

# Environmental Management System

Permit No XP3598HJ

Street Fuel Ltd

March 2013

Revision 1.2 Jun 2013

Ref EMS001

**Global Waste Technical Services Ltd**

Global Solutions...any waste, anywhere...

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## **APPENDIX A Plans**

## **1.0 MANAGEMENT**

- 1.1 Street Fuel Ltd (the company) will operate the facility in compliance with the conditions of the site environmental permit and as per the procedure and guidance detailed within this Environmental Management System (EMS). The site will have sufficient resources and competent persons.
- 1.2 The Company will maintain records of procedural compliance as contained within this EMS. All records will be legible and stored in date order within clearly marked files. All files will be stored within the site office and made available to regulatory authorities on request.
- 1.3 All operational and managerial staff will be made aware of the conditions contained within the permit and the procedures and guidance contained within the EMS.

A written record of their instruction or training will be maintained and kept on site.

A copy of the permit and EMS will be kept in the site office in a clearly marked file.

The file will be updated upon variation or amendment of the permit or EMS.

- 1.4 The appointed Technically Competent Manager (TCM) will be qualified to manage a Medium Risk waste treatment and transfer facility and will maintain continued professional competence as required by the Waste Management Training & Advisory Board (WAMITAB).

The TCM's qualification certificate will be on open display within the site office.

## **2.0 OPERATIONS**

### **2.1 Permitted activities**

The facility is permitted to receive inert and non-hazardous waste streams for the purpose of treatment or transfer to another waste disposal or recycling facility.

The treatment may consist of mechanical and manual sorting, separation, screening, baling, wrapping crushing or compaction of waste into different components for disposal or recovery.

The main activity on site at May 2013 consists mainly of a bailing process. RDF material is received from our own and outside customers RDF production plants. The site then grades and blends the RDF to produce RDF to the customer's requirements. The RDF is then bailed and stored for removal by boat to other countries, under TFS for final incineration.

At a later date, the site will be accepting other waste stream to compliment the RDF production via accepting waste and processing on site. This will require the waste to be sorted by screening the waste and picking by hand to recover recyclables.

No more than the permitted amount of waste per day will be treated unless the waste stream is received under exemption to permitting.

### **Description of Permitted Activities**

All materials entering the facility will do so via the weighbridge office at the site entrance and be subject to the Waste Acceptance Procedure. A member of staff will instruct the driver which area to proceed to.

Once the vehicle has been checked in it will come under the direction and responsibility of the site foreman and his staff.

All waste are tipped in the waste reception area located within the building or within the bay areas outside. Bulky items such as wood and metal are removed manually and mechanically. The remaining waste is moved using a wheeled loading shovel to within reach of a wheeled excavator fitted with a hydraulic grab attachment. Material is then loaded into the feed hopper of the processing/ treatment plant.

Material that is not suitable for treatment is loaded directly into a waste container for disposal off site.

Materials that consist solely of powders or are in a form which is either sludge or liquid will not be accepted to the site. Any such loads will be rejected using the rejected load procedure.

The remaining material then passes into the building where the waste is treated in accordance with 2.1

## **2.2 Waste Acceptance**

All waste materials that enter the facility are subject to this waste acceptance procedure.

### **Waste Carriers Licence**

Vehicles entering the site will do so via the weighbridge office, the vehicle will park up on entering the site and the driver will report to the weighbridge office.

All customers using the site will hold a valid waste carriers licence should they be required to do so.

Companies failing to produce a valid waste carriers licence will be refused further tipping facilities until such time that they are registered.

The weighbridge office will keep a copy of the licence of regular customers for reference. Occasional customers will have to prove that they hold a valid waste carriers licence before tipping.

### **Duty of Care Waste Transfer Note**

All customers will have to show a copy of their duty of care document to the weighbridge staff.

The member of staff will check the material description and EWC code and confirm that this material is acceptable within the permit conditions. Should the transfer note either not include a EWC code or that code be deemed to be incorrect then the member of staff will make the appropriate communications to the customer to rectify the transfer note.

The member of staff will sign the duty of care document and retain a copy.

All out going waste will be subjected to a full auditable paper trail to ascertain correct tipping / final disposal points where ever that may be. This may include the final disposal point being abroad where TFS and bonds will be in place before leaving the site.

### **Issuing the Ticket**

A weighbridge ticket will be issued by a member of staff this will detail the customer, material description and volume of material.

The member of staff will issue a ticket after completing all the required areas on the ticket, a copy will be given to the driver. A copy of the customer's duty of care will be retained with the reception ticket.

### **Visual Inspection of the Load**

When the customer has tipped the load it will be immediately inspected by a site operative.

The operative will inform the customer that the load is compliant or non compliant.

If the load is non-compliant with the permit conditions then the rejected load procedure will be followed.

All materials received at the site which are classified as non hazardous require treatment under the permit will be tipped within the waste reception building or out storage area.

The whole of the site is impermeably paved with reinforced concrete and a sealed drainage system.

The waste reception bays will hold a maximum volume of 2500t of unprocessed waste.

Material will be removed from this area for storage, segregation or treatment as previously described within the general operations section.

Materials deposited at the site will be processed in date order with feed stock to the treatment process being continually rotated in sequence i.e. oldest first. In the event of a build up excessive materials that are likely to result in prolonged storage then material input to the facility will be restricted and additional resources will be employed to rectify the situation.

Waste for disposal to landfill loaded directly into a container or vehicle for disposal from site.

Materials will be loaded from the storage bay in rotation so as to avoid prolonged storage. Additional resources will be employed to reduce any excessive stockpiling should the need arise.

Materials will be stored in a manner that does not compromise the health and safety of persons working within the site or adjoining the site.

All storage areas are visually inspected on a daily basis by the site manager.

Details of any damage the site surface will be entered in to the site diary. The repair will be instigated at the earliest opportunity, the details of which will also be entered in to the site diary. Any damage which may result in the escape of litter will be securely netted until such time that it is repaired. Damage to the building will be repaired within 5 working days unless otherwise agreed with the Environment Agency.

The facility will only accept permitted waste streams and the total yearly tonnage will not exceed 280,000 tonnes per year.

The facility will not accept waste streams that consist solely of powders or wastes that are in the form of either sludge or liquid. Any such materials will be rejected according to the Rejected Load Procedure contained within this EMS.

### **Future Activities**

The site would like to accept other waste streams to compliment the RDF production within the local area. We are taking over the whole of the site that includes the warehouses at the dock side. Within these building we are looking to install another RDF plant and a Car Frag processing plant. The installation of these plants will be subject to planning and the variation of the existing permit. Other idea are to install electronic picking machines so the waste can be sorted more efficiently.

### **2.3 The Site**

2.3.1 All activities will take place within the boundary of the site as defined in Plan SS/GG/2

2.3.2 The site is not located within 500m of a European Site or a SSSI therefore no special measures are required.

2.3.3 The site is not located within a specified AQMA.

### **2.4 Waste Battery and Accumulator Treatment**

2.4.1 There will be no treatment of batteries or accumulators within the facility. Any batteries or accumulators received at the facility will be stored in the building and contained within leak proof battery boxes. They will be disposed of separately to other waste streams.

## **3.0 EMISSIONS AND MONITORING**

3.1 All materials that are received at the facility under the conditions of the permit will be deposited within the waste reception and treatment areas.

All drainage gullies and interceptors/silt traps are inspected on a daily basis and the details are recorded on the yard daily check sheet.

In the event of visual checks indicating presence of a pipe blockage the obstruction will be cleared immediately.

Any other repairs or cleaning will be instigated without delay and a note made in the site diary.

A daily visual check will be made of containers that hold oil, fuel or lubricants and the method of spillage containment. Should the container, bunding or other method of containment show leakage then the repair or re-containment will take place immediately.

3.1.2 The Company will submit to the Environment Agency an emissions management plan if requested to do so within an agreed period of time.

The requirements of any such plan will be implemented once the plan has been formally approved by the Environment Agency.

3.1.3 All liquids will be stored as per the preventative measures detailed within the Accident Management Plan contained within this EMS.

### **Accident Management Plan**

All site operations and activities will be controlled for purpose of reducing the likelihood of accidents.

All hazards will be risk assessed to enable the incorporation of best available techniques and therefore minimise the risk to human health and the environment.

## **Fire**

### **Prevention**

There will be no smoking within any areas of the site.

All plant and machinery will be maintained as per manufactures recommendations.

All electrical equipment will be safety tested (P.A.T).

Flammable and explosive materials such as oils, lubricants and gases will be stored separately from combustible substances and wastes. Any welding or cutting will take place in an isolated area which is free of combustible materials.

### **In The Event Of Fire**

#### *Minor fire within waste*

The loading shovel will push the burning material out of the bay and into an open area; operatives will extinguish the fire using fire extinguishers or the fire hose.

All operational activities will cease until the fire is extinguished.



### *Minor fire on plant, vehicles or machinery*

Park the vehicle in the open away from other vehicles and combustible materials and extinguish the fire using a fire extinguisher.

### *All other fires*

The persons discovering the fire should sound the fire alarm.

The office staff will call the fire service.

All vehicles and mobile plant should be moved away from the fire if this can be conducted without risk to human health.

The site will be evacuated and all persons will assemble at the designated fire assemble point.

The person calling then emergency services will inform the fire service of the location of the fire and the presence of flammable substances.

The office staff will check that all persons working at or visiting the site are present in the assembly area.

Continued operation of the facility during any fire will be done so on the advice of the Fire Brigade.

## **Investigations & Notifications**

The Environment Agency will be informed of the fire and an entry made in the site diary.

Residue from the fire will be disposed of in accordance with advice obtained from the Environment Agency.

The damage will be assessed and the Company Insurers notified immediately if the damage warrants a claim.

In the event of a major fire all groundwater holding tanks and drains will have to be cleared of debris.

The site will be checked for compliance with the site permit and authorisation sort from the Environment Agency to re-open the site if applicable.

The site manager will submit a full and comprehensive report detailing the cause and future preventative actions to the Director.

## **Spillage**

### **Prevention**

All hazardous liquids that are stored in containers with a capacity that exceeds 5lts will be held in an area that is engineered to prevent leaks or spillage which may cause damage to the environment.

All oils, fuels and lubricants will either be stored in containers that are bunded, double skinned, held on trays or held within an area that has an impermeable surface and sealed drainage.

All containers will be free of leaks and maintained in good condition, dispensing equipment such as funnels, nozzles and jugs will be fit for purpose.

Refuelling and maintenance of plant and machinery will only take place in designated areas.

### **In The Event Of Spillage**

The activity that caused the spillage will cease immediately and will only recommence once the spillage has been cleared.

Absorbent granules or dried sand will be applied to the area of spillage, the amount applied will be sufficient to absorb any spilt material.

The absorbent material and any item or waste that has been contaminated by the spillage will be bagged and disposed of as hazardous waste.

### **Investigations & Notifications**

All spillages will be recorded within the site diary.

Any spillage which results in an escape of hazardous material from the site through overflowing the boundaries or via the drainage system will be reported to the Environment Agency immediately.

Any spillage of liquid that is estimated to exceed 10lts will be investigated by the site manager and the results of the investigation will be recorded in writing together with recommendations in report format.

## **3.2 Odour**

3.2.1 Odorous material will not be accepted, any waste streams that are deemed odorous will be rejected using the rejected load procedure.

Waste materials that could decompose and cause odour will not be stored longer than 5 days. All waste streams which may decompose will be treated and or transferred in order of date received so as to minimise decomposition.

Surrounding areas will be checked daily for the migration of odour as part of the OMP

3.2.2 The Company has submitted to the Environment Agency an odour management plan. The requirements of any such plan will be implemented once the plan has been formally approved by the Environment Agency.

### 3.3 **Noise & Vibration**

3.3.1 The site will not emit noise and vibration at a level which is likely to cause pollution outside of the boundaries of the site. Noise & vibration will be controlled using the procedure for the control of noise as detailed within this EMS.

3.3.2 The Company has submitted to the Environment Agency a noise & vibration management plan . The requirements of any such plan will be implemented once the plan has been formally approved by the Environment Agency.

## **Procedure for the Control of Litter, Noise, Dust & Pests**

### **Dust**

All activities within the facility will be conducted in a manner which minimises the production and potential for dust.

Any dust generated will be suppressed so as contain it within the facility and stop migration.

The production and risk of dust will be minimised using a variety of methods.

The yard surface will be kept clean using a mechanical roadsweeper so as to prevent the resuspension of dust particles.

The facility will not accept waste streams in open containers that solely consist of dried dust matter.

Dust Management plan has been submitted to the Environment agency for approval

The surrounding areas will be checked daily as part of the DMP

All vehicles that enter and exit the facility carrying waste materials or recycled product will do so sheeted. Vehicles leaving the facility will be subject to inspection and vehicles wheels will be washed, if nessasary prior to leaving the site so as to avoid the migration of debris and potential resuspension of particles.

## **Litter**

The reception of waste will take place within the waste reception area located within the building and outside bays

All vehicles depositing and removing materials from site will be sheeted.

All sheets will be deployed or removed at the point of loading or discharge.

All loads will be trimmed so as to insure that all waste materials are securely contained.

The site will be inspected on a daily basis for litter and any incident of litter leaving the site will be recorded in the site diary.

Any litter present in the site will be cleared immediately.

The surrounding areas will be checked daily as set out in the OMP and DMP

## **Noise**

All plant and machinery will be maintained as per manufactures recommendations.

All drivers and operators will conduct their activities in a manner to minimise the emission of noise.

All waste containers will be raised and lowered in a steady manner.

Travel speed within the site is 5mph.

Tipper vehicles will close and secure the tailgate before travelling across the site.

There will be no loud music on the site.

## **Pests**

General non-hazardous waste may attract rodents therefore bate boxes will be deployed throughout the site. These boxes will be checked on a weekly basis and the bait topped up if required.

Any waste streams that are likely to attract flies will be treated and or removed from site as a priority.

## **4.0 INFORMATION**

### **4.1 Records**

- 4.1.1 All records contained within the Appendix of this management system shall be completed in a legible manner within 1 working day of the occurrence.

All records will be retained for a minimum period of 6 years and be made available to the Environment Agency on their written request. Records of any incident which affected the condition of the land or groundwater within or outside of the site boundary will be retained for the duration of the permit.

- 4.1.2 All of the recording systems contained within the appendix of this EMS will be filed in separate clearly marked folders which will be stored and maintained within the site office. It will be the responsibility of the site TCM to ensure that all records are completed as per the procedures contained within this EMS.

### **4.2 Reporting**

- 4.2.1 All reports and notifications required by this EMS and permit will be submitted to the Environment Agency at the contact address supplied by the inspecting officer.

- 4.2.2 Within 1 month of the end of any quarter, commencing 1<sup>st</sup> April each year, the Company will submit a return to the Environment Agency detailing all materials received and disposed of from the site. The information will be submitted electronically using a form downloaded from the Environment Agency website. Once submitted a hard copy will be retained in a separate clearly marked file which will be kept in the site office.

### **4.3 Notifications**

- 4.3.1 The following incidents require the immediate Notification to the Environment Agency:

- Any breakdown, malfunction or equipment failure that has resulted in an emission which has caused or may cause significant pollution.
- Any breach of a limit specified within this EMS
- Any significant adverse environmental effect
- Fire

Notifications should be made by telephone on 03708 506 506

- 4.3.2 Any reported incident should be confirmed in writing to the Environment Agency within 24 hours of the incident.
- 4.3.3 If requested to do so in writing, by the Environment Agency, the Company will conduct monitoring or sampling. The Company will give the Environment Agency a minimum of 14 days notice of the date that the monitoring or sampling is to take place. The TCM will make the notification and retain a copy.
- 4.3.4 The operator will notify the Environment Agency in writing of any of the following changes:
- Change in trading name or registered name
  - Change in registered office
  - Intention to go into administration, voluntary arrangement or being wound up

### **Company Environmental Policy**

#### **Street Fuel Ltd**

#### **ENVIRONMENTAL POLICY STATEMENT**

The Policy has been produced by the Directors of Street Fuel Ltd in order to ensure that the procedures and activities of the company are carried out with the minimum of environmental impact and in compliance of all UK and EU Legislation.

Street Fuel Ltd has a commitment to recycle the maximum amount of material that it collects and brings to the site for processing.

The Directors have implemented an Environmental Management System.

The Directors will instruct and encourage the employees and subcontractors to effectively use the resources available and minimise the use of raw materials, gas, electric, water and fuel.

The Directors will design and implement training programmes for employees and subcontractors in order to increase and maintain awareness of environmental aspects, impacts and Legislation.

The Directors will ensure that the company is prepared to deal with all incidents and emergency situations on the site and that suitable and effective training has taken place.

The Directors are determined to continually improve the service provided by Street Fuel Ltd and by using expert knowledge, increase the quantity of material recycled at the site on an on-going basis.

All employees, visitors, suppliers and sub-contractors are encouraged to assist in enforcing this policy by following site rules, Standard Operating Procedures and Verbal Instructions.

### **Rejected Load Procedure**

All waste accepted to the site must meet the criteria contained within the site permit; if it does not then the load must be rejected using this procedure.

#### **Non Conforming Waste Description**

Inform the driver that the load cannot be accepted, do not issue a ticket.

Ask the driver to leave site without tipping, note the time and vehicle description together with the reason for rejection in the daily site diary.

#### **Load Tipped**

If the load was **Non Hazardous** it can be reloaded onto the tipping vehicle. The vehicle should return to the ticket office and the ticket cancelled.

Make a note in the site diary and enter the reasons for rejection onto the cancelled ticket.

The cancelled ticket must be signed by the site manager and subsequently counter signed by a director.

If the vehicle had left site then the load must be isolate and quarantined in a clearly marked quarantined area.

The customer will be contacted and told to remove the load immediately or charged for its removal.

A note will be made in the site diary, the ticket cancelled, a rejected load form completed and authorised as previously stated.

If the load was unauthorised **Hazardous waste** the area would be quarantined and advice sort from the site manager before the load was moved.

All hazardous waste must be removed from site with 5 working days using Hazardous Waste Consignment Notes.

If the rejected material was more than accidental then the Environment Agency must be informed.

Additional costs must be recovered from the customer; the site manager will confirm the charge rate.

An entry will be made in the site diary which will include the date the material was removed from site.

In all cases a rejected load form must be completed, this form must be authorised by a company Manager or Director before being filed.

**If any material is tipped that could potentially be a serious risk to human health or the environment all operations will be suspended until the material is identified and the site manager authorises the recommencement of operations.**





**Additional Costs Incurred?**  
*If yes give details of recharge*

**Details Of Persons Informed:**

**Form Completed By:**

**Procedure in the Event of Mechanical Failure**

All plant and machinery is maintained to manufacturer's recommendations and is subject to daily inspections for the purpose of identifying faults. Preventative maintenance techniques is to be used to minimise the risk of unexpected mechanical failure.

In the event of unexpected mechanical failure the item of plant or equipment will be repaired without unnecessary delay.

Continuous use of the screening and picking line is essential to the uninterrupted operation of the facility. Therefore, key component spare parts are stored on site for use in event of a breakdown.

Once parts have been removed from the stores for use their replacement are ordered the same day for immediate delivery.

Parts that required frequent replacement are held in the stores in multiple numbers.

All mechanical failures are entered into the site diary.

In the event of a major mechanical failure the Environment Agency will be informed and notified of action being taken, this will also be recorded within site diary. Alternative tipping arrangements will be made available to the customer




### **Complaints Procedure**

A complaint is a negative comment made verbally or in writing by one of the following:

- Regulatory Authority *including routine inspections*
- Neighbour
- Customer
- Member Of The Public

All complaints must be documented and investigated with all details recorded on the complaints form.

All complaints must be dealt with by the site manager.

When the site is audited by the Environment Agency any incidence of non compliance with licence conditions will be confirmed in writing by the Officer conducting the audit. Any such incident will be treated as a complaint and documented accordingly.

Any person who makes a complaint must be treated in a courteous non confrontational manner, even if their opinion is incorrect.

Staff should not enter in to any discussions with the complainant but should refer the complainant to the site manager.

The site manager will respond to any complaint within a time period suitable for the severity of the complaint.

### **Guidelines for Response**

#### *Complaint Breach of Licence Conditions*

Response Immediate Action & Written Response within 48hrs

*Complaint Danger to Human Health*

Response Immediate Action & Written Response within 48hrs

*Complaint Non Urgent Verbal Opinion*

Response Verbal 24hrs

*Complaint Non Urgent Written Opinion*

Response Written 5 Working Days

**Complaints Record**

<b>Date Received:</b>	<b>Time Received:</b>
-----------------------	-----------------------

<b>Complainant:</b>
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**Complainant Contact Details:**

**Details of Complaint:**

**Details of Investigations:**

**Was The Complaint Justified?**

**Action Taken:**

**Response Given To Complainant:**

**Form Completed By:**

**Date:**

**Site Diary**

A site diary will be maintained by an appointed person within the office.

The diary will be completed on an ongoing basis with all incidents recorded within 24 hours of occurrence.

The site diary will be made available to any Environment Agency Officer on request.

The site diary will contain the following information:

1. Attendance of the technically competent manager, detailing arrival and departure times.
2. Opening & Closing times
3. Weather conditions
4. Fencing
5. Site Security
6. Complaints
7. Breakdowns
8. Maintenance
9. Submissions Of EA returns
10. Non Conforming Waste
11. Weekly Site Audit
12. Drains



**SITE DIARY**

WEEK COMMENCING:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
TCM ATTENDANCE						
OPENING HOURS						
WEATHER CONDITIONS?						
FLOORING IN GOOD CONDITION?						
SITE SECURITY						
ANY COMPLAINTS?						
ANY BREAKDOWNS?						
ANY MAINTENANCE?						
ANY SUBMISSIONS TO EA?						
ANY NON CONFORMING WASTE?						
WEEKLY SITE AUDIT COMPLETED?						
DRAINS CLEAR?						

Comments:

**Site Diary Comments**

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

## Site Rules

*All persons working at or visiting this site must comply with the site rules.*

*Any employee who breaches these rules may be subject to disciplinary procedure which could result in dismissal.*

*Any visitor, customer or contractor who breaches the rules will be asked to leave site and may be excluded from this facility in the future.*

- All visitors, customers or contractors must report to the weighbridge office before entering the site.
- All contractors must be issued with a permit to work prior to commencing any activity.
- All persons must wear high visibility jackets and protective footwear at all times.
- All persons must wear Personal Protective Equipment as directed to do so.
- Do not operate any plant, machinery or vehicle unless you are trained and authorised to do so.
- Drivers must obey the site speed limit and traffic management system.
- No smoking in any operational areas or buildings.
- Do not use mobile telephones when driving or operating plant/machinery.
- Do not use audio headphones.
- Do not walk behind vehicles or plant.
- Stand clear of any vehicle being loaded or tipped.
- Do not jump out of vehicles.
- Do not remove any item of waste from the site unless authorised to do so.
- Report all accidents, spillages and near misses to the site manager or office.
- Do not climb on vehicles or containers.
- Do not act in a manner which may cause harm to you, others and the environment.
- No alcohol or drugs are allowed on to the site.
- Do not enter the site if you are under the influence of alcohol or drugs.
- Pets and children are not permitted on to the site; if they are passengers within a visiting vehicle then they must remain in the cab at all times.
- Any person who does not understand these site rules will not be permitted entry to the site.



**INDUCTION & TRAINING RECORD**

NAME.....DATE.....

NAT.IND.No.....

D.O.B.....

NATIONALITY.....

ADDRESS.....

.....

.....

JOB DESCRIPTION.....

PHONE No.....



INTRODUCTION TO MANAGER /DIRECTOR Y/N

SITE WELFARE SHOWN Y/N

SICKNESS &HOLIDAY PROCEDURES EXPLAINED Y/N

PPE ISSUED/CHECKED Y/N

HARD HAT

BOOTS

GLOVES

HI VIS

SAFETY GLASSES

EAR PROTECTION

PERMIT CONDITIONS EXPLAINED Y/N

<b>AWARENESS OF HEALTH &amp; SAFETY POLICY</b>	<b>Y/N</b>
<b>ACCIDENT/INCIDENT PROCEDURES</b>	<b>Y/N</b>
<b>MANUAL HANDLING TRAINING</b>	<b>Y/N</b>
<b>COPY OF SITE RULES</b>	<b>Y/N</b>
<b>LANGUAGE PROBLEMS</b>	<b>Y/N</b>

**PERSONAL INFORMATION**

**QUALIFICATIONS**

**ADDITIONAL TRAINING**

**SIGNED.....DATE.....**

**Training Record**

**Name:**

**Job Title:**

<b>Date</b>	<b>Description / Topic</b>	<b>Documents Issued</b>	<b>Conducted By</b>	<b>Trainer Signature</b>	<b>*Trainee Signature</b>

\* This signature acknowledges receipt and understanding of the training

## **Health & Safety Policy Statement**

### **Health & Safety at Work Act 1974**

Our statement of general policy is:

- *To provide adequate control of the health and safety risks arising from our work activities.*
- *To consult with our employees on matters affecting their health and safety.*
- *To provide and maintain safe plant and equipment.*
- *To ensure safe handling and use of substances.*
- *To provide information, instruction and supervision for employees.*
- *To ensure all employees are competent to do their tasks, and to give them adequate training.*
- *To prevent accidents and cases of work-related ill health.*
- *To maintain safe and healthy working conditions.*
- *To review and revise this policy as necessary at regular intervals.*

Signed:

Date: June 2011

Review Date: May 2012



### **Permit To Work Procedure**

Any contractor that is conducting any task within any part of the facility must be issued with authorisation to conduct that task. This authorisation can only be given using the permit to work form.

The permit to work authorisation will be issued by a manager or director.

On arrival at the facility all contractors will report to the weighbridge office

The office will record their arrival in the visitor's book and direct them to the site manager or director who will issue the permit to work authorisation.

Each section of the permit to work form will be completed and assurance will be sort from the contractor that they understand fully the instruction and detail given in each section.

On completion of the work or at the end of each working day the manager or director will sign-off the form.

For the tasks that continue in to another day a new permit to work will be issued at the start of every day.

**Permit to Work**

Date:
Contractor:
Names Of Persons Working On Site:
Emergency Contact Number & Contact:
Permitted Activity:
Location Of Activity:
Site Rules Issued ? <b>Yes / No</b>
P.P.E. Required:
Member Of Staff Contractor Reports To:
Fire Extinguishers Required ? <b>Yes / No</b>

<p>I understand the instruction issued to me and will comply with the site rules and only carried out the permitted tasks, I will seek authorisation prior to starting any other activity.</p> <p>Print Name:</p> <p>Signature:</p>
---

**Sign Off**

**Contractor**

I no longer wish to conduct any further work today and confirm that I have left all items involved with the aforementioned task in a safe a proper manner.

Print Name:

Time:

Signature:

---

**On Behalf of Street Fuel Ltd**

The task has been completed to a satisfactory standard and is now complete  
YES / NO

Print Name:

Time:

Signature:

---

**Additional Comments:**

### **Control of Substances Hazardous To Health (C.O.S.H.H.)**

Using chemicals or other hazardous substances at work can put people's health at risk, so the law requires employers to control exposure to hazardous substances to prevent ill health. They have to protect both employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended).

#### **Hazardous substances**

Hazardous substances include:

- *substances used directly in work activities (eg adhesives, paints, cleaning agents);*
- *substances generated during work activities (eg fumes from soldering and welding);*
- *naturally occurring substances (eg grain dust);*
- *biological agents such as bacteria and other micro-organisms.*
- *substances used directly in work activities (eg adhesives, paints, cleaning agents);*
- *The above detailed substances that have been discarded in waste*

#### **What COSHH requires**

To comply with COSHH the following steps will be taken:

##### **Step 1 Assess the risks**

##### **Step 2 Decide what precautions are needed**

##### **Step 3 Prevent or adequately control exposure**

##### **Step 4 Ensure that control measures are used and maintained**

##### **Step 5 Monitor the exposure**

**Step 6 Carry out appropriate health surveillance**

**Step 7 Prepare plans and procedures to deal with accidents, incidents and emergencies**

**Step 8 Ensure employees are properly informed, trained and supervised**

Employees of Street Fuel Ltd do not work with or are exposed to large quantities of hazardous substances. However, all products must be assessed and if found to be hazardous must be assessed and those exposed to the substance trained and issued with the appropriate PPE.

In the first instance a data sheet must be obtained from the material supplier, this will then be assessed for compliance with the intended use.

Those exposed to this substance will be trained by a person appointed to do so by the Company. A record of this training will be kept using the training form.

All COSHH data and risk assessments will be kept in a clearly marked file in the administration office.

### **First Aid Procedures**

A person will be appointed by the company who is trained to administer first aid to casualties should the need arise.

All employees will be made aware of who the first aider is and where they can be found.

First aid kits are located in the following location:

- Main Office
- Waste Reception Area

If any item is used from the first aid kits then the first aider must be informed as it is their responsibility to replenish used items.

The first aid kits will be checked on a monthly basis by the first aider.

In the event of an accident, injury or illness the first aider will be asked to attend the casualty and administer first aid.

All work activities must cease in the vicinity of the casualty until the casualty is removed.

If the injury or illness is serious then the first priority will be to call the emergency services by telephoning 999. A member of staff will be appointed to stand by the site entrance and direct the emergency services to the casualty

All accidents and injuries must be recorded in the accident book which is located in the main office.

All accidents and injuries must be reported to a Director who will assess the situation to establish if the occurrence is subject to R.I.D.D.O.R.

All accidents and injuries will be investigated and measures implemented to prevent reoccurrence.

### **Risk Assessment Procedure**

All operations and activities that are conducted within the facility must be assessed for the risks that they pose to human health and the environment.

All hazards must be controlled for the purpose of minimising the risk to human health and the environment.

Risk assessments will be conducted by a person who is deemed competent to do so by the Company. This person will either be a Director or Manager of Street Fuel Ltd or an appointed contractor.

The risk assessment will be recorded using the risk assessment form; historic risk assessments using other formats can also be used and retained.

The prevention control measures detailed on the form must be implemented prior to this activity being conducted.

All persons who have the potential to be exposed to the detailed activity must be informed of the findings of the risk assessment before exposure/conducting the assessed activity. This process will be known as training and documented as required by the training procedure.

Risks will be rated as follows:

1. Low Risk
2. Low to Medium Risk
3. Medium Risk
4. Medium to High Risk
5. High Risk

Preventative control measures must be implemented for the purpose of achieving the lowest risk possible. Activities that remain at level 5 once control measures are implemented are not acceptable and cannot be conducted.

All completed risk assessments will be stored in a separate file which is accessible by all staff during hours of operation.

Risk assessments will be reviewed on a yearly basis or when an activity or process is changed.

The maximum period of review for any activity is 12 months.

### **Risk Assessment**

<b><i>Activity/Hazard</i></b>
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***Location***

***Risk***

***Persons exposed to risk***

***Risk Rating if Left Uncontrolled***

***Prevention Control Measures***

***Risk Rating with Control Measures in Place***

***Risk Assessment Conducted By***  
***Date***  
***Next Review Date***





### Near Miss Report

#### **Procedure**

Any incident of non compliance with the site rules that did not result in an accident must be reported using this form.

The purpose of this report is to prevent accidents which could result in damage to human health or the environment.

#### ***'Prevention Is Better Than Cure'***

Any person can complete this form; it must then be submitted to the site manager who will decide on any further action. The completed form will be sent to a Company Director within 24hrs of the incident.

<b>Date:</b>	<b>Time:</b>
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<b>Person(s) Involved In Near Miss:</b>
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<b>Person Reporting Near Miss:</b>
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<b>Description of Incident:</b>
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<b>Immediate Action Taken:</b>
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<b>Additional Action to be Taken:</b>
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**Accident Report**

<b>Date of Accident:</b>	<b>Time of Accident:</b>
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**Persons Involved in Accident:**

**Description of Accident:**

**Did the Accident Result in a Breach of Permit Conditions? *If so give detail***

**Environmental Impact of Accident**

**Was an Injury Caused? If so give details**

**Was this injury reportable under R.I.D.D.O.R.? *If so attach a copy of the notification form.***

**Why Did the Accident Occur?**

**Was the Activity Risk Assessed?**

**Does the Risk Assessment Require Review?**

**What Action is now in place to prevent this Accident Happening Again?**

**Form Completed By:**

**Date:**

## **APPENDIX A**

### **Site Plans**

#### **List of Plans**

#### **Site Location**

Global Waste Technical Services Ltd  
February 2013