIDENT – WHAT CAN BE LEARNT AND HOW CAN YOU STOP IT HAPPENING AGAIN?

# •SPILLS – WHO TO CONTACT!

- WHO MUST YOU CALL WHEN YO HAVE A SPILL

## • SERIOUS SPILLS

| | |
|---|---|
| 999 | FIRE,POLICE,AMBULANCE |
| 07831 152121 | Guy Lawrence |
| 0845 345 0055 | HSE |
| 01267 236 417 | ECO TECHNOLOGY |
| 01 | Pembrokeshire County Council |

- **FOR ALL SPILLS THAT ENTER STORM WATER DRAINS OR FLOW OVER UNPAVED GROUND CALL;**

- **NATURAL RESOURCES WALES 24-Hour Emergency Hotline:**

# • 0800 80 70 60

- **CALL US IMMEDIATELY – WE CAN GIVE YOU ADVICE AND HELP ABOUT CONTAINING AND CLEANING UP YOUR SPILL.**

# Control of Dust

## 1.0 Purpose

To control as far as possible the amount of wind-blown particulate matter at the site.

## 2.0 Scope

This procedure applies to the loading and unloading of materials and the condition of the site including haul roads.

## 3.0 Responsibility

The SHEQ Manager is responsible for ensuring that adequate control measures are implemented to ensure that dust levels both on and off site are kept to an acceptable level.

## 4.0 Procedure

4.1 For the purpose of this procedure "conditioning" refers to the spraying of water for the suppression of dust.

4.2 The following measures shall ensure compliance with the purpose outlined above:

- The drop height from all vehicles and machinery for the materials shall be kept to a minimum at all times,
- Visual daily monitoring shall be undertaken and control measures implemented if required.

4.3 Spraying shall be undertaken as required for the conditioning of materials and the haul roads.

4.4 All wagons carrying any material from site will be covered with sheeting to ensure that air borne dust is eliminated.

4.5 Any materials stored on site during the waste management process will be left in suitable mounds around the site and the surfaces will be sealed with watering equipment to ensure that they have a "crust" of stable material.

4.6 Mounds and roads will be inspected and watered as required during dry and windy periods and on a regular basis to eliminate dust spread.

4.7 All employees and visitors to the site will be allocated with appropriate personal protective equipment to minimise the risk to their general health safety and well-being.

# Calibration & Preventive Maintenance of Equipment & Vehicles

## 1.0 Purpose

To ensure that all devices used for measurement & test purposes is in a suitable condition for use and that it is periodically examined to confirm suitability.

To ensure that plant & equipment that has a direct effect on quality of work is maintained in a manner that prevents breakdown and provides for continuing service provision.

To ensure that company vehicles are maintained to the required standard in order to achieve conformity to customer requirements.

## 2.0 Scope

All inspection, test and process control equipment used and all company vehicles.

## 3.0 Responsibility

The Maintenance Technician has overall responsibility for the maintenance of company plant, equipment and vehicles.

Authorised operational personnel have direct responsibility for performing regular checks on the plant & equipment they use.

Authorised operational personnel have the responsibility for checking the calibration of all measurement & test devices.

The relevant Operational Personnel are responsible for checking the status of measurement & test devices before use.

## 4.0 Procedure

### 4.1 Calibration

4.1.1 At the time of receipt of a new measurement & test instrument, the relevant operational personnel will record the make, model and unique instrument reference number.

4.1.2 The SHEQ Manager should retain the calibration certificate for the instrument.

4.1.3 The frequency of calibration is as per the manufacturers recommendations and will be monitored by the relevant personnel.

4.1.4 Care must be taken to avoid abuse or damage during handling and transportation of the instrument.

4.1.5 The external test house is chosen against its ability to provide an acceptable repair and calibration service supported by a Certificate of Calibration to standards traceable to National or International standards. (UKAS Accredited)

4.1.6 Any damage to an instrument must be reported to the Maintenance Technician or his authorised nominee and the instrument recalibrated.

4.1.7 If any instrument is found, at any time, to be significantly inaccurate, the relevant personnel will evaluate the likely consequences of the inaccuracy and take appropriate corrective action.

4.1.8 Operational Personnel undertake daily checks on individual instruments before use.

### 4.2 Preventive Maintenance of Plant & Equipment

4.2.1 All company owned plant and lifting equipment used for operational activities is recorded on the Plant Test Certificate Register.

4.2.2 The next due service date is indicated on the aforementioned Certificate Registers and is in line with the manufacturers recommended service intervals.

4.2.3 At the appropriate date, the critical working parts of each item of Plant or lifting equipment are checked and details of the checks are recorded. Any necessary repairs are also recorded.

4.2.4 Any suspect or faulty Plant or Equipment identified between service intervals is brought to the attention of the Maintenance Technician who decides its effect on quality of work and determines the appropriate corrective action.

4.2.5 Plant or Equipment that is likely to have an adverse effect on quality is withdrawn from service and an immediate repair effected.

### 4.3 Maintenance of Company Vehicles

4.3.1 All company owned vehicles used for operational activities are recorded and monitored on the Maintenance and Service Schedules.

4.3.2 Designated personnel monitor the mileage of vehicles to ensure servicing and MOTs etc are carried out accordingly.

4.3.3 Company vehicles are maintained by a local garage/on site and invoices/work cards received are reviewed by the designated personnel as a record of work carried out.

# Banksman / Reversing Assistants

## 1.0 Purpose

To ensure the safe movement of vehicles on site.

## 2.0 Scope

This procedure covers all vehicles that use the company site and all company vehicles being driven off site.

## 3.0 Responsibility

The role of the Banksman is to:

- Stop collisions by preventing the vehicle colliding with people, property and other road users.
- Warn or stop approaching vehicles and pedestrians.
- Assist, trained and competent drivers to safely manoeuvre the vehicle. They do not take responsibility for the manoeuvre.

## 4.0 Procedure

4.1 Only trained/competent reversing assistants/banks men should assist reversing vehicles.

4.2 The assistants/banks men must assist in all reversing procedures.

4.3 Before any reversing procedure begins the reversing assistants/banks men must ensure that all pedestrians and site vehicles are in safe positions away from the path the vehicle being directed.

4.4 The Banks man/reversing assistant should stand approximately 5 metres out from the side of the vehicle, in a safe position, so that the driver can see them at all times. **NEVER STAND DIRECTLY BEHIND THE VEHICLE.**

4.5 If the driver loses sight of the reversing assistant, they must stop at once.

4.6 When reversing:

- The driver should not reverse until the reversing assistant is in position and has signalled to start reversing.
- Never walk backwards while giving hand signals.
- Ensure the driver can always see you in the mirror/s.
- Remain vigilant and observant whilst reversing.
- Avoid distractions.

- Never stand in a crush zone, i.e. the area immediately to the rear of the vehicle or any immovable surface and the sides of the vehicle such as walls, other vehicles or items of plant.

4.7 If reversing at a standard junction, before making the manoeuvre the driver and reversing assistant should agree where the assistant should stand. The reversing assistant should position themselves on the pavement opposite the turning to warn traffic (if necessary). Then they should move to the pavement opposite to watch people coming from the blind spot. The reversing assistant should try to be aware of pedestrians coming from the drivers nearside.

4.8 When the vehicle has to make a straight reverse, the reversing assistant should ensure that people do not enter the crush zone. If they see a possible danger they should signal STOP by raising their right arm.

4.9 In places where restricted access is an issue and reversing cannot be avoided, then the procedure should be “reverse in – drive out”. This reduces the risk of being struck by a reversing vehicle.

4.10 The main signals to be used during reversing procedures must be agreed between driver and reversing assistants/banks men assistant before any reversing procedures begin.

4.11 When a reversing assistant/banks man needs to speak to a driver of a vehicle or plant operator he should call the driver/operator to come to him

# Forms and Records

| Forms and Records | Review Date |
|---|---|
| A- Site Inspection Record | **1/4/15** |
| B- Complaints Record | **1/4/15** |
| C- Maintenance Record | **1/4/15** |
| D- Training Checklist | **1/4/15** |
| E- Training Record | **1/4/15** |
| F- Accident/Incident Record | **1/4/15** |

# Site Inspection Record

| Waste Type | Conditions | Ok | Comments |
|---|---|---|---|
| **Aggregates** | No waste to be stored outside the Permit Area | | |
| | All wastes must be sorted, treated and stored correctly | | |
| **Green** | No waste to be stored outside South of the last Product storage bay | | |
| | All waste must be sorted, treated and stored in the Green Waste Area | | |
| **Inert** | No waste to be stored outside South of the last Product storage bay | | |
| | All waste must be sorted, treated and stored in Inert Area | | |
| **Wood** | No waste to be stored outside South of the last Product storage bay | | |
| | All waste must be sorted, treated and stored in the Wood Area | | |
| **Unacceptable wastes e.g. cannot be accepted under the permit or exemptions** | No waste to be stored outside South of the last Product storage bay | | |
| | Stored in quarantine container on impermeable surface | | |
| | Stored for no longer than 7 days | | |
| **Site Drainage** | Site Drained Monitoring Points Checked | | |
| **Dust** | Is Dust blowing off site? | | |
| **Fuel Tanks** | Are the Fuel Tanks in Good Condition? | | |
| **Fuel Bund** | Id the bund in good condition? | | |
| **Spill Kit** | Is the spill kit easily available? | | |

**Undertaken by:**
**Date:**

## B. 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?<br>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<br>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 Natural Resource Wales when they visit.

## C. Maintenance Checklist

**(General Waste Sector Site)** ***Use as many forms as required (the examples may or may not be applicable for your site – amend as aLawrence Landfill Ltdopriate)***

| Item requiring maintenance | How often? (tick the aLawrence Landfill Ltdopriate box) | | | | | | Where are maintenance instructions? | Who is responsible? |
|---|---|---|---|---|---|---|---|---|
| | Day | Week | Month | Year | 2 years | 5 years | | |
| Check the oil interceptor | | ✔ | | | | | Cabin wall | |
| Check drains and drainage channels for blockages. | | ✔ | | | | | | |
| Clean up spills on surfaced areas or tank bunds | ✔ | | | | | | | |
| Check state of fences and gates – (to avoid vandals or children getting in and, for example, letting liquids out of a tank). | | ✔ | | | | | | |
| Visually check the un-surfaced areas to ensure that there are no spills. Clean up if necessary. | | ✔ | | | | | | |
| Check bunds are not filling with rainwater – pump out if necessary (via the oil interceptor). | | | ✔ | | | | | |
| Check the de-pollution area concrete for cracks or excessive oil. | | | | ✔ | | | | |
| Inspect the bunds for potential leaks, cracks, holes etc. | | | | ✔ | | | | |
| Add aLawrence Landfill Ltdopriate items for your site | | | | | | | | |
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## Maintenance Checklist (continued)

**(General Waste Sector Site)** ***Use as many forms as required (the examples may or may not be applicable for your site – amend as aLawrence Landfill Ltdopriate)***

| Item requiring maintenance | How often? (tick the aLawrence Landfill Ltdopriate box) | | | | | | Where are maintenance instructions? | Who is responsible? |
|---|---|---|---|---|---|---|---|---|
| | Day | Week | Month | Year | 2 years | 5 years | | |
| Add aLawrence Landfill Ltdopriate items for your site | | ✔ | | | | | | |
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## D. Training Checklist

### (General Waste Sector Site) *Use as many of these forms as required*

***(the examples included may or may not be applicable for your site – amend as aLawrence Landfill Ltdopriate)***

| JOB | TRAINING REQUIRED (tick boxes to show who needs which training) | | | | | | | | | | | | | | | | | COMMENTS |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Environmental awareness | | | | | | | Maintenance/operations | | | | | | Accidents and emergency | | | | |
| | Certificate of Technical Competence | Supervision of waste management sites | Environmental and permit awareness | Waste receipt inc Duty of Care | Waste separation and storage | | | Maintenance of mechanical grab | Maintenance of separation conveyor | add skills aLawrence Landfill Ltdopriate to | | | | Fire procedure | Spill response procedure | Flood procedure (where applicable) | Failure of services | |
| Site Manager | | | | | | | | | | | | | | | | | | |
| Site Supervisor | √ | √ | | √ | | | | | | | | | | √ | √ | √ | √ | |
| Site operator A | | | √ | | √ | | | √ | | | | | | | | | | |
| Site operator B | | | | | | | | | | | | | | | | | | |
| Contractor 1 | | | | | | | | | | | | | | | | | | |

Other jobs e.g. Operator A (Grab), Operator B (Separator), Operator C (Trainee), Contractor 1(Maintenance).

## D.Training Record *(use as many forms as required)*

| **Employee Name** | **Job Title** |
|---|---|
| | |

| Training Required | Date due | Date done | Passed as competent? yes/no | Reviewers Signature | Date for Refresher | Comments |
|---|---|---|---|---|---|---|
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# F. Accident (and Incident) Record

**Record of accidents, incidents or near misses**

This form could apply equally to health and safety, we are particularly interested in things that could impact on the environment, for example: dust, odour or noise outside the site or spillage of polluting liquids onto the ground, into a drain or a watercourse.

It is good practice to record near misses – eg the vandals opened the valve on the tank but the bund caught everything and no harm was done. You do not have to inform us of this sort of thing.

| | |
|---|---|
| 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?<br><br>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 Natural Resources Wales on 0800 807060 and any other relevant regulators ASAP.<br><br>Have you done so? Yes / No | Who did you phone?<br><br>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<br><br>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.

# Further Help

**Pollution Prevention Guides**

(http://www.environment-agency.gov.uk/ppg)

**PPG1**: General Guide to the Prevention of Pollution

**PPG2:** Above ground oil storage tanks

**PPG3:** Use and design of oil separators in surface water drainage systems

**PPG4:** Disposal of sewage where no mains drainage is available

**PPG8**: Safe storage and disposal of used oils

**PPG13:** The use of high pressure water and steam cleaners

**PPG18:** Managing fire water and major spillages

**PPG21:** Pollution incident response planning

***Pollution Prevention Pays – Getting Your Site Right (24-page Guide & DVD)***

(http://www.environment-agency.gov.uk/business/topics/pollution/36641.aspx)

***How to Comply with Your Environmental Permit***

(http://www.environment-agency.gov.uk/business/topics/permitting/32320.aspx)

***NetRegs –*** NetRegs provides **free environmental guidance** for small and medium-sized businesses in the UK

(http://www.netregs.gov.uk/)

***Environment Agency Contact Information – National Customer Contact Centre***

(http://www.environment-agency.gov.uk/contactus/default.aspx)

National Customer Contact Centre
PO Box 544
Rotherham
S60 1BY

**Telephone**: 08708 506 506 (Mon-Fri, 8am - 6pm)

**Quality Protocol**

# Lawrence Landfill Ltd

# Quality Management System for the Manufacture Aggregates from Inert Waste

Version No 1

Date of Issue: 1st March 2014

Issued by: Track Environmental Consultancy Ltd

## 1 Scope

***Lawrence Landfill Ltd*** has introduced this systems manual for the quality management and Factory Production Control of aggregates, produced from inert waste, which will be sold as construction products, or as constituents within products, e.g. unbound materials.

This manual is designed to give our customers the confidence that products are manufactured in accordance with the requirements of "Quality Protocol for the Production of Aggregates from Inert Waste"

Minimum frequencies of inspection and testing are specified within the manual, to ensure our products conform to any relevant technical specifications.

## 2 References

The manual has been written to comply with the "Quality Protocol for the Production of Aggregates from Inert Waste" issued by the Waste and Resources Action Programme (WRAP) in June 2004, ISBN 1-84405-119-6

## 3 Definitions

Waste:

Waste is defined as any substance or objects that the holder discards, intends to discard or is required to discard. Once a substance or object has become waste, it will remain waste until it has been fully recovered and it no longer poses a potential threat to the environment or human health.

The Environment Agency/Natural Resources Wales takes the view that waste remains waste until it is fully recovered. The Agency/NRW considers that, as a starting point, waste which is used as aggregate/construction material will only cease to be waste when it is incorporated into a structure such as a road or building, even if it has been through a recovery process such as screening or crushing. (The use of such waste would need to be carried out in compliance with waste management legislation, including licensing or registered licensing exemption, registration of carriers and duty of care, for example.)

However; the Agency also considers that it is possible, in some cases, for certain wastes to be fully recovered and cease to be waste, before they are actually used as aggregate.

Lawrence Landfill Ltd has determined that waste ceases to be waste after the material has been fully recovered, in accordance with the Quality Management Scheme, and is placed into aggregate stockpiles.

Aggregate:

Granular material used in construction. Aggregate may be natural, manufactured or recycled.

**Recycled Aggregate:**

Aggregate manufactured from the processing of inorganic material, which has previously used in construction.

**RA: (for Concrete manufacture)**

A designation used in BS 8500 for recycled aggregate principally comprising crushed masonry (brickwork and blockwork).

### RCA: (for Concrete manufacture)

A designation used in BS 8500 for recycled aggregate principally comprising crushed concrete. **RAP:** Recycled aggregate consisting of crushed or milled asphalt. This may include millings, planings, returned loads, joint offcuts and plant waste.

### Inert Waste:

Provided that there is no suspicion of contamination, the wastes listed below are considered to be inert wastes.

| European Waste Catalogue Code | Description | Restrictions |
|---|---|---|
| 10 11 03 | Waste glass based fibrous materials | Only without organic binders |
| 15 01 07 | Glass packaging | Selected construction and demolition waste acceptable only with low content of other types of materials (like metals, plastics, organics, wood, rubber etc). The origin of the waste must be known. |
| 17 01 01 | Concrete including solid dewatered concrete process waste | |
| 17 01 02 | Bricks | |
| 17 01 03 | Tiles and ceramics | |
| 17 01 07 | Mixtures of concrete, bricks, tiles and ceramics | |
| 17 02 02 | Glass | |
| 17 05 04 | Soils and stones including gravel, crushed rock, sand, clay, road base and planings, and track ballast | Excluding topsoil, peat; excluding soil and stones from contaminated sites |
| 17 05 08 | | |
| 19 12 05 | Glass | |
| 20 01 02 | Glass | Separately collected glass only |
| 20 02 02 | Soils and stones restricted to parks waste | Only from garden and parks waste; excluding topsoil, peat. |

The following definition of inert is taken from the Landfill (England and Wales) Regulations 2002 and is included for clarity.

**Waste is inert if:**

(a) it does not undergo any significant physical, chemical or biological transformations;

(b) it does not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health; and

(c) it is total leachability and pollutant content and the ecotoxicity of its leachate are insignificant and, in particular, do not endanger the quality of any surface water or groundwater.

## 4 Management Responsibility

### 4.1 Responsibility and Authority

The Managing Director is responsible for:

- the effectiveness of the quality management system
- ensuring that sufficient financial, human and physical resources are available for implementation of the system
- implementing of the quality management system
- compliance with the quality management system
- appointing responsible persons for duties specified within the manual
- carrying out an audit of the system on an annual basis, to check for compliance with the system

**Responsible persons:**

- are accountable for all aspects of the implementation of the quality management system within their designated areas of responsibility

**All Employees:**

- ensure the effective implementation of the quality management system within the sphere of their job responsibility.

### 4.2 Management Review

The Managing Director carries out an annual review of the Quality Management System, to ensure the continuing suitability of and effectiveness of the system and manual.

## 5 Control Procedures

The acceptance criteria for incoming waste is that it must be inert as described in Clause 3 of this manual, very minor contamination of wood, plastic and metal is permitted provided that it does not exceed 1% by mass.

The unacceptable criterion for incoming waste is any hazardous material or material which is not listed in Clause 3 of this manual.

Most larger contracts have a site visit by LAWRENCE LANDFILL LTD management to access the quality of the waste to be processed prior to delivery of waste to LAWRENCE LANDFILL LTD.

On arrival at site all conveyance notes are inspected and information recorded. Each load is then inspected to ensure they comply with the acceptance criteria. If in doubt materials are rejected from the site. Loads which are contaminated of deemed as unacceptable are also rejected from the site. A record of rejected loads is made in the site diary.

Where materials are acceptable LAWRENCE LANDFILL LTD take responsibility for the duty of care of the waste, and the driver is issued with a docket confirming receipt of the waste.

Inert materials, under the descriptions used in the quality protocol, are then categorised as either suitable for processing into high value product through the crushing and screening plant or as inert stone, (very low value material, which has no British or European Standard, other than that it is to be inert). Inert Engineering Stone requires no plant processing, and can either be stockpiled for use as product by other companies, or redirected as product.

Materials which are to be crushed and screened into high value end product are then placed into the waste stockpile prior to plant processing.

When materials are tipped they are inspected as a further check to ensure that they comply with the acceptance criteria. Any loads found not complying with these criteria are reloaded and rejected from site. A record of rejected loads is made in the site diary.

After tipping, large pieces of wood, plastic or metal are removed by hand and placed into skips for recycling elsewhere.

Materials processed through the crushing ad screening plant are placed over a grid to remove low value engineering stone, referred to as 0-40mm Scalpings. Scalpings also have no British or European Standard to test compliance against. Scalpings are provided as product to customers.

After the scalping process the material passes a magnet to remove metal particles, which are placed in skips and sent off-site for recycling. The +75mm material is passed through the crusher; the 40-75mm materials may be sold as product on its own, or blended with the scalping

or other materials to meet customer requirements, e.g. 75mm scalping, general fills, crusher run, etc. The 40-75mm may be placed through the crusher to produce smaller size products.

The material passing through the crusher is screened into 3 products, including Granular Sub- base Type 1. These products may be blended to satisfy customer requirements.

Scalpings may also be rescreened into three further products, 0-8mm, 8-15mm & 15mm+.

Prior to operating the screening plants an inspection takes place to ensure screens are not damaged and are in good working order. Any damaged screens are repaired prior to production.

The acceptance criteria for final products are that they must contain no more than 1% contamination of foreign matter, including wood, metal or plastic. If this is in doubt a separation test is carried out.

All products are inspected prior to loading for normal appearance. If materials appear different from normal they may be sold as an alternative product or reprocessed through the plant again.

Products are placed into separate stockpiles which are labelled with the product description.

All operatives are trained in the requirement of this manual by management.

Where products are sold to a European Standard, such as SHW, Clause 803, Type 1 Sub-base; they are tested in accordance with the requirements in the appropriate standard and Clause 7 of this manual.

### 5.1 Document and Data Control

The Managing Director, or his delegate, issues all documents used by the quality managements system, including: the manual, work instructions and record forms.

All documents show the version number, date of issued and name of person who issued the document.

Records are maintained for a period of 5 years and are filed so they are easily retrievable.

### 5.2 Sub-contract Services

Should Sub-contractors be used in any part of the process, they will operate under the requirements of this quality management system.

Management ensure that sub-contractors meet all specified requirements.

### 5.3 Knowledge of the Raw Materials

Records are maintained of all incoming waste materials used in the manufacture of aggregates.

## 6.0 Management of Production

The quality management system identifies the method of inspection of incoming waste, its acceptance criteria, types of waste and method of acceptance. All statutory and regularity requirements are met within the system, including those specified in the waste management licence or registered licensing exemption, and the duty of care.

It also includes a method statement for all processing procedures. **See Clause 5**

As waste is processed and separated, materials are placed into individual containers or storage bays. These are clearly signposted showing their contents.

Aggregate recovered from the process is stockpiled into appropriate type/grade/size and is clearly signposted.

## 7.0 Inspection and Test

### 7.1 General

Inspections are carried out by plant operatives in accordance with **Clause 5**
Testing is carried out by an approved test house. Basic sieve analyses may be carried out on site.

**7.2 General Testing Requirements**

| Property Description | BS EN Test Method | Minimum Test Frequency |
|---|---|---|
| General description | - | Every incoming load by visual inspection |
| Aggregate composition including organics | Visual sorting of the plus 10mm fraction* | 1 per week** |
| Grading | 933-1 | 1 per week** |
| Fines Content | 933-1 | 1 per week** |
| Particle Shape*** | 933-3 | 1 per month** |

*Test procedure detailed in Highways Agency Specification for Highway Works Clause 710.
**Time periods relate to production periods not calendar periods.
***For unbound aggregates PD 6682-6 recommends that 'no requirement' be adopted in the UK for particle shape.

## 7.4 Testing for Aggregate Properties

The following test methods may be used as a means of either deciding or illustrating suitability of aggregate for a particular end use.

| | Test Reference | |
|---|---|---|
| | BS EN | BS |
| All end uses | | |
| Particle Density | 1097-6 | |
| Resistance to Fragmentation: | | |
| Los Angeles | 1097-2 | |
| Bulk Density | 1097-3 | |
| Constituent Materials | | (SHW Cl. 710) |
| Use in Concrete / Hydraulically bound materials: | | |
| Water Absorption | 1097-6 | |
| Magnesium Sulfate | 1367-2 | |
| Abrasion Resistance: | | |
| Abrasion Resistance (AAV) | 1097-8 | |
| Drying Shrinkage | 1367-4 | |
| Chlorides | 1744-1 | |
| Sulfate and Sulfides | 1744-1 | |
| Alkali Silica Reaction* | - | - |
| Organic Contamination | 1744-1 | |
| * All RCA must be classed as highly reactive | | |
| Uses as fill: | | |
| Water Absorption | 1097-6 | |
| CBR | - | 1377: Part 4 |
| Plasticity of Fines | - | 1377:Part 2 |
| Use as unbound, pipe bedding: | | |
| Particle Density | 1097-6 | |
| Resistance to Fragmentation: | | |
| Los Angeles | 1097-2 | |
| Plasticity of Fines | - | 1377:Part 2 |
| Frost Heave | - | 812:Part 124 |
| Water Soluble Sulfate | 1367-2 | |
| Magnesium Sulfate | 1367-2 | |
| Use in Asphalt: | | |
| Particle Density | 1097-6 | |
| Water Absorption | 1097-6 | |
| Resistance to Fragmentation: | | |
| Los Angeles | 1097-2 | |
| Abrasion Resistance (AAV) | 1097-8 | |
| Polishing Resistance | 1097-8 | |
| Resistance to Heat | 1367-5 | |

## 8 Control of Records

Quality records are identified within the quality manuals and are maintained, providing evidence of the operation of the quality system.

Quality records may be either paper or electronic media. In either case quality records are maintained in a good condition, readily identified and easily retrievable. Electronic data is backed up.

Example record forms are issued with this manual. Electronic or alternative versions of forms are permitted. Alternative forms are uncontrolled documents and are retained for the appropriate period, as specified below.

Quality records are held for the following periods:

- records relating to management review, complaints, internal audits and inspection and testing of final aggregate products are held for a minimum of ten years
- records relating to inspection and testing of incoming waste materials are held for a minimum of three years
- all other quality records are kept until the end of the succeeding year and for a minimum of 18 months.

Records are disposed of in such a manner to avoid loss of security of information.

## 9 Control of Non-conforming Product

Following an inspection or test that indicates that a product does not conform, the affected material is either:

- reprocessed
- diverted to another application for which it is suitable
- rejected, isolated and marked as nonconforming

In all cases of nonconformity, records are maintained of the investigation and any necessary corrective action and preventive actions taken.

These are recorded in the plant diary.

## 10 Handling, Storage and Conditioning in Production Areas

During the processing of input materials, and the handling and storage of products, facilities are in place to ensure that such materials are stored separately by the means of containers, bins, bays, etc, which are clearly signposted with the contents.

Care is taken to avoid contamination and segregation of products, especially with the cleanliness of handling equipment and storage facilities.

## 11 Transport and Packaging 11.1 Transport

The Company's responsibility under the scheme for handling, storage and delivery of products is up to the point of supply. (i.e. Delivered materials to site and collected materials to the issue of the delivery docket).

## 11.2 Packaging

In general all aggregates are dispatched by lorry.

Should any aggregates be supplied in bags, these are labelled on the packaging or the accompanying documentation.

## 12 Training

All personnel are trained in the procedures for which they are responsible, including backup procedures.

Records are maintained of all training.

| Form No 1 - Register of Supplies | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| ID Code | Supplier | Contact Details | Waste Licence | Waste Broker Registration Number | Waste Carrier Registration Number | Waste type | Location of arisings | Start of supply | End of supply |
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Form No 2 - Register of Deliveries

| N al er | Date | Waste Type | Origin of Materials | Quantity by Weight or Volume | Supplier | Waste Carrier and Registration Number | Feedstock category | Reas for rej at tip |
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## Form 4 - Register of Nonconformities

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