



ALAN'S SKIP HIRE (WALES) LTD
WREXHAM – WASTE TRANSFER STATION

ENVIRONMENTAL PERMIT REFERENCE: EPR/WP3094FB

Internal Management System – Version 6.0

DOCUMENT HISTORY

Version	Date	Changes	Author	Approval
1.0	18/02/13	Draft – to accompany draft permit conditions	Oaktree Environmental	
2.0	22/07/13	As requested in permit variation	Oaktree Environmental	
2.1	26/07/13	As requested in permit variation	Oaktree Environmental	
2.2	20/08/13	Update drainage details for newly concreted areas in top yard and to include additional conditions for EWC 19 08 01 as part of the Minor Technical Variation	Oaktree Environmental	
3.0	17/01/14	Updated section 3.8_ Duty of Care requirements	Oaktree Environmental	
4.0	07/02/14	Application to add additional treatment activities and increase annual tonnages	Oaktree Environmental	
4.1	28/03/14	Permit Variation application to add additional treatment activities and increase annual tonnages	Oaktree Environmental	
5.0	21/11/14	Revision in response to the Schedule 5 Notice and also includes reference to Fire Prevention & Risk Plan (FPRP)	Oaktree Environmental	
5.1	04/02/15	Revision to Conditions 1.4.2, 2.10 and 3.10.5 to include QC picking line on PAL processing operation	Oaktree Environmental	
5.2	15/07/15	Increase height pre-processed wood stockpiles (Sections 3.4.7, 3.10.3) also include updates to dust suppression 3.10.6.	Oaktree Environmental	
6.0	12/05/17	Updated for Permit Variation application to add additional treatment – heat treatment for the purpose of recovery	Steven Rymill	

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1. INTRODUCTION

1.1. ALAN'S SKIP HIRE WALES LTD

1.1.1. ABOUT

Alan's Skip Hire Wales Ltd (ASH) operates a household, commercial and industrial waste transfer station (WTS) with treatment and waste wood treatment facility at Redwither Road, Wrexham Industrial Estate, Wrexham (the Site). It processes commercial and industrial wastes for recycling and recovery (e.g. as Refuse Derived Fuel – RDF).

ASH also carries out heat treatment for the purposes of recovery, to a maximum of 75 tonnes per day.

Material can be delivered into the Site by third parties, but is more typically delivered by ASH Group (UK) Ltd. There is an operational weighbridge to record all wastes arriving and leaving the Site.

1.1.2. LOCATION AND CONTACTS

Operating under the name of Alan's Skip Hire Wales Ltd, ASH operates a WTS at:

Alan's Skip Hire Wales Ltd
Redwither Road
Wrexham Industrial Estate
Wrexham
LL13 9RD

The main contacts for Alan's Skip Hire Wales Ltd are as detailed below and can be contacted on 0800 035 0447:

Contact	Position
Neil Hassall	Managing Director
Matt Kirk	Operations Manager
Keith Morris	Site Manager
Steve Rymill	Environmental Compliance Manager
Bernie Carr	Health & Safety Manager

1.1.3. ACTIVITIES

The Waste Operations Environmental Permit (EPR/WP3094FB) at Wrexham allows the acceptance, processing and storage of a wide range of materials. It is, however, principally used as a waste transfer station for commercial and industrial wastes, and a waste wood treatment facility. The main activities are:

- **Household, commercial and industrial waste transfer station:**
 - Manual sorting
 - Mechanical sorting
 - Screening
 - Shredding
 - Heat treatment for the purpose of recovery
- **Waste wood treatment:**
 - Shredding
 - Metal removal
 - Screening
 - Manual sorting
 - Heat treatment for the purpose of recovery

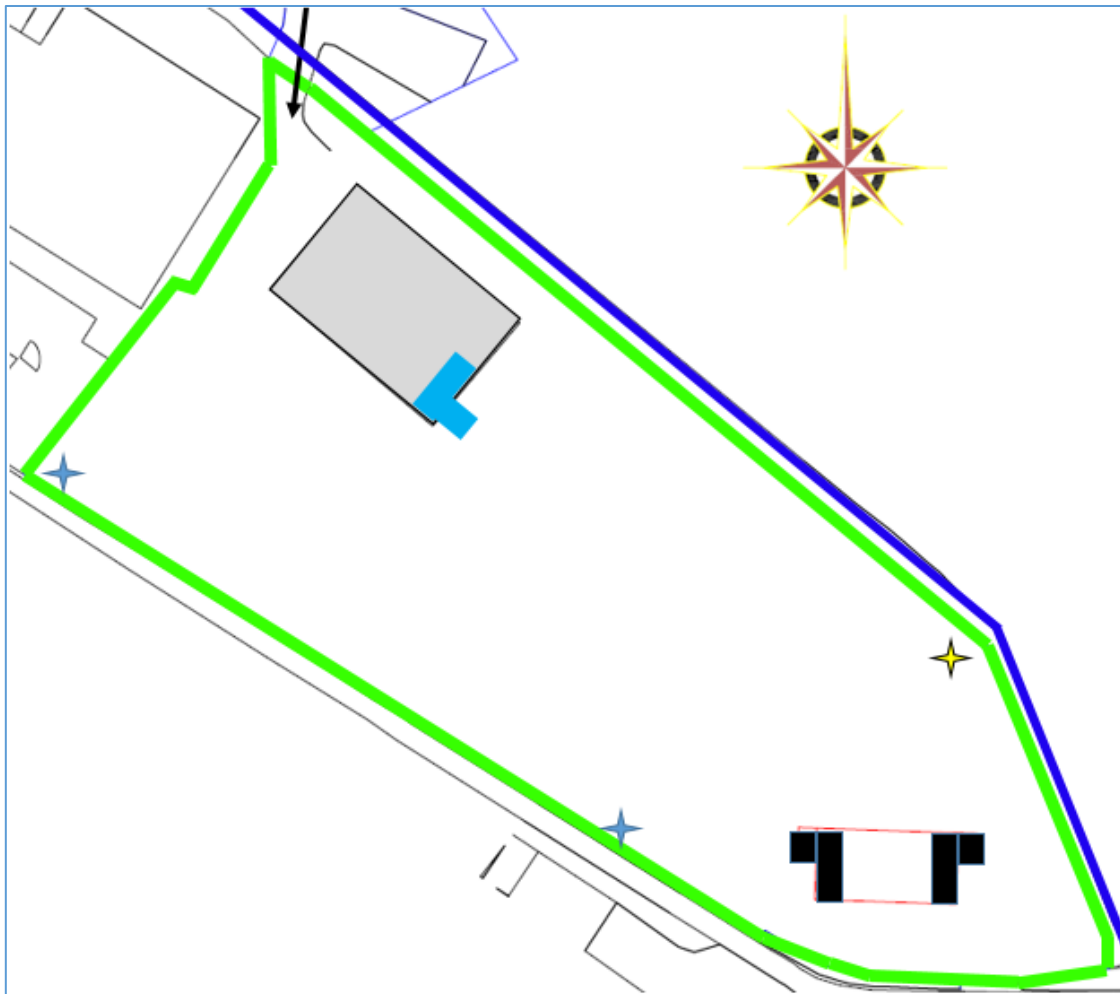
The total quantity of waste that can be accepted at the Site under the Waste Operation Environmental Permit rules must be less than 75,000 tonnes a year. For the full list of Permitted activities and wastes allowed refer to the sites Waste Operations Environmental Permit (EPR/WP3094FB).

1.1.4. SITE PLANNING PERMISSIONS

The Site benefits from a valid planning consent for all activities which are currently taking place.

1.1.5. PERMIT AREA

The area which is the subject of the waste permit is outlined in green on the drawing below. All references to 'the site' within this management system shall mean this area. The black bars shown are not part of the Permitted area.



1.1.6. WASTE MANAGEMENT OPERATIONS

The Environmental Permit allows Alan's Skip Hire Wales to operate a waste transfer station with treatment and a waste wood treatment facility.

Waste treatment processes carried out on Site include are as detailed in the Environmental Permit.

Floodlights will be made available for use if necessary operations or emergency procedures are carried out after official hours or in hours outside of daylight.

1.1.7. WASTE EXEMPTIONS

The Site does not currently operate under registered waste exemptions as all activities form part of the Environmental Permit.

1.1.8. HOURS OF OPERATION

The Site may be operated 24/7 for all waste operations. The hours shown below are when the Site is typically manned:

- Monday to Friday: 06:00 – 20:00
- Saturday: 06:00 – 16:00
- Sunday's Closed
- Public holidays: 06:00 – 18:00

1.1.9. STAFFING AND MANAGEMENT

The Site will be open for the deposit of wastes or for other essential operations during the hours stipulated in Section 1.1.8. The list below details the typical operations staff structure of the Site, though the staff on Site at any one time could vary depending on annual leave, sickness and business demands:

- Site Manager x 1
- Supervisor x 1
- Operative x 5
- Weighbridge Clerk x 1
- Shovel Driver / Plant Operator x 2

The Site is also regularly visited by the ASH Directors, the Environmental Compliance Manager and the Health & Safety Manager.

1.1.10. FIT AND PROPER PERSONS

The Site shall be attended by a Technically Competent Manager, as indicated by a Level 4 WAMITAB qualification. Further Technically Competent Manager's within the Group can be made available where required.

All Site operational staff shall undergo training to ensure that they are suitably competent to carry out activities on the Site. The training records shall be maintained and updated as required.

2. SITE LAYOUT AND FACILITIES

2.1. WASTE TRANSFER AND STORAGE AREA

2.1.1. WASTE TRANSFER BUILDING

The main waste transfer building, located in the north-west of the Permit area, benefits from a roof and concreted surface, making it suitable for the storage and processing of waste. There are several access points to the building, including a pedestrian access to the rear, which aids in the event of a health and safety risk. The building and entry points are of a large enough size that HGVs can access the building safely.

The building contains a shredder, baler and an eddy current system.

2.1.2. DRYING FLOOR

A drying floor is located to the south-east of the Permit area and benefits from a roof and impermeable surface. This area is used for heat treatment for the purpose of recovery, e.g. reducing the moisture content of wood. Warm air is passed through insulated air channels via a sub floor to gently warm the drying floor. The drying floor may also be used to dry non-waste materials, which are not under the control of the EMS or the Sites Environmental Permit, but will be carried out with due regards to the health and safety of site staff and to the protection of the environment.

2.1.3. ENCLOSED SKIPS

There are enclosed roll-on-roll-off (RORO) containers located to the south-east of the Permit area. These are hooked up to flexible air tubes to allow warm air to pass equally through the containers from underneath, again to reduce the moisture content of the material contained within the RORO.

2.1.4. WEIGHBRIDGE

A fully working weighbridge is located at the Site adjacent to the weighbridge office, which is subject to annual calibration. The weighbridge clerk or Site Manager is usually responsible for inputting the readings. The weighbridge system is used to generate the quarterly returns.

2.1.5. EXTERNAL STORAGE

Waste wood and segregated recyclables may be stored outside of the building. External storage of wastes shall be limited to:

- Wood chip and dust
 - 3 metres in height
- All other wastes, including unprocessed wood
 - 4 metres in height, or
 - The height of the storage bay the waste is stored within

Where possible, different types of waste shall be kept separate, e.g. stored in separate stockpiles.

2.1.6. INTERNAL STORAGE

Mixed loads will usually be tipped in the waste reception area in the waste transfer building. Exceptions include mixed wood and source-segregated materials (which may include a small number of incidentals).

Mixed municipal waste, both processed and unprocessed, shall be stored within the waste transfer buildings, except for where waste is moved to the drying floor or enclosed skips (see Sections 2.1.2 and 2.1.3). For transporting the processed material off-site, the loading shall be done externally. Where any waste is spilled, this shall be pushed back into the waste transfer building by the end of the working day.

Internal storage of wastes shall be done so as not to present a risk to the health and safety of site staff or visitors or to the environment.

2.2. SITE DRAINAGE

The Site has recently upgraded its drainage system. The concreted surfaces of the Site are all constructed so that they fall into the drains. There are a series of channels and catchpits, with a large oil separator used before the water enters the Redwither Brook. There is a hydrobrake and fire water isolation chamber to prevent water entering the Redwither Brook in the event of an emergency. The Site has a valid consent for the discharge to the Redwither Brook.

More detail on the drainage system is provided within the Sites Fire Prevention and Mitigation Plan and an overview of the location of inspection chambers and surface water drains are shown in Appendix A..

2.3. GENERAL

2.3.1. VEHICLES, PLANT AND EQUIPMENT

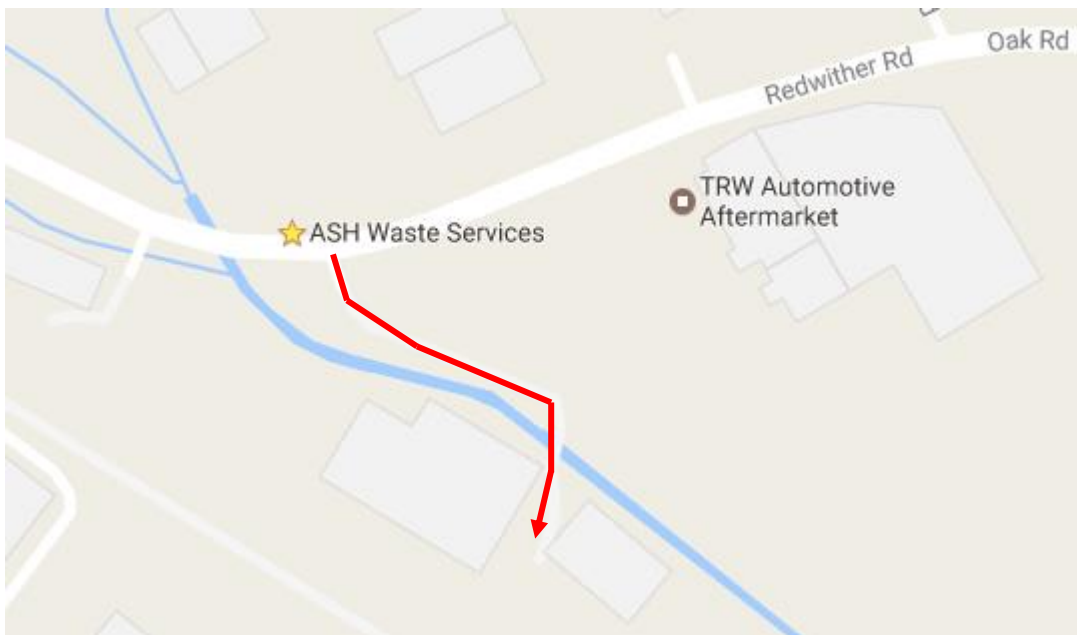
The site will typically have the below vehicles, plant and equipment, although this could vary depending on the sites requirements:

- Forklift truck x 1
- 360⁰ excavator x 1
- 360⁰ grab x 1
- Loading shovel x 2
- Shredder x 2

All vehicles, plant and equipment undergo regular maintenance.

2.3.2. ACCESS AND PARKING

The main access to the site is via Redwither Road, as shown in the map below (red arrow shows the access point).



2.3.3. NOTICEBOARD AND SIGNAGE

A notice board is erected at the entrance to the site and will display relevant information, including the Environmental Permit number, Site operator, Site address, contact details and the Natural Resources Wales contact details.

In addition, a number of health and safety notices are located on Site: see Section 5.

2.3.4. SITE SECURITY

The main entrance to the site will be padlocked closed when the site is unmanned. The Site is protected by a combination of fencing types.

The Site also operates CCTV, with a total of 11 cameras observing the site: 3 of which are 360° mobile cameras with 8 stationary cameras. The CCTV feed is monitored by contractors outside of operational hours and ASH are notified by the contractors in the event of intruders, fires or other emergencies.

2.3.5. WEIGHBRIDGE OFFICE

The weighbridge office is located at the entrance to the Site, adjacent to the weighbridge (outside of the Permit area). This houses the operation of the weighbridge and as the office where incoming and outgoing wastes are booked in.

2.3.6. WHEEL CLEANING

The Site has a jet wash facility should there be any spillages or residues that could be carried onto the public highway. ASH also has a road sweeper which can be employed if required. Therefore, there is the option for sweeping on site and on the public highway.

Should any spillages or incidents occur on site which would result in mud, dust or other residues being tracked off site, no vehicles will be allowed out of the site until the spillage or incident is cleaned up, unless the Site management deem it to pose no risk.

2.3.7. FUEL AND CHEMICAL STORAGE

Any fuel or chemical storage tanks and containers which are stored on Site will be contained within an appropriate bund. The Site benefits from an impermeable surface with adequate drainage and interceptors covering the operational areas.

3. SITE OPERATIONS

3.1. CHECKING IN & INSPECTING INCOMING WASTES LOADS

All waste delivered to the Site is monitored both at the weighbridge and once delivered to the transfer area. Checks are made at the weighbridge to determine the waste type, nature and description meet that of the Environmental Permit and the waste transfer note. If the waste delivered to Site does not meet this criteria, the waste will be rejected.

The waste is further inspected within the transfer area. If the waste is found to be contrary to the approved waste types, as per the Environmental Permit, it will be temporarily removed to a quarantine area and arrangements made for its safe removal from site. If possible, it will be loaded back on to the same vehicle that deposited the load for immediate removal off-site.

3.2. REMOVING WASTES OFF-SITE

All waste will be dispatched from Site using an appropriate waste carrier and waste transfer documentation. All wastes will be weighed using the on-site weighbridge prior to removal. All records of waste in and out of site will be recorded and records retained electronically.

3.3. WASTE DEPOSIT, HANDLING AND STORAGE

Once a load has been accepted by the Site, the contents of the delivery vehicles will be discharged to the waste reception area within the main transfer building, or the appropriate external stockpiles or bay. All operational areas benefit from an impermeable surface with sealed drainage.

Once the load is deposited, it may be sorted by hand or machinery to separate different types/grades of material. The main materials that are currently deposited on site are:

- Mixed waste – 20 03 01 – deposited inside the main transfer building (internal)
- Dry mixed recycling – 20 03 01 - deposited inside the main transfer building (internal)
- Glass – 20 01 02 – deposited to the glass storage bay (external)
- Plasterboard – 17 08 02 – deposited to the plasterboard storage bay (external)
- Sewage grit and screenings – 19 08 01 – deposited to the sewage bay (external)
- PAL¹ waste – 03 01 05 – deposited to either the PAL waste storage bay (external) or the storage bay within the main transfer building (internal)
- Wood – mainly 17 02 01 and 15 01 03 - deposited to the external stockpiles

3.3.1. STOCKPILES OF WASTE

Stockpile heights outside the building will be kept to a maximum of:

- Processed wood chip – 3 metres
- All other stockpiles
 - Up to the height of the bay walls, or
 - 4 metres

Wastes stored within the building shall be stored so as not to present a health and safety or environmental risk. Further details on the locations of stockpiles is shown in Appendix A.

3.3.2. REJECTED WASTES

Wastes that are not authorised (either by the Environmental Permit or a registered waste exemption) shall be quarantined, recorded in the site diary and removed off Site at the earliest opportunity. If whole loads consist of unauthorised wastes, these shall not be accepted onto the Site, although the nature of waste delivery often makes it difficult to inspect loads until they are deposited on the ground.

If wastes are delivered to Site that are deemed to be a significant risk to human health or the environment, the Natural Resources Wales officer for the Site shall be notified immediately.

¹ PAL is the name given to wood product by the producer, coded under 03 01 05

3.3.3. RECORD KEEPING

SITE DIARY

A site diary is held on Site to record site activities, compliance with the Environmental Permit and health and safety issues. The site diary will be completed each operational day and be made available for the Natural Resources Wales officer to view during inspections of the site.

WASTE TRANSFER NOTES

Where waste is delivered by a householder, no waste transfer documentation is required. For wastes that have been brought to site from non-household sources, or moved out of the site, waste transfer information must be generated. This is typically in the form of a Waste Transfer Note (WTN). The WTN can be kept electronically.

For repeated transfers, where the description of the waste and all the circumstances remain the same, a 'season ticket' can be used to cover all transfers, i.e. one note which can last up to 12 months.

WASTE RETURNS

Waste returns are required to be submitted to Natural Resources Wales for all wastes brought in and taken away from the site.

The frequency of waste returns is quarterly, covering the following periods (month in brackets are when the returns need completing by):

- January to March (April)
- April to June (July)
- July to September (October)
- October to December (January)

The waste returns must include:

- For incoming, non-hazardous wastes:
 - EWC code
 - Description of the waste
 - Disposal or recovery code
 - Local authority of where the wastes were produced
 - Amount in tonnes
- For outgoing, non-hazardous wastes:
 - EWC code
 - Disposal or recovery code
 - Local authority of where the wastes are being taken to
 - Amount in tonnes

ACCIDENT REPORTS

Where a health & safety issue is observed, it may result in an accident report being filed. The accident report details the nature of the event (near-miss, accident, incident resulting in injury, fire, dangerous occurrence, environmental incident or other incident), the location, date and time of the incident, details of the person(s) affected, description of the event, details of any injuries sustained, and the cause of the incident.

Completed accident forms are sent to the ASH Group Health & Safety Manager, who assesses the incident and determines whether further actions or prevention techniques are required.

4. ENVIRONMENTAL CONTROL

4.1. REGULATORY BODY

Natural Resources Wales (NRW) acts as the environmental regulatory body for the Site. The Site is subject to inspections from NRW to check the conformance to the Permit. If, during these inspections, the regulating officer notes an actual or potential harm to the environment, they may record breaches against the Permit and/or management systems and request corrective actions, as well as issuing a score against the site. Different scores are issued depending upon the potential severity of the observation.

The scores are totalled up at the end of the compliance period (which runs from January to December) and the site is then assigned a banding. This banding determines the environmental performance of the site and the amount of inspections that need to be carried out by the NRW.

4.2. INTERNAL AUDITS

As well as the Site being covered by a Technically Competent Manager, the ASH Group Environmental Compliance Manager may also carry out ad-hoc visits and audits of the site. Site visits and checks are also regularly carried out by the ASH Group Health & Safety Manager.

These inspections will be aimed at identifying any activities that are, or may, result in an environmental impact if appropriate control measures are not employed, whilst also identifying potential health & safety issues.

The results of these audits will be discussed at either the next site management meeting or immediately, depending on the severity, likelihood and impact. The Site management meetings frequency and nature is dependent on the performance of the site, number of incidents, number of actions from the previous meeting and availability of key personnel.

4.3. BREAKDOWNS AND SPILLAGES

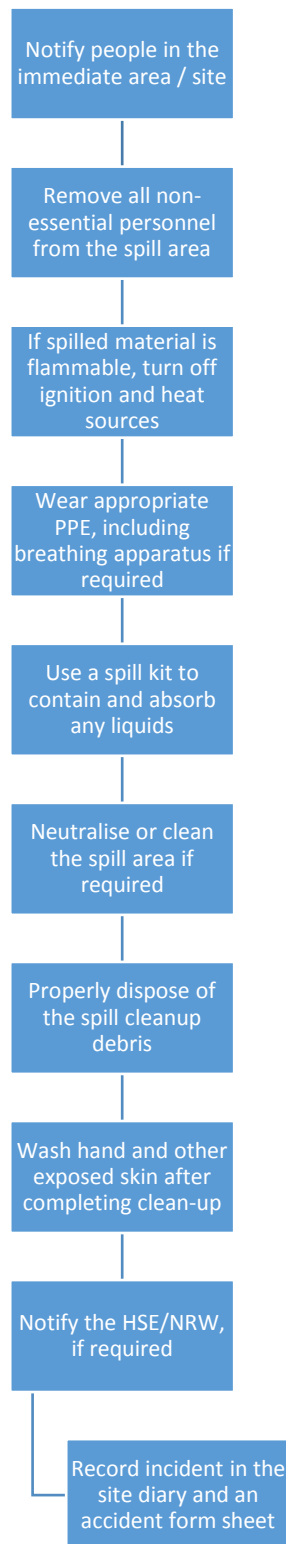
In the event of a breakdown of any plant, an alternative machine may be brought on site until it is repaired. If an alternative machine cannot be used and would result in an unacceptable environmental or health and safety risk, no further waste will be accepted or processed until suitable plant is obtained.

Minor repairs on plant and machinery will be carried out on site with absorbents used to clear oil or fuel spillages. All other operations on site will continue as normal.

Any spillages of fuel will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will be placed in an appropriate container to be taken to a suitably licensed site for disposal.

If any other spills occur, a spill containment kit (absorbent pads, booms or granules) will be used to prevent further spillage and the contaminated absorbents placed in an appropriate container to be taken to a suitably licensed site for disposal.

The general procedure to be used following a spill is as shown below.



4.4. CONTROL OF DUST, MUD AND DEBRIS

As described in Section 2.3.6, the nature of the wastes handled at the Site are unlikely to result in dust, mud and debris. Nonetheless, should there be any spillages or residues of dust, mud and debris at the site, there is a jet wash facility or a road sweeper that can be used to ensure it is not tracked off the Site by road traffic or through other means, e.g. high winds.

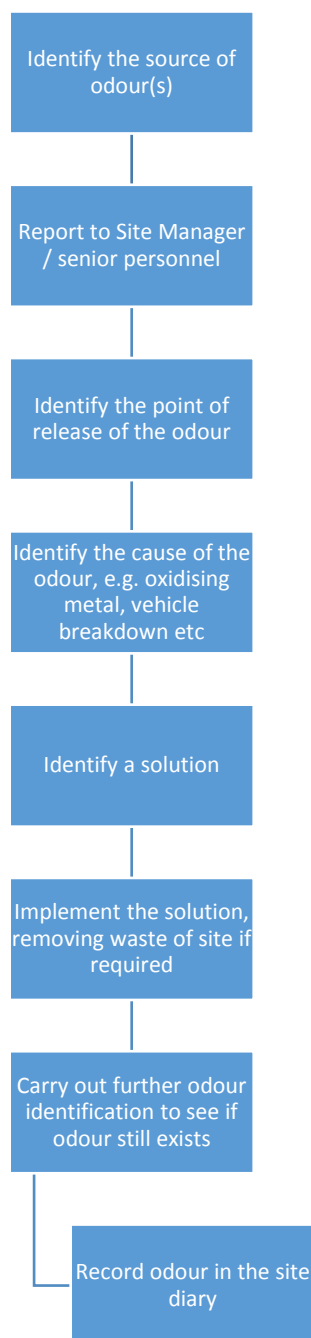
Should any spillages or incidents occur on Site which would result in mud, dust or other residues being tracked off site, no vehicles will be allowed out of the Site until the spillage or incident is cleaned up, unless there is no risk posed by the movement.

All Site surfaces will be inspected daily when the Site is in operation. Debris will be swept and placed in a skip or pushed into the main transfer building if required. Regular inspections of the Site surface, push walls etc. will be carried out to enable contractors to carry out any necessary repairs.

The Site has a Dust Management Plan which has previously been accepted by Natural Resources Wales.

4.5. CONTROL OF ODOURS

As an operational waste site, the Site does have the potential to create odours. However, due to the turnaround of wastes coming onto and off-site, the odours potentially created are unlikely to cause an offence. However, odour monitoring shall be monitored daily, both within and externally to the site, and the results of the monitoring shall be recorded in the site diary (see Section 3.3.3). If an offensive odour is noticed, the following process shall be followed:



The Site also has an Odour Management Plan which has previously been accepted by Natural Resources Wales.

4.6. LITTER MONITORING

The perimeter of the Site is checked daily for any instances of, or the potential for, litter escaping from the Site. The Site contains external bays to the height of four metres. In addition, there are litter fences located to the rear of the yard to the south-east perimeter to prevent litter and wastes escaping to either neighbouring businesses or the adjacent railway. The Site has some litter pick grabbers on site to collect litter that is out of reach.

All spillages of waste and windblown litter will be recorded in the site diary and cleared by the end of the working day in which they occur. All wastes liable to give rise to contamination will be removed from the Site if the Site is not secure or if operations cease or are temporarily suspended. Any incidences of litter blown off the Permitted area will be recorded in the site diary.

4.7. PESTS, BIRDS AND VERMIN CONTROL

It is unlikely that vermin will present a problem because of the methods of waste handling at the Site but a recognised pest control contractor will be brought within 48 hours in if any problems are encountered. The Site will be inspected daily for the presence of pests, vermin and other scavengers, and the results of the inspection noted in the site diary.

The Site uses an auditory bird scarer to limit the presence and impact of birds.

4.8. NOISE AND VIBRATION CONTROL

It is not anticipated that site operations will cause excessive amounts of noise and/or vibration. All site operations are carried out to minimise the impact on nearby premises with regard to noise and vibration. Noise management will be done by following the actions outlined in the table below:

Potential Noise Source	Actions to be Taken to Prevent or Minimise Noise
HGVs travelling to and from the site	<ul style="list-style-type: none">• All vehicles are required to be driven onto and off site with due consideration for neighbouring premises• HGV movements are usually spread evenly throughout the day• Movements restricted to the operational hours of the site• Site traffic restricted to a 10mph speed limit
Loading / unloading of wastes	<ul style="list-style-type: none">• Engines to be switched off when not in use• Drop heights to be kept to a minimum, particularly when loading empty vehicles / containers
Operation of loading plant	<ul style="list-style-type: none">• Drop heights to be kept to a minimum• Machinery operation restricted to the operational hours of the site• Engines to be switched off when not in use• Plant to be well maintained• Plant to be driven slowly around site and within the 10mph speed restriction
Small vehicles (non-HGV)	<ul style="list-style-type: none">• To be restricted to 10mph• Considerate driving to be performed by all staff and site visitors
Doppstadt shredders	<ul style="list-style-type: none">• Operation restricted to the operational hours of the site• Machine to be well maintained and serviced regularly• Only to be loaded with permitted wastes (to prevent explosions)

4.9. INCLEMENTAL WEATHER

In the event of inclemental weather conditions, e.g. high winds, any stockpiles will be reduced in height if practicable and deemed necessary or moved internally / removed off-site if complaints are received by receptors. If weather is deemed by site management to be severe, such as presenting excessive winds, poor visibility or leading to treacherous surface conditions, all operations may be suspended until such time that it becomes safe to work.

4.10. FIRE

The Site operates to a full Fire Prevention and Mitigation Plan (FPMP). To avoid repetition, the contents have not been repeated within this document but the FPMP does make up part of the Sites management system.

4.11. COMPLAINTS

In the event of any complaints, made either by site staff or non-ASH Group (UK) Ltd personnel, the nature of the complaint will be noted in the site diary and investigated accordingly. Depending on the nature of the complaint, the NRW, HSE and/or local authority may be notified.

4.12. TRAINING

Site staff may receive training, with the exact training requirements being dependent on their role within ASH. The typical training that may be provided includes:

- Induction training
- Plant operation training (except where the persons are not authorised to operate plant)
- Banksman training
- Fire warden training
- First aid at work training

- Manual handling training
- Fire drill training
- WAMITAB training

5. HEALTH & SAFETY AND EMERGENCY PROCEDURES

5.1. SITE HEALTH & SAFETY

The health and safety of all staff and visitors is the main priority of the site. All site staff are responsible for their own safety in the first instance and it is the responsibility of ASH to ensure that the Site and facilities are safe for all site staff and visitors.

The site has a strict 10mph speed restriction in place, with signs in place to act as a reminder. If a member of staff or visitor is seen to be using excessive speed, they will be warned and, if necessary, banned from the site.

All site staff and visitors must wear high visibility clothing in operational areas. There are signs located on site at the point at which PPE requirements must be adhered to (as shown in the picture below).

All site staff and visitors must obey all signs and follow any instructions displayed or communicated from the Site Manager / senior personnel.

All accidents, incidents, near misses and dangerous occurrences must be reported to the Site Manager or a senior member of staff immediately. All personal injuries, or risks to personnel, are recorded in the accident/incident forms available at the Site Office (see Section 3.3.3 for further information).

First Aid facilities are available at the Site Office and at locations around the site.

If any site staff, representative of ASH or visitor to the site is acting without due regard to health & safety, they may be banned from entering the site or have disciplinary action taken against them.

In addition, the following are available and are reviewed at least annually:

- Contractors Health and Safety (CHAS) Assessment Scheme certificate
- Health & Safety Policy

5.2. FIRE PREVENTION AND MITIGATION PLAN

The site has a separate Fire Prevention and Response Plan (FPRP), which has been provided to the Fire and Rescue Services and the NRW. This details:

- Potential hazards on site
- Monitoring
- Mitigation
- Fire containment measures
- Fire detection and handling procedures

The FPRP will be reviewed in response to any major changes that occur on Site and any changes communicated with the Fire and Rescue Services and the NRW.

APPENDIX A: SITE LAYOUT AND DRAINAGE PLAN

