Working Plan Template (JWL066).

This document is to assist operators of waste management facilities (other than landfill / incinerators) and applicants for licences to provide the information required in the working plan. The working plan is a detailed and comprehensive statement that clearly describes all aspects of the site's development, operations, monitoring, completion and the methods and working practices to be used to ensure that the operation of the site does not cause pollution.

The working plan is the operator's document and proposed revisions must be discussed with and approved by the Department of the Environment.

For further information see Section 5 of "Guidance Notes on the new Waste Management Licensing System (JWL016)" available via the link www.gov.je/wasteregulations

Topic	Working Plan
A. General Considerations	
A1. Application area	Plan with unique reference number showing application area clearly outlined in red to a scale of 1: 1,250 or 1:2,500.
Design-Plus drawing ref: DP 1111 100 attached.	
A1.1 Site Activities	Please summarise the activities carried out at the site.
General haulage and plant hire operations. **Transfer station for reception of inert and mixed wastes.** **Sorting and processing of inert materials to produce secondary aggregates and other building materials.** **Sorting and separation of mixed wastes, including scrap metal and ELVs to facilitate off-site re-use, recovery and recycling.** **Storage of materials for sale and off-site re-use, recovery and reprocessing.**	
A2. Waste types and quantities	The licence application form is completed to show the quantities and categories of controlled wastes, hazardous, healthcare, municipal or other which the site accepts. The working plan should detail the types of wastes it is proposed to accept within these broad categories. Please complete the table in **Appendix 1** which gives a wide range of Municipal Wastes (including household and Construction & demolition wastes) to pick from. Some common categories of hazardous and healthcare wastes are included in the table. The waste categories and hazardous properties referred to in Article 3 of the Waste Management (Jersey) Law 2005 are included in the Appendix for reference.

Working Plan Template (JWL066).

Topic	Working Plan
See Appendix 1. **Holiday Tours Limited t/a W.P.Recycling accept all types of Island waste, including mixed or non-separated content, which have to be segregated in order to be properly disposed of, recycled or reused. Many of these wastes, historically and currently, have not and are not dealt with by other local waste facilities, which items include a variety of many metal materials mixed or attached to other items such as wood, foam, fibreglass, including boats, light vehicles, heavy equipment, portacabins, insulated cladding (a few examples).**	
A3. Hours of operation	Section clearly detailing what hours are applied for and, if relevant, what site activities will take place outside of permitted hours for receipt of waste.
Commercial recycling machinery operation, Monday to Friday 08.00am – 18.00pm and 08.00am – 13.00pm on Saturday's. Closed Sunday and Bank Holidays. **Waste management and recycling facility opening hours are 07.30am to 18.00pm for transport movements and for customer loading, supply and waste presented for recycling services.** **Refuse vehicles movements from 04.30am until 16.00pm to and from the site.** **Occasional low loader deliveries of recycling machinery/equipment to site can only be undertaken after 18.00pm or before 07.00am in the mornings.**	
A4. Commencement of activities	Section detailing what work is to be undertaken and expected timescales for completion.
Work has started on the new replacement recycling facility to implement the preliminary groundworks to reduce and create levels to enable construction of the new waste management and recycling facility approved under planning permit P/2008/0288. Expected completion is within 3 years. Drainage connection has been made from Le Mont Fallu to site entrance.	
A5. Manning and management	Detail of staff numbers and job titles. Management structure. Staff training and development systems.
Attached as separate sheet.	

A7. Emergency procedures	Specific emergency procedures, including action trees, to cover generic emergency situations or site specific issues (e.g. spillages of particular waste types, failure of pollution control systems, fire)
Different emergencies to consider: **Fire – see attached emergency plans.** **Spills – any spill is assessed and a decision made about whether it needs to be contained before being attended to. If necessary spills are contained with materials to prevent further spread. All spills will be covered with granite dust (readily available on site). Materials used to mop up spills, including any potential fuel spills, will be collected in a sealed container and disposed of appropriately.** **Injury to personnel – see attached Health and Safety Plan**	

A8. Maximum quantities and duration of waste storage	Section detailing how wastes will be managed to prevent excessive storage times and how compliance with the condition(s) will be demonstrated.

Mixed wastes presented are dealt with within 24 hours of receipt. Segregated items like burnable materials are taken to the incinerator and light weight metals for compacting by Hunts (Jersey) Limited. Materials are delivered to off-site receptors within 24 hours of receipt. Heavy metals are cleaned of contamination and containerised for shipping to the UK. Cardboard and plastics are either sent to Reclaimit or baled on site for export.

Construction or demolition wastes are separated and taken to stockpile awaiting processing. Such stockpiles vary and are continually being processed usually leaving a feeder stockpile of approximately 1000 tonnes. On occasions such feeder stockpile might be far less, but in recessionary times as sales have been lower, stockpiles may increase. Similarly given the continual recycling and processing of C&D Waste the end aggregate products produced will be taken to stockpiles awaiting sale.

Recycled tarmac materials awaiting reuse either as a dry surface or as a feeder stock to be recycled into hot tarmac, 1000 tonnes per annum.

The combination of all variants and size types of recycled aggregate awaiting sale could range from 500-2000 tonnes.

Topsoil and sand's requiring grading to achieve reuse are normally dealt with within 24 hours during the summer months and taken to stockpile then blended with improver supplied by TTS to await sale. Such stockpile can vary according to the market and according to whether other sites around the Island are sieving, storing or selling such.

Soils and sand's presented for segregation in the wet winter months cannot be sieved and therefore require storage until it can be graded in the dry summer months. Any stockpiles can reach 2000 tonnes by the spring. From receipt of materials to sale the process of recycling soils and sand's from being presented at our recycling facility until sale could span more than a two-year plus cycle. Most other materials are only stored on site for short periods. Top-soils and inert materials can be stored for longer periods dependent on market requirements.

Approx. max quantities stored on site either of products awaiting processing or having been processed awaiting sale:
Municipal waste – 1000 tonnes
Inert waste - 10,000 tonnes
Metals - 50 tonnes metals
Other materials in transit – 30-40 tonnes asbestos

Handled through the Recycling Facility Per Annum:
140,000 tonnes inert/soils/sands
15,000 tonnes metal
600-800 tonnes asbestos waste stored in locked skip bins in secure area

B. Site Infrastructure	
B1. Site access	Sections on location, design and construction of site access. Section on control procedures for vehicles and/or persons accessing and leaving the site.

A dedicated access to the site has been created from Le Mont Fallu as approved under planning permit ref: P/2008/0288 and illustrated by Design-Plus drawing ref: DP1111 103 and 104. **During this interim phase, current access to the site is from the shared access (west), with vehicles exiting using the newly formed access (east). There are secure gates at the existing entrance to the site and a barrier across the exit. These are made secure when the site is not operational.** **When the new facility has been created all access will be taken from the newly created internal road. High access gates will prevent access when the site is not open. New access arrangements include a separate pedestrian gate, which will also be made secure outside of opening hours.**	
B2. Site security	Section detailing fencing and gating specifications (height, construction etc), referenced to site plan. Details of inspection and maintenance of security measures.
Current interim arrangements - secure gates at the entrance and barrier at exit are currently used. **New facility – Security gates at entrance. Physical design of commercial yard will prevent access. The yard floor is sunk some 4m below existing ground level. Retaining walls formed with planted bund above, creates physical defensive boundary to site.**	
B3. Wheel cleaning	Section detailing wheel cleaning system to be used, including specifications, maintenance, breakdown cover and instructions for use.
Current established interim arrangements – Wheel wash, road sweeper and commercial pressure washing when necessary. **New facility – wheel washing plant provided at entrance of site Available for vehicles entering and exiting the site.**	
B4. Noticeboard and signs	Section detailing specification and location of noticeboard. Section(s) detailing type and locations of other signs.
Noticeboards and signs located throughout site. At entrance and exit. At each product station and tipping area. Information, safety and emergency signs in office and staff welfare areas.	
B5. Internal roads	Section(s) detailing construction standards and maintenance procedures for internal roads. Referenced to site plan showing locations.
See Design Plus site plan, drawing ref: DP1111 103, 104 and 105. **The new commercial access and road provides sufficient width for commercial vehicles to enter and exit the site at the same time. The road narrows just before the entrance to the depot where a weighbridge and wheel washing facilities are located. An internal two-way spine road bisects the site east to west, providing safe access for all vehicles delivering and collecting materials.** **The new access road has been designed so that surface water drains to a soak-aways, each of which is served by a gully that acts as a silt trap, These will be regularly inspected and cleaned by WPR. WPR will introduce dust monitoring and road cleaning to suppress dust on the new road during dry spells.**	

B6. Fuel tanks and bunding	Section detailing design and construction of fuel tanks and bunding, including fill and draw pipes. Referenced to site plan showing location(s).
See Design Plus site plan, drawing ref: DP1111 103 and 104. **Existing fuel tanks are bunded and can provide storage for 110% of the fuels stored in the tanks.** **New fuel depot created on concrete yard with dedicated drainage to petrol interceptor. Each fuel type stored in bunded tanks capable of holding 110% of stored liquids.**	
B7. Weighing/ measuring of loads	Section detailing type and specification of weighbridge, procedures for use, maintenance and breakdown cover. Referenced to site plan showing location.
See Design Plus site plan, drawing ref: DP1111 103 and 104. **A weighbridge will be provided at the entrance of the new facility.**	
B8. Secure compound, quarantine area	Section detailing construction and security of, area, container,. Used for quarantine storage of unauthorised wastes. Referenced to site plan showing location.
See Design Plus site plan, drawing ref: DP1111 103 and 104. **A secure chemical store is located on the concrete slab adjacent to the fuel depot. It drains to foul sewer via petrol interceptor.** **A secure asbestos store is located close to the entrance to the site and will be used to quarantine any unauthorised wastes until appropriate disposal has been agreed. Given that asbestos is stored in secure containers, drainage of this area is to the surface water drainage system via silt trap.**	
B9. Hardstanding/ parking	Section(s) detailing construction standards and maintenance procedures for hardstandings/parking areas. Referenced to site plan showing locations.
See Design Plus site plan, drawing ref: DP1111 103, 104 and 105. **Entire yard, parking areas and new access road to be surfaced with concrete.** **See section B5 for maintenance.**	
B11. Drainage	Section detailing justification, construction, testing and maintenance of site drainage, including interceptors and/or sumps where appropriate. Provision of proposed and/or as built detailed site drainage plan.
See Design Plus site plan, drawing ref: DP1111 103. **Site connected to foul sewerage system.** **Surface water from areas where activities have the potential to result in contaminated water is directed to foul sewer via interceptor and silt trap.** **Surface water from areas where inert materials stored and processed directed to surface water drainage system via silt trap.** **The surface water drainage system at the site has been designed to harvest as much clean surface water as possible. Water is collected from the yard and the roof of the new buildings and stored in underground storage tanks for re-use on site.**	

B12. Plant design, construction, operation and maintenance.	Sections detailing full plant design and construction details (including construction materials). Details of theoretical and actual capacities and method(s) of operation. Provision of proposed and/or as-built plans and referenced to site plan showing locations. Include types of plant and machinery to be used on site and how they are to be used, including details of maintenance procedures and breakdown management.

See Design Plus site plan, drawing ref: DP1111 103, 104 and 105 for location.

Please see attached schedule of plant and equipment currently operated by WPR.

Plant, equipment and vehicles are maintained in-house by WPR staff. The construction of the new workshop will provide replacement accommodation for that which was destroyed in 2008. It will include a dedicated workshop for maintenance and servicing of equipment and vehicles, including paint shop area, welding area, WP Recyclomix area, with area to fabricate concrete products made from recycled aggregates and concrete precast area to produce recycled blocks, paving, bricks and other precast items.

Plant/equipment and vehicles are checked daily and maintained regularly. A record of maintenance is kept on-site in a diary. WPR staff test plant, equipment and vehicles to ensure compliance with DVS standards, this includes emissions standards. Planned quarterly servicing and/or earlier if required.

Any defective plant/equipment or vehicle is shut down immediately and repaired by WPR staff on-site if possible. Any repairs that cannot be handled on-site are carried out by off-site experts.

B13. Bays and bins	Sections detailing design, construction (including construction materials) and use of bays and/or bins. Details of drainage and maintenance procedures. Provision of proposed and/or as-built plans and referenced to site plan showing locations.

See Design Plus site plan, drawing ref: DP1111 103, 104 and 111 for location

Bays and bins are used to store processed aggregates for sale. There will be 5 bins for aggregates as part of new facility approved under P/2008/0288. These are located on the south side of the new concrete yard. Surface water drains to a silt trap before being stored underground for re-use. These storage bays are enclosed by segregated steel panels.

There are also storage bays for segregated materials arising from the sorting of mixed wastes from the transfer station. These will be located within the shed dedicated to mixed waste sorting. These bays will be enclosed by segregated steel panels. All bays will be inspected regularly to ensure integrity and identify any need for repair. An inspection log will be kept on-site and will detail any defects and measures taken to repair and maintain.

B14. Site office	Sections detailing design, construction (including construction materials) and outfitting of site office. Details of drainage and utility supplies. Provision of proposed and/or as-built plans and referenced to site plan showing locations.

See Design Plus site plan, drawing ref: DP1111 103, 104 and 120.

The site office is currently located in a porta-cabin adjacent to the entrance to the commercial operating area. The development approved under planning permit P/2008/0288 includes a new purpose built office within the new shed. It includes staff welfare facilities.

D. Waste Reception	
D1. Checking loads: reception	Section detailing methodology used to inspect loads and training provided to relevant staff.

Every load presented is identified from its source and its type i.e. if mixed or for the loads recyclability/recoverability, which is logged describing content on the waste consignment note. There after loads are visually inspected and a hand tested assessment is undertaken before sending such to the appropriate station.

D2. Recording loads	Section detailing how records will be made of wastes received and dispatched.

All customer wastes either generated from our own services or from general Island hauliers/customers presented at our recycling facility are visually inspected by our Operation Team and are thereafter issued with a waste consignment transfer note detailing the following: -

<u>WASTE PRESENTED AT OUR RECYCLING FACILITY</u>

1. Every load presented is visually inspected and/or if require a hand felt sample is taken. If suspicious of any load tests are carried out ;
2. A consignment note transfer note is then completed stating:
- **a. Date & time waste load presented for recycling;**
- **b. Customer billing/invoice name;**
- **c. Origin of waste address/location;**
- **d. Volume of waste presented;**
- **e. Each type/category of waste material is marked/ticked on the consignment transfer note;**
- **f. Percentage of recyclability noted;**
- **g. Price per cubic yard or per ton written on the consignment transfer note;**
- **h. Driver presenting waste name is written and then driver asked to sign consignment transfer note;**

3. All consignment transfer note details are thereafter transferred to a waste log;
4. The consignment transfer notes are passed to our accounts department to be also logged into the computer, which also serves for invoicing purposes.

<u>SKIP BIN OR LORRY WASTE</u>

1. On customer contact all customers are asked what type of waste the haulage and/or skip bin is required for and/or what is the waste content that has been loaded into the skip bin that requires collection and/or empty & return to site;
2. The detail given by the customer is written on a daily log and thereafter issued/dispatched to our driver/operator, either in person or by telephone;
3. On arrival at site the driver/operator will either deliver the empty skip bin, collect and/or exchange a skip bin. The driver/operator will complete an advice note ticket stating the skip movement undertaken and/or the vehicle hire undertaken and visually/hand inspect the waste (if applicable) and detail the waste description on the advice note ticket and also where the waste will be taken for disposal and/or recycling. The customer/representative will be asked to sign such advice note ticket and the top copy will be issued to them for their records.
4. If the load is inert or mixed waste for segregation and recycling at our faciltiy the process listed above for *Waste Presented at the Recycling Facility* will be applicable.

D3. Inspection of wastes: deposit	Section detailing how deposits will be inspected.
Visually and by taking hand felt samples. Smell tests are also carried out. The same tests are carried out on loads after being tipped.	
D4. Rejection of loads	Section detailing methods for rejecting loads and recording of rejections. Section detailing how non-conforming wastes will be handled and disposed of.
Any load that is judged to be questionable because of smell or any other perceived contamination is rejected. **Any load that may be rejected at our recycling facility is logged with the reason for the rejection. Any load that is visually inspected and/or has been tipped and then identified by us as contaminated, then such load is immediately refused and/or reloaded onto their vehicle. In the event that any load is rejected either visual, hand or smell inspection and/or after being tipped and reloaded, we thereafter suggest to the customer where the load should be taken away to the correct States facility so that the load can be dealt with in the correct safe manner.** **Any inert materials that have little or any recyclable content are discouraged or not accepted.**	
D5. Sampling and analysis	Section detailing methods for sampling and analysis of wastes.
Should WPR inadvertently accept a load, where later there are suspicions about the possibility of contamination, then further inspection would be undertaken and if necessary a chemical analysis requested. **The customer would be contacted and advised. Material would be loaded temporarily into skip bins until correct disposal could be arranged. Any event would be logged.** **WPR will undertake in-house sampling and quality control of aggregates in house.**	
D6. Handling, segregation and storage and labelling	Sections detailing methods for waste handling on receipt at the site. Where relevant, sections concerning waste segregation, storage methods and timescales. Referenced to site plan showing locations.

See Drawing ref: DP1111 103, 104 and 105.

After assessment of loads, waste containers are directed to the appropriate part of the yard for sorting and/or processing, or storage.

Inert materials are stored in a location that is easily accessible for transfer to the crushing/grading equipment. After inert materials have been processed they are stored in the appropriate (labelled) storage bay or on another part of the site for off-site re-use.

Non-hazardous materials are directed to the mixed waste sorting area, where loads are (currently) tipped onto the concrete slab, before materials are sorted and allocated to a specific storage bay.

When the new facility is completed, mixed waste loads will be received in the mixed waste, sorting shed. Materials are sorted by hand and stored in an allocated (labelled) storage bay for off-site processing or transfer.

Metals are tipped at mixed waste segregation area for decontamination of operating liquids, any fuels, wood, foam, plastic etc and are transferred daily to Hunts (Jersey) Limited by skip bin, hook box and/or tipper lorry. Heavy clean metals are placed in a shipping container and are exported.

Any fuels, liquids or chemicals are collected in a sealed container and stored in a secure location on site either for reuse or for safe off-site disposal.

Stainless, copper and aluminium are compacted and baled on site. Any oils, fluids are drained from ELV's, cars, lorries, machines, boats, etc before dismantling.

Extra large, potentially contaminated material, which might be unquantifiable will be tipped and handled on dedicated bunded slab to east of mixed waste bunded slab sorting area. This area will have the ability to either take any waste liquid to interceptors or if not used for such drain water drainage will be diverted to normal depot soakaway.

E. Site Operations	
E8. Special waste management procedures	Sections detailing any special waste management procedures and techniques for wastes requiring special care.

See Design Plus site plan, drawing ref: DP1111 103, 104, 105 and 111.

There will be a dedicated asbestos compound where lockable skip bins are stored. This storage area will also be lockable. Materials are transferred from the site every two weeks and taken to the appropriate States controlled receptor site.

Operating liquids are/will be collected and stored in secure containers and stored in a bunded area. If cannot be reused then taken to the appropriate receptor site at Bellozanne every week.

Waste oil and fuel is collected and stored off site in secure containers within a bunded oil store for reuse.

Waste paints, solvents and other lubricants and chemicals are collected and stored in secure barrels/containers and stored in a bunded area. When barrels/containers are full they are taken to the appropriate TTS receptor site at Bellozanne.

Fridges are loaded by hand onto vehicle for onward disposal at dedicated facility at Bellozanne Valley.

WEEE is segregated and collected in dedicated skip for off-site disposal.

E9. Residues	Section detailing what residues will be produced and how they will be managed.

Residue is loaded into skip bins and stored on mixed waste concrete slab to drain any water back into the interceptors. If assessed as contaminated the load is transferred to TTS at La Collette as contaminated waste.

Dedicated bunded area to east of mixed waste shed could be considered to treat any metal petro chemical wastes.

E11. Maximum Storage capacities	Sections detailing what procedures will be used to monitor and maintain storage areas to ensure wastes stored will not exceed their capacity.

Although materials and wastes will be disposed of regularly to ensure that space is available, the site will have the following storage capacity*:*

Municipal waste – 1000 tonnes
Inert waste - 10,000 tonnes
Metals - 50 tonnes
Other materials in transit - 80 tonnes asbestos

See Section A8.

F. Pollution Control	
F3. Dust	Section detailing dust suppression, monitoring and control procedures.
Dust Action Plan, September 2010 attached.	
F4. Noise/vibration	Sections detailing procedures and systems for minimising noise and vibration from the site. Where relevant, details of noise/vibration survey and actions taken.
Noise Action Plan, September 2010 attached. **The potential for vibration to have significant effects upon sensitive receptors was assessed as part of the Environmental Impact Assessment prepared to support planning permit P/2008/0288. Using a qualitative assessment provided by A&AC Ltd, it was judged that the potential for WPR's operations to have adverse effects upon neighbours had been mitigated as a result of the design choices made to organise and operate the commercial site:** • **The distance between plant and machinery that has the potential to generate vibration impacts and sensitive residential neighbours is approximately 150m** • **All plant and machinery is mobile, provided with rubber settings, which reduces potential vibration impacts**	
F5. Odour	Sections detailing procedures and systems for minimizing odours from the site. Sections detailing how odorous wastes will be managed to minimize emissions.
WPR do not accept bio-degradable waste or wastes likely to generate significant impacts through odour creation. No mitigation measures are in place to control odour.	
F6. Vermin/insect/ bird control	Sections detailing what procedures will be used to monitor and control vermin, insects and birds.
Regular baiting for vermin is carried out. Birds are discouraged from the area by the working equipment and by occasional shot gun release and pigeon pest control from nearby evergreen oak trees. Also being that the Recycling Facility is all concrete, non organic worms or insects are not common to attract birds. **The site does not accept municipal/ domestic or other wastes likely to attract birds. The location of the site is within the Aircraft Public Safety Zone required the approval of a Bird Management Plan (attached) as part of planning permit P/2008/0288.** **WPR is in regular contact with the local Aiport authorities to provide update on bird management operations undertaken on site.**	
F7. Litter	Section detailing what litter control procedures will be used and what actions will be taken should litter escape from the site.

The management of the mixed waste operating area, which has surrounding catch bunding includes the requirement to regularly monitor and check for any fly away material. This is collected regularly by hand and disposed of back into the mixed waste segregation area for separation into appropriate waste containers.

H. Records	
H1. Wastes received and removed	Section detailing how the records will be made and where they will be kept.

Paper and computer records kept recording incoming and outgoing transfer of materials.

Log kept of contaminated materials rejected.

Daily site log kept.

See Section D2.

Other records required by legislation include:

1. **A local consignment note for the movement of hazardous waste under the waste Management (Jersey) Law, 2005.**
2. **Records for transfer of metals off-island**

H2. Rejected wastes	Section detailing how the records will be made and where they will be kept.

A record is kept of rejected wastes. Who delivered, date and reason why rejected.

H3. Site diary	Section detailing who will be responsible for the diary and where it will be kept.

The Operations Manager keeps a daily diary of weather and site conditions.

H4. Other data e.g. monitoring data, waste analysis, site inspections	Sections detailing records storage, security and availability to include storage medium.

Records kept on site. Computer systems and back-up provided.

H5. Waste analysis	Section detailing how and where records will be made and kept.

Manual and visual inspections are recorded and kept.

Quality control provided through external testing, although this was done in-house prior to July 2008. Expected that quality testing will be done in-house when workshop completed.

Records kept in office and backed up by computer.

H7. Site inspections	Section detailing how and where reports will be kept.
There is a daily check of the site, equipment and plant. Any problems recorded in daily diary. Each piece of plant/equipment has a maintenance log which is maintained and any problems recorded.	

Appendix 1 - Waste Types Accepted at the waste management site

Wastes types are categorised according to the 3 main categories of controlled wastes within the Waste Management Jersey Law 2005. The lists are not exhaustive and any additional waste types should be included.

Municipal Wastes - means (a) household waste; (b) any residue from the incineration of household waste; (c) any other waste that, because of its nature or composition, is similar to household waste; (d) commercial or trade refuse; (e) waste from any charitable undertaking; or (f) any residue from the incineration of anything described in any of paragraphs (c), (d) and (e).

Waste type (municipal wastes)	Tick if Accepted	Quantities Tonnes per week
General Municipal Wastes		
Mixed household wastes		
Mixed municipal wastes	✓	
Mixed household waste - compacted		
Mixed municipal wastes - compacted	✓	
Mixed commercial or trade refuse	✓	
Glass	✓	
Glass cullet	✓	
Paper	✓	
Cardboard	✓	
Biodegradable kitchen wastes		
Street sweepings and litter	✓	
Moulding sands and/or clays	✓	
Uncontaminated silt and dredgings	✓	
Ferrous metal packaging and containers	✓	
Non-ferrous metal packaging and containers	✓	
plastic packaging and containers	✓	
Plastics and polymers	✓	

Working Plan Template (JWL066).

Waste type (municipal wastes)	Tick if Accepted	Quantities Tonnes per week
Rubber and foam products	✓	
Textiles and clothes	✓	
Untreated wood and timber	✓	
Coated or chemically treated timber	✓	
Mixed wood, laminates, chipboard, fibreboard including wooden furniture	✓	
Vegetable fibres		
Sawdust, shavings and/or wood pulp		
Vegetation and/or vegetable waste		
Green wastes - vegetation, plant tissue, grass		
Green wastes - wood, trees, roots	✓	
Mixtures of vegetation, soil and/or stones	✓	
Vegetable food		
Composted green wastes		
Leather		
Animal fibres		
Waste food - animal or mixed		
Whole and/or parts of animal		
Excreta (Sludge, screenings, ??)		
Sanitary waste		
Vegetable oils, fats, waxes and/or grease		
Animal fats, oils, waxes and/or grease		
Animal glue		
Waste From Biological Processes Other Than Sewage Treatment		
Residues of fermentation and other microbiological processes		
Wastes from biological treatments of effluents and wastes		

Working Plan Template (JWL066).

Waste type (municipal wastes)	Tick if Accepted	Quantities Tonnes per week
Other dry non-hazardous and non-healthcare municipal wastes		
Construction & Demolition Wastes		
Rock and stone	✓	
Sub-soils	✓	
Soil and stones	✓	
Concrete and/or mortar	✓	
Bricks	✓	
Tiles and ceramics	✓	
Mixtures of concrete, bricks, tiles and ceramics	✓	
Asphalt, bitumen and coated roadstone	✓	
Excavated road base and road planings	✓	
Plasterboard / plaster	✓	
Contaminated (non-hazardous) materials		
Contaminated soil, sub-soils		
Contaminated silts / dredgings		
Contaminated interceptor wastes		
Contaminated tank cleaning residues		
Contaminated construction and demolition wastes		
Used moulds or moulds containing organic binders		
Drilling muds		
Landfill leachate		
Scrap metal - general		
Mixed ferrous metal	✓	
Mixed/unknown non-ferrous metal	✓	
Mixed ferrous and non-ferrous metals (including empty aerosol cans)	✓	

Working Plan Template (JWL066).

Waste type (municipal wastes)	Tick if Accepted	Quantities Tonnes per week
Cable and wire	✓	
Other metallic items (including bicycles, shopping trolleys , metal furniture)	✓	
Scrap metal - specific ferrous and non ferrous		
Iron	✓	
Lead	✓	
Copper	✓	
Zinc	✓	
Aluminium	✓	
Metal Catalysts	✓	
Alloys	✓	
Other metals (please specify)	✓	
Motor Vehicles, Ships, Machinery		
End of life vehicles - whole	✓	
End of life vehicle components	✓	
Tyres (whole)	✓	
Tyres (shredded)		
Undrained lead-acid batteries	✓	
Aircraft		
Ships	✓	
Heavy industrial equipment and machinery	✓	
Electrical and electronic equipment		
Refrigeration equipment	✓	
Television equipment including cathode ray tubes and flat screen monitors	✓	
IT and telecommunications equipment	✓	
Light bulbs (including fluorescent tubes & street lamp bulbs)	✓	

Waste type (municipal wastes)	Tick if Accepted	Quantities Tonnes per week
Alkaline batteries	✓	
Batteries (other)	✓	
Other electrical goods and appliances	✓	
Incineration residues		
Bottom ash and/or clinker		
Fly ash		
Residues from stack gas cleaning (solid or liquid)		
Ferrous materials removed from bottom ash		

Healthcare Wastes

1. waste arising from medical, nursing, dental, veterinary, pharmaceutical or similar practice, investigation, treatment, care, instruction or research; or

2. waste arising from the collection of blood for transfusion or from the conduct of the business of an undertaker or embalmer,

if it consists wholly or partly of any of the following things, namely human or animal tissue, blood or any other bodily fluid or excretion, a drug or other pharmaceutical product, a swab or dressing or a syringe, needle or other sharp instrument.

NB - some healthcare wastes will also be hazardous wastes. E.g. healthcare waste which is infectious (H6.2) or toxic

Waste type	Tick if Accepted	Physical form solid/sludge / liquid/ powder/gas	Quantities Tonnes per week
Wastes consisting wholly or partly of human blood, tissue or other bodily fluid or excretion			
Wastes consisting wholly or partly of animal blood, tissue or other bodily fluid or excretion			
Soiled surgical dressings, swabs and other similar soiled wastes.			

Sharps (syringes, needles, glass, or sharp instruments or items)			
Drugs or pharmaceutical products			
Cytotoxic or cytostatic medicines			

Hazardous Wastes means
(a) waste that is described in Section A of Part 1 of Schedule 2 (of which Part relates to wastes specified in the Basel Convention[1]), and possesses at least one of the hazardous characteristics described in Section B of that part; and

(b) waste that is described in Part 2 of Schedule 2 (which Part relates to other wastes that are hazardous by national definition).

Please indicate the wastes types and hazardous properties and estimated quantities

Examples only -

Waste type	Hazard code H1 - H13	Tick if Accepted	Physical form solid/sludge/ liquid/ powder/gas	Quantities Tonnes per week
Construction and demolition waste containing fibrous asbestos	**H11**	✓		
Construction and demolition waste containing bonded asbestos	**H11**	✓		
Brake pads containing asbestos	**H11**	✓		
Used Engine Oil	**H11**	✓		
Acid in lead acid batteries	**H8**	✓		
flue gas residues	**H11, H12**			
pesticides	**H12**			
photochemicals	**H11, H12**			
organic solvents	**H3, H8, H11, H12**			

[1] 1989 Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal (UNEP EP/IG.80/3 22nd March 1989. 1 JEL 2 (1989), 255 - 277

Appendix 2. - Schedule 2 to the Waste Management (Jersey) Law 2005

Hazardous wastes

Part 1 - Hazardous waste specified in Convention

Section A: Categories

Waste streams

Y1 **Clinical wastes from medical care in hospitals, medical centres and clinics.**

Y2 **Wastes from the production and preparation of pharmaceutical products.**

Y3 **Waste pharmaceuticals, drugs and medicines.**

Y4 **Wastes from the production, formulation and use of biocides and phytopharmaceuticals.**

Y5 **Wastes from the manufacture, formulation and use of wood preserving chemicals.**

Y6 **Wastes from the production, formulation and use of organic solvents.**

Y7 **Wastes from heat treatment and tempering operations containing cyanides.**

Y8 **Waste mineral oils unfit for their originally intended use.**

Y9 **Waste oils/water, hydrocarbons/water mixtures, emulsions.**

Y10 **Waste substances and articles containing or contaminated with polychlorinated biphenyls (PCBs) and/or polychlorinated terphenyls (PCTs) and/or polybrominated biphenyls (PBBs).**

Y11 **Waste tarry residues arising from refining, distillation and any pyrolytic treatment.**

Y12 **Wastes from production, formulation and use of inks, dyes, pigments, paints, lacquers or varnish.**

Y13 **Wastes from production, formulation and use of resins, latex, plasticizers or glues/adhesives.**

Y14 **Waste chemical substances arising from research and development or teaching activities that are not identified and/or are new and whose effects on man and/or the environment are not known.**

Y15 Wastes of an explosive nature not subject to other legislation.

Y16 Wastes from production, formulation and use of photographic chemicals and processing materials.

Y17 Wastes resulting from surface treatment of metals and plastics.

Y18 Residues arising from industrial waste disposal operations.

Wastes having as constituents -

Y19 metal carbonyls;

Y20 beryllium or beryllium compounds;

Y21 hexavalent chromium compounds;

Y22 copper compounds;

Y23 zinc compounds;

Y24 arsenic or arsenic compounds;

Y25 selenium or selenium compounds;

Y26 cadmium or cadmium compounds;

Y27 antimony or antimony compounds;

Y28 tellurium or tellurium compounds;

Y29 mercury or mercury compounds;

Y30 thallium or thallium compounds;

Y31 lead or lead compounds;

Y32 inorganic fluorine compounds (excluding calcium fluoride);

Y33 inorganic cyanides;

Y34 acidic solutions or acids in solid form;

Y35 basic solutions or bases in solid form;

Y36 asbestos (dust and fibres);

Y37 organic phosphorous compounds;

Y38 organic cyanides;

Y39 phenols or phenol compounds (including chlorophenols);

Y40 ethers;

Y41 halogenated organic solvents;

Y42 organic solvents excluding halogenated solvents;

Y43 any congenor of polychlorinated dibenzo-furan;

Y44 any congenor of polychlorinated dibenzo-p-dioxin; or

Y45 organohalogen compounds other than substances referred to in this Part (for example Y39, Y41, Y42, Y43, Y44).

Section B: Hazardous characteristics

UN Class*	Code	Characteristics
1	H1	**Explosive substances or wastes** **An explosive substance or waste is a solid or liquid substance or waste (or mixture of substances or wastes) that is in itself capable by chemical reaction of producing gas at such a temperature and pressure and at such a speed as to cause damage to the surroundings.**
3	H3	**Flammable liquids** **The word "flammable" has the same meaning as "inflammable". Flammable liquids are liquids, or mixtures of liquids, or liquids containing solids in solution or suspension (for example, paints or varnishes, lacquers, but not including substances or wastes otherwise classified on account of their dangerous characteristics) that give off a flammable vapour at temperatures of not more than 60.5° C, closed-cup test, or not more than 65.6° C, open-cup test. (Because the results of open-cup tests and of closed-cup tests are not strictly comparable and individual results even by the same test are often variable, results varying from the above figures to make allowance for such differences are within the scope of this definition.)**
4.1	H4.1	**Flammable solids** **Solids, or waste solids, other than those classed as explosives, that under conditions encountered in transport are readily combustible, or may cause or contribute to fire through friction.**
4.2	H4.2	**Substances or wastes liable to spontaneous combustion** **Substances or wastes that are liable to spontaneous heating under normal conditions encountered in transport, or to heating up on contact with air, and are then liable to catch fire.**
4.3	H4.3	**Substances or wastes that, in contact with water, emit flammable gases** **Substances or wastes that, by interaction with water, are liable to become spontaneously flammable or to give off flammable gases in dangerous quantities.**
5.1	H5.1	**Oxidizing substances or wastes** **Substances or wastes that, while in themselves not necessarily combustible, may (usually by yielding oxygen) cause or contribute to the combustion of other materials.**

5.2 H5.2 Organic peroxides or wastes
Organic substances or wastes that contain the bivalent-O-O- structure and are thermally unstable substances that may undergo exothermic self-accelerating decomposition.

6.1 H6.1 Poisonous substances or wastes
Substances or wastes that are liable either to cause death or serious injury or harm to human health if swallowed or inhaled or by skin contact.

6.2 H6.2 Infectious substances
Substances or wastes containing viable micro-organisms or their toxins that are known or suspected to cause disease in animals or humans.

9 H8 Corrosives
Substances or wastes that, by chemical action, will cause severe damage when in contact with living tissue, or, in the case of leakage, will materially damage or even destroy other goods or the means of transport (whether or not they may cause other hazards).

9 H10 Liberation of toxic gases in contact with air or water
Substances or wastes that, by interaction with air or water, are liable to give off toxic gases in dangerous quantities.

9 H11 Toxic substances or wastes delayed or chronic
Substances or wastes that, if they are inhaled or ingested or if they penetrate the skin, may involve delayed or chronic effects, including carcinogenicity.

9 H12 Ecotoxic substances or wastes
Substances or wastes that, if released, present or may present immediate or delayed adverse impacts to the environment by means of bioaccumulation and/or toxic effects upon biotic systems.

9 H13 Other substances or wastes
Substances or wastes, that, by any means, are capable after disposal of yielding another material (for example, leachate) that possesses any of the characteristics listed above.

Part 2 - Hazardous waste by national definition

Any waste that is the subject of a transboundary movement (whether or not it is hazardous waste within the meaning of Part 1 of this Schedule), if it is defined or considered to be a hazardous waste by the domestic legislation of the country of dispatch or any country of transit or the country of destination.

*** Corresponds to the hazard classification system included in the United Nations Recommendations on the Transport of Dangerous Goods (ST/SG/AC.10/1/Rev.5, United Nations, New York, 1988).**

A5
Employee Training and Development

In-house and external training of all staff is of paramount importance in our business.

Employees are initially assessed for their training needs based on the individual's level of competence and the risks associated with the tasks they may undertake within their roles.

The company considers health & safety training to be an integral part of its overall training programme. This covers all our employees including management and is a part of an ongoing initiative. Foremen and general management training at all levels is necessary to ensure that responsibilities are known and policies, procedures and directives are carried out in a safe manner.

All new employees are taken through a strict induction checklist/training and issued with the relevant documentation: -

- The general history, services and products of W.P.Recycling.
- Key names of the business.
- General site safety procedures.
- Accident/near miss reporting.
- First Aid points/officers.
- PPE and RPE.
- Danger areas.
- Description of duties.
- Washing, toilet facilities, no-smoking, no mobile phone, ipod, ipad use, etc.
- Driver vehicle daily pre-use check sheets.
- Procedures for driver daily vehicle pre-use check sheets & the rectification of major or minor repairs.
- Daily machine locking off and pre-use check sheets.
- Hot works log, check sheet & procedures (if applicable to the role)
- Emergency evacuation procedures (escape routes), including site map.
- Emergency evacuation procedures (location of fire extinguishers/raising alarm) including site map.
- Site safety committee.
- Health & Safety Policy & Procedures.
- Grievance & Disciplinary Procedures.
- Equal Opportunity Policy Statement.
- Environmental Management Policy & Environmental Policy Statement.
- Quality Policy Statement.
- Health & Safety Policy Statement.

At such induction manual handling training is undertaken along with a demonstration of the wearing of the correct PPE/RPE and harnesses (if applicable) at all times.

In conjunction with in-house training external health & safety training courses are undertaken, where required:-

- Health & Safety Training Course
- Emergency First Aider in the Workplace
- Banksman & Slinger Training Course
- 360 º Excavator Operators Course
- Forward Tipping Dumpers Operators Course

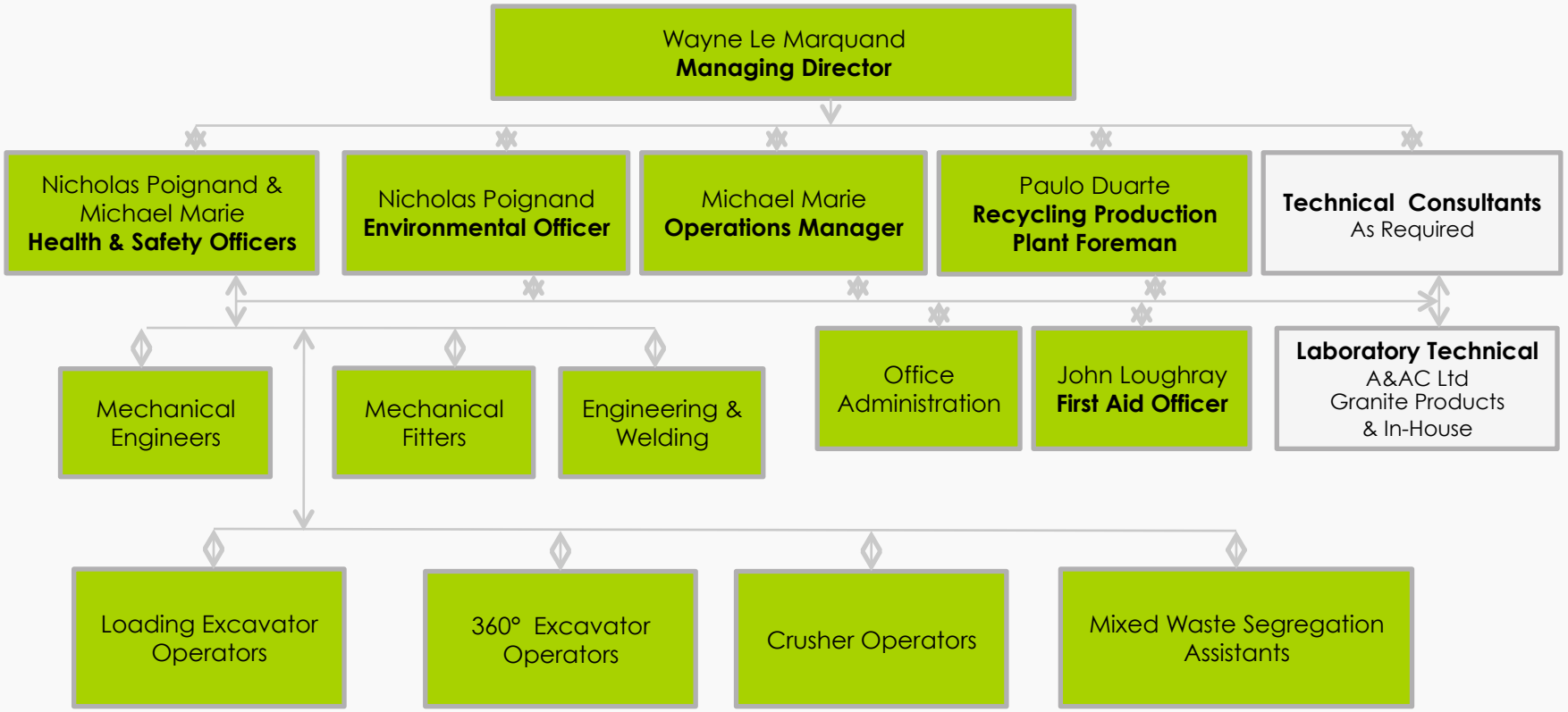
Weekly site safety meetings are held and any revisions required to company risk assessments, method statements, safe system of work, policies, procedures and directives are distributed to all employees.

WPR Health & Safety Policy is reviewed every 6-months and/or when necessary.

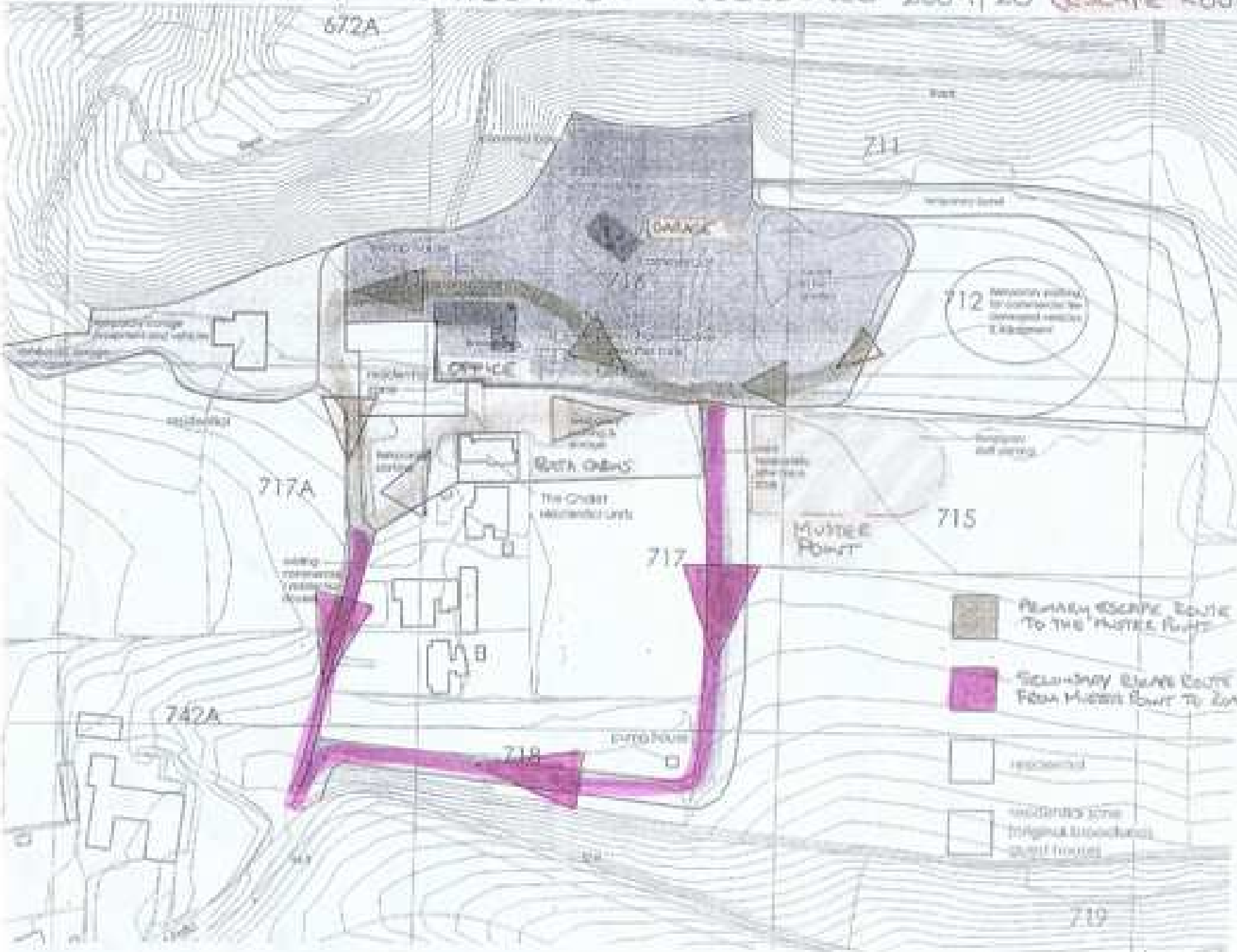
A5	
EMPLOYEE NAME	**JOB TITLE**
Wayne Le Marquand	Managing Director
Michael Marie	Operations - Health & Safety Manager
Nicholas Poignand	Environmental Officer & Deputy Operations/Health & Safety Manager
Paul Skinner	Transport & Fleet Manager
Alexa George	Office Manager
Lynn Duncan	Company Secretary
Paulo Duarte	Recycling Facility Foreman
Elvio De Abreu	Recycling 360° Operative/Assistant Foreman
Jose Pestana	Recycling 360° Operator
Paulo De Abreu	Recycling 360° Operator
Marco Duarte	Recycling Grader Operator
Jose De Nobrega	Recycling Grader Operator
Manuel Gouveia	Recycling Crusher Main Operative
Jose Vieria	Recycling Crusher Assistant Operative
Fabio Gouveia	Recycling Mixed Waste Assistant
Isaias Goncalves	Recyciing Mixed Waste Assistant
Ashley Higo	Engineering & Welding Manager
Manuel De Sousa	Engineering & Welding Assistant
John Loughray	First Aid Office & Welding Assistant
Damian Raikes	Mechanical Engineer Foreman
Didier De Gois	Mechanical Engineer Assistant
Jorge Ferriera	Mechanical Engineer/Fitter
George Da Silva	Mechanical Fitter
Richard De La Haye	Senior HGV Driver
Roger Rabet	Senior HGV Driver
George Le Maistre	Senior HGV Driver
Robert Moon	HGV Driver
Mark Tresidder	HGV Driver
John Davies	HGV Refuse Main Operative
Mario De Sousa	HGV Refuse Assistant Operative
Marcio Martins	HGV Hook Box Operator/Driver
Antonio Martins	HGV HIAB Operator/Driver

W.P. RECYCLING
WASTE PRODUCT MANAGEMENT COMPANY
"saving the environment...saving you money"

W.P.RECYCLING COMPANY STRUCTURE

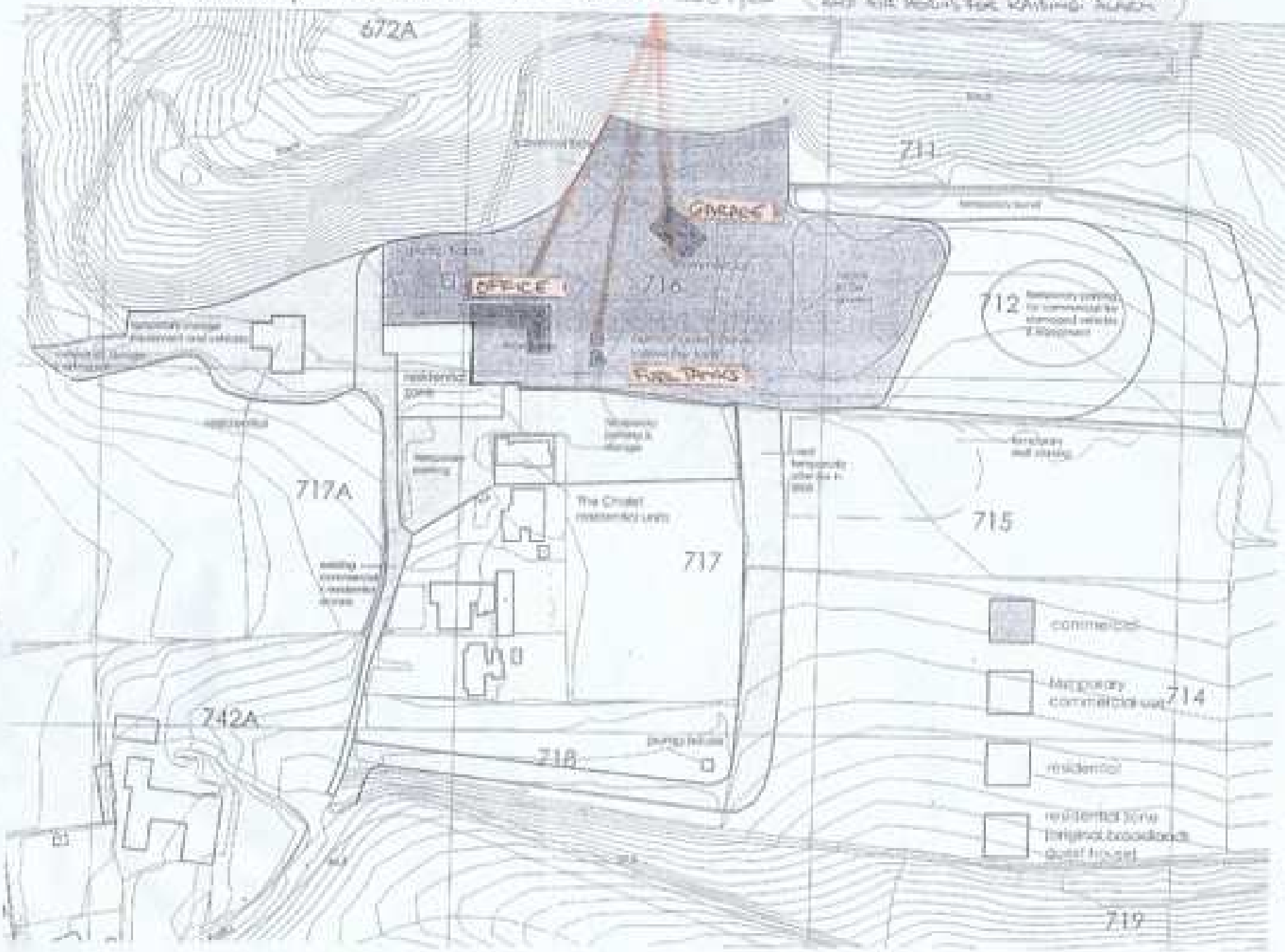


EMERGENCY EVACUATION PROCEDURES 2009|20 (ESCAPE ROUTES)



EMERGENCY EVACUATION PROCEDURES 2009/10

LOCATION OF FIRE EXTINGUISHERS AND FIRE ALARM'S FIRE RAISING POINTS



EMERGENCY EVACUATION PROCEDURES

1. On discovery of an emergency which requires the evacuation of the site and no alarm has been raised please make your way to the nearest fire point located at either **the garage, the office and the fuel tanks** as illustrated in the diagram and using the **air horns** give **3 long blasts** to alert other staff.

2. Any customers on site should be directed to the **Muster Point** (field where staff cars are parked.

3. All staff should immediately make their way in an orderly fashion to the **Muster Point** in the **top field** as illustrated in orange in the diagram.

4. On assembly at the **Muster Point** the Operations Manager will account for each member of staff.

5. **UNDER NO CIRCUMSTANCE RETURN TO THE SITE.**

6. The Operations Manager will appoint a person to make their way to the main road via the track shown in purple on the illustration and direct traffic from entering the site and keep the entrance clear for emergency vehicles.

7. On instruction from the Operations Manager staff are to make their way from the Muster Point to the road via the same track shown in purple on the illustration where you must await further instructions.

8. Verbal instruction and drills on Evacuation Procedures will be carried out.

ANY MEMBER OF STAFF WHOM USES OR TAMPERS WITH THE AIR HORNS IN THE EVENT WHERE THERE IS NO EMERGENCY WILL FACE DISAPPLINARY ACTION.

HEALTH, SAFETY & ENVIRONMENTAL POLICY AND PROCEDURES

Copy No.:	1
Version:	5
Date:	February 2013
Classification:	Version 5
File Name:	Health, Safety & Environmental Policy & Procedures
Approved by Director:	Wayne Le Marquand

TABLE OF CONTENTS

1 INTRODUCTION

In compliance with the requirement the Health & Safety at Work (Jersey) Law 1989, Holiday Tours Limited T/A W.P.Recycling is effectively discharging the associated statutory duties by preparing a written Health & Safety Policy.

A copy of the Policy, which outlines our Health & Safety arrangements and organisational structure, is provided for each employee along with any interested person who may be affected by our work activities. Copies are displayed internally on notice boards and it is provided on request to any externally interested party and in promotional material.

In order for the Company to discharge its statutory duties, employees are required by law, to co-operate with management in all matters concerning Health, Safety & Welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

The main Health & Safety management systems for the Company can be located at the head office and is available for inspection by any interested party after any reasonable request.

The Company agrees that in order to ensure that the Health & Safety Policy is sustained in an effective condition, it is essential that the information is up to date and accurate. It is the responsibility of the Directors to liaise with any nominated Health & Safety Consultants and to ensure that revisions are made which reflect changes that has taken place within the Company. Our consultants will advise on new and relevant legislation throughout the year and review documentation during an annual audit as instructed. In addition the Policy will be reviewed if accident reports or the findings of any management inspections raise concerns.

The Directors encourage all employees to inform their immediate supervisor of any areas of the Health & Safety Policy that they feel are inadequate, to ensure that the Policy is maintained as a true “live” working document.

2 POLICY STATEMENT

Holiday Tours Limited T/A W.P.Recycling acknowledges that the key to successful Health & Safety management requires an effective Policy, Organisation & Arrangements, which reflect the commitment of senior management. To sustain that commitment we will continually measure, monitor and revise where necessary our Policies and Procedures to ensure that Health, Safety & Environmental standards are adequate.

The Managing Director of Holiday Tours Limited T/A W.P.Recycling, namely Wayne Philip Le Marquand, is the individual responsible for this Health, Safety and Environmental (HS&E) Policy.

To Fulfil This Commitment The Companies Will:

- Make financial provision for the implementation of this policy
- Provide safe access and egress to work areas
- Provide a safe working environment
- Provide safe plant and equipment
- Ensure that articles and substances are safe for use
- Provide information, instruction, training and supervision to all staff
- Formulate safe systems of work based on risk assessment and communicate these to staff
- Carry out inspections and audits on a regular basis

Employees Responsibilities

All employees have duties under the Health & Safety at Work (Jersey) Law 1989 and they are informed of their personal responsibilities to take due care of:

- The Health & Safety of themselves and to ensure that they do not endanger other persons by their acts or omissions.
- They are also informed that they must co-operate with the Company in order that it can comply with the legal requirements placed upon it and in the implementation of this Policy.
- They must not interfere with articles provided in the interests of health and safety.

The Policy has been prepared in compliance with the Health & Safety at Work (Jersey) Law 1989, and will be amended, monitored and added to from time to time to conform to new or amended legislation.

Wayne Le Marquand

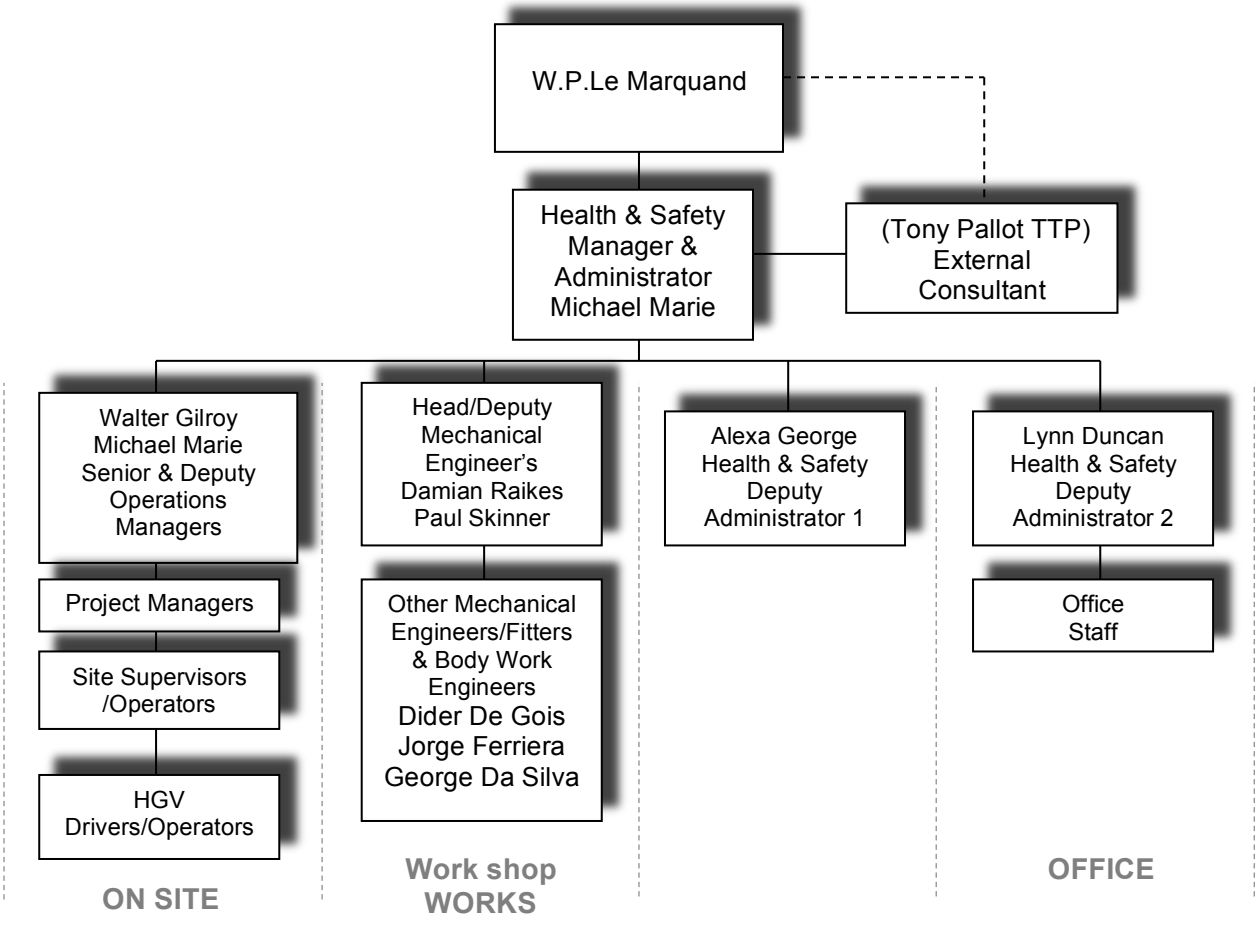
W.P.Le Marquand.
Managing Director of Holiday Tours Limited t/a W.P.Recycling

Date: 28th September 2012

3 Organisation

3.1 Specific Responsibilities

Holiday Tours Limited (t/a W.P.Recycling), Skinner Skips Limited, Western Parish Refuse Limited and/or West Plant Transport Limited intends to comply with the spirit, of the Health and Safety at Work (Jersey) Law 1989 and associated regulations and has therefore developed an organisation shown below which is designed to produce speedy recognition, avoidance and resolution to any Health and Safety problems. While each employee has a responsibility for Health and Safety, the prime responsibility rests with the Managing Director. Additionally, the Company recognises the contribution to Safety that can be made by the involvement of all employees and their representatives.



Direct Reporting Lines = ————————

Indirect Reporting Lines = - - - - - - - - - - - -

This organisation chart shows only the reporting structure and organisation for Health & Safety and holds no reference to the corporate responsibilities, ownership or legal structure

3.1.1 Managing Director

The Managing Director of Holiday Tours Limited accepts executive accountability for the Company's Health, Safety & Welfare; however the responsibilities for the day to day management of Health, Safety and Welfare have been delegated to other members of staff, including:

Health & Safety Manager	- Overall Health & Safety Management
Senior Operations Managers	- Assisting in Overall Health & Safety Management
Site Supervisors	- On-Site Health & Safety Management
Supervisors	- (applicable to their area)
Health & Safety Administrator	- Documentation and Management Systems

The Operation Directors responsibilities will include but not be limited to:

- Maintaining a detailed knowledge of and compliance with the Company's Policy for Health & Safety.
- The appropriate delegation of responsibilities to subordinate staff.
- Ensuring that all levels of the organisation fully understand the arrangements for the implementation of the Policy.
- Implementing the Health & Safety management system and ensure the application of the Health & Safety Policies and subsequent monitoring.
- Ensuring that necessary resources, both in terms of manpower and finance are available for implementing the Policies.
- Ensuring that Health & Safety courses are included in staff training programs.
- When appropriate, initiating disciplinary action against management or staff at any level who have failed to comply with their duties under the Safety Policy or statutory requirements.
- Consult or procure the services of competent persons or specialist Health & Safety professionals on matters relating to Health & Safety, Environmental or Occupational Health issues.
- Undertaking employee consultation and negotiations as necessary on all Health & Safety matters.
- Reviewing Health & Safety Policies, annually or as necessary and specifying overall Health & Safety objectives.
- Set a personal example when visiting the workshops or on site visits and acknowledge any suggestions for improvement in Safety organisation where and when appropriate.

3.1.2 Health & Safety Administrator

Health & Safety Administrator has been appointed to manage the Health & Safety documentation and management systems within the company on a day to day basis; they will also maintain direct contact with the Managing Director and pass Health & Safety information to him and relevant managers.

Administrator's responsibilities include but are not limited to:

- Maintaining a detailed knowledge of and compliance with the Company's Policy for Health & Safety.
- Maintaining the Health & Safety Management Systems, Documentation and records including:
  - Equipment and machinery inspection and maintenance records, ensuring that planned and emergency maintenance is completed and records completed
  - All new employees and visitors receive a site induction and that new employees receive a familarisation walk of the premises
  - All employees receive adequate instruction and training in the use of any equipment or machinery that they use as part of their work
  - Maintain all employee training records, manage the training plan ensuring that training is completed as and when required and registers completed
  - Ensuring that all risk assessments are carried out and that reviews are completed as stated, also ensuring that new assessments are completed when a task or operation significantly changes or when new equipment is installed
  - Ensuring that PPE assessments are completed and that any PPE issued is suitable for the task and that the issue registers are completed
  - Ensuring that noise assessments are regularly completed, that suitable hearing protection is issued to all employees and that it is regularly inspected for damage and replaced as necessary
  - Ensuring that accidents, injuries and near misses are suitably recorded and that investigations are completed where necessary
  - Ensuring that fire safety training and fire drills are completed on an annual basis and that these are recorded
  - Securely and confidentially manage the employee Health Surveillance records
- Attend regular monthly Health & Safety meetings and pass relevant information or minutes from the meeting to others as necessary
- Attend any Health & Safety training requested by the Company to enable them to carryout their responsibilities effectively
- Liaise with the Company Health & Safety advisors and obtain when necessary expert advice on Health & Safety issues
- Maintain an open door Policy to all employees who wish to discuss or raise concerns they have with Health & Safety

3.1.3 Workshop Supervisor

The Workshop Supervisor will report to the Health & Safety Administrator with Health & Safety matters. The Workshop Supervisor will have the responsibility for the implementation of Health & Safety Policy matters within their area of work.

Workshop Supervisors: Damian Raikes and Didier De Gois

Duties under this Policy Include, but is not limited to:

- Having an understanding of the application of the Health & Safety Policy.
- Organise their work area so that work is carried out to the required standard with the minimum risk of either injury to persons or damage to equipment and materials.
- Ensuring that all hazardous materials or substances are properly controlled in accordance with safe systems of work.
- Ensuring that their area of responsibility is checked to identify hazards and potential hazards, unsafe acts or practices, and take appropriate corrective action.
- Ensuring that protective clothing and special safety equipment is readily available when conditions or operations demand.
- Ensuring that equipment and tools are safe to use for the purpose intended, and are regularly checked and maintained.
- Ensuring that safety inspection's of equipment is carried out and records maintained.
- Ensuring that safe systems of work are adhered to while operating equipment and completing any maintenance.
- Ensuring that they are familiar with risk assessments for their work activity and to bring to the attention of the Health & Safety administrator any areas that they feel require reviewing or additional controls implemented.
- Attend any Health & Safety Training requested by the Company.

3.1.4 Employers Responsibilities

We have a duty to all employees, casual workers, part time workers, trainees, visitors and sub-contractors who may be in our workplace or using the equipment provided by the Company. Consideration must also be given to our neighbours, the general public and any others who may be affected by our works.

Therefore, management will ensure that they:

- Assess all risks to workers Health & Safety and bring the findings to the attention of the employees and contractors.
- Provide safe machinery, equipment and tools that are suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Ensure adequate training and information is given to all employees regardless of their position within the Company.
- Provide Health & Safety surveillance to employees where it is deemed necessary through any risk assessment.
- Appoint competent persons to help comply with Health & Safety law.

3.1.5 Employee's Responsibilities

All employees have a legal duty under the Health & Safety at Work Act 1974 to:

- Take all reasonable care to ensure that their own Health & Safety and that of others, is not adversely affected by anything that they do, or fail to do, at work.
- Take a mature and intelligent attitude towards Health & Safety.
- Do all in their power to minimise the possibility of any accident occurring.
- Not intentionally or recklessly misuse anything provided in the interests of Health, Safety and Welfare.
- Co-operate with their employers and others to enable them to comply with statutory duties and requirements and **ensure that they wear correct PPE/RPE at all times**.

Employees should report anything they consider being a serious danger or any shortcomings in the protection arrangements for Health & Safety to their Supervisor.
All accidents and incidents that result in injury or damage must be immediately reported to the Health & Safety Administrator. Subsequent investigations may prevent future accidents or incidents occurring. The company has a legal duty to report certain accidents or incidents to the HSE, even though they may not result in injury.
Employees must comply with Safety rules, instructions and any special measures that are introduced in the interests of Safety. These may include the correct use of protective equipment, clothing and machine guarding where required.

They are also required to:

- Comply with all Safety rules, and risk assessments/method statements particular to their area of activity.
- Attend a Health & Safety induction.
- Use proper means of access and follow designated pedestrian routes.
- Always practice safe working procedures and refrain from horseplay.
- Ensure that they do not consume any alcohol or illegal drugs during or before, which may affect their working day period.

3.1.6 New and Expectant Mothers

The company will do all that is reasonably practicable to assess and reduce the risk to protect new and expectant mothers. A new or expectant mother is a worker who is pregnant, who has given birth within the last 6 months or who is breastfeeding.

New and expectant mothers must notify the Company immediately so that a suitable and sufficient risk assessment relating to work activities can be conducted at each stage of the pregnancy, this will include the following:

- Lifting/carrying of heavy loads
- Standing or sitting for long periods of time
- Exposure to infectious diseases
- Exposure to lead
- Work-related stress
- Workstations and posture
- Other peoples smoke in the workplace
- Threat of violence in the workplace
- Long working hours
- Excessively noisy workplaces

The Company will do all that is reasonable practicable for a new or expectant mother and unborn child to ensure they remain fully protected.

3.1.7 Young Workers

Before employing a young person, the Company will make an assessment of the risks to his or her health and safety. In making the assessment, the Company will take into account a number of factors, such as:

1. The inexperience and immaturity of young people, and their lack of awareness of risks
2. Type of work equipment and the way it is used
3. Exposure to physical, biological and chemical agents
4. Health and safety training provided to young people

Having carried out this assessment, we will determine whether the young person is prohibited under any regulations from doing certain work because of the risks involved.

The Company shall not employ a young person for work:

1. Which is beyond his physical or psychological capacity

2. Involve the risk of accident which it may be reasonably assumed cannot be recognised by young persons owing to their insufficient attention to safety or lack of experience or training.

3.1.8 Sub-contractors & Self Employed Personnel

Sub-Contractors or Self Employed personnel shall at all times observe and apply the requirements of the Health & Safety at Work (Jersey) Law1989 and shall comply with the Health & Safety practices and procedures of W.P.Recycling Ltd, and in particular all requirements laid down in this Policy document, including those detailed in section 3.1.7 employees.

Failure to comply with these requirements could lead to a termination of the contract and removal of the contractor from site.

Contractors must obey written instructions and take account of verbal advice give to them by W.P.Recycling Ltd or their representative in respect of Health & Safety.

The Company or their representative has the authority to stop any activities, operation, erection of plant or equipment, or the action of any of the sub-contractors employees if it is considered that there is a breach of the Health & Safety at Work (Jersey) Law, its Regulations, Codes of Practice or Health & Safety Guidance Notes are not being adhered to or any hazard presenting a risk to others.

3.1.9 Health & Safety Advisors

The Company Health & Safety advisor, Antony A Pallot will report directly to the Managing Director and liaise with the Health & Safety Administrator.

Tony Pallot Health and Safety Training Ltd will be responsible for:

- Advising on all matters relating to Health & Safety and Statutory compliance.
- Assist in the formulation of a suitable Health & Safety Management System.
- Advising on training and the implementation of systems as may be necessary to ensure that all places of work are made and kept safe.
- Ensuring that management are aware of their responsibilities in achieving the above objectives.
- When requested carry out site inspections or audits of the Company premises or sites, making sure that all persons are complying with statutory requirements and the Company Safety Policy.
- Investigate any accident or near miss, in order to reduce the risk of re-occurrence to as low as possible.
- Advise on the update of the Company Health & Safety Policy annually or sooner if necessary.

4 Communication

4.1 Health & Safety Information

The Managing Director acknowledges communication between employees at all levels as an essential part of effective Health & Safety management and will endeavour to communicate the Company's commitment to Health & Safety and to ensure that employees are familiar with the contents of this Health & Safety Policy. The Company will communicate with its employees through oral and written directions, through e-mail, memorandums and by example.
Further information regarding Health & Safety is available and can be found as follows:

- The approved poster "Health & Safety Law – What You Should Know" which is displayed at various locations at the premises.
- Through management lines of communication
- The Company Health & Safety Policy document.

4.2 H&S Advice, Representation and Management Appointees

The Company has implemented a communication structure. Any employee requiring advice about Health & Safety matters or seeking to resolve an issue should follow the avenues on the chart in 3.1 or contact the following persons in descending order of priority:

- Line Manager/Supervisor
- Health & Safety Administrator
- Health & Safety Advisor
- Managing Director

4.3 Consultation

Consultation will be facilitated by on the job talks, training sessions and by pre-arranged formal meetings. The Company has elected certain employees to attend Health and Safety committee meetings. The meetings provide a forum through which the Company is able to consult with the elected persons before the introduction of any new measures that could affect the Health & Safety of employees; it also provides an opportunity to discuss employees concerns and suggestions as well as assessing the continuing effectiveness of the Policy and Management Systems. Consultation will take place at regular intervals not exceeding 3 months.

4.4 Co-operation and Care

If we are to build and maintain a Healthy and Safe working environment, co-operation between workers at all levels is essential. All employees are expected to co-operate with the Company and the representatives who are responsible for Health & Safety and to accept their duties under this Policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform their duties under this Policy.

5 Training

Safety training is regarded as an indispensable benefit of an effective Health & Safety program. It is essential that every worker in the Company is trained to perform their job effectively and safely. It is our opinion that if a job is not done safely then it is not done effectively. All staff will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned, the safe use, inspection and maintenance of any equipment used and the emergency contingency plans.
Training sessions will be held as often as is deemed necessary and will provide another opportunity for staff to express any fears or concerns they might have about Health and Safety.

5.1 Induction Training

All staff will receive induction training either when they are first introduced to the Company, and on an annual basis.
Topics covered under the induction training will be as follows:

- The Company Health & Safety Policy and individual responsibilities of all concerned.
- Details of hazards specific to the task, e.g. manual handling, machine operation, working at height, COSHH.
- Procedures to follow in the event of a fire; means of escape, assembly areas and the use of fire extinguishers.
- Current first aid arrangements.
- Procedures for reporting hazards and near misses.
- Correct use of personal protective equipment where provided.
- Sources of Health and Safety information.
- The role and function of the Company Health & Safety advisors.

Visitors to the Company premises will attend a brief site induction before being allowed on site, if visitors need to visit specific work areas they will be escorted by a member of staff.

5.2 Specialist Training

Specific training will be given to employees where the need is identified by risk assessment. A record will be kept of all persons attending induction training and personal records will be maintained to show the training an employee has received.

6 Arrangements

6.1 The Workplace

The Company will do all that is reasonably practicable to ensure that the workplace is safe.

In particular the Company will:

- Maintain work areas and equipment in good order to reduce the risk of slips, trips and falls;
- Provide and maintain suitable and sufficient lighting throughout the workplace including outdoor pedestrian and vehicle routes;
- Maintain reasonable levels of cleanliness throughout the workplace;
- Maintain safe access and egress to places of work, with work areas arranged so staff can work safely and comfortably;
- Organise traffic routes for pedestrians and/or vehicles so that traffic can move freely and safely without placing any person at risk, this may include the use of safety signs to identify routes and barriers to provide segregation;
- Provide sufficient toilets and washing facilities;
- Provide a suitable rest area where workers can sit down for rest breaks, and facilities for making hot drinks, a means of heating food and a supply of drinking water.

The Health & Safety Administrators will conduct regular inspections of the workplace. Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the Policy may be necessary.

6.1.1 Traffic and pedestrian Routes

Wherever possible we will plan operations to protect pedestrians from moving plant and vehicles. The Company will provide where conditions permit:

- Safe entry and exit points to the site and working area;
- Segregated pedestrian routes from the immediate work areas
- Reduce the need to reverse vehicles as far as possible;
- A suitably qualified member of staff to act as banksman for unavoidable reversing manoeuvres.

6.1.2 Off Site Welfare Facilities

The Company will liaise with the client to ensure that suitable welfare facilities are planned and available on site from the first day that work begins, this will include:

- Suitable toilet facilities for the number of persons working on site;
- Suitable washing facilities to include hot and cold running water, hand basins large enough to wash, face, hands and forearms. Soap and towels or hand dryers will be provided and restocked as necessary;
- A suitable rest area to include tables and chairs with backs, a kettle or urn for boiling water and a means for preparing food i.e. gas ring or microwave oven.
- A suitable supply of fresh drinking water;
- An area for the storage of clothing and drying room for drying wet clothing.

6.1.3 Protection of the Public

The Company will do everything in its power to protect the public from activities on site that may present a risk to the public. Assessments will be carried out in order to determine the risk and subsequent measures that need to be implemented in order to protect the public. This may include but is not limited to:

- Ensuring visitors report to the site office and book in where necessary;
- Supplying suitable warning signs to identify hazards.
- At the end of each working day:
    - Secure the site
    - Immobilise plant and vehicles
    - Secure any hazardous substances such as oxy acetylene gases
    - Damp down dusty work areas

6.1.4 Emergency Procedures

Emergency procedures will be implemented according to the risk and activities being carried out. Precautions will be taken to ensure that the likelihood of emergencies arising is as low as possible, and will ensure:

- Everyone on site through the site induction is aware of the emergency procedures, what the alarm sounds like, and how to raise the alarm in an emergency;
- The alarm will be in the form of portable air horns sited in appropriate areas of the work place
- A trained employee will be delegated to take responsibility and co-ordinate procedures;
- Emergency escape routes are maintained and kept clear;
- Arrangements will be set up for calling the emergency services;
- Adequate access is maintained to the site for emergency vehicles;
- Provision of adequate first aid equipment and trained persons are available on site to treat those injured.
- A full water tanker will be kept on site to provide an adequate supply of fire fighting water in case of fire.
- Employees must strictly adhere at all times to the Emergency Evacuation Procedures at all times.

6.2 Working at Height

The Company recognises its responsibility to protect its employees from falls, and will ensure that consideration is given to all working at height and wherever reasonably practicable work at height will be avoided. Risk assessments will be carried out for all activities to enable a safe system of work to be adopted. The following Policies will be adopted when working at height:

Use of scaffold towers:
Scaffold towers will only be erected by trained individuals, who are in possession of the manufacturer's instructions. Towers should be thoroughly checked before being erected, the floor area should be clear of debris and outriggers used at all times.

Makeshift Platforms:
Under no circumstances should makeshift platforms be used.

Ladders
Ladders will only be permitted for work where there is no alternative means, and then will only be permitted for short duration works, where the operative can maintain a three point contact with the ladder. In all cases an alternative method will be considered and wherever possible Scaffold Towers or MEWPS will be used.

MEWPS
Cherry-pickers and scissor lifts will be used by operatives who have received full training in the use of the equipment, the equipment will be inspected prior to use by the operator and every 7 days thereafter. When working in a cherry picker a safety harness will be worn at all times by the operators, when working from a scissor lift a risk assessment will determine if a safety harness is required. Under no circumstances should operatives climb the cage sides to extend their reach.

LOADING OR MOVING LORRIES
Under no circumstances should any personnel be present in the back of any vehicle whilst the vehicle is either being loaded or moved. No driver or operator should allow any personnel to remain in the back of the vehicle they are moving or loading. No personnel should ride/hold on to the back of any refuse vehicle whilst the vehicle is moving.

6.3 Risk Assessments

The Company is required to carry out a suitable and sufficient risk assessment for all work activities. The assessments will involve finding out what hazards are associated with the activity and thereby evaluating the extent of the risks involved. Whenever a work activity alters, then a new risk assessment will be made.

A risk assessment must:

- Identify the hazards;
- Evaluate the risks arising from such hazards;
- Record the significant findings;
- Identify any specific group of employees or individuals who are especially at risk, e.g. temporary workers, new or expectant mothers, young persons (under 18yrs);
- Identify others who may be at risk, e.g. visitors or members of the public;
- Evaluate current control procedures, including the provision of information, instruction and training;
- Assess the probability of an accident or incident occurring as a result of uncontrolled risk;
- Record any circumstances arising from the assessment where there is a potential for serious or imminent danger;
- Specify information requirements for employees, including precautionary measures and emergency arrangements;
- Provide an action plan giving information on the implementation of additional controls, in order of priority, and with an appropriate time scale for such implementation.

Recycling Areas & Workshop Assessments

Suitable and sufficient risk assessments will be completed for all work activities in the recycling areas, workshops, stores and offices. The assessments will be completed by a competent person. The assessments will be distributed to all employees concerned with the activity assessed and held on a central database for all to access. Assessments will be reviewed on a regular basis to ensure that they remain applicable, and a new assessment will be completed when the work process or equipment is changed or modified or when an employee requests or identifies the need for an additional assessment.

Off-Site Assessments

Suitable and sufficient risk assessments will be completed for all work activities off-site.

Safe Systems of Work, Method Statements & Working to States of Jersey Site Contract Specifics

Where a risk assessment has been completed but has not reduced risks to a low level an additional method statement or safe system of work will be produced to enable detailed controls to be explained and a safe logical sequence of operation implemented. In such instance all personnel will be issued with a copy of the risk assessment and the specific method statement and must strictly adhere to the procedures as set out in any such method statement.

6.3.1 Health Surveillance

The Company will also ensure that where a risk has been identified that could affect the health of an employee medical health surveillance will be provided. Assessments have identified that surveillance will be implemented in the following areas:

- Vibration White Finger
- Noise
- Manual Handling
- Dust inhalation

The Company appointed occupational health specialist will conduct the tests at regular frequencies and collate employee records of the tests. Employees are expected to cooperate with the requirements for surveillance and in addition are to identify any changes in their own health and report any concerns.

6.3.2 External Services

Necessary arrangements at each work location or site will be made with external services in the event of a serious incident which could include: Fire, emergency first aid or medical care or rescue work. Contact will be made with the emergency services including the Fire and Rescue service, Ambulance service and the Police force where the need has been identified. Details of the procedures to be carried out in the event of a serious incident will be written in the company's emergency plan. All staff will receive appropriate induction training to include the procedures to be adopted if a serious incident should occur.

6.3.3 Co-operation and Co-ordination

The Company will co-operate with others that occupy any building or part of a site where the Company is carrying out work, this will include the passing of relevant information regarding the Health, Safety & Welfare of persons entering the site or premises. Health & Safety meetings will be set up as often as is deemed necessary in order for information to be passed between occupants.

6.3.4 Employers Liability

The Company will ensure against their liability for personal injury to their employees by virtue of the Employers Liability (Compulsory Insurance) Act 1969. The Company will maintain Insurance with one or more approved policies with an authorised insurer against liability for bodily injury or disease sustained by an employee, and arising out of and in the course of their employment. Under the above requirement the Company will display the certificate of insurance for employee information. The Company will provide the minimum level of employers' liability under the Employers' Liability (Compulsory Insurance) Regulations 1998, which is set at £5,000,000. Under the 1998 Regulations the Company will also keep all certificates for 40 years.

6.4 Work Equipment

The company will ensure that work equipment is provided based on the principles laid out in the Provision and Use of Work Equipment Regulations.

The Company will endeavour to ensure that all equipment used in the workplace, whether in the workshops, factory, and offices or on site is safe and suitable for the purpose for which it is used.

- All work equipment will be installed, located and used in such a way as to reduce risks to the user and others around the equipment, the ergonomic risks will be considered when selecting the equipment.
- All workers will be provided with adequate information and training to enable them to use the work equipment safely.
- All work equipment will be maintained in good working order and repair, maintenance programs will be implemented and suitable records kept. Safety inspections will be carried out on equipment by the operators on a daily basis, records of these inspections are held by the Health & Safety Administrators.
- Appropriate training will be provided to those expected to work with or maintain the equipment, records of training will be kept by the Company. Safety inspections will be carried out by a competent person who has the necessary knowledge and experience to identify key components, fault find and complete reports and records.
- All controls for work equipment will be clearly visible and identifiable, equipment will be provided with one or more stop controls and where appropriate emergency stop controls.
- All work equipment will be clearly marked with Health & Safety warning signs where appropriate.

Whenever machines require guarding, The Company will refer to BS5304 – 'Safe Guarding of Machinery' for guidance.

In essence the Company will ensure measures are taken in order to:

- Prevent access to any dangerous part of machinery.
- Stop the movement of any dangerous part of machinery before any part of a person enters a danger zone.

All guards and protection devices provided shall be suitable for the purpose for which they are provided. Employees are forbidden to tamper with guards to machinery with the intent to bypass them so that the machine can be operated. Guards to machinery will be inspected on a regular basis. Activating emergency stop button is also forbidden when machinery is idle. Emergency stop buttons should only be activated when any person or plant is in danger.

6.5 Lifting Operations

The Company recognises the importance of the Cranes and Lifting Appliances regulations with regard to all lifting equipment and the link with the Provision and Use of Work Equipment Regulations to provide suitable work equipment for the task.

The Company will ensure that all equipment which falls within the scope of the Regulations including:

- Fork Lift Trucks
- Telehandlers
- Cranes
- Hoists
- Mobile Elevating Working Platform (MEWP)
- Lorry Loaders (HIABs)
- Bin Lifts

The associated tackle known as lifting gear:

- Chains
- Ropes
- Strops
- Straps
- Slings

Is suitable for the purpose for which they are to be used;

- Be of adequate strength and stability for each load;
- Equipment will be marked with a safe working load (SWL);
- Inspection, thorough examination and testing schedules are set up and maintained;
- Records for such inspections will be implemented, thorough test & examination certificates obtained and kept for future reference;
- Defects of equipment will be reported to the Health & Safety Administrator who will immediately withdraw the equipment from service until repairs have been carried out by an appropriately qualified person.

The Company will ensure that suitable training is provided to those employees tasked to use the equipment, and that only suitably qualified employees will use the equipment. All lifting Managing will be properly planned and organised by a competent person, and will be appropriately supervised and carried out in a safe manner.

6.5.1 Lifting Procedures

1. All lifting Managing must be properly planned and supervised by competent persons. The level of planning required should be relevant to the activity. Account must be taken of the location, the load to be lifted, the duration and the specific operation to be carried out.
2. All loads must be prevented from uncontrolled freefall and unintentional release.
3. Planning should minimise the need to lift loads above any area occupied by persons or travelled through by pedestrians.
4. Lifting equipment must be marked in such a way to identify its safe use. Appropriate information will include SWL, configuration and weight.

6.5.2 Thorough Examination and Inspection

All lifting equipment requires a Certificate of Thorough Examination produced by a competent person, ensuring that it is safe to use.

- For lifting equipment this will be carried out at least every 12 months.
- For lifting equipment for lifting persons it shall be carried out at least every 6 months.
- Accessories for lifting (lifting gear) must be thoroughly examined at least every 6 months.
- Inspections are also to be carried out for lifting equipment weekly as a minimum. The operator of the equipment should be competent to carry out the regular pre use inspections.

6.6 Personal Protective Equipment

All employees who may be exposed to a risk to their Health & Safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

- All PPE/RPE provided by the Company will be properly assessed prior to its provision.
- All PPE/RPE provided by the Company will be maintained in good order.
- All workers provided with PPE/RPE will receive training and information on the use, maintenance and purpose of the equipment.
- The Company will endeavour to ensure that all PPE/RPE provided is used correctly by its employees.
- The Company will carry out an assessment before the use of any PPE/RPE to ensure that it is suitable, that it is used as a 'last resort' and that the risk cannot be eliminated by other means which are practical. Wherever the task or place of work changes, a reassessment shall take place, records will be kept of the assessments and use of PPE/RPE.
- You must ensure that you sign in receipt of all PPE/RPE issued to you.
- **Employees, subcontractors and self employed persons must wear the correct PPE/RPE at all times**, i.e. hard hats, goggles/safety glasses, reflective jackets/waistcoats, gloves, steel toecap footwear and where applicable to the task that they are undertaking, protective overalls, respiratory protective equipment, welding gloves, welding safety glasses/goggles, P3 masks, and safety harnesses etc, etc. In dusty and/or noisy conditions you must wear dust masks and ear defenders, which are always available from the office. If an employee forgets or mislays any of their PPE and/or RPE, replacements are available from the office. **If employees do not wearing their PPE and/or RPE and suffer any illness or injury which could have been prevented or minimised by the wearing of their PPE and/or RPE, then the company and/or their insurers will not be liable for any such injury or illness.**

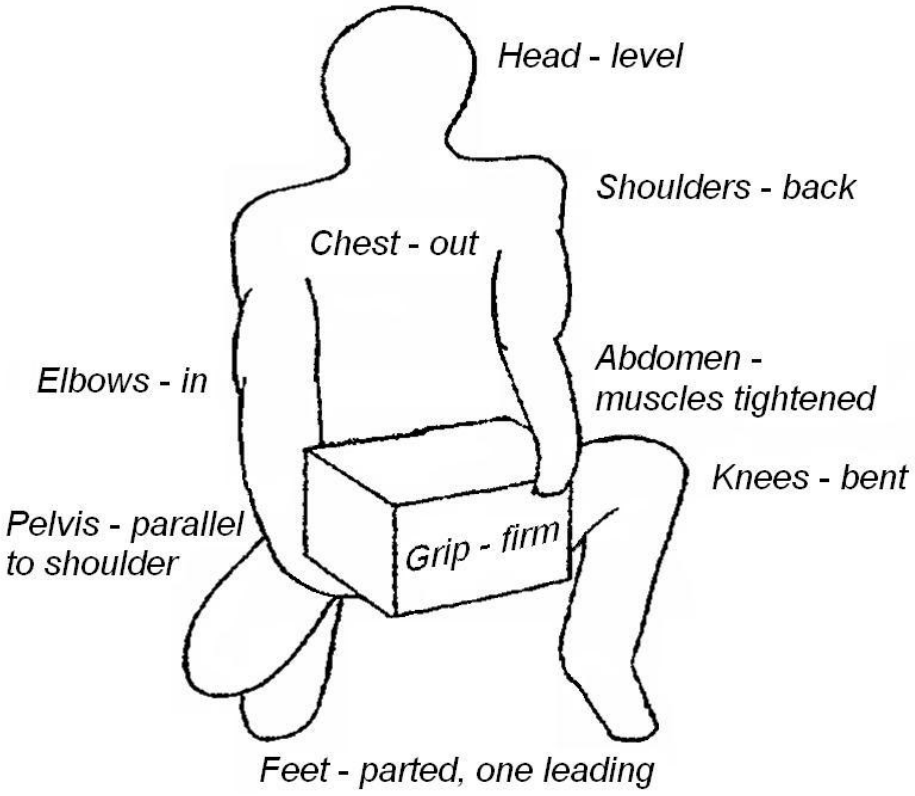
6.7 Manual Handling

All loading and unloading involves lifting and handling to some extent. Although mechanical equipment will be used whenever practicable, some of the work will inevitably be carried out manually. The risk of injury can be greatly reduced by a knowledge and application of correct lifting and handling techniques.

The Company will comply with the relevant regulations by carrying out the following:

- Manual Handling will be avoided as far as is reasonably practicable where there is a risk of injury.
- Where it is not possible to avoid manual handling, an assessment of the operation will be made taking into account the task, the load, the working environment and the individual concerned.
- All possible steps will be taken to reduce the risk of injury to the lowest level possible.
- An assessment will be reviewed if there is any reason to suspect that it is no longer valid.
- Manual handling instruction and training will be carried out for employees that regularly lift materials.

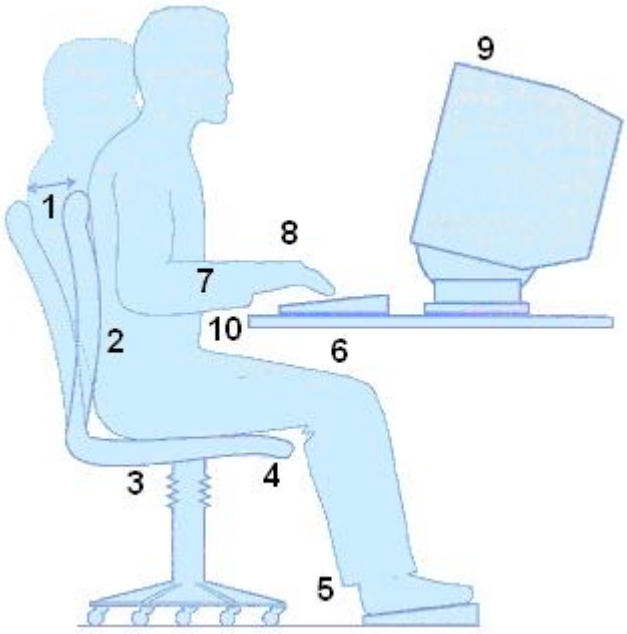
Where the nature of the load or environment dictates, PPE will be issued, and will be expected to be used by the employees.



6.8 Display Screen Equipment

The Company will conduct Health & Safety risk assessments of all workstations staffed by employees who use VDU screens as part of their usual work on an consistent basis.
The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable. Screen users will be allowed periodic breaks in their work. Eyesight tests will be provided for users on request. Where necessary, VDU screen users will be provided with the basic corrective equipment necessary, such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the Health & Safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.



1. Seat back adjustability
2. Good lumber support
3. Seat height adjustability
4. No excess pressure on underside of thighs and backs of knees
5. Foot support if needed
6. Space for postural change, no obstacles under desk
7. Forearms approximately horizontal
8. Minimal extension, flexion or deviation of wrists
9. Screen height and angle should allow comfortable head position.
10. Space in front of keyboard to support hands/wrists during pauses in keying.

6.9 Control of Substances Hazardous to Health

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers and supplier's Health & Safety guidance and our own knowledge of the work process. The Company will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases. All staff who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the Health & Safety issues relating to that type of work. Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

In addition to the above the Company will apply the following:

- Keep an inventory of all hazardous substances used, including those used in maintenance and cleaning;
- Identify a point of use for each substance;
- Whenever possible rationalise the use of substances – e.g. only use one form of floor cleaner;
- Obtain hazard data sheets from the manufacturers or suppliers of each substance;
- Develop and commence a training programme informing users and risks;
- Any personal protective equipment required during the use of the substance shall be provided and maintained by the Company. Employees are required to notify their supervisor if the PPE is no longer serviceable. Employees are expected to co-operate with the Company and comply with the Regulations;
- Keep records and documentation on each assessed substance;
- Keep all hazardous substances in safe places locked, and marked with safety signs where necessary;
- Any substance identified as requiring special needs other than described above will be stored as per relevant Regulations or manufacturers recommendations.

All substances used that present any type of risk to the Health, Safety or Welfare to the user is identified with the following warning symbols:

6.10 Electricity

The company acknowledges that there is a statutory requirement to maintain electrical equipment in a safe condition so that users are protected from such hazards as electric shock, burns or fire; the requirements also extend to those carrying out maintenance work on electrical equipment or systems. All electrical work carried out in the Company premises will be in accordance with the latest Regulations published by the Institute of Electrical Engineers for Electrical Installations, and will only use an NICEIC (The National Inspection Council for Electrical Installation Contracting) approved contractor. The Company only permits persons classed as 'competent' under the Electricity at Work Regulations 1989, to work on electrical equipment.

All electrical equipment owned by the Company will be subject to safety inspections by a competent person, each piece of equipment will be identified with its unique number, labels will be fixed to the equipment following the test, and these will show the test date, the person carrying out the test, expiry date and the identification number of the equipment. Records of these tests will be maintained in the company head office.
Portable electrical equipment used in the company head office will be subject to an annual inspection and safety check. All electrical equipment used on site including tools, transformers, lighting and any other electrical appliance used for construction purposes will be subject to a 3 monthly inspection and safety check. Any equipment found to be faulty will be removed from service immediately and labelled accordingly. All records will be kept for the life of the equipment. The Company expects all employees to carry out a visual inspection of electrical equipment prior to use and to report any defects for repair before the equipment is used. No employee is to knowingly use defective equipment. All employees will receive sufficient instruction in the use of all electrical appliances and equipment prior to use.

6.10.1 Site Electrical Equipment

The Company will only permit the use of 110 volt portable and hand held electrical tools on site, this will include Company equipment and that which is used by sub contractors and the self employed. Only in extreme circumstances where specialist equipment is needed, which is not available in 110 volt, will 240 volt equipment be permitted, and then only under the written authorisation of a Senior Project Manager.

6.11 Asbestos

The Director understands the seriousness to worker's Health, Safety & Welfare where the risk of asbestos is apparent, and as such will carry out their duties to protect those who may be exposed to asbestos at work and other persons affected or at risk of being affected by such work.

In the past asbestos has been widely used in the construction industry for the manufacture of building materials and products and used in sprayed coatings, although these materials have been largely replaced there remains the problem with existing asbestos, in particular during refurbishment and repairs. During these activities the Company will endeavour to identify the presence of asbestos.

There are three types of asbestos:

- Chrysotile (white)
- Amosite (brown)
- Crocidolite (blue)

Past uses of asbestos include:

Insulation and sprayed coatings:

- Boilers, plant and pipe work
- Fire protection to steelwork
- Thermal and acoustic insulation of buildings

Insulating board:

- Fire protection on doors
- Claddings on walls and ceilings
- Partitioning
- Ceiling tiles

Asbestos cement:

- Corrugated roof sheets
- Flat sheets for cladding
- Roof and land drainage goods

Although the above list is by no means exhaustive it can be used as a guide for identifying the more common places asbestos may be found.

If any worker suspects that asbestos is present they must stop work immediately, restrict access to the area and inform their immediate supervisor.

Asbestos management registers will be held by the Health & Safety administrator and made available to all contractors and employees who work or visit the site

6.12 Vibration

The Company is aware of the health risks involved with the prolonged use of hand tools of a rotary or percussive nature, and that such tools can cause the users various forms of damage, known as “hand-arm vibration syndrome” (HAVS). The most common form is the damage caused by vibration white finger (VWF).

Various tools and Managing within the construction industry can expose personnel to hazards from vibration, these may include:

- Hammer Drills
- Compressor guns
- Zip Guns
- Angle grinders & Cut-off wheels

The Company will commit itself in reducing the risk to its employees and as such will develop a strategy that aims to reduce any identified risk to an acceptable level. This will include assessing the risk to operators and implementing methods that will help reduce the hazard, this may include the elimination of the hazard through substitution, in place of a non-hazardous process i.e. by using automatic breakers instead of pneumatic drills. The Company will also implement the following:

Training & Information

Provide employees with suitable training, information and supervision, this will include the use of the equipment they are expected to use and tool box talks on the risks to health from vibration white finger.

Tools & Equipment

Select equipment and tools that has low vibration properties and obtain from suppliers information on the amount of vibration that might be expected from the equipment. Machines and equipment will be maintained at regular intervals and any faults rectified as soon as possible, which will help reduce vibration problems through the lack of lubrication or worn out parts.

Personal Protective Equipment

PPE and RPE will be provided by the Company; the wearing of gloves will help lessen the effects of vibration, but will not remove the problem. Ear protection will be provided and eye protection to reduce the risk of injury from flying particles.

Work Patterns

The Company will obtain the vibration levels for equipment and work out the maximum time an operator can use the equipment in an 8 hour period by using a vibration level chart. We will monitor work patterns and will reduce wherever possible the time which operatives are exposed to vibration so that it is within the maximum allowed time, this will be accomplished by rotating the work, and splitting it between workers, thereby reducing the effects of vibration on the actual user. The trigger times will be noted by the operative as they will be the one exposed to the vibration levels.

6.13 Accident Investigation and Reporting

All accidents however small are to be recorded in the Company accident book; an accident book will be located in the main office. The Managing Director will be notified immediately of all accidents. The Company sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by an external consultancy if necessary, detailing:

- The circumstances of the accident including photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eyewitnesses.
- The time, date and location of the incident.
- The date of the report.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a representative present. The completed report will then be submitted to and analysed by the Health & Safety Administrator, Managing Director and our external advisors, who will attempt to discover why the accident occurred and what action should be taken to avoid recurrence of the problem. A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

When an accident needs to be reported the internal accident report forms should be completed and an entry made in the appropriate accident book, the information held on the report forms will be held securely as per the requirements of the data protection act. The information on the forms will be used to assist in the accident investigation.

6.14 Near Misses

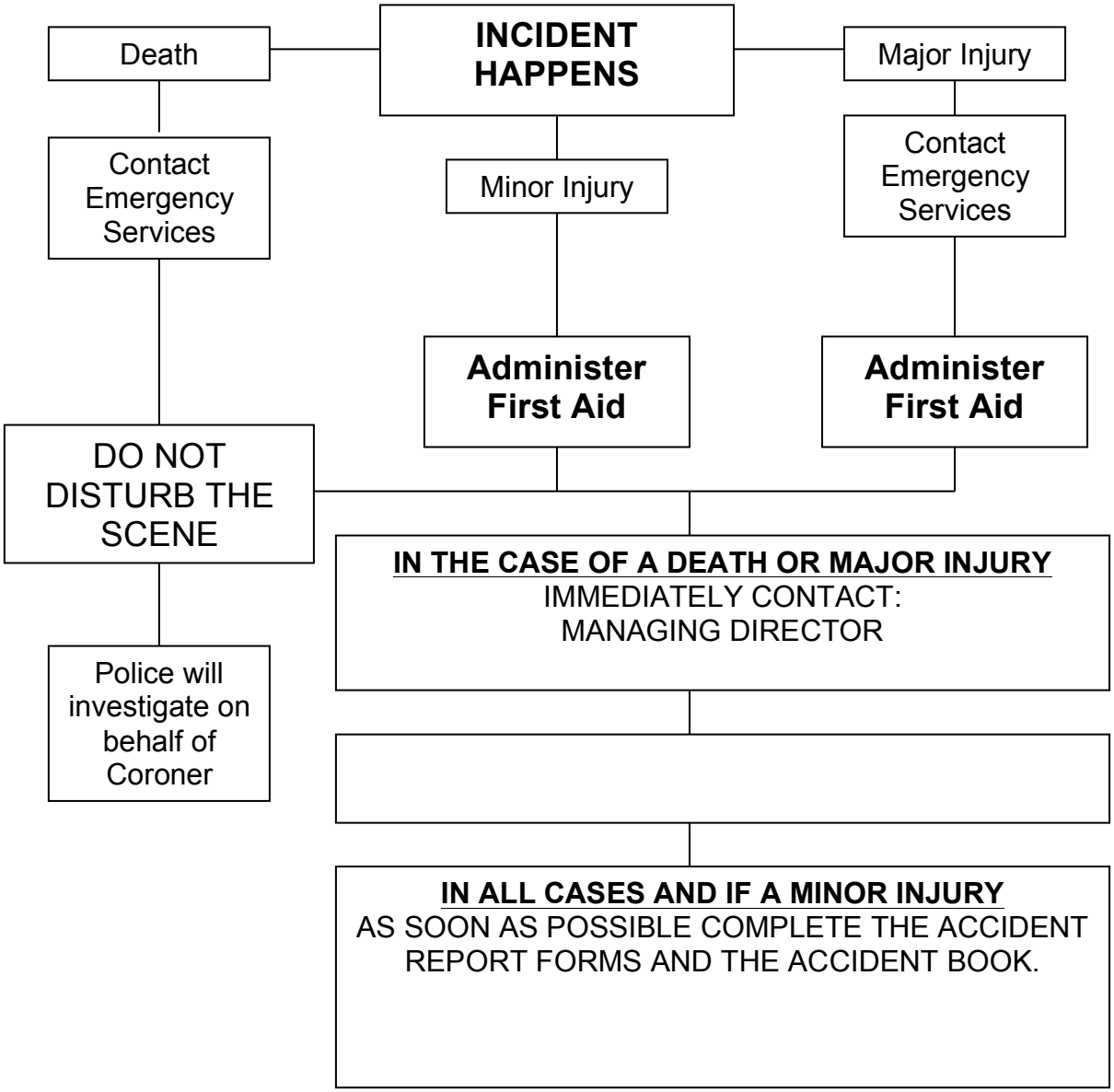
A near miss is an unplanned event that did not result in injury, illness or damage, but had the potential to do so. It is the Company Policy that all near misses are reported to the Health & Safety Administrator so that investigations into the cause can assist in the implementation of additional procedures to reduce the risk of a reoccurrence.

6.14.1 Reporting of Injuries and Near Misses

	EXAMPLE MAJOR INJURIES
1	Any fracture (other than fingers, thumbs and toes).
2	Any Amputation.
3	Dislocated Hip, Shoulder, Knee, Spine.
4	Loss of Sight (temporary or permanent).
5	Eye Injury (by Chemical or Hot Metal burn or any penetration).
6	Any injury caused by electric shock or electrical burn (including arcing) which leads to unconsciousness OR requires resuscitation or admittance to hospital for over 24 hours.
7	Any other injury; i) leading to hypothermia, heat induced illness or to unconsciousness ii) requiring resuscitation iii) requiring admittance to hospital for over 24 hours
8	Loss of consciousness due to asphyxia, or exposure to harmful substance or biological agent.
9	Acute illness or loss of consciousness caused by absorption of any substance by inhalation, ingestion or through the skin.
10	Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
11	Any situation where a person has been incapacitated from work for more than 3 days.

	Example Near Misses
1	Collapse of OR overturning of OR failure of any load bearing part of any lifting appliance.
2	Failure of a pressure vessel.
3	Failure of a freight container.
4	Any incident in which any plant or equipment comes into contact with an overhead power line (over 200 volts)
5	An electrical short circuit or overload which has the potential to cause the death of any person.
6	Collapse or partial collapse of any scaffold over 5 metres in height OR any adjacent to water OR any suspended scaffold.
7	Collapse or partial collapse of any building (involving over 5 tonnes of material) OR by false work.
8	Serious explosion or fire which causes over 24 hour stoppage.
9	The sudden or uncontrolled release of large amounts of flammable substances.
10	The accidental release of any substance in a quantity sufficient to cause death OR any other damage to the health of any other person.

6.14.2 Accident Procedures Flowchart



Notes:

- If possible, stop work at incident to allow investigation
- Take photographs as soon as possible with a mobile phone camera or digital camera to record the scene
- Take statements and names, addresses of witnesses

6.15 Noise

The Company recognises that there is a statutory duty to control noise and to protect employees and other persons from its effect. Excessive noise can cause permanent damage to the hearing of those exposed to it. Noise is also a source of annoyance and disruption, and may directly or indirectly increase the risks of accidents. Every practical step will be taken by the Company to control noise.

It is now law that, in any activity where the noise level exceeds 85dBA, the operator must wear ear protection when the noise cannot be removed or contained. Any activity where the noise level exceeds 80dBA, the operator is not legally obliged to wear ear protection but it must be available for their use if they so request.

Although all practical methods should be used to reduce noise levels, where they remain high such as in recycling areas, ear protectors should be worn at all times. Ear protectors should be suited to the user and suitable for the type of noise. They are only effective if they fit properly, providing a tight seal. They should be inspected regularly for damage and stored in a clean place when not in use. The Company has provided all employees with Peltor ear defenders with noise attenuation of H=31 M=29 L=24 SNR=32 which will reduce the noise at the ear to suitable levels below 80 decibels.

Noise assessments will be randomly carried out to monitor the noise levels and the suitability of the hearing protection provided.

6.16 First Aid

The Company shall provide such equipment and facilities as are adequate and appropriate in the circumstances for enabling First Aid to be rendered to persons if they are injured or become ill at work, this will be determined by carrying out a risk assessment of each workplace.

- The Company shall provide suitably qualified First Aid personnel in sufficient numbers to enable First Aid to be administered without delay should the occasion arise.
- Fully stocked first aid kits will be available at all strategic factory locations, in the head office and on each site. Company vehicles will also carry a first aid kit. The size of the kit will be dependant on the number of workers and the risks identified.
- Signs are displayed to name the first aider and where they can be found.

6.17 Fire Safety

. It is our Policy to set up and maintain the following fire safety measures:

- Carry out fire risk assessments for the head office and work areas;
- To maintain and keep clear fire escape routes leading to a place of safety;
- To provide and suitably identify a fire assembly point;
- To provide suitable fire extinguishers in sufficient number, maintained and ready to use in the event of a fire, and to provide suitable training in the use of the extinguishers provided;
- To provide suitable and sufficient fire safety training to all employees which will cover:
    - What to do in the event of a fire;
    - How to use fire extinguishers provided;
    - The location of the fire assembly point;
    - General fire precaution measures;
    - How to raise the alarm and call the fire brigade.
- Maintain high levels of housekeeping to include the regular disposal of combustible materials.

Fire Action procedures are displayed at strategic locations around the office and workshop areas, emergency points are located around the workshop which contain first alarms, fire action notices, first aid procedures and equipment.

6.18 Safety Signs

If following a risk assessment a risk still remains after controls are in place, safety signs will be displayed warning employees and visitors of the hazard.
All signs will meet with the UK Regulations with regard to colour, size, shape and design and where necessary will contain a pictogram as well as words.

Safety signs are coloured in the following manner:

Mandatory	
Warning	
Prohibition	
Fire	
Safe Condition & First aid	

6.19 Covering – Securing All Loads

Failure to attempt to adequately cover or secure your load may mean the Police, Parish Authorities and/or the DVS may be able to obtain a prosecution against you, where the company will not be liable for your fine incurred. We also advise that if the company is also prosecuted due to you not adequately covering or securing your load, you will also be liable to pay any company fine. You are responsible to ensure you are within the law and cover or secure adequately every load. N.B. Health & Safety suggest that if possible drivers try to meet the D.V.S and Polices, vehicle and construction use laws by using a tarpaulin for fly away materials or materials likely to become dislodged or a danger to the public if likely to fall from the load. We therefore suggest that wherever possible you cover your load whilst at ground level and or throw ropes up and over the vehicles load securing at regular intervals along the side of your vehicle whilst you are able to walk around the vehicle. This method is requested wherever possible to be undertaken by remaining on ground level and hopefully without the requirement of having to climb up onto the vehicle body or skip loaders uneven surfaces whereby we feel that such method is safer for yourselves.

Environmental Introduction

More and more people are becoming increasingly concerned about the quality of their local environment and the effects that a damaged or poorly managed environment will have on their own quality of life and that of their children's future.

We all need to play a part in finding local solutions to environmental problems, and that's why W.P.Recycling Ltd will endeavor to work in partnership with the Parish Authorities, and the Public Health Dept, and Water Law Enforcement Officers in meeting and maintaining these environmental policies.

In pursuing the best practicable environmental option, we will:

- Comply fully with and keep abreast of all legal obligations covering our operations, requiring our employees and contractors to act in accordance with our environmental policy, for which we will provide appropriate training and communications. We will also communicate this policy to our clients and sub-contractors to seek their help in implementing it.
- Ensure that new projects, maintenance and renewals are managed professionally in a way which incorporates assessment of environmental impact and takes appropriate action to keep any adverse impacts to a minimum.
- Aim to be sensitive in our management of natural and heritage features associated with our work, taking into consideration the views of all those with an interest in our activities and working with them where appropriate.
- Seek to minimise emissions and reduce waste from our activities, concentrating on areas where there is most room for improvement in order to make most impact.

7 Environmental Policy Statement

W.P.Recycling fully accepts its environmental responsibilities and recognises its obligations to contribute to the resolution of global and local environmental issues by reducing its environmental impacts and by taking a leading role in promoting environmental good practice.

W.P.Recycling takes its environmental responsibilities seriously. We understand that we must set an example of best practice, which is why we want to use the opportunities available to create a sustainable future.

Therefore the Management is committed to being guided by the following principles:

- The practice of responsible energy management through reduced consumption and the encouragement of energy efficiency throughout the premises;
- The creation of a high quality working environment through the discouragement of litter, and noise pollution;
- The choice of products and suppliers which minimise negative environmental impacts subject to necessary budgetary constraints;
- The minimisation of waste by reduced consumption and the development of effective waste management procedures;
- The avoidance of the unnecessary use of hazardous materials and processes, and the taking of all reasonable steps to prevent damage to either public or ecological health where such materials are in essential use;
- The continued monitoring and audit of its environmental policies and practice;
- The integration of environmental concerns into all planning and design decisions, maintenance and management of its premises and sites;
- The improvement of staff environmental awareness and understanding;

We are determined to ensure that these environmental benefits are strengthened across the spectrum of our Managing. Specifically, we will do this by integrating good environmental management with the safe and efficient operation of our activities, and by providing resource and expertise to make this a practical reality.

Wayne Le Marquand

W.P.Le Marquand.
Managing Director of Holiday Tours Limited t/a W.P.Recycling

Date: 28th September 2012

8 Aims of the Environmental Policy

W.P.Recycling aims to meet this Policy by:

- Meeting and where possible exceeding the requirements of applicable legislation and regulations.
- Considering environmental factors within Company decisions and activities and fostering a sense of responsibility amongst all employees to achieve reasonable continual improvement.
- Conserving energy and other natural resources through energy and water efficiency measures, adopting green purchasing policies, and by using less environmentally damaging fuels where considered cost-effective and practical.
- Developing policies to ensure that, where possible, only goods and materials which can be manufactured, used and disposed of in an environmentally sustainable way, are purchased.
- Minimising the amount of waste produced and promotes better re-use or recycling of waste materials created by encouraging staff to recycle waste materials.
- Providing staff with regular environmental awareness and local training.
- Working with our contractors and suppliers to help them improve their environmental performance and ensuring as far as is reasonably practicable that they apply environmental standards at least as high as our own.
- Regularly checking our environmental performance by reviewing action plans.
- Ensuring that this policy is widely communicated to all staff, suppliers and contractors.

8.1 Implementation of the Environmental Policy

As a provider of manufacturing and construction services, we aim to implement this policy by:

- Enforcing regulations and legislation in an effective and fair a way as possible in the interests of the environment and the quality of life of people in the locality.
- Continuously monitoring the environmental impacts of its services (including energy, water; transport, and natural resources) to help find ways to improve.
- Considering the environmental impact of policies and services.
- Encouraging better waste management practice in the Company and the local area through waste reduction, reuse and recycling.
- Raising awareness about environmental issues and encouraging good environmental practice by staff and sub-contractors.
- Promoting the principles of sustainability throughout Company and encouraging the participation by all involved in the Company to improve the quality of the environment.

9 Working Principles

W.P.Recycling has adopted working principles which will help to put this Policy into practice. These are:

Consult and Involve
We will consult as widely on new projects designed to benefit the environment and have an open dialogue with the others on environmental issues.

Work in Partnership
We will work with and actively encourage the involvement of our clients, other organisations and sub-contractors on projects and implement initiatives to protect and improve the environment.

Lead by Example
We aim to be at the forefront of developing environmental ideas and will promote our good practice to other organisations within our area of business.

Continuous Improvement
We will monitor our environmental performance and we will encourage best environmental practice.

Use our Influence
We will seize opportunities to influence the practice of other organisations whenever we can.

Encourage and Support
We will offer encouragement and support to clients, sub-contractors and staff working in our control.

Action
We will do all we can, and we will encourage positive actions by others, to improve both the local and global environment.

10 Waste, and Waste Recycling

10.1 Waste

We will fully comply with all relevant current Waste Legislation, which will include, but not exhaustive the following: -

- Control of Pollution (Amendment) Act 1989
- Environment Act 1995
- Environmental Protection Act 1990
- Hazardous Waste (England & Wales) Regulations 2005

All waste types are characterised within the European Waste Catalogue (EWC). Chapter 17 of the EWC list specifically identifies Construction and Demolition wastes, this chapter only details item applicable to this industry, and any waste not found under this section will be found in another section. The European Waste Catalogue can be found by following the links on the environment agencies web site. All persons unsure of the classification of a given item should refer to the aforementioned EWC. Items with an * after the 6 figure waste code are designated as Hazardous waste materials, and should therefore be disposed of in accordance with the Hazardous Waste (England & Wales) Regulations 2005.

10.2 Waste Recycling

Within its capabilities the Company will make the most of recycling opportunities available to it, subject to our ability to differentiate types of waste and the volumes of any waste of one type so generated being great enough to make recovery and transfer physically viable.

To bring this policy into being the following action plan should be followed:

- Identify recycling opportunities made available
- Identify recycling opportunities and the costs that may be encountered in terms of labour and waste transfer
- Carry out an audit of waste to identify quantities of specific types of waste produced and the ability and willingness to segregate.
- Analyze costs of recycling each product.
- Consider the publicity angle of exercise - Local authorities are keen to attract new recruits with a 'green' policy as part of their initiatives.

11 Purchasing

Here, significant effects on the environment should be identified. We already ensure that tropical hardwoods come from a sustainable source and CFCs are controlled.

Prior to any purchases, we ask, and seek the answers to the following questions:

1. Do we need it?

2. Do we need to buy it? Could we borrow, hire or share from within the group?

3. Are we buying **just** the right amount?

4. Are we going to use the product long enough to justify the purchase?

The easiest way to help the environment is to minimise consumption

If after asking the above questions, our decision is to buy the product, it is important for us to look at alternatives available and choose that which are less environmentally damaging.

When looking at the different options it is important to take a 'Cradle to Grave' approach. Consider the environmental effects of its production, transport, maintenance costs, running costs, durability and at the end of its life, disposal costs and the effect that disposal will have on the environment.

Criteria we consider when determining the potential environmental impact of a product should include: -

- Energy efficiency
- Maximum use of recycled material – Minimal use of Virgin materials.
- Durability, easily upgraded, repairable.
- Minimum packaging.
- Re-usable.
- Recyclable.
- None or low polluting.
- Biodegradable.

When these true 'Cradle to Grave' costs are taken into consideration, environment-friendly products seldom cost more.

12 Environmental Auditing

A better approach to recycling and the wider 'green' issues should be the introduction of environmental auditing of all operations within an organisation in order to minimise the environmental impact.

As an example of this approach, canteens use waxed paper cups, which cannot be recycled. An alternative could be the use of clear polystyrene cups which are recyclable. However, the raw product in the polystyrene cup is from an unsustainable source and the energy used in its manufacture, combine to create a much greater impact on the environment than the waxed paper item.

We should therefore not look at recycling for recycling sake.

Environmental auditing will be concerned with the direct effects on the environment of: energy consumption; water consumption; transport use; purchasing and wastes/pollution.

The Company Environmental Policy is constantly under review to ensure their meaning remains relevant to any changes in procedures, law or legislation.

13 Monitoring The Policy

To ensure the Company Health, Safety & Environmental Policies and the various statutory requirements are being implemented; the Managing Director or contracted Safety advisor may make regular visits to the office or rounds to carry out Safety inspections and to ensure that any shortcomings are rectified immediately.

The Company Safety Policy and administrative procedures are constantly under review to ensure their meaning remains relevant to any changes in procedures or law.

Details of accidents are closely examined and data collated to detect any trends and ensure resources are directed to those areas to endeavour to prevent recurrences.

SUMMARY OF REVISIONS		
DATE	REVISION NUMBER	DETAILS OF REVISION
May 2009	1	Draft
June 2009	1	Version 1
November 2010	2	Version 2
September 2011	3	Version 3
September 2012	4	Version 4
February 2013	5	Version 5

SCHEDULE OF PLANT-EQUIPMENT CURRENTLY OPERATED IN BROADLANDS RECYCLING FACILITY - JULY 2013

NUMBER	DESCRIPTION	TYPE OF FUEL	OPERATOR	IN USE	OTHER GENERAL INFORMATION	
1	PARKER 1165 PRIMARY JAW CRUSHER	RED DIESEL	MANUEL GOUVEIA	YES		
2	RUBBLEMASTER ROTARY CRUSHER	RED DIESEL	MANUEL GOUVEIA	STANDBY		
3	WARRIOR POWERSCREEN	RED DIESEL	PAULO DE ABRUE	YES		
4	POWERSCREEN CHIEFTAN	RED DIESEL	MANUEL GOUVEIA	YES		
5	EXTEC GRADER	RED DIESEL	JULIO PESTANA	YES		
6	TESAB ROTARY CRUSHER	RED DIESEL		YES		
10	JCB150	RED DIESEL	NOBBY	YES		
11	VOLVO EC160C	RED DIESEL	PAULO DE ABRUE	YES		
12	CATERPILLAR 320C	RED DIESEL	NOBBY	YES		
13	HITACHI	RED DIESEL	JULIO PESTANA	YES	EX JDC	
14	KOMATSU C180LC	RED DIESEL	PAULO DUARTE	YES		
15	CASE CX75	RED DIESEL	ELVIO DE ABRUE	YES		
16	KOMASTU PW100R	RED DIESEL	PAULO DUARTE	STANDBY	WHEELED EX JAYEN	
17	AKERMAN C230B	RED DIESEL	PAULO DUARTE	YES		
18	FUEL BOWSER	RED DIESEL	PAULO DUARTE	YES		
19	JCB SITEMASTER	RED DIESEL	JORGE 2	YES		
20	MATBRO TR250	RED DIESEL	JORGE 2	YES	EX ECO-MIX	
21	JCB SITEMASTER	RED DIESEL	JORGE 2	YES		
22	KOMASTU WHEELED 110	RED DIESEL		YES	PUR JUNE 2013 FROM MICK LANCASHIRE	
23	KOMASTU PC180	RED DIESEL	WAYNE	YES	WAS PREV AT WAYNE'S	
24	LIEBHERR -GRAB MACHINE	RED DIESEL		STANDBY	PUR 2013 FROM PICOT & ROUILLE	
25	THWAITES DUMPER TRUCK	RED DIESEL		YES	EX JAYEN DUMPER	
26	HITACHI	RED DIESEL		STANDBY	ORANGE SMALL MACHINE	
	VEHICLES		**ENGINE SIZE**			
J9948	Volvo Tipper	RED DIESEL	5480CC	YES	EX A.A.LANGOIS/ROMERILS	
J14188	DAF Tipper	RED DIESEL	8250CC	YES	EX GEOMARINE/JOHN MAPP	
J30186	Seddon Atkinson 26.210P	RED DIESEL	6000CC	YES	EX GED SPARKS	
J59253	Iveco Ford Daily 5912- 7.5T	RED DIESEL	2496CC	YES	USED FOR DUST SUPRESSION	
J32205	Leyland Daf Tipper FA60210	RED DIESEL	6240CC	YES		
						.

Dust Action Plan

For:

W.P.Recycling
Broadlands
Le Mont Fallu
St Peter

September 2010

Contents

1.0 Introduction

A Dust Mitigation Plan has been requested by the Health Protection Section of the Health and Social Services Department as part of the Environmental Impact Assessment (EIA) process for development proposals at Broadlands, Le Mont Fallu, St Peter. W.P.Recycling (WPR) is seeking to improve and enlarge an existing recycling and waste management facility at the site. The scheme includes a new vehicular access from Le Mont Fallu and associated landscaping works and the reinstatement of residential development lost during a fire 2008.

This Plan is designed to explain how mitigation measures to be employed at the site are intended to follow best practicable means of managing the effects of any dust arising from the construction phase and the ongoing operation of Broadlands by W.P.Recycling Ltd (WPR). This Action Plan uses the information and findings of the assessment presented in the Environmental Statement and the observations of a dust impact assessment completed by A&AC Ltd for the site, already completed as part of the EIA process for Broadlands.

2.0 Purpose of the Plan

1. Explain context for assessing arisings of dust using A&AC Ltd's impact assessment.
2. Identify sources of dust.
3. Explain mitigation measures during construction.
4. Explain ongoing mitigation measures during operation.

3.0 Location of Broadlands and development proposals

The location of Broadlands is illustrated in Figure 1. The development proposed involves modernising and extending an existing waste management and recycling facility, to include a new vehicular access from Le Mont Fallu and associated landscaping works. A Masterplan showing the extent of the works is included as Figure 2. The site area of the proposed new development is some 7095m².

4.0 Site evaluation

Dust is defined as all particulate matter up to 75 μm in diameter (BS 6069). It has the potential to be an irritant to human health and lead to deposition on cars, windows and property.

There are a number of sources of dust from recycling and waste management activities. A & AC Ltd consider the generation of fine particulate matter during the aggregate recycling process as inevitable. Potential sources of dust arising from the commercial operations by WPR were identified as part of the Environmental Impact Assessment process carried out as part of the planning application to extend and modernise the existing waste management and recycling facilities at Broadlands. These sources include crushing, grading and screening, vehicle movements, stockpile management, loading and unloading of materials and the construction phase of the development. The unloading of cement has also been identified as a further source.

The potential for dust arisings to cause a nuisance to sensitive receptors depends on the location of sensitive receptors. Sensitive receptors have been identified in all directions around Broadlands. Accordingly, wind from all directions with sufficient speed to pick up dust, has the potential to take dust to a sensitive receptor. A & AC Ltd report that wind velocity over 10 Knots (5.14m/s) has the potential to blow dust. Analysis of information supplied by Jersey Meteorology Department indicates that although the site is subject to winds from all directions, winds of over 10 knots are predominantly from the west, south-west and north-east.

Based on the assumption that any significant impact of dust being blown off the site, will not occur below 10 Knots (based on A&AC Ltd's report), then analysis of Jersey Meteorology Department's information suggests that wind speeds capable of enabling the transfer of dust to sensitive receptors will occur for approximately 50% of the year. It has been judged that the sensitive receptors potentially affected by these conclusions will be predominantly to the east, north-east and south-west of Broadlands (see Appendix 1).

The potential for dust to impact at sensitive receptors is dependent upon many factors. Based upon an analysis in The Mayor of London's Best Practice Guidance for 'The control of dust and emissions from construction and demolition' (2006), those considered to be the most relevant to the development proposed at Broadlands include:

1. The location of the site

The commercial area of Broadlands does not have any boundary with the island's road network. It is located in a rural area; 1100 metres from the eastern edge of Jersey Airport's runway. It is surrounded by land within the ownership and control of the applicant to the north, south and west.

2. Proximity of sensitive receptors

There are a number of residential properties located within 200 metres of the site.

3. Extent of land excavation

The development proposed includes the excavation of Field 712 and a new access track from Le Mont Fallu.

4. Nature, location and size of stockpiles and the length of time they are to be on site

The commercial operations carried out by W.P.Recycling at Broadlands results in the creation and maintenance of stockpiled material.

5. Occurrence and scale of dust generating activities

The commercial activities carried out by W.P.Recycling involve ongoing activities that generate dust. Using the criteria specified in The Mayor of London's Best Practice Guidance the operation of Broadlands by WPR is defined as a High Risk Site in respect of the potential for dust to be generated and dispersed.

6. Number and type of vehicles and plant required on site

The commercial activities carried out by W.P.Recycling involve the operation of crushers, screeners and graders and the movement of heavy vehicles.

7. Potential for dust to be made airborne through vehicle movements

The commercial operation of Broadlands by W.P Recycling generates on average 230 vehicle movements to and from the site per day.

8. Weather conditions

As part of the Environmental Impact Assessment process carried out for the site, The Jersey Meteorology Department was consulted to understand prevailing weather conditions. Information about rainfall shows that there is a clear seasonal pattern with most rainfall occurring during the winter months. Information has also been collected to understand (approximately) how many days the Island receives rain. According to the Jersey Meteorological Department (Jersey Met) a rain day is a period of 24 hours, in which at least 0.2 mm of precipitation is recorded. There are on average 14.7 rain days per month, with this average being exceeded during the months October – March.

A wind rose prepared by Jersey Met (included in the 2009 Environmental Statement) shows that on average wind direction for approximately 50% of the year is from west; this ranges from north-westerly to south-westerly. The other significant prevailing wind direction is from the north-east; wind is received from this direction for nearly 20% of the year. For 40.8% of the year average wind speeds do not exceed 10 knots. For 46.8% of the year wind speeds are between 11and 21 knots. Wind speeds greater than 21 knots are unusual and represent some 5.2% of wind speeds experienced throughout the year.

The potential for contaminated land to be handled on the site a result of the development proposed has been evaluated by Geomarine in June 2010. The results of further testing are expected very shortly. The results of the June assessment have already been submitted as part of the EIA process. The findings of the contamination and groundwater monitoring programme and subsequent interpretation and assessment of the data are summarised below:

- There does not seem to be a risk to human health from contaminated land for the works on the operations site.
- The groundwater is not impacted with contaminants and is suitable for use on site.

- There is no risk in relation to plant phytotoxicology.
- There is no risk to construction materials.

An assessment of the most recent investigation can only be made when the findings are made available by Geomarine. These will be forwarded as soon as they are available.

5.0 Sources of dust

During construction:
The development has been phased to allow the logistics and operation of the site to be managed efficiently and effectively. The phasing proposed is explained below. It is planned that commercial operations will continue during the operational phase of the development.

Phase 1. Field 716, Part field 712, Part Field 715, Games Field and access road		
	i.	Field 716 remains commercial operating area for WPR during construction. Existing drainage arrangements used until new commercial yard fully operational. Foul sewage pumped to the existing pumping station on the western part of the Broadlands site and then to the foul mains in Le Mont Fallu. The edge of the existing concrete apron along the northern boundary of Field 716 is formed by an up-stand and low wall; this directs all surface water falling on the concrete apron into the existing catch-pit.
	ii.	Western part of Field 712 and part of north-west corner of Field 715 will be excavated to install drainage and water supply infrastructure and the foundations for the workshop. Existing bund to north of proposed workshop to remain in place.
	iii	Reinforce existing bund along northern boundary of Field 712 with excavated material. Extend bund to the north of Field of 717 across eastern end of 'games field'. Newly formed bunds to be covered in Tensar matting and landscaped. Gabions will be provided along the excavated section of yard.
	iv	Formation of new access road and parking areas, including all services, water and drainage infrastructure and connection to foul sewer. Wheel-washing facilities created, but not made operational until the necessary infrastructure has been constructed to enable water to be collected, filtered and discharged appropriately. Bund created along eastern boundary of parking area, covered in Tensar matting and landscaped. Upon completion, all traffic to WPR along this route.
	v	When all drainage and other underground infrastructure have been completed all the unsurfaced areas will be concreted over to the specified new levels and the workshop constructed. The edges of the new concrete apron will be formed by an upstand. These features ensure that all surface water is directed onto the concrete area.
	vi.	Field 715 used for the temporary storage of processed top-soil and sand and the parking of staff vehicles. Stock-piled material will be grassed over to minimise the potential for dust to escape from the site. Weather conditions will also be monitored and the water tanker used to apply appropriate dust mitigation if necessary.
Phase 2. Field 712		
a.	**i.**	The remainder of Field 712 will be cleared of top-soil. This material will be stored at the eastern end of Field 712 as a temporary bund. This bund will be grassed over to prevent the potential for escaped material to cause a nuisance as dust.
b	**ii.**	The remainder of Field 712 will excavated to a depth of 4 metres. The clay/sub-soil will be used to create the permanent bunds along the southern and eastern boundaries of Field 712 and complete the northern bund along the northern boundary.. Stock-piled top-soil will be used to cover this bund. All new bunds will be covered in Tensar matting and landscaped. Gabions will be provided along

		the excavated section of yard.
	iii.	All new service infrastructures will be provided, including water collection and drainage infrastructures which will be connected to that already constructed under the new access road and Field 715. Foul sewage connection now provided via gravity fed system under new access road.
	iv.	Permanent dust suppression infrastructure will be introduced along the perimeter of the permanent bund
	iv.	The excavated area will be concreted over. The edges of the concrete yard have been designed to prevent the escape of any surface water from the edges of the concrete yard.
	v	All operational equipment moved from Field 716 to new operational area to the east of Field 712. Permanent bund along the east of Field 716 constructed. The new bund will be covered in Tensar matting and landscaped. Gabions will be provided along its excavated edge to the east..

It is anticipated that this phase will take 18 months. The potential for dust emissions from activities associated with WPR's development proposals have been summarised in Figure 3.

During Commercial Operation:
When the construction phase has been completed WPR will fully occupy the commercial yard created. A summary of the activities to be carried out that have the potential to cause the generation of dust is summarised in Figure 4.

Hours of Operation:
A breakdown of operating hours for those businesses identified as having the potential to generate dust at Broadlands is summarised below:

Breakdown by business:

	Start	**Finish**	
Dust carts*	4.30am	4.00pm	Mon-Sat inc Bank Holidays
WPR	7.00am	6.00pm	Mon-Fri
	7.00am	1.00pm	Sat
Eco-mix	8.00am	6.00pm	Mon-Fri
	8.00am	1.00pm	Sat

* WPR is currently reviewing its business plans and may decide to stop providing the Parishes with refuse collection services.

Breakdown by activity:

	Start		
Crushing/ screening/grading	8.00am 8.00am	6.00pm 1.00pm	Mon – Fri Sat
Vehicle movements (WPR)	7.00am 7.00am	6.00pm 1.00pm	Mon-Fri Sat
Vehicle loading	7.30am 7.30am	6.00pm 1.00pm	Mon-Fri Sat
Soil and clay handling	8.00am 8.00am	6.00pm 1.00pm	Mon – Fri Sat
Storage of materials	8.00am 8.00am	6.00pm 1.00pm	Mon – Fri Sat

6.0 Contractor's details

Apart from specialist works such as electrical fitting and plumbing all construction will be carried out by WPR. All vehicles required to carry out the development are already on site as are the majority of construction materials. The only significant delivery of material anticipated is cement. This will be delivered in bags and stored in temporary porta-cabins which are already located in the 'games field'.

7.0 Sources of water

Water supply will be delivered via two boreholes (numbered 1 & 3 on submitted drawings). Dust suppression systems will be supplied by water from both these boreholes during the construction period. When the commercial yard is completed Borehole 2 will be used as a back-up for Borehole 3 in the event of its failure.

8.0 Dust control measures

All measures to control dust will employ Best Practicable Means to minimise dust from escaping from Broadlands during the construction process.

General Mitigation Measures

Dust Control Mitigation Measures for the completed yard are illustrated on Drawing nos 232 and 233 included as Appendix 2.

- The operational yard will be located at a lower than surrounding land and will be surrounded by a bund - some 9 metres high at the eastern end of Field 712 and 4-5 metres high towards the western ends of Field 712.
- The entire completed commercial yard, parking areas and new access road will be hard surfaced with either tarmac or concrete.
- Operational areas have been located as far away from residential neighbours as possible.
- A dedicated dust suppression system will be installed around the perimeter of the operational areas of the commercial yard and on the roof of the new workshop.
- All operational equipment is fitted with dedicated dust suppression controls to prevent the escape of fugitive dust during the processing of material.
- A dedicated wheel-washing facility will be provided at the exit of the site for all commercial vehicles.
- Dust suppression units will be provided over the new access road.

Controls applicable at all stages of operation:

- All grading and screening operations will be suspended when winds carry dust beyond the property line despite the implementation of all feasible dust control measures.
- The site will be watered regularly to prevent fugitive dust from escaping from the site.
- An operational water tanker will be available at all times.
- Stockpiles of particulate matter will either be grassed over or watered regularly to reduce wind blown dust emissions.
- All transfer processes involving the free fall of soil or particulate matter will be operated in such a manner as to minimise the free fall distance and fugitive dust emissions.
- Regular watering of all inactive operational areas.
- Provide wheel and vehicle washing from unpaved areas, before vehicles use public roads.
- The existing access route and Le Mont Fallu is swept regularly and kept clear of any escaped material.
- Enforce a speed limit of 5 miles per hour on the site.
- Ensure that person responsible for site management is appropriately trained in dust mitigation controls, onsite enforcement and appropriate signage is provided.
- New landscaped areas will be covered with Tensar matting and ground cover will be established as soon as possible and prior to final use, through seeding and watering.
- No open burning will take place at the site.

Construction phase – Field 716

The existing commercial operation will remain in use on Field 716. The existing access to the site will remain in use until the new access road has been formed.

- Assess weather conditions to plan for dust suppression requirements.
- Maintain stationary stockpiles and ensure they are damped down.
- Any stockpiled material that is to be relocated will be damped down regularly as necessary.
- Ensure that a water tanker is available at all times to provide damping down as necessary.
- Retain existing dust suppression system over access road and clean access road regularly.
- Retain dedicated staff to wash wheels and vehicles as necessary.
- Graders and screeners in use will retain dust containing canopies over areas where dust is generated.
- Assess Le Mont Fallu and sweep road as necessary.
- Cement is stored in the temporary porta-cabins located on the 'games field'.

Construction works – Access road

Part of the road has already been excavated; excavation will be needed to provide the proposed parking areas.

- Assess weather conditions to plan for dust suppression requirements.
- Form new bunds and introduce planting regimes immediately. Bunds will be covered by Tensar matting. New landscaping will require regular watering in drier conditions. Water delivered by dedicated irrigation system
- During excavation works, the water tanker will be kept on hand to damp down as necessary.
- Dedicated wheel washing facilities will be available when the access road is complete. All commercial vehicles entering and exiting the site will have their wheels washed as necessary.

Construction works – Field 712

The excavation of Field 712 will be carried out in two phases. The first phase involves the excavation of the western part of the field to provide the new workshop and associated service areas. Phase two involves the excavation of the remainder of the field to complete the commercial yard.

All top-soil will be removed from Field 712 at an early stage and stored at the eastern end of Field 712 as a temporary bund. It will be grassed over immediately and a water tanker used to suppress the potential for the creation of dust until this grass has become established.

The excavation of clay and sub-soil layers allows the bunds around the perimeter of the site to be formed. These bunds will be covered with the excavated top-soil, covered in Tensar matting and landscaped immediately. Plants will be maintained with regular watering via a percolation system. The dust suppression system designated for these bunds will be installed and made operational upon the completion of the yard.

Following these works the operating area of the site will be lower than the existing site level. Together with the new bund to the north, a barrier some 4.5 metres high will ultimately be created along the northern boundary. During the construction of this area material will continue to be processed on Field 716, where existing dust suppression controls will remain in force.

When the commercial yard has been lowered to the specified level and all necessary infrastructures installed, the site will be hard-surfaced. Upon completion of these works the commercial yard will be concreted over and all processing equipment moved to this area.

Eco-Mix

The operation of the Eco-Mix will continue during construction and will also provide the concrete for the commercial yard. The loading of materials will take place in accordance with the general

mitigation measures described above. Cement will be delivered in bags and stored in the temporary port-cabins located in the ‘games field’ Use of a pipe and hopper reduces the escape of dust to a minimum.

Upon completion of the workshop and its connection to the foul sewerage system the Eco-mix business will be relocated to the new workshop.

Dust Control Action Plan for W.P.Recycling – Methodology and Record Keeping

The use of water is the predominant method of suppressing dust at Broadlands and will continue to be upon completion of the development proposed. Increasing the moisture content around processing areas, finer materials agglomerate into larger particles and are less likely to escape from the site. Atmospheric conditions will be assessed by a qualified member of WP Recycling staff and if insufficient moisture is present in the atmosphere moisture content will be increased through the mechanical application of water. The dust suppression system for the completed project is illustrated on the drawings included as Appendix 2. The amount of water required to sufficiently control dust emissions is described in Figure 5; however it must be noted that the amount of water needed is dependent upon the characteristics of the materials (e.g. surface moisture content), ambient conditions (e.g. rainfall, humidity, temperature), activities occurring in the area (e.g. vehicle traffic, vehicle weight, speeds) and other factors.

Action Plan

A daily record of dust suppression activity will be kept, based upon the following draft plan:

Location	Dust Suppression Systems available	Action taken in dry conditions
Processing area	• Canopies over processing areas • Perimeter dust suppression • Water tanker	• Canopies delivering 75 litres of water per minute are switched during operation. • Perimeter dust suppression system delivering 30.5 litres of water per minute are switched during commercial operation. • Water tanker with capacity of 11.36 m³ available if necessary
Stock-pile areas	• Perimeter dust suppression • Dedicated suppression used in dry conditions • Water tanker	• Perimeter dust suppression system delivering 30.5 litres of water per minute are switched during operating hours. • A spur from perimeter system will be taken in dry conditions and used locally every 3 hours. • Water tanker with capacity of 11.36 m³ available if necessary
Commercial Yard parking area	• Perimeter dust suppression • Water tankers • Road sweeping • Dust suppression on roof of workshop	• Perimeter dust suppression system delivering 30.5 litres of water per minute are switched on during operating hours. • Water tanker with capacity of 11.36 m³ available if necessary and used every three hours • Carried out daily in dry conditions •
Access road and Le Mont Fallu	• Water tanker • Road sweeping • Wheel washing	• Water tanker with capacity of 11.36 m³ available in dry conditions and used every three hours • Carried out daily in dry conditions • Wheel washing facility at exit point of commercial yard washes all commercial vehicle wheels

Plan maintenance

A copy of this Dust Control Action Plan will be retained on site and made available to any authorised States representative upon request. Charts will be located in the water tanker and next to valves, to record use.

Any revisions to the Plan shall be submitted to the Planning Department for approval.

Staff Training

All W P Recycling staff responsible for dust suppression activities will be made aware of this Plan and its content, including control methods and associated record keeping requirements. Staff will immediately be made aware of any revisions to the Plan.

A copy of the Plan shall be maintained in a location that is accessible to all W P Recycling staff (e.g. main office).

Noise Action Plan

For:

W.P.Recycling
Broadlands
Le Mont Fallu
St Peter

September 2010

Contents

1.0 Introduction

A Noise Action Plan has been requested by the Health Protection Section of the Health and Social Services Department as part of the Environmental Impact Assessment (EIA) process for development proposals at Broadlands, Le Mont Fallu, St Peter. W.P.Recycling Ltd (WPR) is seeking to improve and enlarge an existing recycling and waste management facility at the site. The scheme includes a new vehicular access from Le Mont Fallu and associated landscaping works and the reinstatement of residential development lost during a fire 2008.

This Plan is designed to explain how mitigation measures to be employed at the site are intended to follow best practicable means of managing the effects of any noise arising from the construction phase and the ongoing operation of Broadlands by WPR. This Action Plan uses the information and findings of the assessment presented in the Environmental Statement and the observations of a noise impact assessment completed by A&AC Ltd for the site, already presented as part of the Environmental Statement already submitted for proposals at Broadlands.

2.0 Purpose of the Plan

1. Explain context for assessing arisings of noise using A&AC Ltd's impact assessment.
2. Identify sources of noise.
3. Explain mitigation measures during construction.
4. Explain ongoing mitigation measures during operation.

3.0 Location of Broadlands and development proposals

The location of Broadlands is illustrated in Figure 1. The development proposed involves modernising and extending an existing waste management and recycling facility, to include a new vehicular access from Le Mont Fallu and associated landscaping works. A Masterplan showing the extent of the works is included as Figure 2. The site area of the proposed new commercial yard is some 7095m².

4.0 Site evaluation

PPG 24: Planning and Noise (2006) states that much of the development which is necessary for the creation of jobs and the construction and improvement of essential infrastructure will generate noise. The planning system should not place unjustifiable obstacles in the way of such development.

Noise is an inevitable consequence of the operation of a waste management and recycling facility, and of the construction process to facilitate new construction. The impact of noise arising from the existing and proposed use of the site by WPR was assessed by A&AC Ltd and presented in the Environmental Statement submitted in October 2009. A further report was submitted by A &AC Ltd in June 2010.

There are a number of sources of noise from recycling and waste management activities. The main sources of noise arising from the commercial operations by WPR were identified in the Environmental Statement submitted in 2009 and include crushing, screening, grading, movement of materials, tipping materials from lorries and vehicle engines.

The potential for noise to cause a nuisance to sensitive receptors depends on the location of sensitive receptors. Sensitive receptors have been identified in all directions around Broadlands (see Appendix 1). The closest sensitive receptors are some 150 metres away from the area designated within the commercial yard for processing and operating noisy equipment.

The proposed commercial yard has been designed to locate the noisiest operations as far away from residential neighbours and surrounding users as possible. Commercial plant and equipment is positioned at the eastern end of the site; the workshop has been located at the western end and designed to provide an additional acoustic barrier. The new access road,

designed to be lower than the level of surrounding land, takes commercial traffic further away from residential neighbours.

Based upon the noise measurements recorded by A&AC Ltd in 2009 of current operations, it appears that noise levels experienced by sensitive receptors, as a result of the existing commercial use of Broadlands, are below 55 dB (A) L90. The finished development proposed involves:

- the lowering of the commercial yard by some 4m;
- the construction of landscaped bunds some 4-8m high around the entire commercial yard (apart from entrance);
- relocating noisy commercial operations to the eastern end of Field 712;
- constructing the workshop (some 10 metres high) at the western end of Field 712, with all large openings on the east elevation facing the commercial yard;
- locating internal storage of materials to west of commercial operating area to provide an additional bund;
- lowering the height of the parking area and constructing bunds on either boundary; and,
- increasing the distance between the commercial site and the location of any reinstated residential development.

A further assessment of noise has been carried out by A&AC Ltd (included as Appendix 2). This was carried out to provide further information to explain that the impact of noise from the commercial use of the yard upon future residents in reinstated accommodation will not result in harm. The findings show that the operation of the future use of the commercial site is expected to fall within Noise Exposure Category A (PPG 24: Planning and Noise).

There are no proposals to increase commercial activity at Broadlands, therefore the use of plant and equipment the site and the number of vehicle movements to and from the site can be expected to remain constant. As soon as WPR receives planning permission for the new commercial yard, it will be able to develop a business plan which upgrades equipment and plant. This is expected to reduce noise levels generated by the commercial operation of the site even further.

On the basis of the information provided by A&AC Ltd and the consideration of UK government guidance it is concluded that:

1. the reduction in height of the site;
2. the creation of significant new bunds around the perimeter of the site;
3. the relocation of noisy machinery and processing to the eastern part of the site; and,
4. the provision of a new workshop in which maintenance can take place;

will reduce the impact of noise from commercial operations by WPR upon sensitive receptors. This is considered to be a positive impact

5.0 Sources of noise

During construction:

The development has been phased to allow the logistics and operation of the site to be managed efficiently and effectively. The phasing proposed is explained below. It is planned that commercial operations will continue during the operational phase of the development.

Phase 1. Field 716, Part field 712, Part Field 715, Games Field and access road		
	i.	Field 716 remains commercial operating area for WPR during construction. Existing drainage arrangements used until new commercial yard fully operational. Foul sewage pumped to the existing pumping station on the western part of the Broadlands site and then to the foul mains in Le Mont Fallu. The edge of the existing concrete apron along the northern boundary of Field 716 is formed by an up-stand and low wall; this directs all surface water falling on the concrete apron into the existing catch-pit.

	ii.	Western part of Field 712 and part of north-west corner of Field 715 will be excavated to install drainage and water supply infrastructure and the foundations for the workshop. Existing bund to north of proposed workshop to remain in place.
	iii	Reinforce existing bund along northern boundary of Field 712 with excavated material. Extend bund to the north of Field of 717 across eastern end of 'games field'. Newly formed bunds to be covered in Tensar matting and landscaped. Gabions will be provided along the excavated section of yard.
	iv	Formation of new access road and parking areas, including all services, water and drainage infrastructure and connection to foul sewer. Wheel-washing facilities created, but not made operational until the necessary infrastructure has been constructed to enable water to be collected, filtered and discharged appropriately. Bund created along eastern boundary of parking area, covered in Tensar matting and landscaped. Upon completion, all traffic to WPR along this route.
	v	When all drainage and other underground infrastructure have been completed all the unsurfaced areas will be concreted over to the specified new levels and the workshop constructed. The edges of the new concrete apron will be formed by an upstand. These features ensure that all surface water is directed onto the concrete area.
	vi.	Field 715 used for the temporary storage of processed top-soil and sand and the parking of staff vehicles. Stock-piled material will be grassed over to minimise the potential for dust to escape from the site. Weather conditions will also be monitored and the water tanker used to apply appropriate dust mitigation if necessary.
Phase 2. Field 712		
a.	**i.**	The remainder of Field 712 will be cleared of top-soil. This material will be stored at the eastern end of Field 712 as a temporary bund. This bund will be grassed over to prevent the potential for escaped material to cause a nuisance as dust.
b	**ii.**	The remainder of Field 712 will excavated to a depth of 4 metres. The clay/sub-soil will be used to create the permanent bunds along the southern and eastern boundaries of Field 712 and complete the northern bund along the northern boundary. Stock-piled top-soil will be used to cover this bund. All new bunds will be covered in Tensar matting and landscaped. Gabions will be provided along the excavated section of yard.
	iii.	All new service infrastructures will be provided, including water collection and drainage infrastructures which will be connected to that already constructed under the new access road and Field 715. Foul sewage connection now provided via gravity fed system under new access road.
	iv.	Permanent dust suppression infrastructure will be introduced along the perimeter of the permanent bund
	iv.	The excavated area will be concreted over. The fall of the new concrete directs all surface water away from the edges of concrete area and into drainage infrastructure. The edges of the concrete yard have been designed to prevent the escape of any surface water from the edges of the concrete yard.
	v	All operational equipment moved from Field 716 to new operational area to the east of Field 712. Permanent bund along the east of Field 716 constructed. The new bund will be covered in Tensar matting and landscaped. Gabions will be provided along its excavated edge to the east..

It is anticipated that this phase will take 18 months.

During Commercial Operation:
When the construction phase has been completed WPR will fully occupy the commercial yard created.

There are a number of sources of noise from recycling and waste management activities. The main sources of noise arising from the commercial operations by WPR were identified in the

Environmental Statement submitted in 2009 and include crushing, screening, grading, movement of materials, tipping materials from lorries and vehicle engines.

Hours of Operation:
A breakdown of operating hours for those businesses operating from Broadlands is summarised below:

Breakdown by business:

	Start	**Finish**	
Dust carts*	4.30am	4.00pm	Mon-Sat inc Bank Holidays
WPR	7.00am	6.00pm	Mon-Fri
	7.00am	1.00pm	Sat
Eco-mix	8.00am	6.00pm	Mon-Fri
	8.00am	1.00pm	Sat

Breakdown by activity:

	Start		
Crushing/ screening/grading	8.00am 8.00am	6.00pm 1.00pm	Mon – Fri Sat
Vehicle movements (WPR)	7.00am 7.00am	6.00pm 1.00pm	Mon-Fri Sat
Vehicle loading	7.30am 7.30am	6.00pm 1.00pm	Mon-Fri Sat
Soil and clay handling	8.00am 8.00am	6.00pm 1.00pm	Mon – Fri Sat
Storage of materials	8.00am 8.00am	6.00pm 1.00pm	Mon – Fri Sat

* WPR is currently reviewing its business plans and may decide to stop providing the Parishes with refuse collection services.

6.0 Contractor's details

Apart from specialist works such as electrical fitting and plumbing all construction will be carried out by WPR. All vehicles required to carry out the development are already on site as are the majority of construction materials. The only significant delivery of material anticipated is cement. This will be delivered in bags and stored in temporary porta-cabins which are already located in the 'games field'.

7.0 Noise control measures

In addition to the site design features explained in Section 4, there are further mitigation measures which can be identified which are designed to control noise at source:

- Vehicle loading does not start until 7.30am and does not take place after 6.00pm Monday to Friday, 7.30am until 1.00pm Saturday.
- Drop-heights are kept to a minimum, and the loading and unloading of vehicles is carefully managed.
- Vehicles and equipment are turned off when not in use.
- Processing equipment is not started until 8.00am and is turned off at 6.00pm in the summer and 5.00pm in the winter.
- Vehicles, plant and equipment will be maintained regularly and upgraded as necessary.
- Reversing alarms disabled in the car-park.
- Other commercial operations which have the potential to generate noise will not take place before 8.00am, or after 6.00pm in the summer and 5.00pm in the winter.
- 5mph speed limit on site.

Construction phase

It is possible that there may be some disturbance to the users of the surrounding area and sensitive receptors through the generation of noise during the construction process. To ensure that any disturbance is kept to a minimum, the mitigation measures described above will be employed through the construction phase.

Noise Control Action Plan for W.P.Recycling – Methodology and Record Keeping

- Responsibility of contractor and Director of WPR.

Action Plan

- It will be the responsibility of the contractor to ensure that the development is carried out in accordance with the information provided in this Plan.

- Ensure that requirements of Action Plan are printed and made available for all staff to review.

- Ensure that qualified member of staff is available to ensure that noise control measures are implemented.

- Noise control measures will need to be reviewed regularly and further testing commissioned if necessary.

- Regular maintenance and upgrading of plant, equipment and vehicles to meet necessary standards.

Appendix 1 – Location of Sensitive Receptors

Appendix 2 – A & AC Ltd Noise Report