LANGLEY CONCRETE BATCHING PLANT

Part B Environmental Permit Application

Supporting Statement

CL200525

Capital Concrete Ltd

Part of the Brett Group

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1.0 INTRODUCTION

Capital Concrete Ltd (CCL) began operating in late-2018 with the wider London area being its core business area. It currently comprises of nine concrete batching plants in Staines, Wembley, Cricklewood, Croydon, Bow, Enfield, Silvertown, Romford and Rainham. The new plant at Langley, near Slough will be Capital Concrete's 10th plant.

CCL operate as part of the Canterbury based and family owned Brett Group who have been in the heavy building material sector for 110 years, and employ over 700 people, predominantly in the Southeast of England.

On behalf of CCL, the Brett Group SHE Department has prepared an application for a Part B Environmental Permit for the forthcoming Langley Concrete Batching Plant. The batching of ready mixed concrete falls under Section 3.1 Part B (b) of the Environmental Permitting (England and Wales) Regulations 2016.

This supporting statement includes a description of the site's environmental setting and provides details on the operation of the installation, including the management system that will be implemented at the site. The proposed operations are compared with indicative Best Available Techniques (BAT) as outlined in Process Guidance Note 3/1, and a risk assessment outlines the measures that will be taken to manage and monitor emissions to air. It will be ensured that the operation does not give rise to an adverse impact on human health or the environment.

Drawings and technical specifications for emission abatement equipment are included as required by the permit application form.

1.1 Permitted Activities

The proposed activities at the site are listed within Part 2, Schedule 1 of the Environmental Permitting (England and Wales) Regulations 2016 as follows:

Chapter 3, Section 3.1, Part B (b) '*blending cement in bulk or using cement in bulk other than at a construction site, including the bagging of cement and cement mixtures, the batching of ready-mixed concrete and the manufacture of concrete blocks and other cement products'.*

2.0 ENVIRONMENTAL SITE SETTING

The proposed Langley Batching Plant (National Grid Reference TQ 01568 79824) is located on land at the former Langley Oil Terminal, now an industrial site which is situated next to Langley Railway Station, Slough, SL3 6ED. The location of the concrete plant site is indicated on Figure 1 whilst the layout of the site is shown on Figure 2.

To the immediate east of the site will be an aggregates depot which is operated by a third party, where sand and gravel is transported to depot via train and sold onwards to customers via road. This third party operation will provide aggregates for the production of ready mix concrete at Capital Concrete's new proposed concrete batching plant.

To the immediate west of the proposed concrete plant will be an aggregate bagging operation also operated by a third party. The southern boundary of the site is formed by the mainline railway whilst to the north is a variety of industrial activities.

The nearest residential neighbours are approximately 100m south of the CCL site, with a railway line situated between the plant and housing. Due to the elevation of the railway line, residents' views of the concrete batching plant will be obscured.

3.0 DESCRIPTION OF OPERATIONS

The CCL concrete batching plant has an expected production volume of 55,000m^3 of ready mixed concrete (which includes flowing screed) per annum.

Bulk aggregate supplies will be from the adjacent depot which is train fed but other materials will be delivered to the site by road. The concrete products will be delivered to customer construction sites in road going truck-mixers.

3.1 Site Layout

The location of the site and the proposed site layout of the concrete batching plant are shown on Figure 1 and Figure 2 respectively.

3.2 Process Plant

The concrete batching process plant will consist of the following:

- 1 x aggregate feed hopper and aggregate conveying belt
- 4 aggregate bins with a canopy over them
- 1 x batch conveying belt
- 1 x 2m3 Teka pan mixer
- 3 x 100t silos
- 1 x 45t silo
- 1 x 40,000 litre recycled water tank
- 2 x 30,000 litre freshwater tanks
- 1 x 50 kg admixture weigher
- 4 x admixture tanks up to 5,000 litres
- 1 x control cabin
- 1 x secure storage container and plant service unit
- 1 x Welfare container

A summary of the materials quantities and storage, and silo specification is provided in Appendix 01.

3.3 Feedstock

The feedstock expected to be accepted on site will comprise of coarse and fine aggregate, cement, PFA, GGBS, admixtures (liquids or fibres) and water. The basic operation of the concrete batching plant comprises the controlled discharge of measured quantities of these feedstocks into a mixing unit.

3.4 Manufacturing Process

The manufacturing process can be broken down into 7 stages as shown below:

1. Aggregates will be delivered by mobile plant from the adjacent third-party aggregates depot and loaded into ground level storage bays and directly into the feed hopper as required;
2. From the feed hopper the aggregates are conveyed to high level storage bins via a covered radial conveyor which distributes the different grades of aggregate into different storage bins;
3. Cement and cement substitutes (e.g. GGBS) will be imported by road and unloaded pneumatically direct into the silos;

4. The discharge of the correct proportion of different aggregates into the mixing unit will be controlled by the Plant Supervisor in the batch cabin using the proprietary computer system;
5. Cement and cement substitute will be fed from the silos via an internal weigh hopper into the mixing unit by a sealed screw conveyor. There will be spray bars around the loading head to prevent any dust emissions;
6. Any required admixtures and water will be added to the cement and aggregate mixture; and
7. The components will be mixed then discharged into the onsite drum mixer before being mixed and subsequently deposited into the truck-mixer located below.

3.5 Cement and Cement Substitutes

Cement and GGBS will be imported by conventional bulk tankers which have filters fitted and air pressurisation equipment (controlled by the driver). On delivery, the driver pressurises the tank so the powder becomes mobile and is forced through a four inch (10cm) rubber pipe which is connected to a steel four inch (10cm) pipe by the way of a unicone interlocking connector. The cement and air then travel along the pipe into the sealed steel silo which is approximately 100t capacity. The maximum discharge pressure will be marked adjacent to each filling pipe.

The transfer of cement from the silos to the weigh hopper will be by sealed screw conveyor.

3.6 Aggregates

The majority of aggregates used in the process will be delivered from the adjacent aggregates depot. The aggregate will be inherently damp resulting from wet mineral grading process prior to delivery and subsequent dust suppression. Occasionally specialist aggregates such as limestone and Lytag will be required and delivered by road.

The ground level aggregate storage bays, for the holding of specialised aggregates, will be 3-sided, with material kept below the top of the bay walls to prevent wind whipping. In prolonged dry conditions the bays will be dampened down with tractor and bowser, or hosepipe, as per the Dust Action Plan (Appendix 05).

The aggregate feed hopper will be marked on the inside with the fill limit, which will not be exceeded during the delivery process. The radial conveyor from the hopper to the high-level bins will be covered and fill height set to prevent overfilling of the storage bins. The storage bins will be covered by a canopy and all bins will possess a high-level alarm which will shut off the conveyor to stop overfilling of the bays, preventing spillages and wind whipping.

3.7 Admixtures

Admixtures (liquid, powder and short metal or plastic fibres) will be delivered by road. Bulk liquid admixtures will be stored in locked double skinned tanks and will be pumped from a lorry through a plastic feed pipe directly into the tank. The powder admixtures will arrive in plastic sealed tubs and will be stored in a locked metal storage container. Fibrous admixtures will arrive in plastic bags inside boxes and will also be stored in a locked metal storage container.

3.8 Other Materials

Small quantities of other materials will be stored on site, such as acids for cleaning, greases/lubricants for plant maintenance which will be stored in a secure storage unit. Process wastes and other wastes will be stored in securely covered Eurobins and covered skips as required.

3.9 Site Surfacing

The concrete plant surface will comprise concrete hardstanding. The yard surface 'contours' will be set so that rainwater and process water in the core operational area is collected in a wedge pit and then pumped to a recycled water tank for use in the concrete batching process.

3.10 Emission Control from Silos

In order to satisfy the requirements of BAT, the cement storage silos will be fitted with a number of environmental control features aimed at preventing accidental release of cementitious materials into the atmosphere, as detailed below:

3.10.1 Rotating Level Indicators

The rotating level indicators are designed to monitor the level of cement within each of the silos. Each silo will be fitted with a rotating measuring paddle. If the cement level reaches the measuring paddle, the rotation will be blocked. The resulting reaction torque will activate a limit switch output signal that will stop the motor, and alert staff with a siren and flashing beacons. Once the cement level falls below the paddle radius, a spring will pull the motor back into its operating position.

The full details of the rotating level indicators are included as Appendix 02.

3.10.2 Silo Venting Filters

Each silo will be fitted with a cylindrically shaped dust collector for venting displaced air from the pneumatically filled silos. It will contain vertically mounted POLYPLEAT® filter elements that will be integrated into the weather protection cover. Dust separated from the air flow will drop back into the silo once the integrated automatic pulse-jet air cleaning system has removed it from the filter elements.

The full details of the venting filters are included in Appendix 02.

3.10.3 Pressure Relief Valve

The silos will also be fitted with pressure relief valves as a failsafe. The valve lids will remain closed when the pressure value remains within the pre-set limits. If the pressure inside the silo exceeds the pre-set limit, the lid will be pushed up and the pressure can escape.

Details on the pressure release valve are provided in Appendix 02.

3.11 MANAGEMENT SYSTEM

The activities carried out at the at the Langley Concrete Batching Plant will be managed and operated in accordance with the Brett Group Integrated Management System (IMS) known as QHEST (Quality, Health, Environment, Safety, Sustainably Together) which combines the requirements for quality, occupational health, environment, sustainability and safety into one

comprehensive set of procedures. Capital Concrete Ltd is certified to the following standards through use of this IMS:

- BS EN ISO14001:2015, Environmental Management Systems;
- BS EN ISO9001:2015, Quality Management Systems;
- QSRMC Quality and Product Conformity Regulations 2003 (EN 206-1); and
- BES 6001 Issue 3 Responsible Sourcing of Construction Products.

The key features of the QHEST IMS are:

- All operations are assessed in accordance with procedure BG1.3 QHEST Risk Assessment which covers health, safety, environment and product quality aspects
- Operations are controlled in accordance with a range of procedures, most pertinent to this application are Brett Group and Capital Concrete Procedures (see Appendix 04)
- Each operation has an Emergency Action Plan and staff are trained and rehearsed in its implementation: procedure BG5.1 Emergency Preparedness and Response
- Any accidents, incidents and near misses are reported and investigated in accordance with BG5.2 Reporting and Investigation of Accident, Incident and Complaint and BG5.3 Near Miss Reporting

Operational procedures on site will include the daily inspection of pollution control measures and critical control systems, and the testing, calibration, and maintenance of equipment in accordance with the IMS.

All aspects of the site operations will be inspected daily to ensure compliance with the Site Authorisations, and the results of the inspections will be recorded on the Daily Inspection Sheets. The Plant Supervisor will supervise the aggregate and cement deliveries, control material handling and production of the concrete product.

An introduction to the IMS and contents list of Brett Group and CCL procedures and guidance notes are included as Appendix 03. Example of key CCL operating procedures are included as Appendix 04.

In addition, a Dust Action Plan has been produced in accordance with planning permission SP/2012/01132 and is included as Appendix 05.

4.0 EMISSIONS MANAGEMENT AND MONITORING ASSESSMENT

Potential emissions associated with the operation of the concrete batching plant, together with the management techniques and monitoring measures that will be implemented to ensure that the operations do not give rise to an unacceptable environmental impact are described in detail in the following Risk Assessment (Table 1).

The risk assessment has been conducted to consider the potential impacts of the dust emissions from the ready-mix concrete batching plant.

The assessment is based on the source – pathway – receptor model and has considered proximity of receptors identified in Section 2 and the prevailing south-westerly wind direction. The potential sources of emissions to air are listed below and their locations are shown on 'Figure 2: Site Layout and Permit Application Boundary Plan'.

- Cementitious materials during delivery and when in storage (in silos)
- Aggregate during loading of main feed hopper and conveyance to and storage in the aggregate bins on the plant
- Aggregate and cementitious materials during the concrete batching and screed mixing process
- Discharge of screed and concrete products into the delivery truck and exit of this vehicle from the site
- Aggregate and cementitious materials during plant maintenance and cleaning
- Cementitious, aggregate, and mixed concrete waste in wedge pit and drying bay
- Yard surface in dry conditions
- Plant start up and shut down

Section 3 has outlined the dust arrestment equipment to be installed and included reference to control and monitoring measures embedded in the QHEST management system. The system forms the risk management measures and Operating Techniques that will be implemented in accordance with procedures, specifically BG4.1 Monitoring and Inspection, and CCOP 1.1 Delivery and Storage of Cementitious Materials, to ensure that the concrete plant does not give rise to unacceptable emissions. It is referenced in the risk assessment included as Appendix 05.

The risk assessment shows that the mitigation measures integrated into the plant equipment and infrastructure, and the overall management of the site, will ensure that there will not be any discernible impact on any receptors or significant emissions to air.

A Dust Action Plan has also been created (produced by Entran, dated November 2023), further to Condition 12 of planning permission P/03868/002 (dated 19th July 2023), will be adhered to at all times. A copy of the Dust Action Plan has been included as Appendix 05.

5.0 BEST AVAILABLE TECHNIQUE ASSESSMENT

The proposed Langley concrete batching plant will have the latest industry control technology which complies with Process Guidance Note 3/1 (04) representing Best Available Techniques (BAT).

CCL's other concrete batching plants are located in urban areas, often with residential premises nearby, and none of these operations have given rise to significant concerns or complaints regarding dust. Brett Concrete Ltd, sister company to Capital Concrete, operate at another 19 sites in the Southeast including concrete batching plants at Cliffe (adjacent to a SSSI and Ramsar and near to an RSPB reserve) and Ramsgate Port (adjacent to a SSSI, SPA, SAC and Ramsar). Similarly, none of these Brett operations have given rise to significant concerns or complaints regarding dust.

The management measures detailed in the risk assessment describe the actions that will be taken to control emissions from the facility including the following:

- Loading and unloading processes;
- Delivery from/to silos;
- Delivery from road to aggregate storage area;
- Silo protection system;
- Ground storage activities;
- Conveyors;
- Mixing and blending processes; and
- Management systems & techniques (including supervision and training, preventative maintenance).

Monitoring for the potential for, and any occurrence of, dust emissions is embedded in the QHEST management system procedures applicable to the site. These are based on operator observations, with appropriate records and response plans, and meet the relevant monitoring requirements set out in PGN 3/01 i.e.

Table 4.1 - Emission limits, monitoring and other provisions

Row	Substance	Source	Emission limits/provisions	Type of monitoring	Monitoring frequency
1	Particulate matter	Whole Process	No visible airborne emission to cross the site boundary where harm or nuisance may be caused	Operator observations	At least daily
		Silo inlets and outlets *for silos new since 1st July 2004*	Designed to emit less than 10mg/m3	Operator observations	At time of delivery
		Silo inlets and outlets	No visible emission		

It is therefore concluded that the storage and handling of cementitious materials at the Langley concrete batching plant will be undertaken in accordance with BAT for preventing and reducing emissions to air.

6.0 CLOSING COMMENTS

It is concluded that, with the implementation of the risk management measures described above, the potential hazards associated with the proposed use of cementitious materials at the Langley concrete batching plant are not likely to be significant.

Capital Concrete Ltd is fully committed to ensuring the highest standards are met and will undertake its activities in a manner consistent with best industrial practices, BAT and in accordance with the company's certified management system.

APPENDIX 01

Summary of Materials Quantities and Storage, and Silo Specifications

Appendix 01 - Summary of Materials Quantities and Storage, and Silo Details - Langley

Material	Form	Quantity Stored	Storage	Use
Natural Aggregate - Coarse (10mm and 20mm)	Solid	Max, 200 tonnes in total	4 x 50 tonne storage bins	Bulk ingredient in concrete
Natural Aggregate - Fine (sand)	Solid			Bulk ingredient in concrete
Ordinary Portland Cement (Cem 1)	Powder	100 tonnes	Silo	Bulk ingredient in concrete
GGBS - Ground Granulated blast furnace slag	Powder	100 tonnes	Silo	Bulk ingredient in concrete
Pulverised Fuel Ash (PFA)	Powder	100 tonnes	Silo	Bulk ingredient in concrete
Cemfloor Binder	Powder	45 tonnes	Silo	Bulk ingredient in screed
Admixture - Sika AER 46	Liquid	5000 litres	Double skinned tank	Admixture, use depends on concrete specification
Admixture - Sika P115	Liquid	5000 litres	Double skinned tank	Admixture, use depends on concrete specification
Admixture - Sika VF3400	Liquid	5000 litres	Double skinned tank	Admixture, use depends on concrete specification
Admixture - BASF 315	Liquid	5000 litres	Double skinned tank	Admixture, use depends on concrete specification
Ad Hoc: Admixtures - fibrous	Fibres	Ad hoc, not a regular item - sealed plastic bags bought by the box as required	Locked storage container	Ad hoc admixture, use depends on concrete specification
Ad Hoc: Admixtures - powder	Powder	Ad hoc, not a regular item - small sealed tubs e.g. 2.5kg as required	Locked storage container	Ad hoc admixture, use depends on concrete specification
Ad Hoc: Waterproofing additives	Liquid	Ad hoc, not a regular item - 20 litre containers as required	Locked storage container on drip tray	Ad hoc additive, use depends on concrete specification
Ad Hoc: Specialised additives	Liquid	Ad hoc, not a regular item - 20 litre containers as required	Locked storage container on drip tray	Ad hoc additive, use depends on concrete specification
Ad Hoc: Colour pigment	Powder	Ad hoc, not a regular item - 25kg bags as required	Locked storage container	Ad hoc additive, use depends on concrete specification
Hydrochloric Acid	Liquid	200 litres	10 x 20 litre containers stored in weatherproof, locked and bunded container	Occasional use in dilute form to clean outside of mixer trucks
Grease/lubricants	Liquid	Ad hoc, pack of 12	Locked storage container, on drip tray	For maintenance of fixtures on the batching plant
Mains water	Liquid	60,000 litres	Steel water tank	Used in concrete and screed manufacture
Wash out water	Liquid / some sludge	18,000 Litres	Purpose built wedge pit	Waste product from concrete production
Recycled water - concrete	Liquid	1 x 40,000 litres	Steel water tank	Waste product from concrete production, re-used in concrete manufacture.
Cementitious and aggregate waste	Sludge/solid	80 tonnes	Loose in purpose built washout and drying bays	Waste product from concrete production

Aspect	Silo 1	Silo 2	Silo 3	Silo 4
Contents (from materials tab)	Ordinary Portland Cement (Cem1)	Pulverised Fuel Ash (PFA)	Ground Granulated blast furnace slag (GGBS)	Cemfloor Binder for screed
Capacity (tonnes) from materials tab	100 TONS	100 TONS	100 TONS	45 TONS
Date of manufacture:	01/01/2015	01/01/2015	01/01/2015	01/01/2015
Make:	Eurofab	Eurofab	Eurofab	D&C
Model:	-	-	-	-
Serial number:	Not Provided By Manufacturer	Not Provided By Manufacturer	Not Provided By Manufacturer	Not Provided By Manufacturer
PRV type:	WAM Silo Safe24 System	WAM Silo Safe24 System	WAM Silo Safe24 System	WAM Silo Safe24 System
Filter type:	WAM Silo Safe24 System	WAM Silo Safe24 System	WAM Silo Safe24 System	WAM Silo Safe24 System
Maximum delivery pressure:	2 Bar (28psi)	2 Bar (28psi)	2 Bar (28psi)	2 Bar (28psi)

TABLE 01

Emissions Management and Monitoring Risk Assessment

What do you do that can harm and what could be harmed			Managing the Risk	Assessing the Risk		
Hazard	**Receptor**	**Pathway**	**Risk management**	**Probability of exposure**	**Consequence**	**What is the overall risk**
What has the potential to cause harm?	What is at risk what do I wish to protect?	How can the hazard get to the receptor?	What measures will you take to reduce the risk? – Who is responsible for what?	How likely is this contact?	What is the harm that can be caused?	What is the risk that still remains? The balance of probability and consequence
Delivery of cement / GGBS Release of cementitious material from the discharge connection during the delivery	Local environment and human receptors (e.g. workforce, residential development along main roads)	Air	Cementitious material will be delivered to site in road tankers that benefit from filters and air pressurisation equipment. Cementitious material will be transferred pneumatically to the enclosed silos via hosing and standard sealed couplings. All equipment will be inspected before carrying out the transfer to the silos. The delivery will be observed by the concrete Plant Supervisor, and the delivery driver will be in attendance throughout. The concrete Plant Supervisor will be responsible for implementing risk management measures in accordance with Brett QHEST procedures, including the emergency plan/clean up in event of spillages.	Medium	Dust nuisance	**Not significant**
Release of cement during transfer to the silos	Local environment and human receptors	Air	The delivery process will be visually monitored at all times during unloading, in addition to the monitoring of the silo pressures. The silo protection system alarms will be monitored by the Plant Supervisor.	Medium	Dust nuisance	**Not significant**

What do you do that can harm and what could be harmed			Managing the Risk	Assessing the Risk		
Hazard	**Receptor**	**Pathway**	**Risk management**	**Probability of exposure**	**Consequence**	**What is the overall risk**
What has the potential to cause harm?	What is at risk what do I wish to protect?	How can the hazard get to the receptor?	What measures will you take to reduce the risk? – Who is responsible for what?	How likely is this contact?	What is the harm that can be caused?	What is the risk that still remains? The balance of probability and consequence
			The silo filters will be left on for approximately 15 minutes after delivery has taken place to allow for the filter to be cleaned in readiness for the next delivery. A visual assessment of emissions to air from silos will be made for the duration of each delivery of cementitious material. These assessments will be made from the yard area by the person in control of the pneumatic delivery system. The delivery will be stopped if any emissions of dust are observed and will not recommence until all remedial action has taken place to prevent a recurrence of the emission of dust. The concrete Plant Supervisor will be responsible for implementing risk management measures in accordance with Brett Group QHEST procedures.			
Release of cement / GGBS from the silo during delivery	Local environment and human receptors	Air	<u>Rotating Level Indicators</u> The silos will be protected from overfilling by level indicators linked to the delivery shut off valves**.**	Low	Dust nuisance	**Not significant**

What do you do that can harm and what could be harmed			Managing the Risk	Assessing the Risk		
Hazard	**Receptor**	**Pathway**	**Risk management**	**Probability of exposure**	**Consequence**	**What is the overall risk**
What has the potential to cause harm?	What is at risk what do I wish to protect?	How can the hazard get to the receptor?	What measures will you take to reduce the risk? – Who is responsible for what?	How likely is this contact?	What is the harm that can be caused?	What is the risk that still remains? The balance of probability and consequence
			<u>Pressure Relief Valves</u> The silos will also be fitted with pressure relief valves which will be automatically activated in the event of the pressure exceeding pre-set limits. <u>Venting Filters</u> Silo venting filters ensure there will be no release of cement into the air via the integrated automatic pulse-jet air cleaning system. A visual assessment of emissions to air from silos will be made for the duration of each delivery of cementitious material. These assessments will be made from the yard area by the person in control of the pneumatic delivery system. The delivery will be stopped if any emissions of dust are observed and will not recommence until all remedial action has taken place to prevent a recurrence of the emission of dust.			

What do you do that can harm and what could be harmed			Managing the Risk	Assessing the Risk		
Hazard	**Receptor**	**Pathway**	**Risk management**	**Probability of exposure**	**Consequence**	**What is the overall risk**
What has the potential to cause harm?	What is at risk what do I wish to protect?	How can the hazard get to the receptor?	What measures will you take to reduce the risk? – Who is responsible for what?	How likely is this contact?	What is the harm that can be caused?	What is the risk that still remains? The balance of probability and consequence
			The concrete Plant Supervisor will be responsible for implementing risk management measures in accordance with Brett Group QHEST procedures.			
Delivery of specialised aggregate via road	Local environment and human receptors	Air	Most aggregate will be delivered by mobile plant from the adjacent third party aggregates depot, therefore only small quantities of specialised aggregates will be delivered from external sources by road. Any vehicles delivering aggregate via road will be sheeted or covered. Vehicles will be restricted to 5mph when on site. All vehicles will have exhausts directed vertically upwards to prevent movement of dust at ground level. All concreted areas will be swept and cleaned routinely and additionally whenever necessary. Any unsurfaced areas over which plant and vehicles are required to travel will be damped down with water using a towed water bowser equipped with a spray bar.	Low	Dust nuisance	**Not significant**

What do you do that can harm and what could be harmed			Managing the Risk	Assessing the Risk		
Hazard	**Receptor**	**Pathway**	**Risk management**	**Probability of exposure**	**Consequence**	**What is the overall risk**
What has the potential to cause harm?	What is at risk what do I wish to protect?	How can the hazard get to the receptor?	What measures will you take to reduce the risk? – Who is responsible for what?	How likely is this contact?	What is the harm that can be caused?	What is the risk that still remains? The balance of probability and consequence
			Specialised aggregates will be stored in ground level 3-sided bays with material kept below the top of the bay walls to prevent wind whipping. In prolonged dry conditions the bays will be dampened down with tractor and bowser, or hosepipe, in accordance with the Dust Action Plan. The concrete Plant Supervisor will be responsible for implementing risk management measures in accordance with Brett Group QHEST procedures.			
Transfer of aggregate feedstock from the adjacent depot to the feed hopper and subsequent aggregate storage bins via loading shovel and conveyor	Local environment and human receptors	Air	All aggregate from the adjacent depot head will have been previously washed reducing the risk of dust. Drop heights from the loading shovel during the movement of aggregate from the bays into the feed hopper will be minimised. A 'fill level' marker in the hopper will prevent overfilling. The conveyor transporting aggregate from the feed hopper to the aggregate storage bins will be covered to prevent wind whipping.	Low	Dust nuisance	**Not significant**

What do you do that can harm and what could be harmed			Managing the Risk	Assessing the Risk		
Hazard	**Receptor**	**Pathway**	**Risk management**	**Probability of exposure**	**Consequence**	**What is the overall risk**
What has the potential to cause harm?	What is at risk what do I wish to protect?	How can the hazard get to the receptor?	What measures will you take to reduce the risk? – Who is responsible for what?	How likely is this contact?	What is the harm that can be caused?	What is the risk that still remains? The balance of probability and consequence
			The concrete Plant Supervisor will be responsible for implementing risk management measures in accordance with Brett Group QHEST procedures.			
Transfer of aggregate feedstock from the aggregate storage bins to the sealed plant mixer	Local environment and human receptors	Air	The aggregate storage bins will be covered and partially enclosed. The bins will not be overfilled thereby preventing spillage. The aggregate feedstock will be transferred from the aggregate storage bins to the sealed plant mixer by a covered conveyor, which will prevent wind whipping. The mixer is a sealed unit (when operational) within housing (clad on all four sides plus roof). Spray bars will be fitted to the roof of the loading point and will provide a curtain of water around the loading point each time dry materials are discharged. A visual assessment will be made throughout each transfer to ensure that dust emissions are kept to a minimum.	Low	Dust nuisance	**Not significant**

What do you do that can harm and what could be harmed			Managing the Risk	Assessing the Risk		
Hazard	**Receptor**	**Pathway**	**Risk management**	**Probability of exposure**	**Consequence**	**What is the overall risk**
What has the potential to cause harm?	What is at risk what do I wish to protect?	How can the hazard get to the receptor?	What measures will you take to reduce the risk? – Who is responsible for what?	How likely is this contact?	What is the harm that can be caused?	What is the risk that still remains? The balance of probability and consequence
			The concrete Plant Supervisor will be responsible for implementing risk management measures in accordance with Brett Group QHEST procedures.			
Transfer of cement or cement substitute from the silos to the sealed plant mixer	Local environment and human receptors	Air	Cement and cement substitutes will be fed from the silos to the sealed plant mixer by a sealed screw conveyor via the weigh hopper. The integrity of the sealed conveyor will be checked on a weekly basis via visual inspection. Any accidental spillages of cement will be cleared immediately using either sweeping or wet handling techniques or a vacuum cleaning system in accordance with the Emergency Action Plan. The concrete Plant Supervisor will be responsible for implementing risk management measures in accordance with Brett Group QHEST procedures.	Low	Dust nuisance	**Not significant**

What do you do that can harm and what could be harmed			Managing the Risk	Assessing the Risk		
Hazard	**Receptor**	**Pathway**	**Risk management**	**Probability of exposure**	**Consequence**	**What is the overall risk**
What has the potential to cause harm?	What is at risk what do I wish to protect?	How can the hazard get to the receptor?	What measures will you take to reduce the risk? – Who is responsible for what?	How likely is this contact?	What is the harm that can be caused?	What is the risk that still remains? The balance of probability and consequence
Storage of residual solids from the washing out process in the drying bay	Local environment and human receptors	Air	Residual solids will be stored below wall height in the drying bay until sufficiently drained for offsite disposal. The inherent damp nature of the material will mean it is unlikely to generate dust. Daily, visual inspection at all areas of the site, including the storage areas, and site boundary will be carried out by site personnel. In the event that significant visual dust is observed at the boundaries of the operational areas, action will be taken to suppress the dust in accordance with the Emergency Action Plan. A record of the inspection findings & remedial action taken will be made in the site diary. This information will be retained by Capital Concrete for a minimum of 2 years. The concrete Plant Supervisor will be responsible for implementing risk management measures in accordance with Brett Group QHEST procedures.	Low	Dust nuisance	**Not significant**

What do you do that can harm and what could be harmed			Managing the Risk	Assessing the Risk		
Hazard	**Receptor**	**Pathway**	**Risk management**	**Probability of exposure**	**Consequence**	**What is the overall risk**
What has the potential to cause harm?	What is at risk what do I wish to protect?	How can the hazard get to the receptor?	What measures will you take to reduce the risk? – Who is responsible for what?	How likely is this contact?	What is the harm that can be caused?	What is the risk that still remains? The balance of probability and consequence
Conveyance of product from site	Local environment and human receptors	Air	The final concrete product will be removed off site in a truck-mixer. The wet/damp live ready-mixed concrete product will be dispatched through a rubber sock from the plant drum mixer into the delivery truck. There will be no storage of this live ready mixed concrete product on site. The concrete Plant Supervisor will be responsible for implementing risk management measures in accordance with Brett Group QHEST procedures.	Low	Dust nuisance	**Not significant**
Start up and shut down of plant	Local environment, human receptors and site operatives	Air	All plant will undergo planned preventative maintenance and will be maintained and checked as per manufacturer's instructions. These measures will ensure that all emissions to air are kept at a minimum during start up and shut down of the plant.	Low	Dust nuisance	**Not significant**

What do you do that can harm and what could be harmed			Managing the Risk	Assessing the Risk		
Hazard	**Receptor**	**Pathway**	**Risk management**	**Probability of exposure**	**Consequence**	**What is the overall risk**
What has the potential to cause harm?	What is at risk what do I wish to protect?	How can the hazard get to the receptor?	What measures will you take to reduce the risk? – Who is responsible for what?	How likely is this contact?	What is the harm that can be caused?	What is the risk that still remains? The balance of probability and consequence
			All operatives at the concrete batching plant will be suitably trained to ensure the efficient running of the plant. The concrete Plant Supervisor will be responsible for implementing risk management measures in accordance with Brett Group QHEST procedures			
Plant breakdowns	Local environment, human receptors and site operatives	Air and land	All equipment will undergo planned preventative maintenance and will be maintained and checked as per manufacturer's instructions. All equipment will be inspected, maintained and repaired or replaced, at weekly, monthly and other intervals, as per Capital Concrete's internal procedures, and records will be maintained. Full training will be given to all relevant site operatives. If there is a plant breakdown on site, a suitably trained external contractor will be called to site to carry out repairs on the plant.	Low – due to mitigation measures employed on site	Nuisance and loss of amenity	**Not significant**

What do you do that can harm and what could be harmed			Managing the Risk	Assessing the Risk		
Hazard	**Receptor**	**Pathway**	**Risk management**	**Probability of exposure**	**Consequence**	**What is the overall risk**
What has the potential to cause harm?	What is at risk what do I wish to protect?	How can the hazard get to the receptor?	What measures will you take to reduce the risk? – Who is responsible for what?	How likely is this contact?	What is the harm that can be caused?	What is the risk that still remains? The balance of probability and consequence
			The concrete Plant Supervisor will be responsible for implementing risk management measures in accordance with Brett Group QHEST procedures			
Cleaning of equipment	Local environment, human receptors and site operatives	Air and land	Any material spilt from the transfers of materials, will be swept up by a broom and transferred by wheelbarrow or loading shovel bucket back to the bays to be reused if reusable, otherwise it will be transferred to the drying bay for subsequent offsite disposal. The concrete Plant Supervisor will be responsible for implementing risk management measures in accordance with Brett Group QHEST procedures.	Low – due to mitigation measures employed on site	Contamination of groundwater and surface water	**Not significant**

APPENDIX 02

Technical Specifications for Rotating level Indicator, Silo Venting Filter and Pressure Release Valve

LEVEL MONITORING

Rotating Level Indicators

ILT

WAMGROUP®

TOREX®

Rotating Level Indicators ILT

PRECISE AND RELIABLE LEVEL INDICATORS FOR POWDERY AND GRANULAR MATERIALS

ILT Rotating Level indicators are designed for level monitoring of bins, hoppers or silos by means of the rotating paddle.

When the material level reaches the measuring paddle the rotation is blocked. The motor is freely suspended within the casing.

The resulting reaction torque activates a limit switch output signal that stops the motor.

As soon as the material level sinks below the paddle radius, a spring pulls the motor back into its operating position. The switch returns to the OFF position and the motor is switched on.

The top or side-mounted indicators are commonly used for materials having a minimum bulk density of 0.3 t/m^3 (0.01 lbs per cu in).

Features

MECHANICAL DATA

- Enclosure: IP65
- Process connection: Thread G1 1/4", G1 1/2", G2 1/2"
- Material process connection: Plastic and aluminium
- Material shaft and measuring vane: stainless steel
- Friction clutch: Protection of the gearing from impact of the measuring vane
- Pickup delay: Approx. 1.3 sec
- Sensitivity: adjustable via reset force of spring in three positions
- Speed of measuring vane: 1 r.p.m.

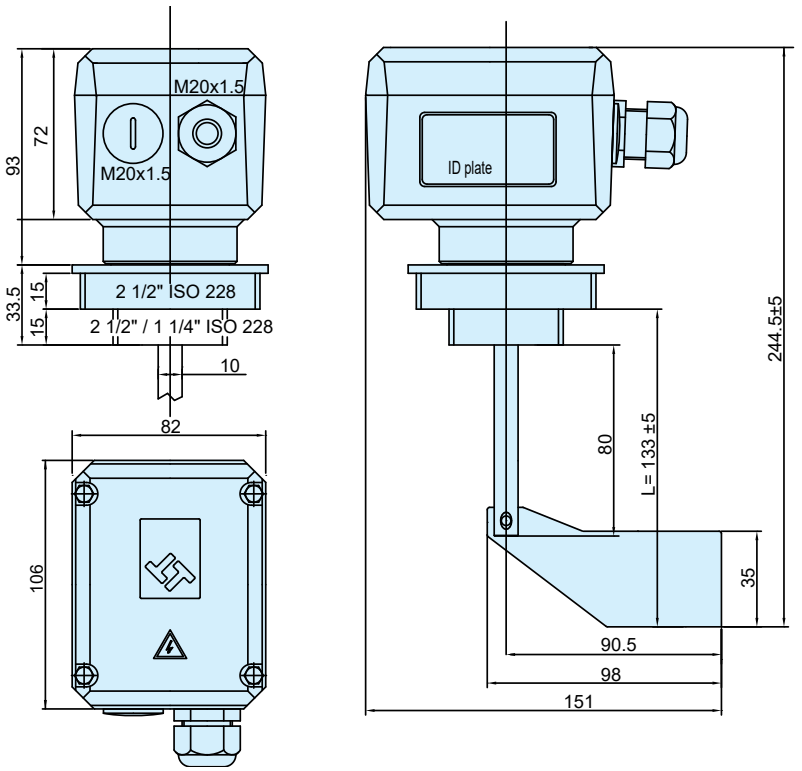
ELECTRICAL DATA

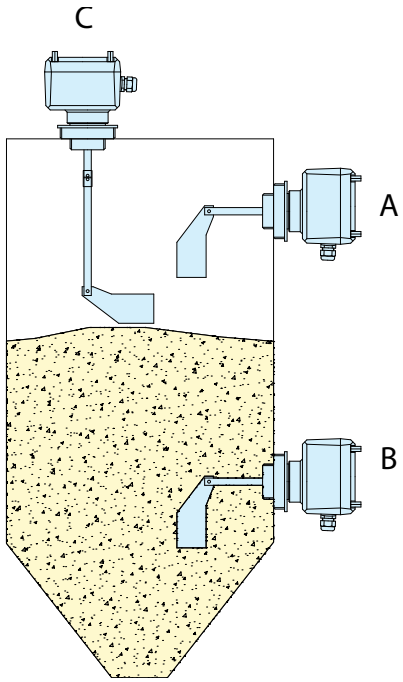
- Mains voltage: 24/48V 50-60Hz or 115V / 230V, 50-60Hz or 24V DC (all voltages +10% / -15%)
- Installed load: 3 VA (3W)
- Signal output: Floating micro-switch
- Signal output: Floating micro-switch (AC max. 250V, 2 A, 500W - DC max. 300V, 2A, 60W)
- Protection class: I

OPERATING CONDITIONS

- Container excess pressure: max. 0.8 bar
- Temperature inside vessel: -20°C ~ 80°C (-20°C / + 250°C with high temperature version)
- Ambient temperature inside the casing: -20°C ~ 60 °C

Overall Dimensions





A = Maximum horizontal installation level
B = Minimum installation level
C = Maximum vertical installation level

Benefits

- ✓ ATEX certified version available for use in hazardous classified areas;
- ✓ High or low process temperature options;
- ✓ Various process connections (flange and thread);
- ✓ Easy installation;
- ✓ Uninfluenced by material properties such as conductivity, dust, dielectricity;
- ✓ Extremely reliable level measuring of bulk solids;
- ✓ Different measuring paddle types, suitable for all densities.

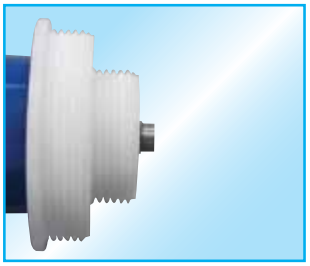
1 ROTATING PADDLE

Made from 304 Stainless Steel

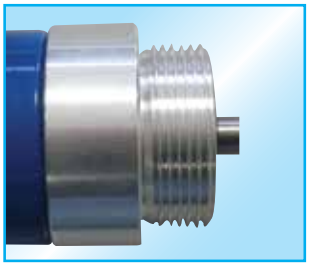
2 CASING

Die-cast Aluminium
Protection IP65
Electronic Panel Included

3 THREADED FITTING



Standard
Thread: 1" ½ ISO 228
Thread: 2" ½ ISO 228
Material: Delrin



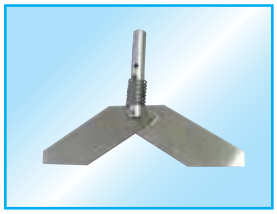
ATEX Ex II 1/2 D IP65 T 100°C
Thread: 1" ½ ISO 228
Material: Aluminium

Accessories

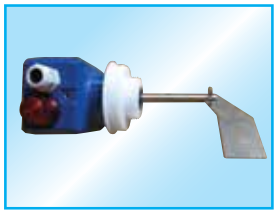
Threaded bushes

Made from carbon steel, to be welded on to the silo/hopper wall to facilitate installation of the ILT
Thread: 1" ½ ISO 228
Thread: 2" ½ ISO 228

Double paddle for light materials



External light



Rotation control

ILTRO is the code for rotation control multi-voltage version of ILT indicators

Shaft extension

Shaft extensions are available in zinc-coated carbon steel or 304 stainless steel

- Available 500 mm and 1000 mm pieces
- Modular extension-type
- Maximum extension length allowed: 3,000 mm
- To be used in vertical position only

Application




ILT Rotating Level Indicators are fitted on the walls of a bin, silo or hopper, depending on the type of detection they are installed for.

WAM® FLITECH® MAP® EXTRAC® SPECO® TOREX® OLI® RONCUZZI® TECNO CM

TOREX®

UNI EN ISO 9001 Certified Company

www.wamgroup.com

AIR FILTRATION AIR FILTRATI

Silo Venting Filters
SILOTOP® R03

WAMGROUP®

WAM®

STATE-OF-THE-ART DUST FILTRATION TECHNOLOGY

SILOTOP® is a cylindrically shaped dust collector for venting pneumatically filled silos. The stainless steel body contains vertically mounted POLYPLEAT® filter elements. The air jet cleaning system is integrated in the hinged weather protection cover.

Dust separated from the air flow by the special POLYPLEAT® filter elements drops back into the silo after an integrated automatic reverse air jet cleaning system inside the weather protection cover has removed it from the filter elements.

Originally designed for cement and similar materials, SILOTOP® can be used with any other dry dust generating material.

Features

- Compact 800 mm (30 in) diameter, stainless steel body with bottom flange
- Maintenance-free air jet cleaning unit integrated inside weather protection cover
- Maintenance height = 1,100 mm (3.6 ft)
- Tool-free filtering element removal
- High filtration efficiency due to POLYPLEAT® filtering elements
- Safe weather protection cover with lockable quick release
- Low dust emission level due to B.I.A.-certified filter media

Easy and safe dust emission sampling

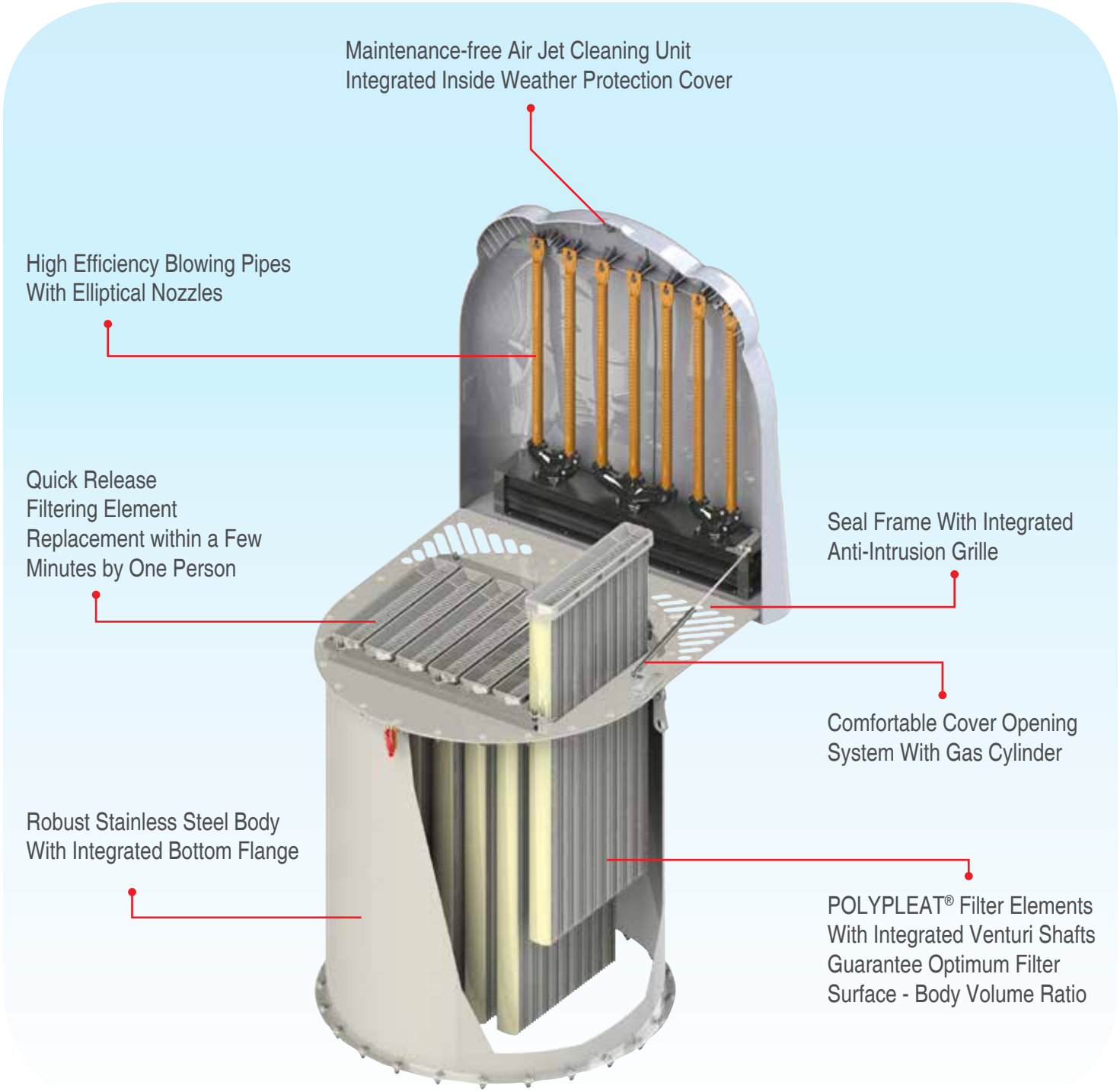
Easy and Safe Maintenance

Overall Dimensions

BODY Ø mm	FILTER SURFACE m²	MAX. HEIGHT WHEN CLOSED mm	MAX. HEIGHT WHEN OPEN mm	WEIGHT kg
Ø 800	24.5	1,100	1,850	79

Benefits

- ✓ **Perfectly accessible due to compact design;**
- ✓ **Unrivalled maintenance-friendly;**
- ✓ **Compliant with the most advanced health & safety standards.**



Accessories

- Weld-on bottom ring
- Multifunctional electronic differential pressure meter
- Winter protection for solenoid valves

Application

March 2016
203001161

WAMGROUP®

WAM® FLITECH® MAP® EXTRAC® SPECO® TOREX® OLI® RONCUZZI® TECNO CM

WAM®

UNI EN ISO 9001
Certified Company

www.wamgroup.com

Concrete Production

Spring-Loaded Pressure Relief Valves VCP

22/A

Description

VCP Pressure Relief Valves consist of a cylindrical casing with a bottom flange to be connected with a spigot welded on the silo roof, a disc shape inner steel lid for negative pressure operation held in position by a central spring rod, an outside steel ring for excess pressure kept in position by three spring rods, gaskets, and a weather protection cover.

Function

In the VCP Pressure Relief Valve, helical springs keep the valve lids closed when the pressure value remains within the preset limits. The three outside spring rods keep the external ring-shaped lid firmly closed as long as the force generated by the pressure inside the silo does not overcome the spring force. Once the pressure exceeds the preset value the lid is pushed up and the pressure can escape. The smaller lid covers the central circular opening of the external lid from below. It is held in the middle by a single spring rod and is pressed onto the external lid by the normal air pressure inside the silo. In the event of suction pressure, the spring is compressed and allows the lid to drop. The air entering the silo from outside ensures rapid pressure balance and pushes the central lid back up into the "closed" position.

Application

VCP Pressure Relief Valves are the last resort when abnormal pressure conditions endanger the silo structure. This is why sudden excess or suction pressure inside the silo must be dealt with instantaneously.
Even though ideally a Pressure Relief Valve should never have to go into action, it must be efficient and reliable if needed.
With tens of thousands of units installed worldwide, VCP Pressure Relief Valves have given evidence of being totally reliable under the most different conditions.

Benefits

- ✓ **Used with different materials in the same configuration;**
- ✓ **Easy to handle and fit thanks to lightweight design and reduced overall dimensions;**
- ✓ **Maintenance-friendly thanks to small numbers of components.**

Concrete Production

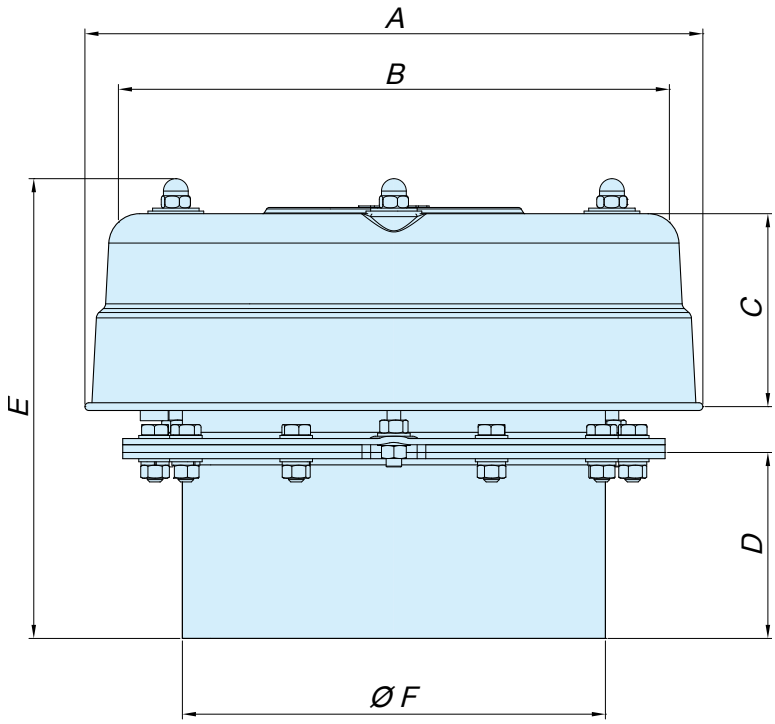
Spring-Loaded Pressure Relief Valves VCP

Technical Features / Performance

- Carbon steel body (VCP…1C) painted RAL 7001
- Size 273mm (11 in) or 375mm (14 in)
- Weather protection cover in stainless steel
- Air volume up to 13,000 m^3/h (7,650 cfm)
- Setting range: excess pressure from 300mm H_2O (0.44psi) up to 800mm H_2O (1.16 psi)
- Setting range: negative pressure from -50mm H_2O (0.07psi) up to -100mm H_2O (0.15psi)
- No welding seams inside
- Equipped for inductive signalling sensors
- Protective bellows for springs

Overall Dimensions

	TAMANHO [mm]	
	273	**375**
A	400	525
B	356	468
C	125	175
D	120	120
E	325	400
ø F	273	356
kg	11	23



This datasheet does not show the complete range but only the models most suitable for the application.

APPENDIX 03

Introductory Text regarding Management System Structure and Scope, List of Management Procedures and Guidance Notes

Introduction to the QHEST System

BRETT GROUP

QHEST (Quality, Health, Environment, Safety, Sustainably Together) is an integrated management system aiming to combine the requirements for quality, occupational health, environment, sustainability and safety into one comprehensible set of procedures that all Brett employees can follow. The Brett Group comprises: Brett Aggregates, Brett Concrete, Capital Concrete, Brett Landscaping and Building Products and Granite Products in Jersey.

Brett is a successful, established construction and building materials group – one of the largest independents in the UK. Our range of expertise has been developed for over 100 years, and our reputation is based on getting things done.

Building relationships has always been our priority. As we continue to grow, we are committed to staying in touch with the needs of all our customers – large and small, our people and the communities in which we work.

We've always felt strongly about building a long term, sustainable business and we now need to ensure we maintain and develop the relationships that are key to our future. At the heart of how we want to do business are the following three things:

INDEPENDENT

Being an independent company means we can take a long-term view, taking time to build trust and behave with integrity. Research has shown our customers said we are different from our 'plc' competitors. We need to use this advantage and act in a way that makes people want to do business with us.

We need to understand the statutory and non-statutory requirements relevant to our business so that we can conduct our business with integrity. We also need to understand the risks our business poses to the environment, to the health and safety of anyone coming into contact with our activities and to our ability to produce and continue to produce quality products and service. Operating to the QHEST system enables us to do this.

SERVICE

We believe in delivering what we say and we need to ensure this is true – every time. We need to work harder at being proactive, anticipating needs and being flexible, in other words, to provide the service our customers believe we can deliver.

By operating to the QHEST procedures we can be sure that Brett standards are met and that these standards are met every time. Consistency of good performance as a group is vital to our success.

IN TOUCH

Lots of our customers felt that we take the time to be connected with all those who know Brett and that we employ very good people. It's important that we really listen to our customers and understand what they want by putting ourselves in their shoes. We want to be closer to our employees, our customers and all of the people who come into contact with Brett.

Introduction to the QHEST System

Being “in touch” and getting closer to our employees, customers and all of the people who come into contact with Brett means that we need to stay in touch with all regulatory and non regulatory requirements applicable to the operations undertaken by the Brett Group. Requirements include environment, planning, licensing and occupational health & safety of employees, contractors, visitors and local communities.

We are sincere about these issues and serious about our responsibilities. All our people are trained to understand our policies and to put them into practice every day.

QHEST SYSTEM

The senior leaders of the Brett Group take accountability for the effectiveness of the QHEST Management System ensuring that it is suitably implemented, maintained and improved in line with business needs, legislation and following periodic system review. The QHEST System provides a tool for our people to understand and to follow in order to comply with the requirements for product quality, health and safety and environmental concerns.

Brett employees have designed the system to ensure that the procedures work in practice and state what we do. These are not aspirations; these are the way in which we undertake our business.

QHEST DOCUMENTATION

The QHEST system uses a common hierarchy of documents

Policies

A suite of Brett Group Policies comprising an overarching Leadership, Sustainability and Responsible Sourcing Policy supported by specific policies which form the general statement of intent towards managing:

- Safety, Health and Environment
- Quality
- Ethical issues
- Energy and Carbon Management
- Transport
- Employee Training & Competence
- Community Liaison, Consultation & Complaints

This suite of policies have been written by Brett Group Board members and authorised by the Group Chairman. The Policies are reviewed annually.

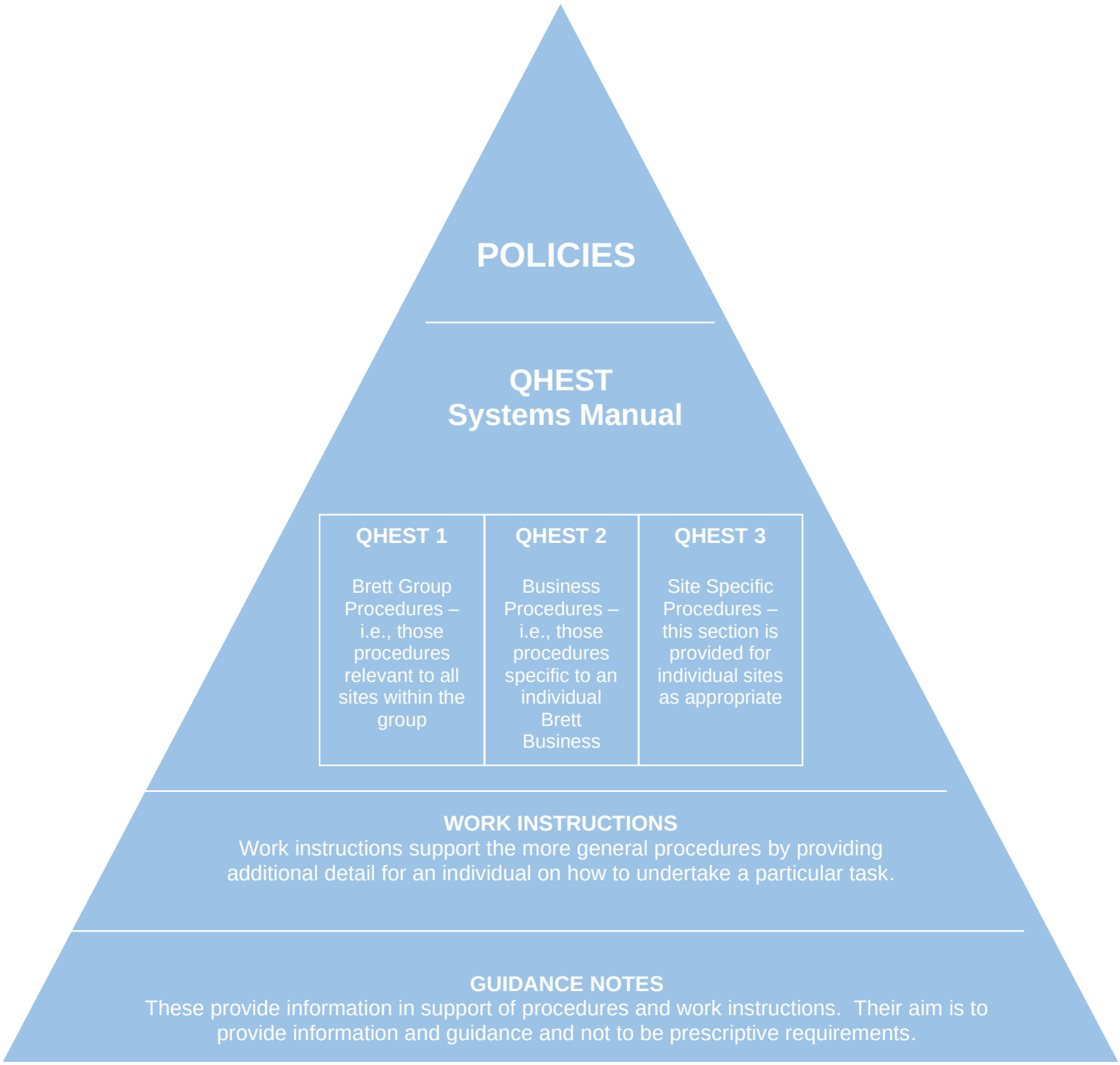
Procedures

These detail how to go about a particular task. Health, safety, environment and production related requirements have been included as necessary and statutory and non-statutory requirements are included where relevant. By working to the QHEST procedures the main requirements both statutory and non-statutory can be met. QHEST procedures have been written to reflect legal requirements as a minimum.

Work Instructions

Work instructions support the more general procedures by providing additional detail for an individual on how to undertake a particular task.

Guidance Notes These provide information in support of procedures and work instructions. Their aim is to provide information and guidance and not to be prescriptive requirements.



The manual itself is divided into 5 sections;

INTRODUCTION	Contains introduction to the system and Group Policies
QHEST 1	Contains Brett Group Procedures – i.e., those procedures relevant to all sites within the group
QHEST 2	Business Procedures – i.e., those procedures specific to an individual Brett Business
QHEST 3	Site Specific Procedures – this section is provided for individual site or department managers to add in procedures specific to the scope and operation of their site or department function or business activities
QHEST 4	Guidance Notes – provide additional and supporting information for QHEST Procedures

The system has been developed to meet the requirements of the following internationally recognised standards:

- BS EN ISO 14001:2015, Environmental management systems. Requirements with Guidance for use
- BS EN ISO 9001:2015, Quality management systems - Requirements
- ISO 45001:2018, Occupational health and safety management systems – Specification
- QSRMC Quality and Product Conformity Regulations 2003 (EN 206-1)
- BES 6001 Responsible Sourcing of Construction Products

A programme of audits is produced to ensure that the system is being operated correctly and to ensure that the system is effective in its implementation.

Where an individual Brett business deems there is benefit in holding certification to a specific or all the above standards the system is audited by an accredited external body to confirm conformance. If conformance to the standards is demonstrated the site is certified to the relevant standard.

External surveillance audits by a third party accredited body, and registration to the internationally recognised standards helps us to demonstrate to our stakeholders the continued commitment to the management of quality, health & safety and environmental issues and the Brett Group's commitment to continually improving its performance in these areas.

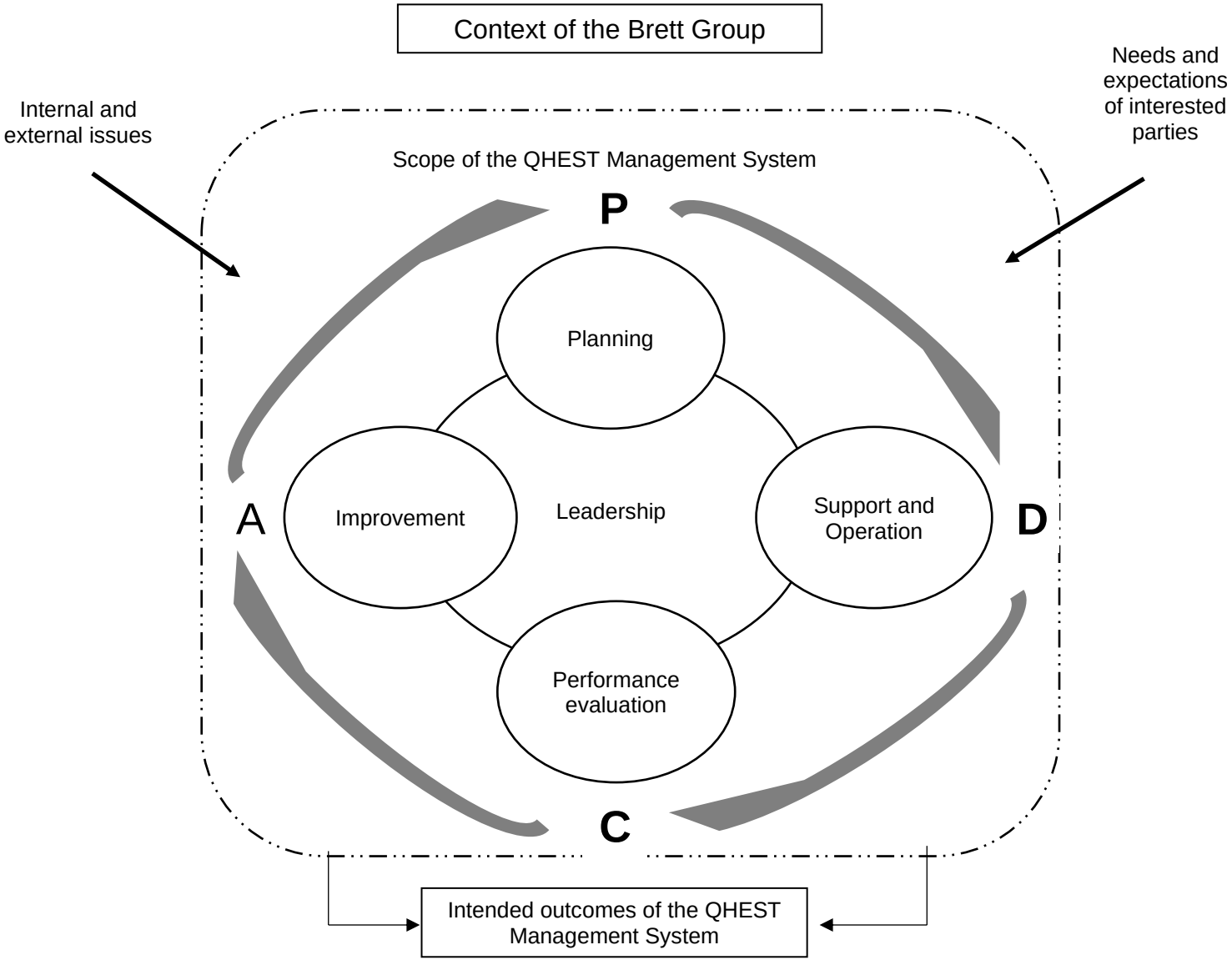
Interaction of Processes

The Brett Group has adopted the international methodology known as Plan-Do-Check-Act (PDCA).

Plan	Establish the objectives and processes necessary to deliver results in accordance with the Brett Policies

Do	Implement the processes
Check	Monitor and measure processes against the Brett Policies, objectives, targets, legal and other requirements and report the results
Act	Take actions to continually improve performance of the QHEST Management System

The following diagram details how this Plan-Do-Check-Act methodology is utilised in practice:



	Procedure / Form	Issue Number	Date	No. of Pages
	Group Procedures List	**74**	**Apr-25**	**3**
1. Planning				
BG1.1	Setting the Scope and Defining the Processes Applicable to the QHEST System	As seen on QHEST on SharePoint		
Form BG1.1a	Scope of the QHEST System			
Form BG1.1a	*Scope of the QHEST System (Example for BAL Lenham)*			
BG1.2	Identification, Communication and Evaluation of Legal Compliance and Other Regulatory Requirements			
Form BG1.2a	Site Specific Authorisations List			
BG1.3	QHEST Risk Assessment			
Form BG1.3a	SHE Risk Assessment (Form) also available electronically from SHE Dept.			
Form BG1.3b	Task Based Risk Assessment Form & Guidelines			
Form BG1.3c	Brett Safe Form available form SHE Dept.			
Form BG1.3d	Significant Health and Safety Risk Register (available from SHE Dept.)			
Form BG1.3e	Safe System of Work			
Form BG1.3f	Combined Task Based Risk Assessment & SSOW			
BG1.4	Hazardous Substance Risk Assessment (COSHH)			
Form BG1.4a	COSHH Assessment form (Word and Excel versions available)			
BG1.5	QHEST Improvement Plan			
Form BG1.5a	Site Improvement Plan Form *(available electronically)*			
BG1.6	Control and Management of Planning Applications			
BG1.7	Control and Management of Licence and Permit Applications			
BG1.8	Management of Construction and Engineering			
BG1.9	Control of Purchasing			
Form BG1.9a	New Supplier Request form (separate form for each business)			
Form BG1.9b	CAPEX SHEQ (Safety, Health, Environment and Quality) Considerations Checklist			
BG1.10	Control of CDM Work (Construction Design Management)			
Form BG1.10a	CDM - Pre-Construction Information pack			
Form BG1.10b	CDM - Construction Phase - Health, Safety and Environment File			
Form BG1.10c	Construction Phase Plan for Minor Projects			
Form BG1.10d	CDM Transfer of Client Area to Principal Contractor or Contractor			
BG1.11	Management of Asbestos on Site			
BG1.12	Provision of Welfare Facilities			
BG1.13	Design Security into Buildings and Plant			
BG1.15	Fire and Explosion Management			
From BG1.15a	Fire Safety Assessment proforma			
BG1.16	Supplier Performance Evaluation			
Form BG1.16a	Supplier Performance Evaluation Questionnaire form			
BG1.17	To ensure SHEQ is managed effectively during periods of change (New)			
2. Implementation				
BG2.1	Structure, Responsibility and Resources	As seen on QHEST on SharePoint		
BG2.2	Training, Awareness and Competence			
Form BG2.2a	Training Evaluation Form			
Form BG2.2c	Personal Record of Continuing Professional Development			
Form BG2.2d	Competency Record *(available from Group SHE/Group Intranet)*			
Form BG2.2e	Training Course Attendance List form			
BG2.3	Communication and Consultation			
BG2.3 WI01	Communications Forum (suggested agenda)			
BG2.3 WI02	SHEQ Communications / Committee Meetings Site Based (suggested agenda)			
BG2.3 WI03	SHE Strategy Group (suggested agenda)			
BG2.4	Document Control			
Form BG2.4a	Site-Specific Procedures List			
Form BG2.4b	Site Specific Controlled Documents List			
BG2.5	Records and Records Management			
Form BG2.5a	QHEST Forms			
Form BG2.5b	Site Specific Forms			
3. Operational Control				
BG3.1	Permit to Work and Permission to Proceed			
Form BG3.1a	Permission to Proceed and Permit to Work Register			
Form BG3.1b	Permission to Proceed or Permit to Work Issuer Authorisation			
Form BG3.1c	Permit to Work			
Form BG3.1d	Permission to Proceed			
Form BG3.1e	Fire Watch Sheet			
BG3.1 WI01	Permit to Work - Confined Spaces			
BG3.1 WI02	Permit to Work - Digging and Excavation			
BG3.1 WI03	Permit to Work - High Voltage and Complex Electrical			
BG3.1 WI04	Permit to Work - Hot Work			
BG3.1 WI05	Permit to Work - Working at Height			
BG3.1 WI06	Permit to Work - Significant Lift			
BG3.3	Control of Gas Oil Deliveries			
BG3.4	Fuel and Oil Storage			
BG3.4b	Bund Size Calculator			
BG3.5	Refuelling of Plant / Vehicles On Site			
BG3.6	Wheel Cleaning Facilities			

	Procedure / Form	Issue Number	Date	No. of Pages
BG3.7	Traffic Management			
BG3.8	Housekeeping, Litter, Pest and Vermin Control			
BG3.14	Noise Control			
BG3.15	Isolation of Plant			
Form BG3.15a	Isolation Log			
BG3.16	Lone Working			
BG3.17	Control of Personal Protective Equipment			
Form BG3.17a	PPE Record form			
BG3.18	Rules for Site Vehicles and Mobile Plant			
From BG3.18b	Drivers Daily Vehicle Check form			
Form BG3.18c	Site Safety Rules			
BG3.19	Management of Electrical Safety			
BG3.19a	Electrical Appointment HV			
BG3.19b	Electrical Appointment LV			
BG3.19WI01	Specification for the supply and installation of low voltage electrical equipment			
BG3.19WI02	Specification for the periodic inspection and testing of low voltage electrical equipment			
BG3.19WI03	Example Risk Assessment and SSOW - Working on electrical equipment made dead			
BG3.19WI04	Example Risk Assessment and SSOW - Working on or near live electrical equipment			
BG3.20	Moving of Radial Conveyors			
BG3.22	Work In An Excavation / Trench			
BG3.23	Working at Height			
BG3.24	Charging Batteries			
BG3.25	Jump Starting Equipment			
BG3.26	Washing of Tippers			
BG3.27	Mobile Plant Tyre Inflation			
BG3.28	Management of Waste Arisings on Site			
Form BG3.28a	Summary of Waste Arisings on Site			
BG3.30	Control of the Risks of Legionella			
BG3.31	Propping of Tipper Bodies			
BG3.32	Driving on Company Business			
BG3.33	Working Near Power Lines			
BG3.34	Brett Site Security			
BG3.35	Towing and Recovery of Vehicles on Site			
BG3.36	To Change the Wear Plates on a Loading Shovel Bucket			
BG3.37	Site start up, Mothballed Site and Close of Site			
BG3.38	Control of Visitors			
Form BG3.38a	Visitor Induction form (printed pads available from Group SHE Dept.)			
BG3.38 WI01	Control of Unescorted Brett Employees on another Brett Site			
BG3.39	Visibility Risk Assessment of Mobile Plant			
From BG3.39a	Visibility Risk Assessment - Excavator			
Form BG3.39b	Visibility Risk Assessment - Dumper			
Form BG3.39c	Visibility Risk Assessment - Bulldozer			
Form BG3.39d	Visibility Risk Assessment - Loading Shovel/Landfill Compactor			
From BG3.39e	Visibility Risk Assessment - Fork Lift Truck			
Form BG3.39f	Visibility Risk Assessment - Articulated Vehicle			
Form BG3.39g	Visibility Risk Assessment - Rigid (8 Wheeler)			
Form BG3.39h	Visibility Risk Assessment - Rigid Dumper			
From BG3.39i	Visibility Risk Assessment - Tractor and Bowser			
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As seen on QHEST on SharePoint

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Form BG4.4a	In-Service Health Screening Schedule			
Form BG4.4b	Hand-Arm Vibration Register			
From BG4.4c	Night Worker Register			
BG4.5	Occupational Hygiene			
BG4.6	Measuring Up			
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Form BG5.1a	Emergency Drill Record			
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BG5.2	Reporting and Investigation of Accident, Incident and Complaint			
Form BG5.2a	Group Incident Report Form			
Form BG5.2b	Brett Group Health and Safety Statistics - Business Specific Data Sheet			
Form BG5.2c	Incident Investigation Report			
Form BG5.2d	Data Collection Log			
Form BG5.2e	Witness Statement Template			
BG5.3	Near Miss Reporting			
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6. System and Management Review				
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Form BG6.1d	Audit Memo Template			
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BG6.2	Non-conformance, Corrective and Preventive Action			
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BG6.3	QHEST Management Review			
BG6.3 WI01	QHEST Management System Review Meeting (suggested agenda)			
BG6.3 WI02	Quality Management System Review Meetings (suggested agenda)			
BG6.3 WI03	Review of Environmental, Responsible Sourcing & Sustainability Management Systems Meeting (suggested agenda)			
BG6.4	Procedure for Submitting Completed Audit Actions			

QHEST 2 Capital Concrete Procedures
Operations Department
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CC OP 1.2	Delivery and Storage of Aggregate	2	Dec 20	3
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CC OP 2. Processing of Concrete Orders				
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CC OP 6.0	Batching, Inspection, Delivery, Washing out and Disposal of Gypsol Screed	2	Dec 20	3
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QHEST 2 Capital Concrete Business Procedures
Technical Procedures

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CC TE 1.1	Assessing Product Conformity (2)	1	Jan-21	6
CC TE 1.2	Sampling and Testing Fresh Concrete (2)	1	Jan-21	6
CC TE 1.3	Testing of Concrete for Consistence, Air Content, Density and Making Cubes (2)	1	Jan-21	10
CC TE 1.4	Testing of Concrete Cubes for Compressive Strength (2)	1	Jan-21	4
CC TE 1.5	Assessment of Plastic Density using hardened concrete cubes	1	Jan-21	1
CC TE 1.6	Laboratory Trial Mixes	1	Sept-18	2
CC TE 1.7	Sampling and Testing Recycled Water	1	Sept-18	4
CC TE 1.8	Internal Quality Audits and Management Review	1	Sept-18	3
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CC TE 1.10	Design of Concrete	1	Sept-18	1
CC TE 2.0	Brett Concrete Tech Dept Winter working procedure	1	Sept-18	3
CC TE 3.1	Calibration of Concrete Cube Moulds	1	Sept-18	1
CC TE 3.2	Calibration of Impact Compression Testing Machine	1	Sept-18	1
CC TE 3.4	Calibration of Concrete Laboratory Equipment	1	Sept-18	2
CC TE 3.5	Calibration of Density Pot	1	Sept-18	1
CC TE 4.1	Sampling GGBS and CEMI at Plant from shovel bucket	1	Sept-18	2
CC TE 5.0	Notification of a change in Aggregate source	1	Sept-18	2

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Issue 2

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CC TE 7.0	Adding a New Material	1	Sept-18	2
CC TE 8.0	Start-Up and Isolation of Laboratory Equipment	1	Sept-18	2
CC TE 9.0	Carriage of Admixtures in Technical Department Vans	1	Sept-18	1
CC TE OP 6.0	Self-Compacting Concrete Batching Method for Wet or Half Wet Batching Method	1	Sept-18	1
CC TE OP 6.1	Self-Compacting Concrete Batching Method for Dry Batch Method	1	Sept-18	1
CC TE OP 6.3	Concrete Batching Method for Structural Macro Synthetic Fibres	1	Sept-18	1

Procedure: BG 1.3 **Title:** Risk Assessment

1 Purpose:

1) to ensure that all significant hazards associated with Group activities and their impact on product quality, customer service, the environment and health and safety of employees, contractors, visitors, and neighbours, are identified, examined and evaluated, and
2) to identify those activities whose impact is significant so that the identified risks can be mitigated, managed and reduced.

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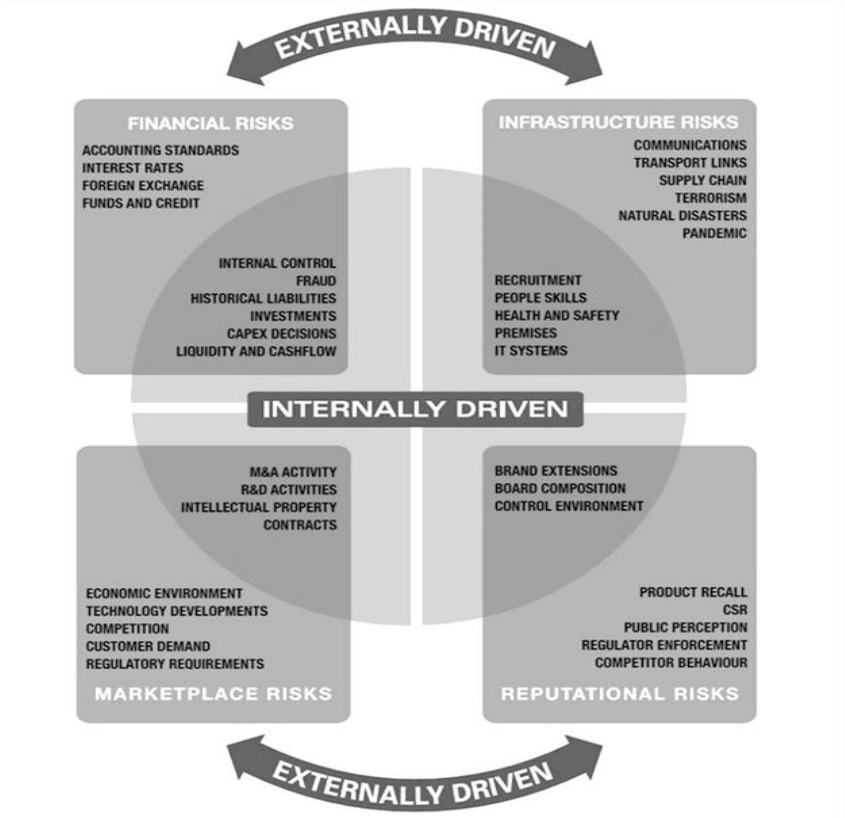
Procedure	Responsible Person	Record

2.0 **Risk & Opportunity**



	Procedure	Responsible Person	Record
2.1	The Brett Group have carried out a risks and opportunities assessment relevant to all the businesses using the methodology detailed below.	Info	

	Procedure	Responsible Person	Record
2.2	The significant risks and opportunities relevant to the Brett Group businesses are: **Risks:** • Loss of work due to not meeting 'interested party expectations. • Not meeting current/new demands of EU/UK/Jersey Law and associated regulator bodies • Risks to environment and/or staff, sub-contractors • Product conformity and litigation • Risk to corporate image • Financial penalties and legal penalties	Info	

Opportunities:
- Maintain or improve market share and volumes.
- Maintain or improve corporate image.
- Maintain or improve Environmental, Responsible Resourcing, Quality and Occupational Health and Safety performance
- Financial gain & efficiencies

These risks and opportunities can be further defined to include the following:

Environment	
Risks	**Opportunities**
• Price rises • Increase in landfill taxes • Reputational risks associated with not addressing and managing of embodied carbon and carbon emissions. • Increased carbon taxes and compliance and operational costs due to climate change • Reputational risks associated with not addressing and managing resource use effectively • Acceptance of non-conforming waste resulting in contaminated recycled products or environmental impact • Inadequate pollution control/abatement measures resulting in environmental impact • Enforcement action because of non-compliance with general and site-specific legal requirements	• Reduced running costs and increased efficiency • Lower waste disposal costs • Reduction in environmental impacts and associated costs of investigation, clean up, legal advice and enforcement • Revenue generation through recycling as well as through new product and service development • Reputational benefits that engage customers, employees and other stakeholders as recognising Brett as a responsible business • Improvement in biodiversity through enhanced restoration designs

	Procedure	Responsible Person	Record

Safety	
Risks	**Opportunities**
• Investigation costs • Increase in fines/claims • Reputational risks associated with not addressing and managing accidents and incidents effectively • Poorly serviced and maintained plant and equipment • Health and welfare of staff potential for absenteeism due to injury and loss of production. • Specific risks included in Significant H&S Risk Register	• Reduction in costs associated with investigations • Reduction in fines/claims • Reputational benefits that engage customers, employees and other stakeholders as recognising Brett as a responsible business • Life of plant and equipment extended due to effective service and maintenance • Reduction in staff absenteeism and attract more highly skilled personnel as an employer of choice. • Reduced risk of production loss
Quality	
Risks	**Opportunities**
• Customer dissatisfaction • Loss of business/profit • Increase of product waste • Costs associated with testing and measuring • Raw material availability • Raw material quality • Increase in material costs • Reputational risks associated with not addressing and managing quality of product effectively • Loss of key staff	• Customer satisfaction • Increase in business/profit • Reduced cost associated with waste • Reduced costs associated with product testing and measuring • Reputational benefits that engage customers, employees and other stake holders in recognising Brett as a company that provides quality products • Succession planning

2.3 In addition, risk assessment is carried out at three levels within the Brett Group QHEST Management System:

- Level 1 QHEST Risk Assessment (high level overview)
- Level 2 Task Based Risk Assessment (detailed) Info
- Level 3 BrettSafe or Permission to Proceed

3.0 Level 1 – QHEST Risk Assessment

3.1 The integrated Level 1 risk assessment is carried out at the planning stage of any site, operation, or activity or in the early stages of implementation of the QHEST management system. The risk assessment aims to provide an overview of compliance, quality, health, safety and environmental issues on the site in order to identify areas for further assessment and / or improvement and control. Info

	Procedure	Responsible Person	Record
3.2	The Level 1 risk assessment is **reviewed** every two years or in the event of a significant change** in the operation or control measures employed, with the onset of new technologies, or following a significant incident occurring. ***Significant changes may include new item of fixed plant, additional hazardous chemicals used on site, change from low level restoration to wetland or by inert landfill, site extension involving new access or traffic routes, and change in adjacent land use introducing new receptors or potential hazard.* ***Review of the risk assessment should be undertaken in planning the change*** *to identify any hazards that may become apparent as a result of undertaking the change and/or following the change.*	Site Manager	Form BG 1.3a completed QHEST Level 1 risk assessments
3.3	The risk assessment team comprises, as a minimum, the site manager and a site supervisor at least one of whom must have been trained in this type of risk assessment.	Site Manager	Training record
3.4	The elements of the Level 1 risk assessment are carried out in the following order: • site specific documents review • preparation/review the Scope of QHEST (BG1.1) • site walkover / inspection • completion of the risk assessment worksheet	Risk Assessment Team	BG1.1a
3.5	Site specific documents review: All relevant legal documents are reviewed and should include: • Planning permissions • S106 agreements • Discharge Consents • Abstraction Licences • Environmental Permits and other operating licences Specific operating conditions are noted for use in the risk assessment such as: • Boundary noise levels • Restrictions on traffic movements Information is also required on the site setting, in terms of geology, presence of local water features and aquifers, surrounding land-use and any areas of sensitivity such as nature reserves (such information is often available in the form of supporting documents to planning and other consent applications (however, you may need to contact the Planning & Development Department if the full application documents are not on site). The results of technical surveys and monitoring should also be considered such as those for: • Asbestos • Dust monitoring • Geotechnical issues • Noise/ WBV	Risk Assessment Team	

	Procedure	Responsible Person	Record
3.6	Preparation/review the Scope of QHEST: The scope of the activities/process controlled by the QHEST system is developed/reviewed in accordance with BG1.1	Risk Assessment Team	BG1.1a
3.7	Site walkover / inspection: A site inspection is conducted to allow the above information to be put into context and to assess the management controls currently on site in terms of compliance with site specific or general legislation. Areas requiring improvement are identified and noted and the process flow diagram is checked/finalised.	Risk Assessment Team	
3.8	Completion of the risk assessment work sheet The risk assessment is recorded using the excel workbook template (BG1.3a) and comprises three sections, each outlined below:	Risk Assessment Team	Form BG 1.3a (excel workbook template)
	1. Confirmation of activities on site – the activities sheet lists general activities and those specific to the varying operations across the Brett businesses. Those applicable to the site being assessed are identified by inserting a 'Y' in the relevant boxes. Any additional activities that are not listed but are present on the site should be entered in the area provided.	Risk Assessment Team	Form BG 1.3a (excel workbook template) – sheet 1
	2. Confirmation of potential hazards and impacts on site - the common significant hazards and potential QHEST and property impacts are listed. Those which may possibly arise on the site being assessed are identified by inserting a 'Y' in the relevant boxes.	Risk Assessment Team	Form BG 1.3a (excel workbook template) – sheet 2
	3. Completion of the risk assessment sheet for each potential impact identified in 2) above, working from left to right across the sheet and using the scoring methodology provided. During the assessment of each potential impact consideration is given to various conditions of operation, these include: • **Normal conditions** i.e., the general everyday occurrence • **Abnormal conditions** i.e., infrequent but foreseeable conditions such as shift change over, start up, shut down or adverse weather, temporary staff • **Emergency conditions** i.e., if control measures fail	Risk Assessment Team	Form BG 1.3a (excel workbook template) – sheet 3
	Firstly, scores are awarded for legal compliance, sensitivity, and severity, award the score where the bulleted 'statement' best reflects the situation being assessed. Where the score is greater than 1, an explanation is required to be included in the relevant explanation column, to record the key reasons for the score, this will aid understanding when referring to the risk assessment at a later date. (The scores awarded here will automatically be inserted into other areas of the worksheet where required).	Risk Assessment Team	Form BG 1.3a (excel workbook template) – sheet 3
	Then "raw risk" is assessed. This is considered assuming there are no controls in place or that all controls have failed. It also reflects a potential emergency.	Risk Assessment Team	Form BG 1.3a (excel workbook template) – sheet 3

	Procedure	Responsible Person	Record
	Next, the current situation is then assessed, and the current control measures are recorded. These include any control measures in place to account for any abnormal situations. These may include, guarding, lock off, safe systems of work, bunding, dust suppression etc. The severity score is locked on the spreadsheet, when the control measure affects the severity level, the score will need to be adjusted manually.	Risk Assessment Team	Form BG 1.3a (excel workbook template) – sheet 3
3.9	Risk assessment scores: These are calculated automatically using the principle of (probability x severity) + legal compliance factor + site sensitivity factor. Scores are presented using the traffic light system: risk score of 17 or above: **RED** legal compliance score >1: **RED** risk score of 11 – 16: **AMBER** risk score of <11: **GREEN**	Information	
3.10	For current risk scores of 11 or above - highlighted amber or red - possible future controls are considered and scored to illustrate the improvement which could be achieved. For current risk scores of <11 – highlighted green – any obvious and cost-effective improvements which would result in risk reduction are also considered. For each possible improvement action an improvement plan number is assigned, and the action added to the items listed on the site Improvement Plan in accordance with Procedure BG1.5 QHEST Objectives and Targets - Improvement Plan.	Risk Assessment Team	BG1.5a Improvement Plan
	Important		
3.11	For compliance scores of >1 – highlighted red – the proposed improvement action **must** address the legal breach.	Risk Assessment Team	Improvement Plan Item No.
3.12	For all impacts of > 1 for legal compliance and/or 11 or more for the “Raw” risk, the issue must be considered as part of detailed Level 2 (task) risk assessment.	Risk Assessment Team	
3.13	An emergency action plan is produced in accordance with BG 5.1 Emergency Preparedness and Response. Those situations that through risk assessment have been identified as potential emergency scenarios are included in the plan.	Risk Assessment Team	EAP
3.14	The current Level 1 risk assessment is to be maintained and retained on site and to be readily available in a hard copy or electronic format, along with the previous two versions of the Level 1 risk assessment.	Site Manager	Form BG1.3a Risk Assessment
3.15	Opportunities assessment: The risks relevant to the site activities have been identified using form BG1.3a Level 1 Risk Assessment template. The risk assessment, whilst identifying the control measures, can also identify related opportunities. A selection of these opportunities is listed on worksheet 5 with additional columns attached to each section allowing for further site/business specific items to be included as appropriate.	Risk Assessment Team	Form BG1.3a QHEST Risk Assessment template

	Procedure	Responsible Person	Record
4.0	**Level 2 – Task Based Risk Assessment**		
4.1	This risk assessment is undertaken for regular / routine tasks to provide a more detailed assessment of the SHEQ risks involved and recorded on form BG1.3b Task Based Risk Assessment. Completion of form BG1.3b Task Based Risk Assessment	Information	Form BG1.3b Task Based Risk Assessment
4.2	The Risk Assessment team comprises of the responsible manager, site supervisor and site operatives as deemed appropriate for the task being assessed, but as a minimum by at least two persons, with one person of the team trained in Level 2 Task Based risk assessment.	Risk Assessment Team	Training records
4.3	Methodology: The elements of a Level 2 task-based risk assessment are carried out in the following order: • Identify the task/scope of activity to be covered by the risk assessment. • Identify the Hazard • Identify who may be harmed and how • Evaluate and reduce the risk • Record and communicate all relevant findings to those carrying out the task. • Review after significant change, post incident or **at least every 24 months**.	Risk Assessment Team	BG3.1b / training records / Briefing Sheets
4.4	Identify the task/scope of activity The Responsible Manager must ensure that the identified task/activity is adequately described. Any associated risk assessments e.g., COSHH, and SSOW are to be identified in the Reference Documents section.	Responsible Manager	BG3.1b

4.5	Identify the hazards:
	Observe the actual task or proposed task area, the risk assessment team must consider and list all hazards and the harm that may be caused.
	
	To help with hazard identification the following categories of risk should be considered:
	• **Health & Safety**
	  ○ Mechanical risks: e.g., moving machinery, stored energy
	  ○ Physical risks: e.g., noise, vibration, heat, radiation, dust
	  ○ Biological risks: e.g., legionella, animal, blood borne (needle stick)
	  ○ Chemical risks: e.g., includes a wide range of hazardous substances
	  ○ Ergonomic risks: e.g., manual handling, DSE, poor posture from workplace design
	  ○ Psychosocial: e.g., from work organisation risks such as stress, violence/aggression, excessive working hours
	• **Environmental** e.g., spillages, dust emissions
	• **Quality**: e.g., non-conforming product, product rejected by client
		Risk Assessment Team
		
		Information	

	Procedure	Responsible Person	Record
	Note: ***this is not a definitive list***, additional sources of information to identify potential hazards include Level 1 risk assessment, recent incident & near miss data, safety alerts, manufacturers guidance, QHEST Procedures/Guidance Notes.	Information	
4.6	Identify who may be harmed and How: Identify the groups of people who may be at risk/harmed, this will include those involved directly in the activity and those not directly involved but may be affected by the activity. Some of these groups may require additional levels of protection e.g., new & expectant mothers, young persons, those in training, contractors. etc.	Risk Assessment Team	
4.7	Evaluate and reduce the risk Identify the significant hazards and identify the controls that are currently in place or will be in place prior to the task starting e.g., safe system of work (SSOW), provision of PPE, guarding, issue of permit to work, training, and compliance with waste acceptance procedures, spill kits and emergency drills. Control measures should be, as a minimum, the legal requirement and industry norm. The priority of control measures should be in accordance with the hierarchy of control e.g., Eliminate, Reduce, Isolate, Control, PPE, Discipline (ERICPD).		
	It is important that the controls not only consider normal operations but also abnormal operations (e.g., temporary staff cover, breakdown, extreme weather). It is good practice to include the monitoring arrangements in the control measures, to check that controls have been implemented, they are effective in protecting against the risk, and the control measures identified are enforced/actually happening. If the Risk Assessment identifies that a documented SSOW is required, then refer to Clause 6.0, 'Safe System of Work' on how to complete Using the scoring matrix, decide how likely (probability) it is that harm will occur and the possible outcome (severity), i.e., the level of risk.	Risk Assessment Team	BG1.3b / BG1.5

Probability of Impact Occurring	
Score	Condition
1	**Extremely unlikely** to occur all controls in place and fully functioning
2	I**mprobable** may occur exceptionally, controls in place and functioning
3	**Occasional** impact will occur sometimes. Controls in place and functioning, may fail occasionally
4	**Likely** to occur impact will occur often, not all controls in place and/or fully functioning
5	**Certain** to occur, regular or continuous occurrence, impact will almost definitely occur. No controls in place or controls not functioning
Severity of the resulting harm	
Score	Condition
1	**No impact or damage** - no action required
2	**Minor impact - non lasting cosmetic** Local environment with no action required, e.g., minor dust cover that can be washed or swept away Minor injury - first aid e.g., mild irritation to eyes Temporary health effect, full recovery expected Product quality managed internally with no effect on customer
3	**Moderate impact - repairable with some action, but no lasting damage Usually not reportable** Local damage e.g., dust cover over larger area requires clean-up and consideration of additional control measures Lost time injury 1-7 days unable to undertake normal duties Lasting health effect but no change in duties Non-conforming product delivered to customer but no damage to business relationship
4	**Major impact - some lasting damage (even after action) or significant pollution. Often reportable** Local, regional, national, or global, e.g., significant dust release detected, off site control measures in place Lost time injury more than 7 days unable to undertake normal duties Lasting health effect resulting in requirement to adjust duties Major risk of damage to business/customer relationship
5	**Severe impact - irreparable damage or substantial pollution. Usually, reportable** Local, regional, national global e.g., permanent/long term damage to flora and fauna, prosecution likely Fatality, permanent disability Lasting health effect resulting in being unfit to continue to work and/or death Offsite remedial measures required, loss of business/customer

	Procedure	Responsible Person	Record

Frequent	5	10	15	20	25
Likely	4	8	12	16	20
Occasional	3	6	9	12	15
Improbable	2	4	6	8	10
Extremely Unlikely	1	2	3	4	5
	No impact / damage	Minor	Moderate	Major	Severe

Risk Value Rating — Responsible Person — BG1.3b

Score	Colour Band	Risk Level	Comment
1 - 5	Green	Low Risk	Proceed & monitor controls are working
6 – 12	Amber	Medium Risk	Consider if additional controls can be implemented to reduce risk
15 - 25	Red	High Risk	Work not to proceed until risk reduced

4.8 This stage also considers what possible future control measures could be instigated to further reduce the risk. Where future improvements have been identified, these are to be included on the risk assessment and re-scored, to illustrate the improvement which could be achieved. — Responsible Person — BG1.3b

Once management agreement for the future improvement has been agreed, responsibilities for actions, and target dates are set, and are to be managed and tracked at business/site level.

4.9 Record Findings:
The findings of the level 2 Risk Assessment are to be recorded on BG3.1 b. (Task based Risk Assessment), or BG3.1f (Combined Risk Assessment & SSOW) — Responsible Person — BG1.3b/ BG1.3f

Risk assessments are to be available on site as an electronic or hard copy.

4.10 Review:
The risk assessments are reviewed at least every 24 months or in the event of a significant change in the operation or current control measures employed, with the onset of new technologies, or following any significant incident. — Responsible Person — BG1.3b

4.11 Contractors Risk Assessments:
When third parties such as contractors completes/submits their own task-based risk assessment for use on a Brett site, they are to be reviewed to ensure they are suitable and sufficient and follow the principals of this procedure. Refer to BG3.46 Control of contractors for additional information. — Responsible Person — Contractor risk assessment

5.0 **Level 3 – BrettSafe or Permission to Proceed**

Procedure: **Title:**
BG 1.3 **Risk Assessment**

	Procedure	Responsible Person	Record
5.1	BrettSafe or Permission to Proceed are "on-the-job" risk assessments and are used to assess the SHEQ risks before undertaking a particular non-routine task or a task where the circumstances have changed since the Level 2 task-based risk assessment was carried out. CCL and BCL only use a Permission to Proceed as the Level 3 Risk Assessment	Information	BrettSafe/ Permission to Proceed
5.2	Brett Safe: To be undertaken by a person who has received training in BrettSafe and deemed competent in the operational task being undertaken. The following areas are to be considered as part of the BrettSafe process • If a team activity, a supervisor, or a nominated employee is identified who will complete the BrettSafe in consultation and on behalf of those involved in the activity. • Consider if the work requires a Permit to Work, if it does, **stop** and arrange for the permit to be issued. • Review the hazards check list • Include additional controls for those hazards not identified as low risk • If the risk cannot be reduced to low level, the person completing the BrettSafe is to seek advice from line manager, before commencing the task. Communication • If a team activity, the person completing the BrettSafe will brief all those involved in the activity, • Where required also inform others in the vicinity who may be impacted or can impact the work activity covered by the BrettSafe. Additional guidance for completing the BrettSafe is detailed on the inside cover of the BrettSafe booklet.	Brett Safe competent person	BrettSafe

	Procedure	Responsible Person	Record
5.3	**Permission to Proceed** A permission to proceed is a document which specifies the work to be done and the precautions to be taken, forming an essential part of the safe system of work for identified activities. It allows work to start only after safe procedures have been defined and provide a clear record that all foreseeable hazards have been considered and appropriate controls in place		
	The permission is to be used to record an agreement between the person responsible for the site and person(s) doing any work. Typically, the following activities require a Permission to Proceed: • Any work undertaken by contractors* • Any work identified in column 2 of BG3.1a Permission to Proceed and Permit to Work Register selection guide. **In accordance with BG3.46 Control of Contractors.*	Site Manager/ Authorised Persons	Form BG3.1b Permission to Proceed
5.4	Completion of a Permission to Proceed: • Only those detailed on the BG3.1b (Permission to Proceed and Permit to Work Issue Authorisation form) are allowed to issue a Permission to Proceed. • The Permission should be completed with all parties present at the start of the job. • The risk assessment section can be left only if there is a risk assessment already created, this risk assessment needs to be affixed to the permission. • Permission must be closed on completion of the works or reaching the 'valid to date', whichever occurs first • Completion of the Permission to Proceed may prompt the need to complete a Permit to Work for higher risk activities	Site Manager/ Authorised Persons	Form BG3.1b Permission to Proceed
6.0	Safe System of Work		
6.1	A safe system of work (SSoW) can be referred to as a Method Statement (MS) or Standard Operating Procedure (SOP) or a Work Instruction (WI). A safe system of work is a process that involves a systematic examination of a working process or activity to identify hazards and assess risk. The risk assessment will identify if a formal written SSOW is required. The SSOW will specify the work methods and controls needed to control the hazard and minimise the risks associated with the process or activity.		

	Procedure	Responsible Person	Record
	As a minimum a SSOW should include: • Title and brief description of the process or activity • Site name • Location on site were process or activity is being undertaken • Unique reference • Creation date and review date • Details of the person completing the SSoW • Details of the person approving the SSoW • Reference to the relevant risk assessment(s) • Reference to the relevant COSHH assessment (where relevant) • The hazards identified on the risk assessments • Control measures • Procedure: ○ a step-by-step breakdown of how to undertake the task including all required control measures and details of any equipment or tools required. • Training or competency requirements for the task • Specific PPE requirement (i.e., APF rating of RPE/dust mask etc.) The SSOW can be recorded as a standalone document or combined with a risk assessment; example templates for a SSOW are attached to this procedure as BG1.3e & BG3.1f, these are not mandated, and other locally produced documents can be used.	Responsible Manager	BG1.3e/ BG13f
7.0	**Communication of Findings**		
7.1	The content of the various levels of risk assessments and SSOW are communicated to relevant employees and contractors in conjunction with BG2.2 Training, Awareness & Competence, BG3.46 Control of Contractors and BG3.38 Control of Visitors. These would include items such as: • significant hazards • potential impacts • control measures/safe systems of work • emergency provision	Responsible Manager	Employee/ contractor induction records/ other records
7.2	Responsible Manager informs all relevant workers on the importance of stopping any activity: • if they are concerned it may be unsafe or unhealthy to continue. • if the task has changed and the task-based risk assessment or SSOW is no longer valid.		

Procedure: **Title:**
BG 1.3 **Risk Assessment**

Reference Documents:

1. Form BG1.3a Level 1 Risk Assessment
2. Form BG1.3b Level 2 Risk Assessment
3. Form BG3.1c BrettSafe (booklet)
4. Form BG3.1d Permission to Proceed (booklet)
5. Form BG3.1e Example of a SSOW template
6. Form BG3.1f Example of a SSOW template combined with a Level 2 Risk Assessment
7. BG2.2 Training Awareness and Competence
8. BG3.1 Permit to Work
9. BG3.38 Control of Visitors
10. BG3.46 Control of Contractors
11. HSE A brief Guide to Risk Assessment INDG 163
12. HSE Risk Assessment website Managing risks and risk assessment at work – Overview -HSE
13. HSG 65 Managing for health & Safety

Procedure: **Title:**
BG2.2 **Training, Awareness & Competence**

1 Purpose: **To ensure that all employees are trained, developed, qualified, and deemed competent to undertake their duties and fulfil their responsibilities, with due regard to health, safety, the environment and the quality of services and products.**

2	**Procedure**	**Responsible Person**	**Record**
2.1	**This procedure covers the provision of specific health, safety, environment, sustainability, and quality related training and competencies and does not include, corporate induction or general management skills and competencies, which are to be read in conjunction with Group HR process and procedures.** **Induction Training**		

2.2	Site/Department Induction
	
	All new employees, including those transferring from elsewhere in the Brett Group***** or returning to work after a break in employment, and temporary staff, are to receive induction training. The induction is delivered in line with Group HR Procedures and to include:
	
	• introduction to the Brett Group
	• introduction to the business / site / department and its operations
	• QHEST System and Policies
	• MPA Vision Zero / Fatal 6
	• the employee's role as per the job description with consideration to:
	  ○ any technical and operational responsibilities
	  ○ any health, safety, environment, sustainability, and quality responsibilities
	  ○ any specific requirements related to product or service provision
	  ○ an assessment of health, safety, environment, sustainability and quality training and competency
	  ○ the main hazards and control measures applicable to their place of work identified in accordance with task specific risk assessments.
	• emergency procedures
	
	*****_Those transferring from other areas of the Brett Group, only need to complete the above points where it has not already been covered from their previous job role._
		Responsible Manager	Site / Department Induction Documents / BG2.2d SHE Training Assessment Matrix

2.3	The induction documentation is signed to acknowledge acceptance and understanding of the training given and confirm the capability/competence of the employee to undertake the assigned tasks.	Responsible Manager & Employee	Induction Records / Training Records
2.4	Completed induction documents are maintained in the employee's personnel file and equivalent for agency workers. For permanent employees and agency workers, training records are established and maintained. The employee receives copies of relevant induction training documents, if requested.	Responsible Manager	Training Records

2	Procedure	Responsible Person	Record
	SHEQ Training & Competency		
2.5	A core list of training has been developed to outline where relevant, the minimum SHEQ training within the Brett Group.	SHE Dept.	BG2.2d
2.6	A training needs assessment is carried out for all staff when commencing a new role and periodically thereafter at suitable intervals. The review compares the individual's current knowledge and training to the minimum requirements listed for their job role. Each business will hold a documented training and competency matrix(s) that will identify what training is required and has been undertaken to help meet individual competence and takes account of: • the skills, knowledge and competencies specified for the job • any specific operational or technical job responsibilities to include specialist training as defined in specific business procedures • any specific health, safety, environment, sustainability, and quality job responsibilities • when the training expires or when refresher training is required. • the employees' current level of competence/performance for the job role. Included in BG2.2d (SHEQ Training Record) is an example of a training matrix, however each business can develop their own training and competency matrix to record the above information. There may be instances where the training needs assessment identifies a gap in knowledge, training, experience etc. This is to be documented and discussed with the individual, who is not to start work without the agreed additional controls in place.	Responsible Manager	BG2.2d / Business Training Matrix(s)
2.7	<u>Mobile Plant</u> All mobile plant operators must hold a plant competency as detailed in BG3.18 Rules for Site Vehicles and Mobile Plant.	Responsible Manager	Competency Assessment Record / Business Training Matrix
2.8	The course organiser ensures BG2.2e Training Course Attendance form is completed for all internal training conducted. In this instance CCL will use their own Training attendance form.	Course Organiser	Form BG2.2e Training Course Attendance/ CCL attendance form

2	Procedure	Responsible Person	Record
2.9	Depending upon the nature and duration of the training being provided the course organiser may also request that attendees complete BG2.2a Training Evaluation form. Following completion of training the relevant line manager (or equivalent) reviews the feedback/training evaluation form provided by the attendees to determine whether the training course and/or provider are appropriate for continued use. Where appropriate training certificates may also be issued following satisfactory completion of the training.	Course Organiser / Responsible Manager	Form BG2.2a Training Evaluation / Training Feedback / Certificate
2.10	After completion of any training the employees / agency workers training records are updated and maintained.	Responsible Manager	Training Records
2.11	A record of Continuing Professional Development (CPD) may be maintained by individual's identifying any event, meeting, training course, article, or other item that they consider a learning event i.e., the knowledge and experience gained will contribute to their professional development. The record includes the name or type of event, the date, and a brief description of the event/what happened. Where an individual holds a professional membership the associated CPD system for that professional body may be used to record CPD activities.	Managers / Individual	Form BG2.2c CPD Record
2.12	<u>QHEST Procedures</u> As QHEST procedures are issued, amended, or removed the responsible manager provides an update on the relevant changes.	Responsible Manager	SSOW/ TBT/ Meeting/ Minutes/ Notice Board / QHEST Update Notes
2.13	<u>Briefings & Toolbox Talks</u> Briefings and toolbox talks will be used to help ensure that staff understand the hazards and controls associated with their work activity. Risk assessments, method statements/SSOW briefings will be distilled and conveyed in a way appropriate to the audience, encouraging participation and feedback. Use of diagrams, photos, videos, etc, can be used. TBT will be delivered to: • address topics relevant to current works. • in support of a safety campaign • to raise awareness on a particular topic Briefings and TBT are to be recorded.	Responsible Manager	Meeting Minutes / BG2.2e / Attendance registers/ BG1.3 Risk Assessment

Reference Documents

1. BG 2.2a Training Evaluation Form
2. BG 2.2c CPD Record
3. BG 2.2d SHEQ Training Assessment Record and Matrix
4. BG2.2e Training Attendance Record
5. BG1.3 QHEST Risk Assessment
6. BG3.18 Rules for Site Vehicles and Mobile Plant
7. BG3.38 Control of Visitors
8. BG3.46 Control of Contractors
9. CCL Training Attendance form
10. Employee & Training Competency Policy
11. HR Introduction to Effective Recruitment & Selection Toolkit
12. PAD System

.

Procedure: BG 4.1

Title: Monitoring, Inspection and Product Testing

1 Purpose: **To ensure that all legally required monitoring, inspection and product specification testing is carried out and records maintained.**

2	Procedure	Responsible Person	Record
	Note: *monitoring of energy and water consumption, waste production and a range of other sustainability aspects is covered by BG4.6 Measuring Up*		
2.1	Site monitoring and inspection schedule are prepared which summarises the relevant requirements specified in the site-specific authorisations e.g. planning permission, environmental permits etc. This also takes into consideration the results of the site based risk assessment and any other legally binding documents relating to the site. As a minimum these should include statutory testing (e.g., electrical, lifting, fire), environmental monitoring, structural and geotechnical surveys where appropriate.	Responsible Manager	Site Monitoring/ Inspection Schedule
2.2	The schedules clearly identify: • the type and frequency of monitoring and inspection undertaken • the monitoring and inspection locations • the trigger level or performance criteria against which the monitoring results are assessed • persons responsible for the monitoring and inspections	Responsible Manager	Site Monitoring/ Inspection Schedule
	<u>Monitoring</u>		
2.3	The requirements of the monitoring schedule are communicated to all relevant site staff or other persons to whom monitoring responsibility has been delegated.	Site Manager	Relevant Records
2.4	Monitoring is carried out by appropriately trained and experienced staff and in accordance with established monitoring methods.	Site Manager	Training Records / Monitoring Methods
2.5	The monitoring requirements are regularly reviewed and take account of changes to legislation, site authorisations, potential receptors, control systems, risk assessments, changes in the data collected or at least annually.	Site Manager	Monitoring Schedule
2.6	All monitoring equipment is maintained and calibrated such that it is fit for purpose in accordance with Procedures BG 4.2 Plant and Equipment Maintenance and BG 4.3 Instrument and Equipment Calibration.	Monitoring Staff	Calibration / Maintenance Records
2.7	Any Contractors employed for monitoring purposes are engaged in accordance with Procedure BG3.46 Control of Contractors. The requirements for monitoring and reporting of results are agreed with the contractor.	Responsible Manager	Contractors documents
2.8	All monitoring records are retained in a safe and readily retrievable location for at least five years unless otherwise specified	Site Manager	Monitoring records / reports

2	Procedure	Responsible Person	Record
	Inspections		
2.9	Inspections may range from thorough examinations under Lifting Regulations to General Site Inspections and Alive & Well Walks. The requirements of the Inspection Schedule are communicated to all relevant site staff.	Site Manager	
2.10	Statutory Inspections and Examinations are undertaken by a competent person, who is appointed and has sufficient experience and knowledge to carry out a thorough examination / inspection required by the scheme.	Site Manager	Competency /training records
2.11	Site inspections should target those areas of the site and plant that are liable to create significant risks to personnel, the environment and integrity of the product or system. Alive & Well Walks complement the site inspections but focus on behaviour and system of work rather than the presence and condition of physical items.	Site Manager	Inspection Log
2.12	All inspection records are retained in a safe and readily retrievable location for at least five years unless otherwise specified.	Site Manager	Inspection Log
2.13	On Brett Aggregate sites the log is counter signed, with full details of condition and remedial action required with date of work completed.	Site Manager	Inspection Log
	Product Testing		
2.14	All products will be subject to a quality management scheme to ensure continued compliance to the relevant standards, industry expectations and customer specific requirements. The records of this should be kept by the business technical department and reviewed regularly by the management team responsible for the product placement on the market.	Quality Manager	Inspections/ Testing Schedules

Reference Documents

1. BG4.2 Plant and Equipment Maintenance
2. BG4.3 Instrument and Equipment Calibration
3. BG4.6 Measuring Up
4. BG3.46 Control of Contractors

Procedure: BG 5.1

Title: Emergency Preparedness and Response

1 Purpose: To ensure that provision is made to plan for and provide clear instruction to manage emergency situations.

2	Procedure	Responsible Person	Record
2.1	Regular review and update of Risk Assessments aim to identify high-risk situations. Procedures and Work Instructions are produced to provide safe / controlled methods of work to minimise these risks. Emergencies however may occur and provision is made to provide clear instructions for dealing with emergency situations and ensuring all staff are aware of the emergency procedures applicable to their workplace.	Responsible Manager	QHEST RA
2.2	An Emergency Action Plan is prepared and maintained, clearly assigning procedures to be followed and responsibilities for action in an emergency. This includes consideration of external parties needs where appropriate.	Responsible Manager	Emergency Action plan
2.3	The Emergency Action Plan is reviewed at least annually or following any significant event.	Responsible Manager	Emergency Action plan

2.4	As a minimum the action plan will include:
	• Relevant contact Numbers including;
	  ○ Emergency services
	  ○ Environment Agency
	  ○ Local Authority contacts
	  ○ Responsible Manager
	  ○ H&S contact
	  ○ Environment contact
	• Name of First Aiders
	• Location of First Aid boxes
	• Location of fire extinguishers
	• Location of emergency spill kits etc.
		Info	

2.5	Procedures are written to control and manage emergency situations these can include where applicable; • Fire • Explosion • RTA • Spillage of hazardous chemicals • Contamination of water system • Uncontrolled dust emissions • Gas migration / gas in confined spaces • Death/major injury • Emergency drill procedures • Geotechnical failure • Overturned vehicle • Outbreak/discharge of contaminated water • Significant spill of oil or fuel But must include those situations identified as potential emergency scenarios in the QHEST risk assessment.	Responsible Manager	

2	Procedure	Responsible Person	Record
2.6	The emergency action plan is produced and made available and explained to all staff.	Responsible Manager	Emergency Action Plan available in Strategic Locations /training records
2.7	Sufficient staff are trained in the use of emergency control equipment that they are likely to meet.	Responsible Manager	Training Records
	First Aid Provision		
2.8	A First-Aids Needs Assessment can be completed to ensure first-aid provision is adequate, and that there is sufficient first-aid equipment, facilities and personnel available at all times. The First-Aids Needs Assessment does not have to be documented. A template assessment can be found within L74 Health and Safety (First Aid) Regulations 1981 Guidance.	Info	
2.9	Every site has, as a minimum, an Appointed Person present whilst the site is open. Those where five or more people can be expected to be present (including customers, contractors and visitors), has at least one first aider always present. At least one additional First Aider is present for every additional fifty people on site.	Appointed Person First Aider	
2.10	A sufficient number of first aid kits are available and maintained. These are regularly checked by a first aider. The contents and quantity of first aid kit reflects the risks on site.	First Aider	
2.11	The potential benefits of automated external defibrillators (AED) is assessed alongside other first aid needs for any site. Older workers and those engaged in strenuous physical work are more likely to be at risk of a sudden cardiac arrest. Risk also increases with extended response time from emergency services and the number of people of the site. A risk matrix has been developed to assist in decision making on the provision of an AED.	Responsible Manager	BG5.1c AED Risk Matrix
	Emergency Equipment		
2.12	An appropriate number and type of fire extinguishers and other emergency control equipment (e.g. sprinklers) is provided and maintained in accordance with the maintenance schedule.	Responsible Person	Maintenance Schedule
2.13	Emergency spill kits are made available at strategic locations. Suitable spill kits are provided and sufficient spare kits are made available.	Responsible Person	
2.14	All emergency control equipment is replaced as soon as practicably possible after use and within 7 days.	Responsible Manager	

2	Procedure	Responsible Person	Record
	Emergency Drills		
2.15	Emergency drills on operational sites are carried out at regular intervals to check the suitability and effectiveness of the procedure in place. The following practice drills shall be carried out as a minimum per operational site per annum: • Fire drill • Another health and safety incident drill • An environment incident drill The drills are recorded on form BG5.1a Emergency Drill Record form and learning points and improvement are communicated to all staff e.g. site SHE Committee meeting. For offices and non-operational sites the frequency of the drills should be determined by the Level 1 Risk Assessment for the site but at least once per annum as a minimum.	Responsible Manager	BG5.1a Emergency Drill Record
2.16	Emergency procedures are checked for suitability and effectiveness after any emergency procedure is employed.	Responsible Manager	BG5.1a Emergency Action Plan
2.17	Emergency stops and pull cords are tested monthly and a record kept of the results. The frequency of these tests can be increased or decreased depending upon the environmental conditions and risk if deemed appropriate through a thorough documented risk assessment of the equipment. Any required action is taken as necessary and the forms are checked and signed off by the site Manager or Supervisor.	Responsible Person/ Site Manager/ Supervisor	Inspection form
	Reporting		
2.18	Any emergency situation encountered is reported in accordance with Procedure BG5.2 Reporting and Investigation of Accident, Incident and Complaint.	Responsible Manager	Group Incident Report Form

Reference Documents

1. Site Risk Assessments (Health and Safety, COSHH and Environmental)
2. Procedure BG5.2 Reporting and Investigation of Accident, Incident and Complaint
3. L74 Health and Safety (First Aid) Regulations 1981

Procedure: BG 5.2

Title: Reporting and Investigation of Incidents

1 Purpose: To ensure that all accidents, incidents and complaints are promptly reported and investigated and that learning points are cascaded through the Business/Group

2	Procedure	Responsible Person	Record
2.1	Accidents and incidents are unplanned adverse events. Included in the Group definition are: • injuries • near miss • high potential near miss • dangerous occurrence • breach of site authorisations • spillage • pollution • material damage • complaint • enforcement activity The seriousness attributed to any accident or incident is proportional to the outcome that could have reasonably occurred, as opposed to the actual outcome of the event.	Info	
2.2	Reporting is greatly encouraged as by eliminating minor faults and identify opportunities for improvement we can avoid the causes of more serious events. A high level of quality reporting shows an open and well-managed system.	Responsible Manager	
2.3	Table 1 provides examples of the different types of incidents and the reporting route required for them.	All Personnel	
2.4	**Near Miss** A near miss is an unplanned unwanted event that **could have** resulted in injury, ill health, pollution, damage, loss or statutory breaches (reportable to enforcing authorities). These are reported in accordance with procedure BG5.3 Near Miss Reporting.	Info	Near Miss Report Form
2.5	**RIDDOR Incidents and Accidents** There are clearly defined legal requirements for the reporting of specific types of accident and dangerous occurrences to the HSE. A summary of incidents that require reporting is found on the HSE Website https://www.hse.gov.uk/riddor/ RIDDOR reportable incidents are reported directly to the HSE, within the given timeframe and copies to the H&S dept.	Responsible Manager	HSE eform F2508 / IFS
2.6	Where the accident/incident is or is expected to be RIDDOR reportable, Group H&S department must be notified, at the earliest opportunity, no later than the next working day.	Info	
2.7	All work-related accidents or incidents must be reported to line management on the same day the incident took place to be defined as a workplace event. Incidents are reported in accordance with the ***Flow Chart 1 – Incident Reporting***. All reported incidents are to be recorded on IFS at the earliest opportunity.	All personnel/ Responsible Supervisor/ Manager	IFS

2	Procedure	Responsible Person	Record
2.8	An investigation appropriate to the nature of the incident is carried out. The amount of time given to the investigation should reflect the seriousness, or potential seriousness of the incident.	Responsible Manager	IFS / BG5.2c Internal Investigation report
2.9	Primary purpose of an investigation is to determine the root cause(s) so that suitable and practicable controls can be put in place to prevent reoccurrence and/or prevent a more serious incident occurring.		
	Investigations are not carried out just to apportion blame onto someone.	Info	
	GN4 'Guideline for Incident Investigation', contains additional information for conducting an effective investigation.		
2.10	It is a requirement of Brett that, following any significant and serious events (e.g., any lost time accident, chemical spillage) an investigation is carried out that is more detailed. Investigations into such events may be carried out with the benefit of legal advice at the discretion of senior management. Where legal advice is required it is sought prior to the commencement of the investigation.	Responsible Manager	IFS / HSE form F2508 / BG5.2c Internal investigation report
2.11	Following any significant incident an investigation team is established by the Business to produce an internal investigation report. A member of senior management team for the business approves the report before it is submitted to the H&S Dept.		
	Note: All documents and records produced as part of an incident investigations can be used in Criminal or Civil Courts therefore emotive and subjective comments are to be avoided. If evidence is based on hearsay this should be made obvious in the text.	Responsible Manager	IFS / BG5.2c Investigation report / BG5.2d Data Log / BG5.2d Witness Statement
	A good investigation can also help satisfy the regulatory authorities that we are in control of our processes and SHE management system and can prevent further action from them.		
2.12	**Just Fair Model** The Just and Fair Model (Flow Chart 2), is to be used as guidance by line managers and incident investigators in determining the appropriate consequences which should be applied to individual(s) which align with the circumstances established by the incident investigation.		
	Where an Individuals Line Manager has been condoning behaviours that lead to the error or violation the Just Culture Decision Flow Chart should be used to determine whether the Line Manager(s) behaviour was and error or violation.	Responsible Manager	HR Records
	Where appropriate, the Human Resources and the SHE department should be consulted when seeking clarification and assistance in the correct use of the Just Fair Model.		

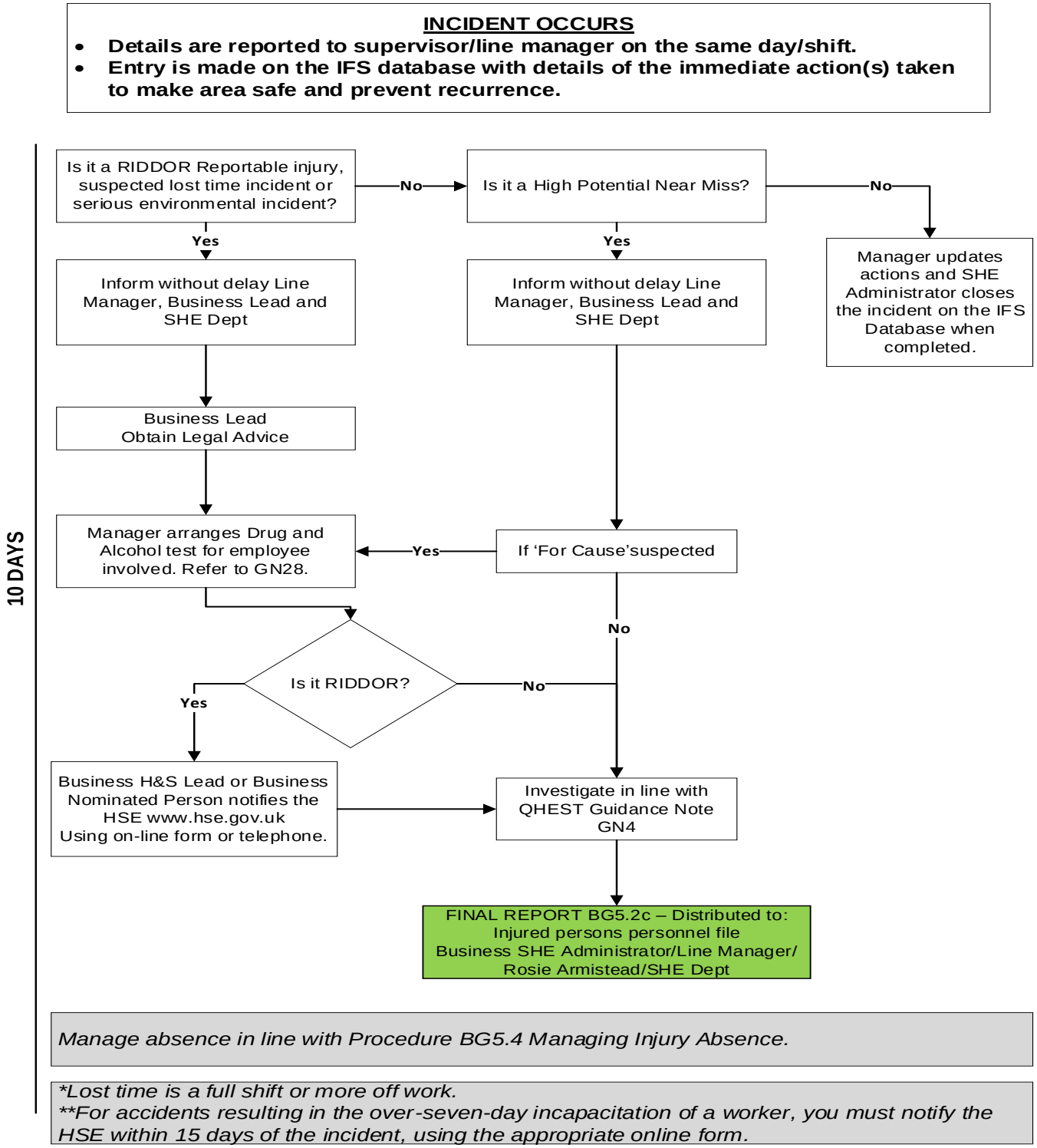
2	Procedure	Responsible Person	Record
2.13	The reports of all incident investigations are copied to the Group SHE Department within 10 days of the incident occurring or two working days of the report being available as 'final draft', whichever is the sooner.	Responsible Manager	BG5.2c Internal Investigation report
2.14	For RIDDOR reportable injuries, Lost Time Incidents, Serious Environmental incidents or if 'For Cause' suspected the employee/contractor involved is subject to a Drugs and Alcohol test.	Responsible Manager	D&A Test
2.15	Incident reports and investigations are analysed, and the Group are informed of relevant information including trends and key learning points. Analysis and learning points are discussed in the QHEST Management Review.	SHE Department	IFS/Report/ Minutes
2.16	All investigations include a review of the appropriate risk assessment and associated procedures/work instructions as necessary. A note of the review is detailed on the risk assessment. Any change to a Procedure or Work Instruction is made in accordance with procedure BG2.4 Document Control.	Responsible Manager	Risk Assessments
2.17	BG5.2b Brett Group Health and Safety Statistics data sheet is completed by each business and submitted to the SHE Dept, by the agreed date.	SHE Administrators	Form BG5.2b

Reference Documents

1. BG5.2a Initial Incident Response Form
2. BG5.2b H&S Statistics – Business Specific Data Sheet
3. BG5.2c Incident Investigation Report
4. BG5.2d Data Collection Log
5. BG5.2e Witness Statement
6. GN4 Guidelines for Incident Investigation
7. GN56 Guidance for Crisis Management
8. GN28 Guidelines for Drugs and Alcohol Testing
9. BG5.3 Near Miss Reporting
10. GN22 Guidelines for Near Miss Reporting
11. BG5.4 Managing Injury Absence
12. HSG245 HSE Guidance - Investigation Accidents & Incidents

FLOW CHART 1 - INCIDENT REPORTING

This flow chart covers the key tasks and reporting to be followed for each incident.



Manage absence in line with Procedure BG5.4 Managing Injury Absence.

**Lost time is a full shift or more off work.*
***For accidents resulting in the over-seven-day incapacitation of a worker, you must notify the HSE within 15 days of the incident, using the appropriate online form.*

FLOW CHART 2 – JUST CULTURE MODEL

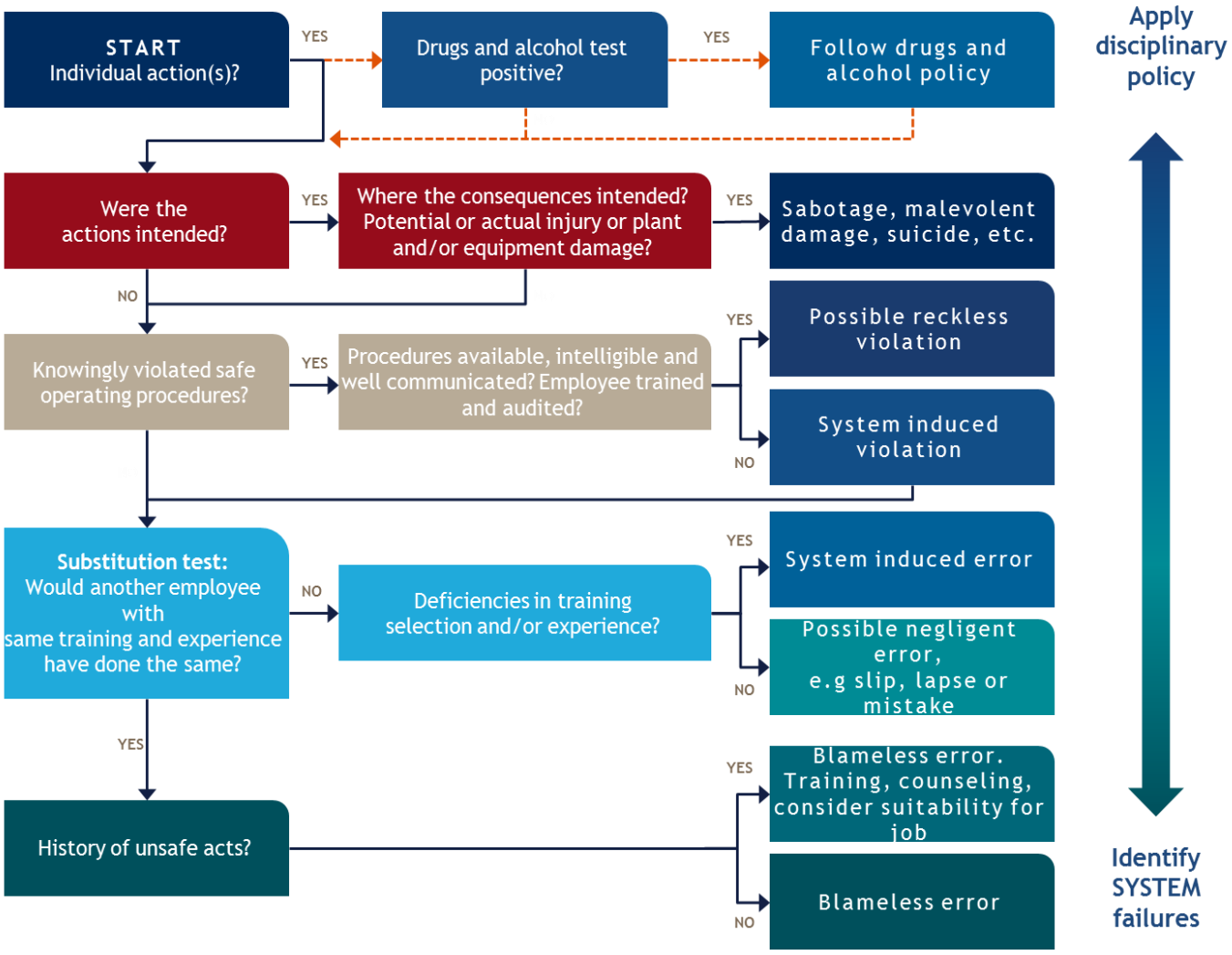


TABLE 1

	Near Misses	Incidents	Significant Incidents
Definition	Something that could have happened but didn't, it "nearly happened" and has the potential to cause environmental damage, pollution, injury, loss or cost. e.g., Unsafe plant, equipment, substances, unsafe behaviour, working practice, procedure or situation	Something that has happened and involves environmental damage or pollution, injury, loss, cost in clean up or management time.	An actual or potential occurrence that may interfere or threaten the site's licence to operate and/or has the possibility of enforcement by regulatory body e.g., EA or HSE. RIDDOR Reportable Injuries, Dangerous Occurrence. Lost Time Injuries Check to see if investigation is to be carried out under Legal Privilege
Environment	Unsafe storage or handling of hazardous chemicals e.g. mixing of hazardous substances, insufficient bunding, no drip trays	Spillage of hazardous chemical not contained, some off-site pollution e.g. entered drain, overflow kerbing to neighbouring land	Uncontrolled release from site leading to breach of consent e.g. in discharging to river, water course, surface water drains or foul sewer
	Any spillage of hazardous chemicals where no pollution caused e.g. fuel. lube, admixture, acid		
	Excessive mud on haul road which could reach public road	Mud detected on public road potential breach of licence condition	Issue of an improvement notice, prohibition order or initiation of a similar legal process.
	Informal discussion with member of public, neighbour identify potential issue	Complaint received to site about environmental issue e.g. noise, odour, mud on highway etc.	Member of the public having made a formal complaint to Police, EA, EHO or press relating to an environmental issue
		Member of the public advising or threatening they will contact Police, EA, EHO or press relating to an environmental issue	
	Vehicle incorrectly sheeted which could result in spillage / emissions to air	Spillage of material on public road	Spillage of material on public road identified by EA and notice issued
	Routine visit of EA or EHO verbal note of improvement made	After any routine visit where follow up action is notified or considered possible e.g. score of 1 or above on EA inspection form	Formal notification of a breach of consent or possible legal proceedings
		Any non-routine visits of EA or EHO where issue is discussed or identified	Any non-routine visit by EA or EHO where further investigation is a possibility then a report should be made
	Observation of small dust release on operation of valve, small build up	Failure of valve produce on site dust release, not required to report to EA or EHO Submission of a Schedule 6 notice to the EA under a PPC permit.	Significant dust cloud arising from an uncontrolled release crossing site perimeter e.g. failure of a silo. Permit requires report to EA or EHO
Safety	Unsafe plant, equipment, substances, unsafe behaviour, working practice, procedure or situation that had the potential to cause damage loss or injury.	Non-Lost time injury	Lost time injury (at least one full shift of lost time)
	Incorrect storage, labelling and handling of Haz Chem.	Minor first aid injury	Fatal accident
	Guarding removed	Cut sustained from moving machinery minor first aid required.	Enforcement or Prohibition Notices
	Bottom step on access to shovel broken	Injury sustained causing person to be unable to continue working that day but returning to work the following day	Broken ankle
	Mud on site road potential to reach public road	Vehicle skid on public road no damage sustained. Complaint by driver.	Mud on highway cause RTA
	No safety spectacles available in workshop	Particulate in eye first aid treatment administered removed by washing in eye bath	Partial loss of sight in eye through particulate
	Electrical wires exposed	Exposed wires cause short circuit / sparking	Electrical short circuit causes fire or explosion
Occupational Health	No dust-masks available in workshop	Dust inhaled and caused coughing mild irritation	Long term lung damage identified
	Employee handling haz-chem without appropriate impervious gloves	Skin contact result in mild irritation washed away with clean water	Dermatitis caused by contact with hazardous chemical.
	Awkward positioning of desk workspace		Long term Musculo-skeletal damage, DVT
	Incorrect use of vibrating hand tool		Permanent loss of feeling in fingers, HAVs diagnosed
	Improper handling of bags of aggregate, knee use to nudge sack when filling		Long term damage to knee attributed to working practice
REPORT	Near Miss Form/ IFS entry	IFS entry	IFS entry & Investigation report (BG5.2c) produced

Procedure: **Title:**
BG5.3 **Near Miss Reporting**

1 Purpose: **To control the reporting of all near misses so that details are recorded, and learning can be shared amongst the Brett Group Companies.**

2	Procedure	Responsible Person	Record
2.1	A near miss is an unplanned unwanted event that could have resulted in injury, ill health, pollution, damage, loss or statutory breaches (reportable to enforcing authorities)	Info	
2.2	Any unsafe plant, equipment, substances, unsafe behaviour, working practice, procedure or situation that had the potential to cause injury, ill health, damage or pollution is reported as soon as practicably possible as shown below.	All Personnel	Near Miss Form/IFS entry
2.3	Near misses that have the clear potential to cause significant injury, ill health, pollution, loss or damage are classed as high potential near misses and a more detailed investigation is undertaken in accordance with BG5.2 clause 2.8.	Info	

A near miss is raised and either entered directly onto the IFS database or a paper copy is completed and submitted to a person who has access to the IFS database. The details include any recommendation to prevent a recurrence

↓

The details of the near miss are checked and acknowledged by the designated business senior management team. Details reviewed and if appropriate severity level changed to high potential near miss

↓

Each responsible manager regularly checks the IFS database to see what near misses have been raised

↓

Responsible manager investigates the near miss

↓

The responsible manager reviews risk assessments where necessary

↓

The details of the action taken are updated on the IFS database

↓

The status of the near miss is updated and **closed** on the IFS database by the responsible manager

2.4	To enable changes and improvements to be made to prevent occurrence of a potential accident, incident or complaint Near-miss events are investigated to help to identify the following. • whether the current control measures are adequate. • whether any additional control measures are needed. • what is needed to improve risk control. • what lessons can be learnt from the near miss and what information can be shared	SHE Dept / Responsible Manager	Records of Incidents.
2.5	Any learning points are communicated to the workforce on site. Key themes for Group communication are issued as SHE Alerts.	Responsible Manager	Training Record /Meeting Minutes

Reference Documents

1. BG5.2 Reporting of Accidents, Incidents and Complaints
2. GN22 Guidelines for Near Miss Reporting

QHEST Inspection Report

Plant: _____ **Date W/C:** _____

Weather Conditions – Record Daily

	M	T	W	T	F	S	S
Wind direction (SW NE etc)							
Weather: Rain = R , Sunny =S , Intermittent =I Overcast =O							
Record out side ambient temperature if it's 2 Degrees C or below and also if its 30 degrees C and above.							

Ref No	Daily Checks	M	T	W	T	F	S	S
S 1	**CHECK THAT ALL GUARD RAILS & MACHINERY GUARDS ARE IN POSITION PRIOR TO OPERATING PLANT.**							
S 2	Check that all ladders, sheeting & handrails are secure.							
E 3	Check plant, yard & structures for dust and spillage. In case of dust nuisance refer to Emergency Action Plan and GIRF process.							
E 4	Check water sprinklers and hoses are working correctly.							
M 5	Drain all water taps on airlines. Drain off compressors.							
M 6	Visually check conveyor belt condition and tracking.							
Q 7	Wash out and remove build up from mixer.							
Q 8	Check that weigh hoppers are discharging correctly. Test each load cell is working and free from build up.							
Q 9	Visually check moisture contents of aggregates in storage bays, and compare to readings on control panel.							
Q 10	Ensure all aggregate bays and bins are correctly labeled.							
E 11	Check stocks are fully contained within storage bays. Check for contamination and dust emissions.							
E 12	Check wash pits are not full. Check pumps are working effectively and recycled water is satisfactory.							
E 13	Check drying bays are not full and there is no spillage.							
E 14	Is your electric, water, and fuel, being conserved and waste managed.							
H 15	Check control cabin and welfare facilities are clean and tidy.							
Q 16	Check your voice recorder is working and has the correct time displayed and sufficient memory left							
Plant supervisor initials								

Ref No	Weekly Checks	Date /Initial
Q 17	Check all aggregate bin walls for wear and damage.	
S 18	Test pulls cords and emergency stops, and operation of any other isolation system.	
Q 19	Check condition of silo inlet pipes. Ensure they are correctly labeled and locks are in good condition.	
M 20	Grease fixed and mobile plant and make sure auto-lube system are working.	
M 21	Check condition of pan mixer linings, paddle tips and check mixer arm alignment.	
Q 22	Check security of Alkon manual batch station key.	
S 23	Visually check electrical apparatus and wiring for correct operation, wear or damage.	
S 24	Inspect condition of safety signs.	
S 25	Inspect condition of boundary fences.	
S 26	Visually inspect all lifting equipment including rope, shackles and hook.	
E 27	Check site drainage and traps are clear.	
E 28	Check dust seals and socks on cement hoppers for wear.	
E 29	Check, clean and reseal seals on silo pressure relief valves. Clean filters and check for damage. Remove any spillage. Check automatic shut off valves.	
E 30	Check operation of high-level indicators and audible alarms.	
E 31	Prior to discharging any waste water, ensure solids have settled and discharge is clear.	
M 32	Check conveyors for free running and wear, including rollers and skirting.	
M 33	Check water traps and oil level on airline lubricators and compressors.	
M 34	Check pneumatic system for leaks. Check pressure.	
Q 35	Ensure all admixture containers & tanks are clearly labeled, suction pipes are labeled at both ends and tank bunds are empty.	
Q 36	Adjust tare weight and ensure batching controls are fully and correctly labeled.	
H 37	Empty dustbins, clean batch cabins, toilets, offices and walkways.	

Key - Q = Quality, H = Health, E = Environment, S = Safety, M = Maintenance

Cementitious Deliveries

Record the start times, finish times & silo number of all cementitious deliveries. Monitor the delivery & stop if there are any emissions. In case of any Cement / Slag spillage refer to the Emergency Action Plan, and the GIRF procedure.

Time	M	SILO	T	SILO	W	SILO	T	SILO	F	SILO	S	SILO	S	SILO
Start														
Finish														
Start														
Finish														
Start														
Finish														
Start														
Finish														

Safety Equipment & 1st Aid Available – Weekly Check

Please check the following spare items are available:

	Y	N
Eye protection		
Hand Protection		
Hard Hats		
High Viz vests		
Dust Masks		
Ear Protection		
Eye Wash (in date)		
First Aid Requirements		
Fire Extinguishers		

I confirm that I have inspected the workplace as required above and reported all defects and incidents.

Plant Supervisor Name:

Signature: **Date:**

Change of Supervisor & handover procedures completed.

Name:

Signature: **Date:**

Operations supervisors monthly review of paperwork .

Name:

Signature: **Date:**

ITEM

Notes ,Comments & corrective actions that have been entered on the Defect reporting system	Reported By	Date

APPENDIX 04

Selected Operating Procedures

Procedure:	Title:
CC OP 1.1	Delivery and Storage of Cementitious Materials

1 Purpose: **To ensure the delivery and storage of cementitious materials is controlled to avoid harm to human health and the environment and to maintain product quality.**

2	Procedure	Responsible Person	Records
	Arrival		
2.1	A sign is positioned at the entrance to the plant or other strategic location stating all site rules and instructing all Drivers to report to the batching office prior to discharge.	Operations Manager	
2.2	PPE and Filling Instruction signs are positioned at strategic locations around the plant.	Operations Manager	
2.3	On arrival at the plant, the Driver is inducted and is then instructed to park the vehicle in the designated delivery area. If the Driver is required to make a hazardous reversing manoeuvre, the Plant Manager provides assistance.	Plant Manager	Induction Record
2.4	The designated delivery area is on ground that is even and firm, properly drained, free from slip and trip hazards and adequately lit.	Operations Manager	
2.5	The Driver is advised of the need to observe and comply strictly with the PPE requirements and follow their own company procedures and risk assessments associated with discharge whilst on site.	Plant Manager	
2.6	Prior to discharge, the delivery ticket is checked to ensure the material received matches that ordered and is in accordance with the Schedule of Approved Materials, if not contact Production Manager/ Operations Manager.	Plant Manager	Delivery Ticket
	Discharge and Filling of Silos		
2.7	The Driver is given the key to the padlock securing the locking device to the correct silo inlet pipe and advised approximately how much spare capacity remains in the silo.	Plant Manager	
2.8	The silo filter, automatic shut-off valve and high level alarm system are switched on and, once satisfied all devices are operational, the Driver is given authorisation to discharge.	Plant Manager	
2.9	During the discharge operation, people, mobile plant, and other vehicles are maintained at a reasonably practicable safe distance from the delivery vehicle.	Plant Manager	
2.10	The Driver is instructed to remain by his vehicle and carry out regular checks to ensure there are no visible signs of dust being emitted from the silo or vehicle into the atmosphere.	Plant Manager	
2.11	If an emission occurs, discharge is suspended immediately, and the matter reported to the Operations Manager. Cleaning up is carried out in accordance with the appropriate Emergency Action Plan.	Plant Manager / Operations Manager	Emergency Action Plan

2	Procedure	Responsible Person	Records
2.12	Details of all emissions are recorded on the QHEST Inspection Report and on IFS. Any spillage is also recorded on the delivery ticket.	Plant Manager / Production Manager	QHEST Inspection Report / IFS/ Delivery Ticket
2.13	The Local Authority is also notified of any emissions if required by the PPC Site Permit	Operations Manager	LA Notification
	Departure		
2.14	On completion of discharge, any minor spillages are cleaned up immediately and disposed of in the waste bay. The silo filter and automatic shut-off valve is switched off. Note - in most cases the high-level alarm system is permanently switched on.	Plant Manager	
2.15	The key to the silo inlet pipe padlock is returned by the Driver and the delivery ticket signed to confirm acceptance. Details of the delivery, eg day, time, silo number and emission (if any) are recorded on the QHEST Inspection Report.	Plant Manager	Delivery Ticket / QHEST Inspection Report
2.16	If material is returned for any reason, the fact is recorded on the delivery ticket and the supplier telephoned to obtain the exact tonnage. If a part-load is transferred to another Capital Concrete plant, the tonnage is determined by weighing the tanker on a weighbridge whenever possible.	Plant Manager	Delivery Ticket
2.17	Details of the delivery, e.g. material description, tonnage received, tonnage returned (if any) and ticket number are recorded on the Incoming Inventory file for stock control purposes.	Plant Manager	Incoming Inventory
	Storage		
2.18	Each silo is designated a number. This number, together with the material being stored and the maximum storage capacity of each silo (in tonnes) are stated on the Schedule of Plant Capacities.	Plant Manager	Schedule of Plant Capacities
2.19	A sign is affixed to each silo inlet pipe identifying the name of the supplier and material description. When not in use, each pipe is capped with a blanking plate secured firmly in position with a clamp and padlock. All keys are tagged identifying the silo number and material description and kept secure in the batching office when not in use.	Operations Manager / Plant Manager	
2.20	All PPE, Filling Instructions and silo inlet pipe signs are maintained in a clean and legible condition at all times.	Plant Manager	

2	Procedure	Responsible Person	Records
2.21	Each silo is equipped with a filter unit, automatic shut-off valve, pressure relief valve and high-level indicator with audible and visual alarm. Access ladders to silo tops are fitted with lockable devices to prevent unauthorised entry. All keys are tagged identifying the access ladder location and kept secure in the batching office when not in use. In the event of over pressurisation, all pressure release valves are checked for re-seating.	Operations Manager / Plant Manager	
2.22	All high-level indicators and audible alarm systems are checked weekly to ensure correct operation. Details are recorded on the QHEST Inspection Report.	Plant Manager	QHEST Inspection Report
2.23	All filter units, automatic shut-off valves and pressure relief valves are checked weekly to ensure correct operation. Details are recorded on the QHEST Inspection Report.	Plant Manager	QHEST Inspection Report
2.24	All silo tops, inlet pipes, flexible connections, filter units, automatic shut-off valves, pressure relief valves, high level indicators and alarm systems and weigh hopper venting systems are checked every six months for correct operation and general condition, e.g. corrosion, wear, cleanliness etc. Details are recorded on the Silo Inspection Report.	Fitter	Silo Inspection Report
2.25	The cement weigh hopper and all silo dividing walls (if used to store different cementitious materials) are checked annually for condition. Details are recorded on the Annual Silo and Bin Wall Inspection Report.	Fitter	Annual Silo and Bin Wall Inspection Report

Reference Documents

1. Guidance Notes for the Delivery and Storage of Cementitious Materials - QPA
2. PPC Site Permits
3. Schedule of Approved Materials
4. Schedule of Plant Capacities
5. Emergency Action Plan
6. Generic Risk Assessment
7. Noise and Dust Survey
8. Toolbox Talk
9. COSHH Assessment

Procedure: CC OP 5.1

Title: Monitoring for Dust Emissions

1 Purpose: **To ensure that sufficient dust monitoring is performed to minimise the risk to the environment and to comply with all site permits.**

2	Procedure	Responsible Person	Records
2.1	Each site has a valid Environmental Permit. A copy of the permit is held in the site filing cabinet or electronically in the plant file on the public drive.	Operations Manager	
2.2	Every Plant Manager is familiar with the conditions of their individual site Environmental Permit.	Plant Manager / Production Manager	Training Records
2.3	All conditions of each site's Environmental Permit are always complied with. This includes: 1. Visual inspection of **every** cementitious delivery. This is performed at the start and end of the blow in cycle when the risk of emission is higher. 2. A daily visual inspection of yard areas to check for dust emissions including the stock bays, yard area and silos. 3. A daily visual inspection of the truckmixer loading area to ensure dust suppression measures are in good working order. For dry batch operations, this includes loading hood area, loading hood curtain and spray bar system. These inspections (and emissions if any are evident) are recorded.	Plant Manager	QHEST Inspection Report
2.4	Every emission is dealt with according to the Emergency Action Plan.	All Employees	

Reference Documents

1. Environmental Permit
2. Emergency Action Plan
3. Toolbox Talk
4. Generic Risk Assessment

APPENDIX 05

Dust Action Plan
Produced by Entran, dated November 2023

Land at Former Langley Oil Terminal, Langley

Concrete Batching Plant

Operational Dust Management Plan

Land at Former Langley Oil Terminal, Langley

Concrete Batching Plant

Operational Dust Management Plan

Revision	Date	Notes	Author	Checked	Approved
1.0	14-11-2023	E3686	AB	ND	Dr Nick Davey

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CONTENTS **PAGE**

1 INTRODUCTION

1.1 Entran Limited has been commissioned by Capital Concrete Ltd (CCL) to undertake a Dust Management Plan (DMP) for the operation of a proposed concrete batching plant located at the Former Langley Oil Terminal, Langley, SL3 6ED. The DMP has been produced to support the planning application. A Site location plan is presented in Figure 1.1.

1.2 The proposals are for the *'erection of rail served concrete batching plant with associated ancillary structures and facilities including: cement and water storage silos, aggregate bays and office / welfare facility, car and cycle parking'.*

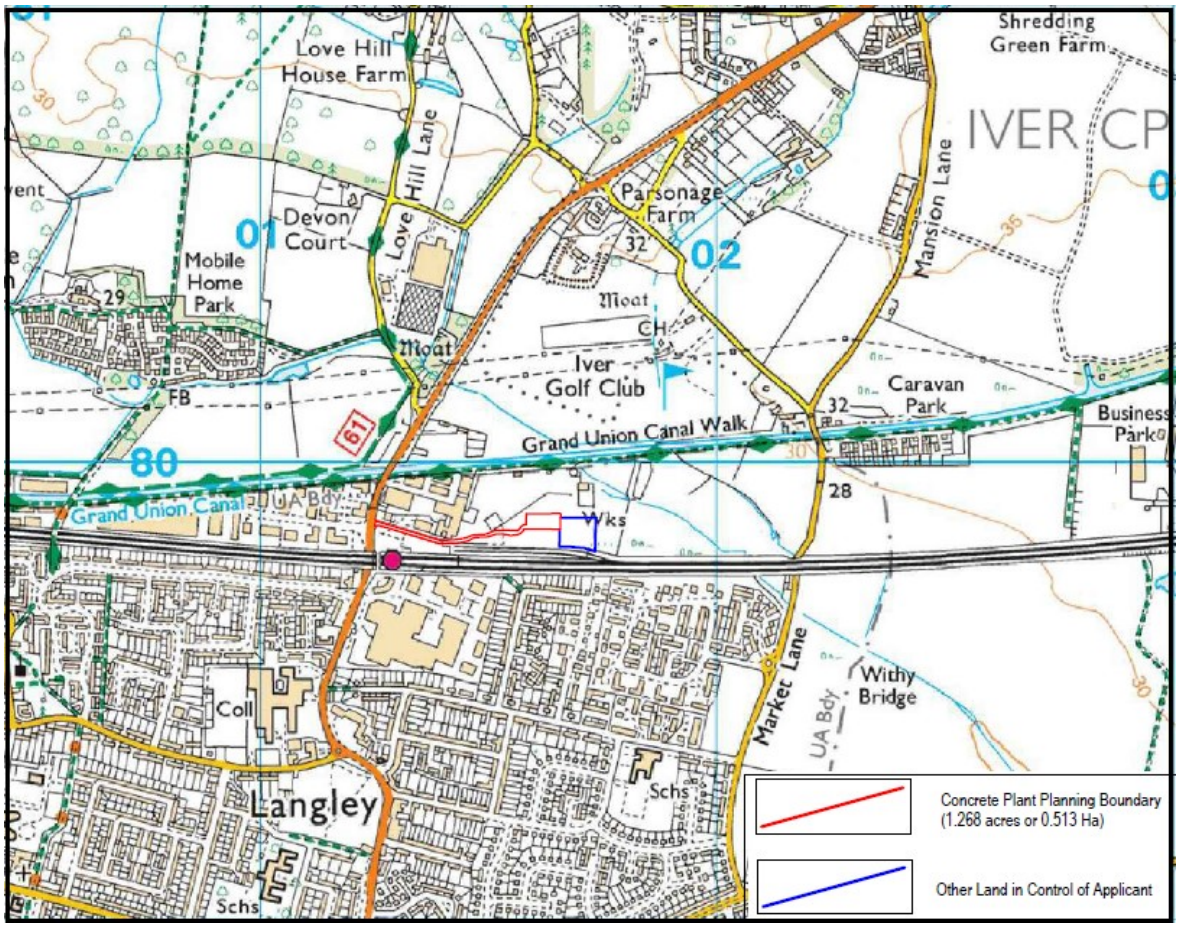
1.3 The on-site operations may potentially generate dust and therefore impact upon nearby sensitive areas. Dust is considered in two categories; the larger particle sizes between 10 and 75 μm which creates a nuisance from settling on property and as such is termed 'dis-amenity dust' and the smaller particles sizes below 10 μm in diameter (PM_{10} and $PM_{2.5}$) which are small enough to be drawn into the human lung which causes health issues; these are termed 'suspended dust'. Dust generation therefore has two effects; nuisance impacts from the larger dis-amenity dust and health effects from the smaller suspended dust.

1.4 This DMP outlines the overall approach taken by the site operatives to ensure that dust emissions are minimised and any dust problems are satisfactorily dealt with. The purpose of a DMP is to demonstrate how emissions will be controlled to minimise the environmental impact at nearby sensitive receptors. In order for dust impacts to occur, there must be a source of dust, a pathway to transport the dust and a receptor to be affected (i.e. Source – Pathway – Receptor).

1.5 The Institute of Air Quality Management (IAQM) has provided advice on the content of an operational DMPs within their 'Guidance on the Assessment of Mineral Dust Impacts for Planning'[1]. This advice has been used in the production of this DMP.

[1] IAQM (2016). Guidance on the Assessment of Mineral Dust Impacts for Planning v1.1

Figure 1.1: Site Location Plan



2 SITE DESCRIPTION AND BASELINE CONDITIONS

Site Description

2.1 The Site lies within the administrative area of Slough Borough Council (SBC) and in a location defined as an 'Existing Business Area'. The Site is of size 0.513ha comprising the operational part of the Site which covers 0.254ha and the internal access/haul route which totals 0.259ha. The area to the east of the Site is land proposed for a Aggregate Bagging Plant.

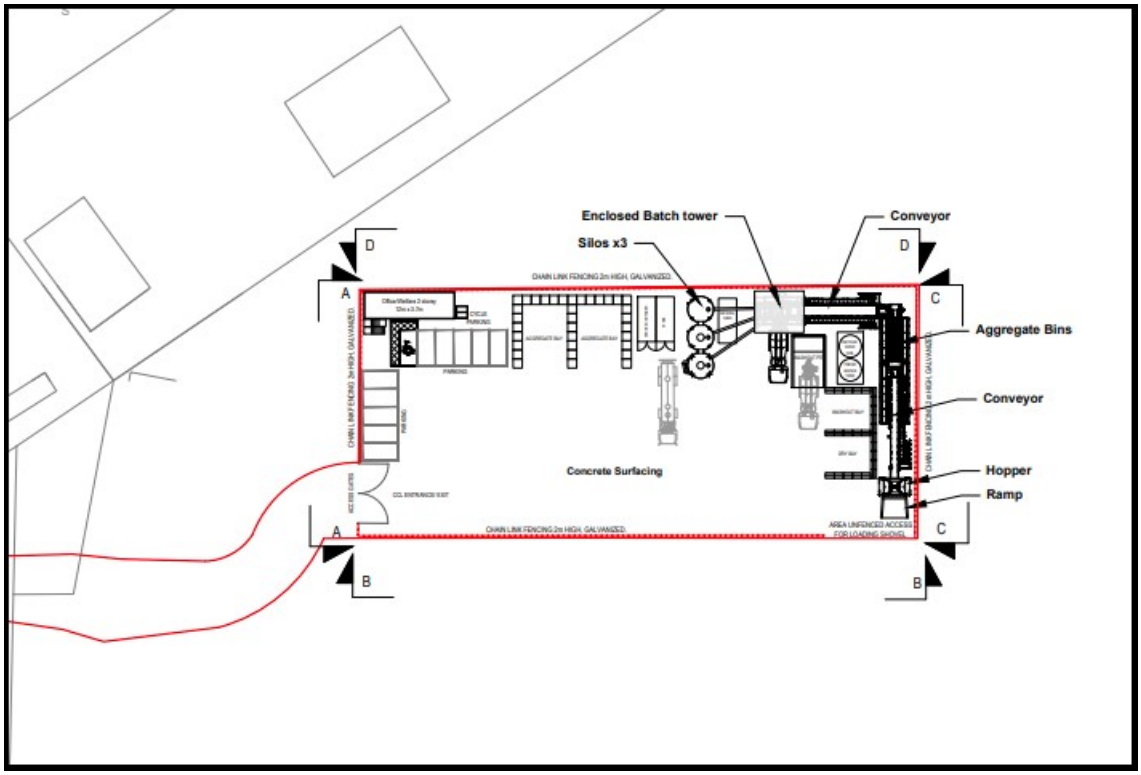
2.2 SBC has declared four Air Quality Management Areas (AQMAs) due to exceedances of the AQS objective level for annual mean nitrogen dioxide (NO_2) concentrations. The Proposed Development is not located within or near any of these AQMAs. It is however located approximately 200m from the South Bucks District Council AQMA which has also been declared due to exccedances of the AQS objective level for annual mean NO_2 concentrations.

Process Description

2.3 The proposals are for the *'erection of rail served concrete batching plant with associated ancillary structures and facilities including: cement and water storage silos, aggregate bays and office / welfare facility, car and cycle parking'*.

2.4 The proposed layout of the Site is illustrated in Figure 2.1 below.

Figure 2.1: Site Layout Plan



2.5 The Concrete Batching Plant will take 144,000 tonnes of aggregate from the loose sales operation. The aggregate will be transferred by front end loader directly into the feed hopper and will then be conveyed to the aggregate storage bins via a covered conveyor.

2.6 A limited amount of specialist loose aggregate will be imported via HGV to the Site and stored in the aggregate storage bins.

2.7 Cement and cement substitute will be imported by road tanker and loaded pneumatically into the cement silos and then fed from the cement silos to the mixer by sealed screw conveyor.

2.8 The batching and mixing of concrete takes place within a contained mixer unit that sits within a contained structure. The batching is a wet process.

2.9 Batched concrete will be exported by road in mixer trucks.

2.10 It is proposed that the plant will operate as follows:

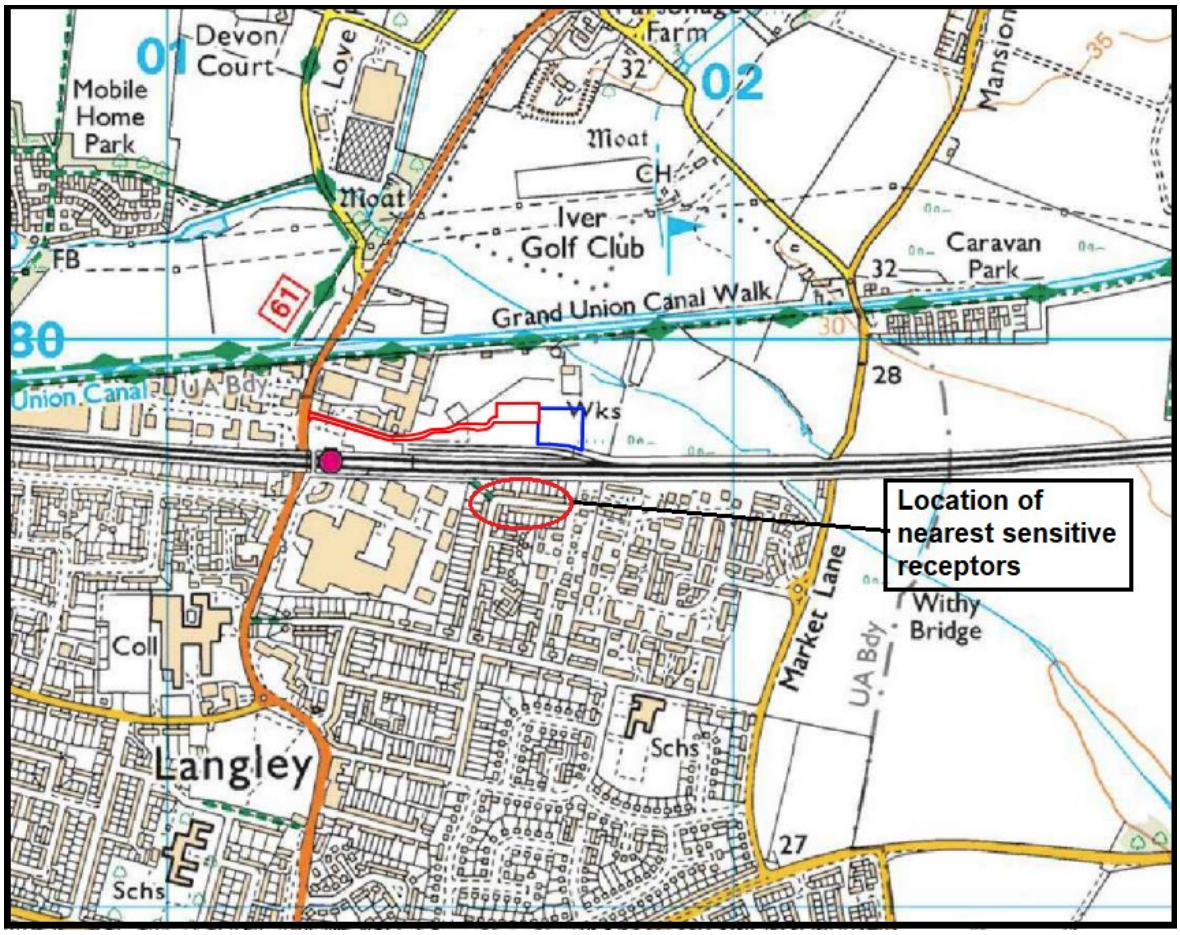
- Monday to Friday: 06:30 to 19:30;
- Saturday: 07:00 to 15:00

- Limited operation on Sundays to allow for 10 Sundays per year between the hours of 09:00 – 15:00 to support rail works in the vicinity of the Site
- In addition permission for out of hours operations are sought for up to 50 nights per year between 19:30 and 06:30.

Sensitive Receptors

2.11 Locations that are considered to be sensitive to dust emitted during the site operations are places where members of the public are regularly present. The Site is located within the former Langley Oil Terminal, there are very few sensitive receptors in the vicinity of the Site. The nearest receptors considered to be of high sensitivity are residential receptors which are located approximately 125m to the south of the Site beyond the railway line. A plan showing the location of the nearest receptors is illustrated in Figure 2.2. At this distance from the Site, the receptors would be considered to be at an intermediate distance from the source (i.e. between 100m and 200m from the source).

Figure 2.2: Sensitive Receptors

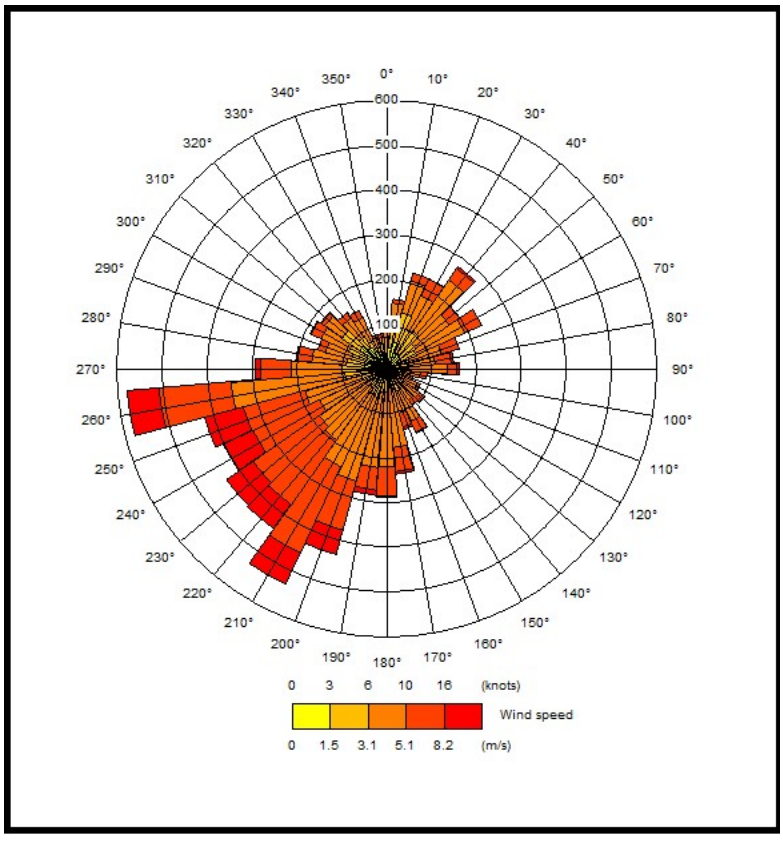


Meteorological Conditions

2.12 The entrainment and dispersal of dust is impacted by meteorological conditions. High wind speeds increase the potential for dust to become airborne and rainfall acts as a natural dust suppressant as dry material is more easily entrained. High risk meteorological conditions are when then wind is coming from the direction of the dust source at a sufficient strength (> 5.5 m/s) during periods of little or no rainfall (<0.2 mm/day). It is therefore considered that where wind speeds are less than 5.5 m/s, there is a relatively low risk of dust impacts, unless the receptors are very close (<30 m) to a source of dust. As discussed above, the nearest sensitive receptors are approximately 125m from the Site.

2.13 The nearest Met Office monitoring station to the Site is at Heathrow Airport which is approximately 5km to the southeast of the Site. A windrose from Heathrow Airport is provided in Figure 2.3 below. This shows that the prevailing wind is from the southwest, therefore receptors to the northeast of the Site are the most likely to experience dust impacts from the operation of the Proposed Development. The area to the northeast of the Site is industrial use and beyond that is open land.

Figure 2.3: Wind Rose for Heathrow Meteorological Station



2.14 Analysis of three recent years of meteorological data from Heathrow Airport has indicated that the wind was blowing from the direction of the Site towards the nearby residential area at a wind speed of greater than 5.5 m/s for an average of 1.3% of the time.

2.15 The average number of days with rainfall greater than 0.2 mm/day is between 150 and 170 for this area, therefore dust would be naturally suppressed by rainfall for around 41 to 47% of the time.

3 DUST MANAGEMENT MEASURES

Control Hierarchy

3.1 Dust emissions will be adequately controlled through good process and site design, and subsequent good housekeeping, i.e. avoidance of dust generation. The DMP includes a list of all dust control measures employed to limit site dust emissions, and will be updated any time new measures are implemented. Emissions will be controlled within a hierarchy as follows:

- Good design to prevent / minimise emissions wherever possible;
- Abatement or control to reduce emissions e.g. use of water spays and bowsers;
- Good operating and management practices to avoid emissions arising from activities; and
- Disrupting the emissions pathway to sensitive receptors, i.e. shielding receptors through the use of screens, earthbanks or vegetation.

3.2 The IAQM guidance on the assessment of minerals dust impacts for planning states *'the scale and nature of dust mitigation measures applied should be commensurate to the risk of dust impact from the site'.* All sites are expected to apply 'good practice mitigation measures' to control dust, especially sites which are regulated by an environmental permit, for which industry standard measures should be applied (BAT). Whether any additional 'site specific' mitigation measures are required has been determined through the dust risk assessment process.

3.3 The concrete batching plant will require an environmental permit, which will specify measures to control and mitigate the release of fugitive dust emissions.

Best Available Techniques

3.4 The handling of cement, which is used in the concrete batching process, is a Part B process regulated by the local authority. Process Guidance Note PG3/01/12[2] provides guidance on the Best Available Techniques when handling cement. The Proposed Development will incorporate the following BAT measures as detailed in the PG Note.

- The concrete batching tower is contained within a steel enclosure;

[2] Defra (2012) Process Guidance Note 3/01(12). Statutory guidance for blending, packing, loading, unloading and use of cement.

- Powdered materials will be transferred through a closed system of heavy duty hoses to storage silos, using compressed air as a carrier material;
- Silos will be vented to allow air to escape through filters to control dust emissions;
- Filters and pressure relief valves will be regularly inspected and maintained to prevent them from becoming blocked;
- The operator will keep records of start and finish times for deliveries;
- Silos will be installed with automatic protection systems to control the delivery of material from a tanker such that it is not possible to over-fill the silo;
- Visual monitoring of emissions of particulate matter and dust will be undertaken;
- There will be no loose aggregate stockpiles, all materials will be stored in dedicated storage bays or bagged;
- The drop heights from vehicles will be minimised;
- Conveyor belts will be enclosed.

Dust Risk Assessment

3.5 Although highly sensitive receptors (i.e. residential receptors) are located in the vicinity of the Site, they are located at least 125m from the dust sources. The receptors are located to the south of the Site, analysis of the wind direction and strength in the vicinity of the Site indicated that the wind would only be blowing from the Site towards the sensitive receptors at a strength likely to entrain dust for 1.3% of the time.

3.6 The risk of effects from dust and particulate matter generated by the operations at the Site is considered to be low.

Best Practice Mitigation

3.7 Due to the low risk of dust and particulate matter effects, it is considered that good housekeeping measures would be sufficient to minimise the impact of dust and particulate matter arising from the operation of the Concrete Batching Plant. The following measures are recommended:

Materials Handling

- The double handling of material will be avoided where practicable;

- The drop heights from vehicles or front-end loaders into stockpiles or hoppers will be minimised; where possible material will be placed onto stockpiles, or into the back of vehicles, rather than dropped;
- Cement delivery will be made by loading cement pneumatically into the cement silo's i.e. enclosed and similarly transferred to the plant through an enclosed screw conveyor;
- The concrete batching plant tower will be roofed and enclosed;
- The mixer truck loading point will be fitted with a PVC plastic curtain.

Stockpiling

- There will be no loose stockpiles, all material will be stored in dedicated storage bays or bagged;
- The height of stockpiles will be limited to at least 0.5m below the top of the storage bay walls to protect material from the wind to minimise wind whipping;
- The base of stockpiles will be clearly marked to ensure vehicles do not track over the base of stockpiles;
- Spillages will be cleaned up as soon as possible, to minimise the accumulation of loose dry material around the structures;
- The exposed surfaces of the stockpiles will be spayed with water, when required to maintain the surface moisture to prevent materials becoming friable (unless the surface has formed a crust after rainfall);
- Tipping of aggregate will be into the aggregate bays identified on the planning drawings or directly into the hopper;

Vehicle Movements (On and Off Site Transportation)

- Site hardstanding areas will be swept, cleaned and dampened down as necessary;
- The internal and external haul routes will be regularly cleaned with a road sweeper. This will be regularly maintained with essential spares retained on site;
- Haul routes will be regularly inspected and kept in good repair;
- An on-site speed limit of 10 mph will be enforced;
- Abrupt changes in direction will be avoided;
- Vehicles will be loaded evenly to avoid spillages;
- Aggregate delivery vehicles will be sheeted / covered;

- All vehicles will have their engines switched off when stationary;

4 RESPONSIBILITIES AND RECORDS

Key Responsibilities

4.1 The Proposed Development will be operated by Capital Concrete Ltd. The responsibilities for dust control measures are detailed below.

Site Manager

4.2 The operation of the Site will be the responsibility of the Site Manager, who will be responsible for ensuring that the dust management protocol set out in Section 3 and the dust monitoring protocol set out in Section 5 are adhered to. If the monitoring indicates that dust emissions are likely to have an impact on nearby sensitive receptors, then further mitigation measures will be required, as set out in Section 6.

4.3 If any exceptional dust emissions occur, such as abnormal emission, or any complaints are received, they will be investigated by the Site Manager who will record the event in the Dust Event Form in Appendix C or the Complaint Form in Appendix D.

- A review of site activities to identify the cause of the dust complaint (if possible);
- A review of the dust control measures implemented at the time of the event;
- A review of the meteorological conditions at the time of the event;
- Implementation of appropriate measures to reduce emissions in a timely manner;
- Record the measures taken and amend working practices as necessary to avoid a repeat of the incident in the Dust Event Form or Complaint Form; and
- The outcome of the investigation will be communicated back to the complainant in a timely manner.

4.4 The report forms will be made available to the local authority if requested.

All Staff

4.5 All staff will be responsible for minimising dust emissions from all activities at the Site.

4.6 The operational staff will be trained in their responsibilities with regard to dust control at the Site. The Site Manager will maintain a record of training requirements for each position and a record will be kept of the training received by each personnel.

4.7 All staff will be responsible for reporting dust problems to the Site Manager as soon as they are noted.

Liaison with the Local Community

4.8 The name and contact details of the person(s) accountable for air quality and dust issues will be displayed on a sign at the site boundary. This will be the Site Manager. The head or regional office contact information will also be displayed.

4.9 A stakeholder communication plan will be produced which will provide details of community engagement. The joint venture will aim to build relationships with stakeholders including regulatory bodies, local communities, suppliers and customers.

4.10 A Community Liaison Meeting will be established by the Joint Venture for stakeholders and the local community to attend to discuss any issues.

Managing the DMPs

4.11 The Site Manager will review the DMP annually with regard to any complaints or issues that have been identified. The following issues will be considered during the review:

- The effectiveness of the mitigation measures employed;
- Responses to any updates to measures that are now considered best practice;
- Additional mitigation measures implemented within the previous 12 months;
- Complaints received in relation to dust impacts at off site receptors including a review of trends in performance to identify improvements in operational control;
- Any dust events recorded within the previous 12 months;
- The effectiveness of the visual monitoring scheme (if applicable); and
- The effectiveness of personal training on dust awareness.

4.12 Should any control measures be shown to be failing, or should the need for further control measures be identified, new controls will be agreed and implemented in an updated DMP.

5 MONITORING SCHEME

Qualitative Dust Monitoring

Visual Inspections

5.1 A daily visual inspection of the Site will be carried out by the Site Manager, or an appropriately trained operator. The inspection will consist of a walk around the edge of the working area to observe any dust emissions and dust deposition. Particular attention will be given to any areas where there is a risk of dust emissions, especially during the handling of materials, including loading of the hopper and the internal movement of vehicles. The visual inspections will include regular dust soiling checks of off-site surfaces such as street furniture, cars and window sills close to the site boundary.

5.2 Inspection results will be recorded in the inspection logs (Appendix B) and will be made available to SBC when requested. If significant dust emissions from a process or area of the Site are identified, or if visible dust is identified beyond the site boundary, a Dust Event Form will be completed (Appendix C) and investigation / remedial action will be taken to ensure that any necessary actions have been implemented.

5.3 During adverse meteorological conditions, such as during high wind speeds or prolonged periods of dry weather, further inspections will be carried out downwind of any dust generating activities.

Meteorology

5.4 The wind speed and direction will be monitored by the Site Manager in order to alert staff to potential adverse weather conditions that may trigger the additional mitigation measures outlined in Section 6.

5.5 A windsock will be installed at the Site to give a constant visual indication of wind direction and strength, which will also ensure all staff are aware of the wind conditions at the Site and when the wind is in the direction of the closest sensitive receptors.

5.6 Monitoring of the meteorological conditions by the Site Manager will be by direct observation (observation of the windsock installed on site). Meteorological conditions at the time of any significant dust emissions will be recorded in the Dust Event Form.

6 ADVERSE CONDITIONS RESPONSES

6.1 Abnormal emissions due to equipment failure and adverse weather, such as long periods of dry weather and / or high wind speeds (especially when both are combined), are factors that have been identified that may require contingency action in order to prevent dust emissions. The daily inspection carried out by the Site Manager, or an appropriately trained operator, will allow observations of the meteorological conditions and dust emissions to be recorded (see Section 5.1).

6.2 In the event that wind speeds of 5m/s or above are blowing from the north towards the sensitive receptors and there have been observations of dust from the site operation extending beyond the site boundary, the following additional measures should be undertaken:

- Immediate identification of the source of the dust;
- Immediate repair of equipment, or replacement made available
- The liberal use of water suppression;
- Further reduction of drop heights; and
- Covering or sheeting sources of unacceptable dust emissions.

6.3 In the event that unacceptable dust emissions continue, despite the implementation of additional mitigation measures, consideration should be given to modifying site operations, in liaison with the regulator, either relocating or temporarily suspending site operations until the issue can be resolved.

APPENDIX A - AIR QUALITY TERMINOLOGY

Term	Definition
Air quality objective	Policy target generally expressed as a maximum ambient concentration to be achieved, either without exception or with a permitted number of exceedances within a specific timescale (see also air quality standard).
Air quality standard	The concentrations of pollutants in the atmosphere which can broadly be taken to achieve a certain level of environmental quality. The standards are based on the assessment of the effects of each pollutant on human health including the effects on sensitive sub groups (see also air quality objective).
Ambient air	Outdoor air in the troposphere, excluding workplace air.
Annual mean	The average (mean) of the concentrations measured for each pollutant for one year. Usually this is for a calendar year, but some species are reported for the period April to March, known as a pollution year. This period avoids splitting winter season between 2 years, which is useful for pollutants that have higher concentrations during the winter months.
AQMA	Air Quality Management Area.
DEFRA	Department for Environment, Food and Rural Affairs.
Exceedance	A period of time where the concentrations of a pollutant is greater than, or equal to, the appropriate air quality standard.
Fugitive emissions	Emissions arising from the passage of vehicles that do not arise from the exhaust system.
LAQM	Local Air Quality Management.
NO	Nitrogen monoxide, a.k.a. nitric oxide.
NO_2	Nitrogen dioxide.
NO_x	Nitrogen oxides.
O_3	Ozone.
Percentile	The percentage of results below a given value.
PM_{10}	Particulate matter with an aerodynamic diameter of less than 10 micrometres.
ppb parts per billion	The concentration of a pollutant in the air in terms of volume ratio. A concentration of 1 ppb means that for every billion (10^9) units of air, there is one unit of pollutant present.
ppm parts per million	The concentration of a pollutant in the air in terms of volume ratio. A concentration of 1 ppm means that for every billion (10^6) units of air, there is one unit of pollutant present.
Ratification (Monitoring)	Involves a critical review of all information relating to a data set, in order to amend or reject the data. When the data have been ratified they represent the final data to be used (see also validation).
µg/m^3 micrograms per cubic metre	A measure of concentration in terms of mass per unit volume. A concentration of 1ug/m3 means that one cubic metre of air contains one microgram (millionth of a gram) of pollutant.
UKAS	United Kingdom Accreditation Service.
Uncertainty	A measure, associated with the result of a measurement, which characterizes the range of values within which the true value is expected to lie. Uncertainty is usually expressed as the range within which the true value is expected to lie with a 95% probability, where standard statistical and other procedures have been used to evaluate this figure. Uncertainty is more clearly defined than the closely related parameter 'accuracy', and has replaced it on recent European legislation.
USA	Updating and Screening Assessment.
Validation (modelling)	Refers to the general comparison of modelled results against monitoring data carried out by model developers.
Validation (monitoring)	Screening monitoring data by visual examination to check for spurious and unusual measurements (see also ratification).
Verification (modelling)	Comparison of modelled results versus any local monitoring data at relevant locations.

APPENDIX B – DAILY INSPECTION CHECKLIST

Week Commencing:								
Inspected Items	**Mon**	**Tue**	**Wed**	**Thur**	**Fri**	**Sat**	**Sun**	**Assessor Initials**
Visual Inspection of mud / debris on access routes								
Visual Inspection of dust soiling local streets, cars and window sills								
Vehicles exiting sites are sheeted								
Dust being controlled correctly by personnel								
Wheelwash being used and operating correctly								
Wind Direction								
Wind Speed								
Wet / Dry Weather								

APPENDIX C – DUST EVENT FORM

Form completed by (name & signature):
Date & Time Form Completed:
Date, Time and Duration of Event:
Weather Conditions (i.e. dry, rain, fog, snow):
Cloud cover (Cloud height (low, high, very high), none, slight, partial cover):
Wind strength (light, steady, strong, gusting):
Wind Direction (from):
Description of dust event (colour of dust, particle size and where originating from if can be determined):
On-Site activities at the time of dust emission occurred:
Any other relevant information:

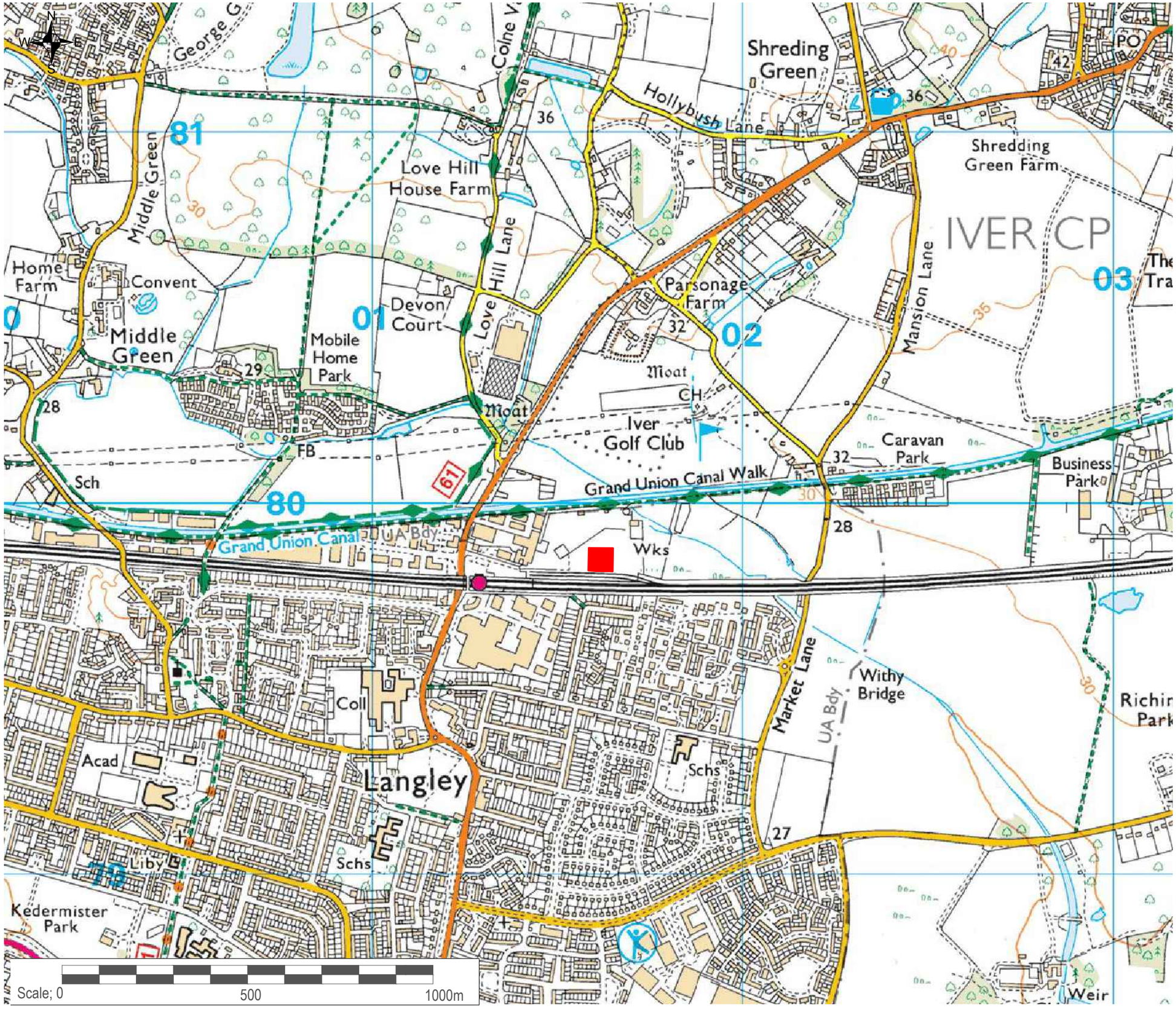
APPENDIX D – DUST COMPLAINT FORM

Date & Time of Complaint:
Name and address of Complainant:
Date, Time and Duration of Dust Event:
Location of Dust Event:
Weather Conditions (i.e. dry, rain, fog, snow)
Cloud Cover (Cloud height (low, high, very high), none, slight, partial cover):
Wind Strength (light, steady, strong, gusting):
Wind Direction (from):
Description of Complaint / Incident:
On-site activities at the time the Dust Event occurred:
Any other relevant information: Any remedial actions taken or to be taken:
Form completed by (name & signature):

Drawings

Figure 1: Site Location Plan

Figure 2: Site Layout Plan



General Notes

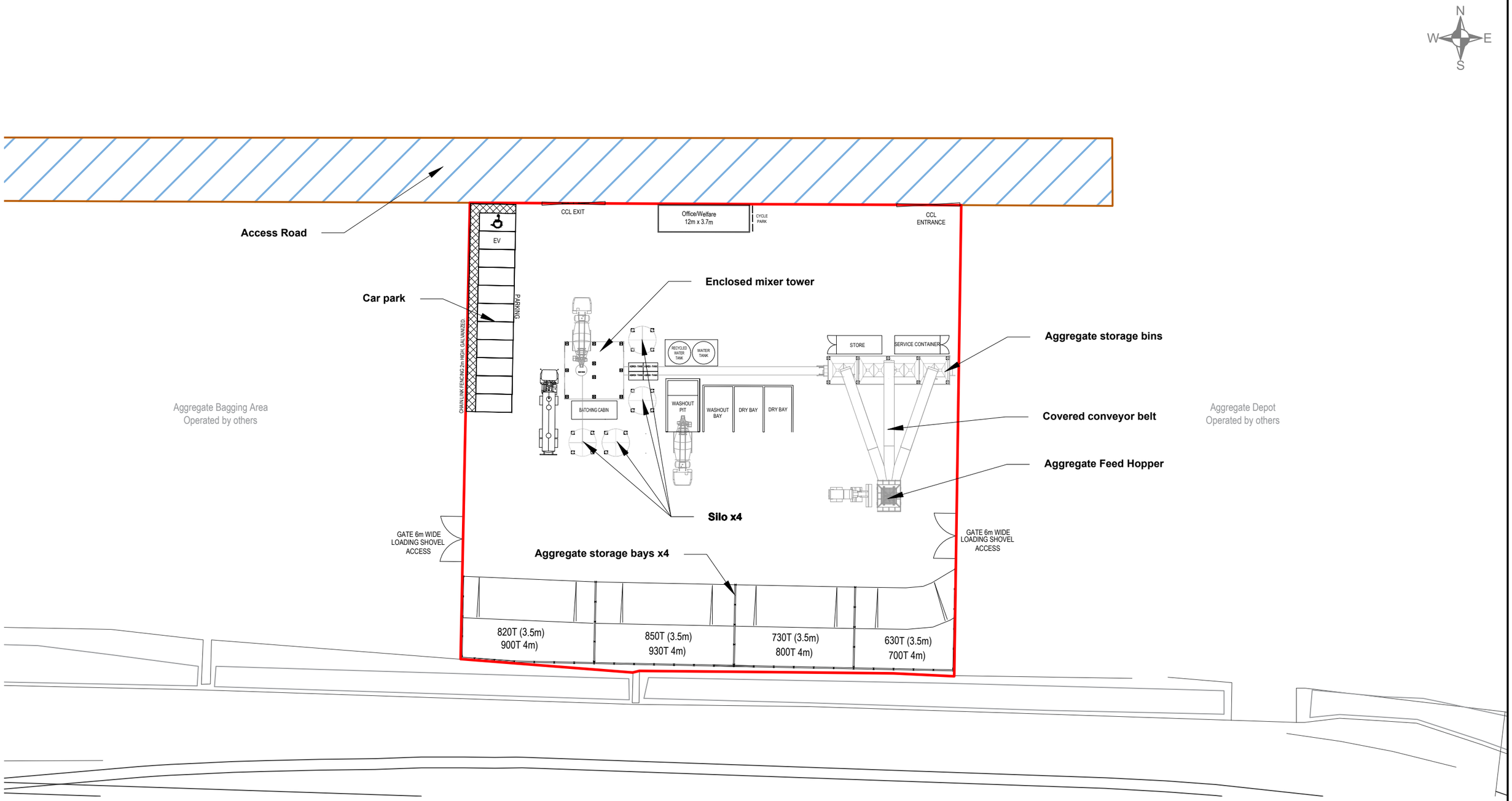
Capital Concrete Ltd
Langley Concrete Batching Plant Location

Revision/ Date	RevisionNotes

built on relationships

Brett Aggregates Limited
Brett House, Bysing Wood Rd
Faversham, Kent, Me13 7UD
Tel: 01795 594000 - Fax: 01795 594027
Info@brett.co.uk

Company/ Site Location: Capital Concrete Ltd - Langley Concrete Batching Plant		
Drawing Title: Figure 1 - Site Location Plan		
Drawn By: JC	Verified By: CL	Paper Size: A3
Control Status: CONTROLLED	Scale: 1:10,000	Date Created: 19/05/2025
	Revision	Revision Date
Drawing Number: LS/118		



KEY

Langley Concrete Batching Plant
Permit Application Boundary

Scale; 0 — 25 — 50m

Revision/ Date	Revision Notes

built on relationships

Brett Aggregates Limited
Brett House, Bysing Wood Rd
Faversham, Kent, Me13 7UD
Tel: 01795 594000 - Fax: 01795 594027
Info@brett.co.uk

Company/ Site Location: Capital Concrete Ltd - Langley Concrete Batching Plant		
Drawing Title: Figure 2 - Site Layout Plan		
Drawn By: JC	Verified By: CL	Paper Size: A3
Current Status: CONTROLLED	Scale: 1:500	Date Created: 19/05/2025
	Revision:	Revision Date:
Drawing Number: LS/119		