

Spink Quarry, Knockbaun, Abbeyleix, Co. Laois

Spink Quarry

Environmental Impact Assessment Report

Appendix 10

Environmental Management Plan

2021



LAGAN MATERIALS LTD.

SPINK, CO LAOIS

ENVIRONMENTAL MANAGEMENT PLAN

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- 1. Environmental Manual**
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LAGAN MATERIALS LTD.

SPINK, CO LAOIS

ISO 14001: 2015

1. ENVIRONMENTAL MANUAL


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AMENDMENT RECORD

Date	Section	Amendment No.	Amendment
20/07/2021	All		Implementation of EMP at the site to comply with the requirements and format of ISO 14001:2015.

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INTRODUCTION

Lagan Materials Ltd operates asphalt plants, aggregate quarries and associated products in strategic locations aimed at being able to service all but the remotest regions of Ireland. The Lagan Materials Ltd. sites are located at:

Aughamore, Co Sligo;
 Aughnacliffe, Co Longford;
 Ballisodare, Co Sligo;
 Ballycoolin, Co Dublin;
 Belcare, Tuam, Co Galway;
 Bennetsbridge, Co Kilkenny;
 Bweeng, Co Cork;
 Castlepollard, Co Westmeath;
 Cliff, Co Clare;
 Dolans Pit, Coolrain, County Laois;
 Glanworth, Co Cork;
 Kinnegad, Co Westmeath;
 Leacarrow, Co Roscommon;
 Lobinstown, Co Meath;
 Milebush, Co Cork;
 Rossmore, Carrigtwohill, Co Cork;
 Spink, Co Laois;
 Tulla, Co Clare.


The Companies head office facility is based on the outskirts of Dublin at Rosemount Business Park, Ballycoolin.

The Companies have established an integrated management system (IMS) designed to comply with the Environmental requirements of the ISO 14001:2015 standard and the Quality Management requirements of ISO 9001:2015. The IMS is a two-tier system with this top-level Environmental Manual based on ISO EN 14001:2015 being applicable to all activities. The top-level Quality manual then feeds down to the Factory Production Control (FPC) Quality Plans and the depot specific Environmental Management Plans.

The FPC Quality Plans incorporate the procedures and controls in place to reflect the quality system for asphalt and aggregate production. The Environmental Management Plans (EMP's) are depot specific and have been designed to comply with the requirements of ISO EN 14001:2015. The EMP's record the procedures and controls in place to reflect the Quality System and the specific environmental aspects and impacts and the legislative requirements applicable at each depot.

The Company has implemented a quality assurance system and an environmental management system and has certification to the ISO 9001 and ISO 14001 standards. The Company's experience and implementation of the systems has identified the advantages of a structured and systematic approach in achieving managerial objectives.

The establishment of an IMS will ensure that the objectives and targets that the Company sets themselves in the environmental and quality policies are appropriate.

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1 SCOPE

The Environmental Management System of Lagan Materials Ltd. is outlined in this Environmental Manual and is based on the requirements of ISO 14001:2015.

Consistent with Lagan Materials Ltd. Environmental Policy, the intended outcomes of the Environmental Management System (EMS) include:

- enhancement of environmental performance;
- fulfilment of compliance obligations;
- achievement of environmental objectives

The EMS is applicable to the activities within the control and boundary of the Lagan facility at Spink, Co Laois.

2 NORMATIVE REFERENCES

There are no normative references applicable to this document.

3 TERMS AND DEFINITIONS

For the purpose of this manual the terms and definitions used are as defined in Section 3 of ISO 14001:2015.

4 CONTEXT OF THE ORGANISATION


4.1 Understanding the organisation and its context

Lagan Materials Ltd. has determined external and internal issues that are relevant to its purpose and that affect its ability to achieve the intended outcomes of its environmental management system. Such issues include environmental conditions being affected by or capable of affecting the organisation.

An environmental review of internal and external issues relevant to Lagan Materials Ltd. was completed and considered the following:

- environmental conditions relating to climate, air quality, water quality, flora and fauna, archaeological quality, land use, natural resource availability and biodiversity that can either affect the company's purpose or be affected by its environmental aspects.
- the external cultural, social, political, legal, regulatory, financial, technological, economic, natural and competitive circumstances
- the activities, products and services, strategic direction, culture and capabilities (people, knowledge, processes, systems)

This review provided an understanding of the context of Lagan Materials Ltd. and is used to establish, implement, maintain and continually improve its EMS. The internal and external

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issues that were and continue to be determined can result in risks and opportunities to Lagan Materials Ltd. or to the EMS. The organisation determines those that need to be addressed and managed as described in the following sections of this manual.

4.2 Understanding the needs and expectations of interested parties

The company has determined the interested parties that are relevant to the EMS. All stakeholders in both the operation of the facility and recipients of the goods produced onsite are considered interested parties. The interested parties for the company include the Licensing Authorities, the Health and Safety Authority, the facility neighbours, customers and anybody who may be impacted directly or indirectly by the company activities on and off-site or the goods produced.

Lagan Materials Ltd. clearly understands the requirements of all stakeholders as described above including the applicable statutory and regulatory requirements. The stakeholders and their associated requirements and any associated risks are routinely reviewed and updated. These are reviewed at strategic level as part of the management review process and are documented with appropriate minutes maintained. Actions and targets associated with this are added to the Lagan Materials Ltd. Objectives and Targets.

The compliance obligations are determined from the above stakeholder requirements and these are set out in the Environmental Management Plan for the site.

4.3 Determining the scope of the environmental management system

Lagan Materials Ltd. has determined the boundaries and applicability of its Environmental Management System to establish its scope. When determining the scope Lagan Materials Ltd. considered the following:


- The external and internal issues referred to in 4.1;
- The compliance obligations referred to in 4.2;
- Its organisational units functions and physical boundaries;
- Its activities, products and services;
- Its authority and ability to exercise control and influence;

The scope of the Lagan Materials Ltd. EMS is defined as all activities, products and services of the organisation operated or directed from within the physical boundaries of the site as detailed in the Planning Permission Application and as detailed in the Environmental Management Review which is carried out annually and is available to interested parties.

4.4 Environmental management system

To achieve the intended outcomes including enhancing its environmental performance Lagan Materials Ltd. has established, implemented, maintains and continually improves its Environmental Management System including the processes needed and their interactions in accordance with the requirements of International Standard ISO 14001:2015 as detailed in this manual and associated documents and processes.

The Environmental Manual is a controlled document, which identifies the overall organisation responsibilities, products, services and facilities, and the scope of operation of Lagan Materials Ltd. It also defines all procedures devised to ensure that the policy objectives are met.

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There is also the controlled subsidiary “Depot Procedures” manual, which contain procedures and instructions, which govern the environment-critical activities of the product / service in accordance with the stated objectives of the Environmental Manual.

5 LEADERSHIP

5.1 Leadership and commitment

Top management demonstrates leadership and commitment with respect to the Environmental Management System by:


- Taking accountability for the effectiveness of the EMS;
- Ensuring the environmental policy and environmental objectives are established and are compatible with the strategic direction and the context of the organisation;
- Ensuring the integration of the EMS requirements into the organisations business processes;
- Ensuring that the resources needed for the EMS are available;
- Communicating the importance of effective EMS and of conforming to the EMS requirements;
- Ensuring that the EMS achieves it intended outcomes;
- Directing and supporting persons to contribute to the effectiveness of the EMS;
- Promoting continual improvement;
- Supporting other relevant management roles to demonstrate their leadership as it applies to their areas of responsibility.

5.2 Environmental policy

Top management has established, implemented and maintains an environmental policy that within the defined scope of its Environmental Management System:

- Is appropriate to the purpose and context of Lagan Materials Ltd. including the nature, scale and environmental impacts of its activities, products and services;
- Provides a framework for setting environmental objectives;
- Includes a commitment to the protection of the environment, including prevention of pollution and other specific commitments relevant to the context of the organisation;
- Includes a commitment to fulfil it's compliance obligations;
- Includes a commitment to continual improvement of the EMS to enhance environmental performance.

The environmental policy is maintained as documented information, is communicated within the organisation at induction, awareness training and is available to interested parties as detailed in the Depot Procedures. The policy applies to all staff at Lagan Materials Ltd. and a copy is clearly displayed in the reception area which is accessible to all staff and the public. A copy of the policy is also available to the public on request. Contractors will also be made aware of the relevant sections of the Environmental Policy that are applicable to them. A copy of the Environmental Policy is appended to this manual.

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5.3 Organisational roles, responsibilities and authorities

Top management ensures that the responsibilities and authorities for relevant roles are assigned and communicated within the organisation.


Top management assigns the responsibility and authority for:

- Ensuring that the Environmental Management System conforms to the requirements of ISO 14001:2015;
- Reporting on the performance of the EMS including environmental performance to top management.

Lagan Materials Ltd. roles are shown in the company's organisation chart below. In the absence of the responsible person the relevant manager or subordinate will undertake the assigned duties or delegate as required. The organisation chart identifies functions and their interrelations within the companies. This chart is posted within the organisation to communicate and facilitate effective quality management.

The Operations Director will implement the company requirements at regional level and is responsible for the establishment of the EMS. The Head of Planning and Environment is responsible for ensuring that the company EMS requirements are implemented and maintained in order to comply with the requirements of ISO 14001. The Depot (Operations) Manager implements the day to day requirements of the EMS at depot level and will report on the effectiveness of the operation of the EMS.

The Managing Director will ensure that sufficient resources are allocated to the system to ensure its satisfactory operation.

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Organisational Chart

Lagan Group Level	Lagan Site Level - Spink
Managing Director Terry Lagan	Regional (General) Manager Fraser Thom
Operations Director Fraser Thom	Depot (Operations) Manager James Butler
Head of Land, Minerals & Environment - Ireland Brian Downes	Weighbridge Operator / Plant Driver
Planning & Environment Officer John Fennell	
Health & Safety Director Martin Cairns	
Health & Safety Manager Caitriona Hallisey	

Responsibilities

Lagan Materials Ltd. employees and sub-contractors have the authority and responsibility to protect the environment at all times. Responsibilities are detailed during the site induction. The Depot (Operations) Manager is the environmental representative on site. It is the responsibility of all staff to report any environmental accidents, incidents, near misses or anything that could potentially cause any of these.

Managing Director – Terry Lagan

The Board of Lagan Materials Ltd. will ensure that adequate resources are provided. The Managing Director (Terry Lagan) has the responsibility to ensure that the Regional Manager and Depot Manager are provided with all necessary resources to ensure the on-going environmental compliance and improvements at the site.


Operations Director – Fraser Thom

The Operations Director is responsible for the management of all operational matters at the Depot and within the local area.

Head of Land, Minerals & Environment - Ireland – Brian Downes

The Head of Land, Minerals & Environment - Ireland is responsible for the establishment of the 14001 management system and providing support to the company. They will be responsible for auditing the system as per the requirements of the audit schedule. They will be responsible for ensuring that environmental aspects are reviewed and that their significance has been determined. They will be responsible for ensuring that the system is being maintained in a satisfactory manner. They will ensure that adequate training has been given to all appropriate personnel and that they are fully familiar with their roles and responsibilities.

Planning & Environment Officer – John Fennell

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The Planning & Environment Officer is responsible for the ongoing effective implementation of the EMS at depot level and is also responsible for providing updates and feedback on the status of the sites EMS to the Head of Planning & Environment.

Regional Manager – Fraser Thom

The Regional Manager is responsible for the on-the-ground management of all operational matters at the Depot and for updating the Operations Director.

Depot (Operations) Manager – James Butler

The Depot Manager is responsible for ensuring that directives from the Managing Director and the Environmental Department are implemented at the depot. He will liaise on a regular basis with the Planning and Environment Officer and Operations Director.

The Depot Manager is responsible for the implementation and maintenance of the EMS for all activities carried out at the Depot. An element of the following list of responsibilities may be delegated as required but responsibility remains with the Depot Manager.

Responsibilities include:

- Maintenance of all on site environmental records;
- Ensuring that emergency procedures are implemented in the event of an accident or emergency situation;
- Performing weekly H&S, QA and Environmental Inspections;
- Ensuring site targets and objectives are completed within their allocated time scales;
- Resolution of all NCR's;
- Ensuring all monitoring requirements are fulfilled including monitoring stack emissions;
- Ensuring a licensed waste contractor is used for removal and disposal of waste leaving site;

Weighbridge Operator / Plant Driver


The Weighbridge Operator / Plant Driver reports to the Depot Manager.

Responsibilities include:

- Carrying out stockpile checks;
- Maintenance of all calibration records for the Depot;
- Carrying out weekly environmental checks;
- Carrying out daily weather recording;
- Weighing of Lorries, incoming and outgoing;
- Maintenance of goods inwards records;
- Carrying out daily dust checks.

Health & Safety Manager – Caitriona Hallissey

The Health & Safety manager will be responsible for auditing and reviewing all aspects of Health & Safety onsite and will report to the Health and safety Director.

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6 PLANNING

6.1 Actions to address risks and opportunities

6.1.1 General

The organisation has established, implemented and maintains the process needed to meet the planning requirements.

When planning for the EMS, Lagan Materials Ltd. considers the issues referred to in Section 4.1 and the requirements referred to in Section 4.2 and also the scope of the EMS. The company determine the risks and opportunities that are required to be addressed to:

- give assurance that the EMS can achieve its intended outcomes;
- prevent or reduce undesired effects, including the potential for external environmental conditions to affect the organisation and
- achieve continual improvement.

The scope of the EMS includes the determination of potential emergency situations, including those that can have an environmental impact.

The organisation maintains documented information of its:

- risk and opportunities that need to be addressed;
- processes needed in Sections 6.1.1 to 6.1.4 to the extent necessary to have confidence they are carried out as planned.

A risk analysis review is performed at monthly board meetings and the resulting actions form part of the Objectives and Targets for the company. Lagan Materials Ltd. will then, where appropriate, plan actions to address these risks and opportunities through setting of Objectives and Targets and integrate and implement the actions into its EMS processes. These actions are then evaluated for the effectiveness on an ongoing basis


Actions taken to address risks and opportunities shall be proportionate to the potential impact on the conformity of products and services.

6.1.2 Environmental aspects

Lagan Materials Ltd. has made an environmental impact assessment of the activities to be undertaken by the Company. It will evaluate these documents in conjunction with existing assessments made as a requirement of its own ISO 14001 management system to identify the environmental aspects and impacts of their activities and determine those which are deemed significant. Lagan Materials Ltd. will determine those over which it is possible to have an influence, which will be consistent from a life

Lagan Materials Ltd. will evaluate its aspects and identify the means by which the aspects and impacts are classified.

Lagan Materials Ltd. will seek to minimise the environmental impacts of its operations and will seek to monitor throughout each activity the environmental aspects and impacts of its activities in relation to the production of material products. Aspects and impacts will be evaluated on a

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continual basis. Lagan Materials Ltd. has in the establishment of this manual considered the requirements of the local communities and regulatory obligations.

The Head of Planning and Environment will be responsible for re-assessing environmental aspects and impacts prior to work actually commencing; this is to facilitate for any environmental or ecological changes that may have emerged since the impact statements were conducted. This will include potential impacts based on emergency or abnormal operating conditions. They will ensure that work planned for the future has environmental aspects considered and the possible impacts that these may have.

Aspect Significance

Lagan Materials Ltd. will employ a competent person to identify the environmental aspects and determine those activities over which it is possible for Lagan Materials Ltd. to have an influence, in order to determine those which may have significant impacts on the environment.

Aspects and impacts will be evaluated and any aspect will be deemed significant if:

1. There is a requirement to meet legislative criteria e.g. Air Emission Licence, planning conditions.
2. The impact could cause a prolonged or long term nuisance.
3. The impact could have long term effect to the environment outside the confines of the site.
4. It is assigned a score of over 10 after analysis using a risk matrix.

Environmental aspects will be reviewed and identified by the Technical Manager. The review will take place annually and will be recorded in the management review meeting minutes. The review will consider the following:

- a. Legislative updates or amendments
- b. Introduction of any new item of plant or machinery
- c. Introduction of any new procedure or operational change
- d. Any change to the environment outside the site boundary that could be impacted by the Companies activities.

Risk Matrix Analysis


Methodology

Lagan Materials Ltd. will assign aspects to a ranking matrix based on the probability of occurrence and severity of consequences. Individual matrix cells give an indication of significance.

Step 1:

All possible aspects and impacts will be identified and listed for all processes, activities and areas under normal, abnormal and emergency conditions. Consideration will also be given to past and planned activities.

Step 2:

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Lagan Materials Ltd. will categorise each aspect under all identified conditions by probability and severity from the criteria given below. The scores for probability and severity are multiplied together and can then be plotted on the ranking matrix (below).

E.g. probability 3 and severity 4 would be priority 12. The numbers in each cell of the matrix represent ranking for priority to determine which management actions will be taken to control or improve the aspect.

Any aspect that scores a priority of 10 or more is significant and requires management actions (operational control or objectives and targets for improvement).

RANKING MATRIX FOR SIGNIFICANCE EVALUATION:


Probability	V. High	5	5	10	15	20	25
	High	4	4	8	12	16	20
	Medium	3	3	6	9	12	15
	Low	2	2	4	6	8	10
	V. Low	1	1	2	3	4	5
			Trivial	Minor	Moderate	Serious	Major
			1	2	3	4	5
			Severity				

PROBABILITY FACTORS:

1. Very Low: Every 10 years
2. Low: 1 – 10 years
3. Medium: Monthly
4. High: Daily / Weekly
5. Very High: Continuous / Hourly

SEVERITY FACTORS:


- 1 Very Minor Environmental Damage
- 2 Minor environmental Damage / Business interruption.
- 3 Moderate Environmental Damage – nuisance to public.
- 4 Serious Environmental Damage – Off site clean-up required, possibility of prosecution.
- 5 Major Environmental Incident – Fatality.

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Aspect Evaluation for the Spink Depot


Aspect	Condition	Priority Score	Significant	Reason for Significance
Fugitive Dust Emissions	Normal	P3 x S2 = 6	Y	1 & 2
	Abnormal	P4 x S2 = 8	Y	1 & 2
	Emergency	P4 x S2 = 8	Y	1 & 2
	Past	P3 x S2 = 4	Y	1 & 2
	Planned	P2 x S2 = 6	Y	1 & 2
Dust deposition as a result of emissions could cause off-site nuisance. Limits are in place.				
Discharges to Water	Normal	P2 x S3 = 6	N	
	Abnormal	P3 x S4 = 12	N	
	Emergency	P3 x S4 = 12	Y	1, 3 & 4
	Past	P2 x S2 = 4	N	
	Planned	P2 x S2 = 4	N	
A major fuel spillage could damage flora and fauna and habitat and cause land contamination and could damage groundwater. Controls and limits are in place.				
Groundwater dewatering	Normal	P4 x S3 = 12	Y	1, 3 & 4
	Abnormal	P4 x S3 = 12	Y	1, 3 & 4
	Emergency	P4 x S3 = 12	Y	1, 3 & 4
	Past	P4 x S3 = 12	Y	1, 3 & 4
	Planned	P4 x S3 = 12	Y	1, 3 & 4
Groundwater is used at the site for the wheel-wash, fugitive damping etc.				
Use of resources / Energy consumption	Normal	P4 x S1 = 4	N	
	Abnormal	P2 x S1 = 2	N	
	Emergency	P2 x S1 = 2	N	
	Past	P4 x S1 = 4	N	
	Planned	P4 x S1 = 4	N	
Storage & use of Fuels / Chemicals	Normal	P4 x S2 = 8	N	
	Abnormal	P4 x S2 = 8	N	
	Emergency	P2 x S5 = 10	Y	1 & 4
	Past	P4 x S2 = 8	N	
	Planned	P4 x S2 = 8	N	
Aspect is controlled through the use of proper storage arrangements.				
Resource Usage	Normal	P5 x S1 = 5	N	
	Abnormal	P2 x S1 = 5	N	
	Emergency	P2 x S1 = 2	N	
	Past	P5 x S1 = 5	N	
	Planned	P5 x S1 = 5	N	

Aspect	Condition	Priority Score	Significant	Reason for Significance
Waste Generation	Normal	P4 x S3 = 12	Y	4
	Abnormal	P4 x S3 = 12	Y	4
	Emergency	P4 x S3 = 12	Y	4
	Past	P4 x S3 = 12	Y	4
	Planned	P4 x S3 = 12	Y	4
All waste removed from site will be taken away by fully licensed contractors; copies of waste disposal licence and duty of care documentation will be maintained.				
Noise & vibration	Normal	P4 x S3 = 12	Y	1, 2 & 4
	Abnormal	P4 x S3 = 12	Y	1, 2 & 4
	Emergency	P4 x S3 = 12	Y	1, 2 & 4
	Past	P4 x S3 = 12	Y	1, 2 & 4
	Planned	P4 x S3 = 12	Y	1, 2 & 4
Noise from site activities could cause nuisance. Limits are in place.				
House Keeping	Normal	P4 x S4 = 16	Y	1 & 4
	Abnormal	P4 x S4 = 16	Y	1 & 4
	Emergency	P4 x S4 = 16	Y	1 & 4
	Past	P4 x S4 = 16	Y	1 & 4
	Planned	P4 x S4 = 16	Y	1 & 4
Ecology	Normal	P4 x S2 = 8	N	
	Abnormal	P4 x S2 = 8	N	
	Emergency	P4 x S2 = 8	N	
	Past	P3 x S2 = 6	N	
	Planned	P3 x S2 = 6	N	
Visual Impact	Normal	P2 x S1 = 2	N	
	Abnormal	P2 x S1 = 2	N	
	Emergency	P2 x S1 = 2	N	
	Past	P2 x S1 = 2	N	
	Planned	P2 x S1 = 2	N	

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Aspect	Condition	Priority Score	Significant	Reason for Significance
Site Security	Normal	P2 x S4 = 8	N	
	Abnormal	P2 x S4 = 8	N	
	Emergency	P2 x S4 = 8	N	
	Past	P2 x S4 = 8	N	
	Planned	P2 x S4 = 8	N	
Ground Contamination	Normal	P2 x S2 = 4	N	
	Abnormal	P2 x S2 = 4	N	
	Emergency	P1 x S5 = 5	N	
	Past	P2 x S2 = 4	N	
	Planned	P2 x S2 = 4	N	
In an emergency situation ground contamination may occur from chemicals/fuels stored on site. Controls in place				
Archaeology	Normal	P2 x S2 = 4	N	
	Abnormal	P2 x S2 = 4	N	
	Emergency	P1 x S5 = 5	N	
	Past	P2 x S2 = 4	N	
	Planned	P2 x S2 = 4	N	
Air Emissions	Normal	P2 x S2 = 4	N	
	Abnormal	P2 x S3 = 6	N	
	Emergency	P3 x S3 = 9	N	
	Past	P2 x S2 = 4	N	
	Planned	P2 x S2 = 4	N	

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6.1.3 Compliance obligations

Lagan Materials Ltd. will be responsible for liaising and communicating with the regulatory authorities, local councils and environmental groups.

Lagan Materials Ltd. has produced a register of applicable environmental legislation, which is controlled by an external service provider and is updated annually. Each update will be reviewed by the Head of Planning and Environment / Planning and Environment Officer. These reviews will be recorded and required legislative amendments will be implemented into the EMS.

Lagan Materials Ltd. will aim to meet or exceed all legislative regulations and standards and will adopt monitoring systems to ensure compliance. In the absence of governmental legislation Lagan Materials Ltd. will adopt recognised international standards or will recommend sound environmental practices.

All regulatory authority documents with environmental requirements or conditions are included in Section 3 of the Environmental Management Plan for the site.

6.1.4 Planning action

As discussed in section 6.1.1 a risk analysis review will be performed at the monthly board meeting for any environmental issues that are raised and the resulting actions will form part of the Objectives and Targets. The senior management team will hold an annual environmental management meeting where the Objectives and Targets for the year ahead will be set out and the previous years Targets and Objectives will be reviewed and assessed. The annual environmental management meeting has ten specific areas for discussion and review including risks and opportunities, compliance obligations and environmental aspects. The specific areas for discussion are considered for technological options and financial, operational and business requirements.

6.2 Environmental objectives and planning to achieve them


6.2.1 Environmental Objectives

Lagan Materials Ltd. shall establish and maintain documented environmental objectives and targets at each relevant function and level within the Company. The objectives and targets are set, recorded and reviewed at the annual environmental management meeting.

When establishing and reviewing its objectives, the company shall consider all legal and other requirements, its significant environmental aspects, its technological options and its financial and business requirements, and the views of interested parties.

The environmental objectives established by the Company will be environmental goals, arising from the Company's environmental policy, that the Company will set itself to achieve, and shall be:

- consistent with the environmental policy;
- measurable (where possible);
- monitored;
- communicated;

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- updated as appropriate.

6.2.2 Planning actions to achieve environmental objectives


The Company will establish environmental objectives and targets that will be applicable to the production of company products and to ensure that all site activities are in keeping with company policy requirements. Environmental objectives will be achieved by:

- Regularly monitoring the Company performance on an on-going basis and this will be achieved by internal and external environmental audits carried out by trained personnel. This will include auditing compliance with the Companies Environmental Policy;
- Where there are no recognised standards or environmental parameters the Company will establish well defined and where possible quantifiable standards, to ensure environmental concerns are controlled as far as is reasonably practicable. This will be important where there are subjective concerns to deal with or where, as may be the case in overseas operations, no environmental legislation exists;
- Use production methods and processes which have minimum impact on the environment and those affected by the company's operations where practical and where possible develop and improve operations to minimise waste and dispose of it safely to prevent pollution. To this end the Company will where possible or feasible use recycled or sustainable materials;
- Take responsible action to report and correct environmental incidents when they occur and ensure that employees and contractors follow Company policies and report any environmental concerns to facilitate rapid response;
- The Company throughout its operations will use all energy resources conscientiously and efficiently;
- Ensure that industry best practices, techniques and methods are employed and that these are reviewed and implemented when appropriate;
- The Company will seek to communicate and liaise with the local community;
- Wherever possible the Company will seek to influence the customer to adopt cost effective environmentally positive materials and solutions.

When planning how to achieve its environmental objectives, the company will determine:

- what will be done;
- what resources will be required;
- who will be responsible;
- when it will be completed;
- how the results will be evaluated, including indicators for monitoring progress towards achievement of its measurable environmental objectives.

The Senior Management Team are responsible for defining the list of environmental objectives and making any subsequent changes to it. Environmental objectives are reviewed at the annual

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Management Review Meeting and at regular interim management meetings where specific trend targets are communicated.

7 SUPPORT

7.1 Resources

The Lagan Materials Ltd. Directors will ensure that sufficient resources are allocated to the EMS to ensure its satisfactory operation and continually improve its effectiveness. This will include internal resource but may also include external resource where necessary.

7.2 Competence

Personnel who are assigned responsibilities defined in the environmental management system and organisational chart are assessed for competency on the basis of appropriate education, training, skills and experience.

The Depot Manager and the Regional Manager will be responsible for identifying training needs. They will ensure that all personnel whose work may create a significant impact upon the environment have received appropriate training covering all aspects of the permit and planning conditions where applicable.

Lagan Materials Ltd. retains appropriate documented information as evidence of competence on file at the site.

7.3 Awareness

The Company will establish and maintain procedures to make its employees and sub-contractors at each relevant function and level aware of the importance of conformance with the Company's environmental policy and procedures and with the requirements of the Company's environmental management system.


The Company will ensure that employees and sub-contractors are aware of the significant environmental impacts, actual and potential of their work activities and the environmental benefits of improved environmental performance.

The Company will ensure that employees and sub-contractors are fully aware of their roles and responsibilities in achieving conformance with the environmental and quality policy, procedures and requirements of the Company's environmental and quality management system. This will include awareness of emergency preparedness and response requirements and the potential consequences of departure from specified operating procedures, including not fulfilling the organisations compliance obligations.

All members of staff will be made fully aware of the operational procedures and methods used by the Company to ensure that the environmental impact of its operations will be minimised. Staff will be aware of the requirements of the quality system.

This will entail ensuring that the person chosen to perform a task which could cause significant environmental impacts is competent on the basis of appropriate education, training and/or experience.

7.4 Communication

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7.4.1 General

The company will establish, implement and maintain the procedures needed for internal and external communication relevant to the EMS including:

- on what it will communicate;
- when to communicate;
- with whom to communicate;
- how to communicate.

Communication of information will be categorised as external or internal.

7.4.2 Internal communication

The Company has identified the importance of communication with respect to the functioning of it's EMS and have identified the following points as important to communicate:

1. Environmental Policy and Lagan Materials Ltd. corporate profile that is committed to achieving certification to ISO 14001 in all Companies within the Group.
2. Established Targets and Objectives
3. Measurable environmental performance evaluation such as recycling, energy and fuel savings etc.
4. Independent verification of communicated results.

Internal communication will or can take the following forms:


1. The Regional Manager & Operations Director report on a monthly basis to the Lagan Group Board member responsible for environment. At this meeting an update on environmental matters will be provided and this meeting will be minuted and timescales and agendas set for subsequent meetings. This will be the main top down and down up means of communication.
2. The Board can be contacted at anytime in the case of emergency situations.
3. Internal memo's and network e-mail system communicate all internal information and it is Corporate Policy to utilise this means of communication, as it is secure, fast, traceable and recorded. This will be the main means of communication at a managerial level.
4. Communication to persons / employees who do have access to the network will be by payslip inserts, verbal discussions, issued operational procedures and notice boards.
5. Internal audits and associated interviews will also be used as a means of communication both to and from employees.
6. A statement of compliance with the requirements of the sites permits will be communicated at monthly management meetings.

7.4.3 External communication

External communication will be concerned primarily with communication with the Local Authority, local residents and adjacent businesses including farmers.

External communication will or can take the following forms:

1. Face to face meetings
2. Specific written communication
3. E-mail where appropriate.
4. Phone calls. These calls will be recorded.

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5. Lagan Group publications and press releases will be used to highlight the fact that Group policy is for all 'in house' Companies to achieve ISO 14001.

The communication processes for the company will consider its compliance obligations and ensure that communicated environmental information is reliable and consistent with information generated within the EMS. The company will respond to relevant communications on its EMS and shall retain documented information as evidence of its communications.

7.5 Documented information

7.5.1 General

The Company will establish and maintain information that will describe the 'core' elements of the management system and their interaction and will, through the documentation provide direction to the related documentation.

The Company will establish and maintain procedures and will be able to demonstrate the systems in place to ensure that environmental reports required by government regulations and policies are routinely prepared and submitted, as appropriate, on a timely basis.

7.5.2 Creating and updating


All documentation will be created to ensure appropriate identification and description, format and media. Documented procedures have been established to:

- Approve documents for adequacy prior to issue.
- Review and update as necessary and re-approve documents.
- Ensure that changes and that the current revision status of documents are identified.
- Ensure that relevant versions of applicable documents are available at points of use.
- Ensure that documents remain legible, readily identifiable.
- Ensure that documents of external origin are identified and their distribution controlled.
- Prevent the unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose.

7.5.3 Control of documented information

The Company will establish and maintain procedures for controlling all documents required by the ISO 14001 standards to ensure that documents are:

1. Easily located and retrievable.
2. They are made as soon as is reasonably practicable.
3. They will be periodically reviewed, revised as necessary and approved for adequacy by authorised personnel.
4. The current versions of relevant documents will be available at all locations where operations essential to the effective functioning of the system are performed.

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5. Obsolete documents will be removed promptly from all points of use or otherwise to assure against unintended use.
6. Obsolete documents will be retained for legal and or knowledge preservation purposes and will be suitably identified.
7. A specific file will be established for Environmental documentation including monitoring reports, checklists and communication details with Environmental Protection Agency, Council, etc.

Documentation will be legible, dated (with dates of revision) and readily identifiable. They will be maintained in an orderly manner and will be retained for a period of time specified as specified in the Document Control Matrix/Table.

Procedures have been established concerning the creation and modification of the various types of document. These procedures are detailed below:

- The EMP manual, master copy (Issue 01) will be filed at the relevant site and a copy will be available at the Company headquarters.
- The amendment number of the EMP Manual will only change when an amendment had been made to the text or layout of the document itself. This amendment must be agreed by all parties involved.
- The Depot Procedures will each have an amendment number. This number will be clearly stated in the Depot Procedure Contents Page.

8 OPERATION

8.1 Operational planning and control

The company will carry out the following to ensure a consistent life cycle perspective:

- establish controls as appropriate to ensure its environmental requirements are addressed in the design and development process for the product or service considering each life cycle;
- determine its environmental requirements for the procurement of products and services;
- communicate its relevant environmental requirements to external providers and contractors;
- consider the need to provide information about potential significant environmental impacts associated with the transportation or delivery, use, end-of-life treatment and final disposal of its products and services.


The Company will wherever possible adopt procedures based on the Pollution Prevention Guidelines including the measures outlined below.

Management & site control

A copy of the Environmental Policy Statement will be displayed in the weighbridge or other appropriate location. All work will be carried out in compliance with the Company's Health and Safety requirements.

The Company will, at the planning stage, define all methods of working to prevent the potential of pollution in all its forms.

Rules defined for the site set out in the sites permit conditions form the key operational issues of operating hours, site contacts, approved site extents and operating plans, monitoring and reporting requirements.

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Human Beings

The likely significant direct effects on human beings associated with the site relate to potential impacts on water, air quality, noise, landscape change, and public and employee health and safety. Indirect impacts relate to potential effects on flora and fauna. These impacts are addressed as follows:

- Fencing will be maintained around the lands being excavated for the safety of the general public and to prevent livestock straying into the excavated areas.
- All work will be carried out in compliance with the Company's Health and Safety requirements.
- The nature and extent of potential impacts envisaged in respect of water, air quality, noise and landscape are addressed in detail in the Depot Procedures for the site presented in Section 2 of the Environmental Management Plan.

There are specific conditions relating to management, monitoring and control of site ecology, surface water discharges, trade effluent discharges and groundwater dewatering and management, air quality and air emissions management, noise and vibration, landscaping, traffic and archaeology all of which are covered in the Depot Procedures.

Incidents, Communications and Complaints

A Log of all communications received from and issued to the Public will be maintained. In particular, records will be maintained to document any environmental concerns raised by members of the local community. The Company will investigate, take samples as appropriate and provide feedback by way of corrective actions and communication with the interested party as appropriate.

Fuel, Oil, Bitumen and Chemical Storage

The Depot manages the storage of fuels and chemicals in accordance with Depot Procedure – Management of Fuel, Oils, Bitumen and Chemical Storage.

Energy Consumption


Using energy efficiently and thereby reducing unnecessary pollution is recognised as one of the most effective ways of slowing down global warming. There is a specific Depot Procedure developed to deal with energy conservation methods.

Waste Management

The Waste Management Depot Procedure details how waste management is carried out.

8.2 Emergency preparedness and response

In order to prevent and mitigate the environmental impacts of accidents and emergency situations the Company has established and maintains procedures to identify and respond to these situations. The Emergency Preparedness and response Depot Procedure details how this function is managed.

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The Company will review and revise, where necessary its emergency preparedness and response procedures. Special emphasis will be placed on such reviews and revisions should an accident or emergency situation actually arise.

Where practical or applicable to do so the Company will periodically test these procedures.

In addition to emergency response procedures developed the Company will provide staff with emergency and event-based instructions. Management will also ensure that if an employee is absent from work that his or her roles in an emergency event is reassigned to another adequately trained employee.

9 PERFORMANCE EVALUATION

9.1 Monitoring, measurement, analysis and evaluation

9.1.1 General

Checking and corrective actions will be used by the Company to evaluate its performance with respect to established targets and objectives.

To enable the Company to comply with all conditions and objectives and to track environmental performance, relevant to operational controls and conformance with the Company's objectives and targets, documented procedures will be established and maintained to monitor and measure on a regular basis the key characteristics of its operations and activities that have a significant impact on the environment.

All inspection, measuring and test equipment used by the Company will be calibrated and maintained in a manner that will ensure that measurements taken can be verified.


Procedures will be established and maintained describing how each item of measuring equipment is calibrated and maintained.

The Company will establish and maintain procedures for periodically evaluating compliance with relevant environmental legislation and regulations. The detailed procedures to be followed, in respect of monitoring for the purpose of demonstrating compliance with Permits/Licences etc are outlined in Depot Procedures Manual. Monitoring procedures, recording and reporting procedures and specific procedures for dealing with non-compliances and corrective actions are outlined in these procedures.

The company will communicate its relevant environmental performance information both internally and externally as required and will also retain documented information as evidence of the monitoring, measurement, analysis and evaluation results.

9.1.2 Evaluation of compliance

Consistent with its commitment to compliance, the Company will periodically evaluate compliance with applicable legal requirements and other requirements to which it subscribes and will maintain records of these evaluations. The company will also maintain a knowledge and understanding of its compliance status.

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The company will prepare an Annual Compliance report which will evaluate compliance with all the site specific legal and other requirements relative to the environment.

9.2 Internal audit

9.2.1 General

The Company places great emphasis on the importance and need for regular internal auditing of the EMS. To this end and to comply with the requirements of ISO 14001 the Company will establish and maintain procedures for ensuring that management system audits are carried out in order to achieve the following goals:

- a) To determine whether or not the environmental management systems are conforming to planned arrangements for environmental management. (including the requirements of ISO 14001)
- b) To determine whether or not the system has been properly implemented and maintained.

9.2.2 Internal audit programme

Results of internal and external audits will be used to provide information to management as a means of improving the system and ensuring that adequate measures are taken to ensure that audit findings are acted upon in a manner that is effective and designed to prevent reoccurrence where this is applicable.

This procedure covers the conduct of internal quality audits of the EMS in all areas of the Company's activities, to ensure that the EMS is systematically reviewed on a regular basis to check its continuing suitability and effectiveness.

1 The Head of Planning and Environment shall establish an Internal Audit Schedule covering all elements of the Environmental Management System and at least one site per set of audits. The timescale should be such that all elements of the System are audited at least twice per year.


2 Audits will normally be carried out by the Operations Director or Auditor however; other appropriately trained personnel may carry out audits in areas other than their own.

3 The audit shall be conducted against the agreed check sheet and audit findings recorded on the check sheet.

4 Prior to the audit the auditor shall check any areas of outstanding action from any previous audit and add these to the check sheet.

5 Audit findings shall be discussed with the personnel in the area under audit. Deficiencies and corrective actions required, together with the target dates for implementation, shall be recorded on the Internal Audit Report form.

6 Internal Audit Report Forms are maintained by the Head of Planning and Environment and confirmation of deficiencies and corrective actions notified verbally to the person responsible by the Auditor.

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7 Progress on the implementation of agreed corrective actions shall be monitored by the Head of Planning and Environment at monthly intervals by reference to the Report Forms. Where actions are not completed the Audit Report form shall be forwarded to the Managing Director for appropriate action.

8 On completion of all actions the report shall be filed for evaluation as part of the Management Review of the EMS.

9.3 Management review

Lagan Materials Ltd. will review the integrated management system at twelve monthly intervals. This review will be comprehensive, documented and will assess all elements of the system.

The review will ensure that:


- the system is effective and complies with the requirements of ISO 14001;
- that sufficient information is available to adequately review the system;
- that the environmental and quality policy statements are still applicable to the Company;
- targets and objectives are being met or require to be changed in light of results of internal audits, changing circumstances, contractual obligations or the need to demonstrate commitment to continual improvement;
- that any system non-conformances, complaints from third parties, legislative non-compliance and audit findings both internal and external have been adequately dealt with and that corrective and preventive actions taken to prevent reoccurrence have been effective.

The management review shall include consideration of:

- a) The status of actions from previous management reviews;
- b) Changes in:
 - 1) External and internal issues that are relevant to the environmental management system;
 - 2) The needs and expectations of interested parties, including compliance obligations;
 - 3) Its significant environmental aspects;
 - 4) Risks and opportunities;
- c) The extent to which environmental objectives have been achieved.
- d) Information on the organisation's environmental performance, including trends in:
 - 1) Nonconformities and corrective actions;
 - 2) Monitoring and measurement results;
 - 3) Fulfilment of its compliance obligations;
 - 4) Audit results;
- e) Adequacy of resources;
- f) Relevant communication(s) from interested parties, including complaints;
- g) Opportunities for continual improvement.

The outputs of the management review shall include:

- Conclusions on the continuing suitability, adequacy and effectiveness of the environmental management system;
- Decisions related to continual improvement opportunities;
- Decisions related to any need for changes to the environmental management system, including resources;
- Actions, if needed, when environmental objectives have not been achieved;

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- Opportunities to improve integration of the environmental management system with other business processes, if needed;
- Any implications for the strategic direction of the organisation.

10 IMPROVEMENT

10.1 General

Lagan Materials Ltd. plan and manage the processes necessary for the continual improvement of the environmental management system. The company facilitates the continual improvement of the EMS using their environmental policy, environmental targets and objectives, audit results, corrective and preventive actions and management reviews.

10.2 Non-conformity and corrective action

The Company will establish and maintain procedures for defining responsibility and authority for dealing with and investigating non-conformance, taking action to mitigate any impacts caused and for initiating and completing corrective and preventive action.

Any corrective and preventive action taken to eliminate or minimise the causes of actual or potential non-conformance will be appropriate to the magnitude of problems and proportional with the impact encountered.


The Company will implement and record any changes in the documented procedures resulting from corrective and preventive action.

In addition, the Company will establish procedures to address the following aspects of non-conformance issues

- Tracking and reporting of all compliance issues.
- Planning of corrective action
- Establishing resolution due dates
- Assignment of responsibilities for corrective and preventive action
- Follow-up and tracking systems to verify corrective and preventive actions were implemented and were effective
- Identification of recurring issues, root cause analysis, underlying causes and compliance trends
- Planning of actions to prevent recurrence of compliance issues
- Communication with the regulatory authority on Environmental issues

A pro-forma non-conformance report will be completed in the event of a non-conformance, this will be completed by the Depot Manager (or an appointed deputy) and only signed off when the corrective action taken to prevent recurrence has proven to be effective. The implementation of the corrective action should not be deemed to have been completed until the effectiveness of all the above has been demonstrated and any changes in procedure, documentation etc. completed.

The detailed specific procedures for dealing with environmental non-compliances and corrective actions are outlined in the Depot Procedures Manual.

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Regular scheduled process reviews will take place rather than simply correcting problems after they occur. This element of the EMS will include identification of systematic problems with the implementation of the EMS as well as non-compliance with regulations and legislative requirements. Lagan Materials Ltd. will retain documented information as evidence the nonconformities and any subsequent actions taken and the results of any corrective action.

10.3 Continual improvement

Lagan Materials Ltd. will continually improve the suitability, adequacy and effectiveness of the environmental management system to enhance environmental performance by implementing the findings of the review of the EMS carried out as part of the annual environmental management meeting.

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2. DEPOT PROCEDURES MANUAL

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AMENDMENT RECORD

Depot Procedure No.	Depot Procedure Title	Amendment No.	Date of Issue	Review Date
DP001	Air Quality & Air Emissions Management		21.07.2021	
DP002	Energy Management		21.07.2021	
DP003	Waste Management		21.07.2021	
DP004	Emergency Preparedness & Response		21.07.2021	
DP005	Legislation Management		21.07.2021	
DP006	Fuel oil, Bitumen & Chemical storage		21.07.2021	
DP007	Oil Interceptor Management		21.07.2021	
DP008	Water Management		21.07.2021	
DP009	Ecological Management		21.07.2021	
DP010	Noise & Vibration Management		21.07.2021	
DP011	Landscape & Visual Impact		21.07.2021	
DP012	Traffic Management		21.07.2021	
DP013	Archaeology Impact Management		21.07.2021	
DP014	End-of-Life Plant Management		21.07.2021	
DP015	Site Security		21.07.2021	
DP016	Contractor Management		21.07.2021	
DP017	Communications, Incidents & Complaints		21.07.2021	
DP018	Corrective & Preventive Actions		21.07.2021	
DP019	Site Inspection Checklists		21.07.2021	
DP020	Accident Prevention Policy		21.07.2021	

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DP001 Air Quality and Air Emissions Management

Scope: This procedure defines the specific conditions relating to management, monitoring and control of air emissions and air quality which are contained in the sites Licensing Permits and Authorisations.

1. Relevant Permits, Licences, Authorisations & Conditions

A copy of all Permits, Licences and Authorisations must be held on site and available for inspection by the relevant Authorities at all times.

2. Management and Control

Lagan Materials Ltd. operates to ensure that dust levels associated with the activities at the site do not cause adverse impacts at sensitive locations. The controls and mitigation measures for minimisation of impacts on air quality as a result of dust generated include the following:

- A wheel wash facility shall be used at the entrance to the site;
- Fixed and mobile water sprays shall be used to control dust emission from material stock piles, road and yard surface as necessary in dry and/or windy weather. Records shall be maintained on the water spraying schedule;
- Trucks entering and leaving the site with dusty materials shall be covered and they shall pass through a wheel wash before exiting the site;
- A daily inspection programme shall be formulated and implemented in order to ensure that dust control measures are inspected to verify effective operation and management. Findings shall be recorded on the Daily Site Inspection Sheet;
- Dust deposition monitoring shall be carried out in accordance with the requirements of the authorisation permits in order to verify the continued compliance with relevant standards and limits.
- Plant and conveyers should be operated to minimise dust generation by ensuring all dust mitigation functions such as dust covers, wind boards, netting, extraction and collection systems are all functioning correctly. Regular visual inspections shall be carried out on all such plant and equipment.
- Under-trays and chutes should be provided to collect material dropping from conveyors. The height of free-fall of material from the under-tray should be minimised.
- Blowers, belt-scrapers or other devices should be fitted to clean conveyors to prevent build-up of spillage. Spillage should be cleared promptly.


Odour monitoring where required shall be carried out at representative off-site locations during operating hours of any activity that could result in off-site odours (eg asphalt plant operation) to ensure that all operations on site are being carried out in a manner such that odours do not result in impairment of or interference with amenities or the environment beyond the site boundary. All odour inspections carried out around the vicinity of the site shall be recorded on the Odour Assessment Check Sheet.

3. Monitoring and Reporting

Environmental monitoring reports will be prepared by external consultants and shall contain all information as required by the various conditions set out in the permissions. A hardcopy report with the results assessed against the permit limits will be issued to the permitting authority and also to the site. A soft-copy will be issue to the Lagan Materials Ltd. head office.

4. Corrective Actions

If a dust monitoring result or air emission monitoring result is out of compliance or if an odour is identified within the vicinity of the site, an immediate review will be undertaken to identify the cause of the non-compliance. The details of the investigation together with details of corrective actions to be taken will be recorded in accordance with the Corrective Action Depot Procedure.

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DP002 Energy Management

Scope: This procedure defines the specific conditions relating to energy management for all activities at the site.

1. Relevant Permits, Licences, Authorisations & Conditions

A copy of all Permits, Licences and Authorisations must be held on site and available for inspection by the relevant Authorities at all times.

2. Management and Control

Lagan Materials Ltd. operates to ensure that energy usage associated with the site is minimised through the implementation of focused energy-saving procedures. Energy use shall be minimised by the adoption of energy efficient practices including the routine servicing of plant such as mobile generator units and vehicles. The Company will ensure that the following measures are considered and care is given to how energy is as far as is reasonably practicable on all contracts:

- Lighting levels should be appropriate for each task;
- Use the most efficient and up-to-date type of lighting;
- All external lighting should be maintained in a clean condition;
- Make best use of daylight by keeping windows and roof lights clean;
- Routine servicing and maintenance of all plant to ensure efficient energy consumption at all times;
- Conveyors and other parts to be shut down when not in use;
- Sufficient lubrication on all machinery and drives;
- Use of dry sand where possible to reduce energy inputs;
- Turn off all water taps completely and report any leak or drip as soon as discovered;
- Switch off any appliance or item of equipment which is not being used;
- Heated storage tanks, process pipework and vessels should be at the correct temperature and adequately insulated;
- Inlet filters on compressors should not be blocked and compressor houses well ventilated;
- Machinery and drives should be properly lubricated and not allowed to run unnecessarily.

3. Monitoring and Reporting

Records of fuel consumption per tonne of production are generated on a monthly basis for the site. This information is utilised to show performance of the plant on a monthly basis and is included in the annual appraisal for the site. This statistical information is recorded and filed at Lagan Materials Ltd. head office.

A summary of monitoring data and energy usage shall be prepared and included in the Annual Environmental Report prepared for the site. This report will be available for consultation at the Site Office on request.

4. Corrective Actions

If a non-compliance with an Objective or Target is noted, an immediate review will be undertaken to identify the cause of the non-compliance. The details of the investigation together with details of corrective actions to be taken will be recorded in accordance with the Corrective Action Depot Procedure.

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DP003 Waste Management

Scope: This Procedure sets out the operating instructions that shall be followed to ensure that all waste, hazardous and non-hazardous, is stored and disposed of in accordance with the relevant waste legislation.

1. Relevant Permits, Licences, Authorisations & Conditions

A copy of all Permits, Licences and Authorisations must be held on site and available for inspection by the relevant Authorities at all times.

2. Management and Control

The targets for waste management are to ensure that waste generation is minimised, that waste is stored in an environmentally protective manner and that waste disposal is in accordance with regulatory requirements. Daily and weekly inspections of the site shall be completed to ensure waste management is correctly carried out at the site and shall be recorded in the site inspection sheets.

The Company will take whatever action is deemed necessary to comply with legal requirements, whilst in addition do what is practicable and commercially viable to minimise waste. A policy of Reduce, Reuse, Recycle shall be encouraged with all employees

2.1 Waste Segregation and Storage

A system of bins and skips will be used to segregate waste. The following sections identify the types of waste that can be expected and identifies storage and disposal requirements for each.

Non-Hazardous Wastes likely to be generated for disposal off-site include the following: domestic waste, food, paper, plastic, cardboard, packaging, clean timber, road sweepings, sewage effluent waste, metals, tyres and sludge.


Hazardous Wastes likely to be generated for disposal off-site include the following: waste oils, oil contaminated materials, oily water, batteries, Waste Electrical and Electronic Equipment (WEEE), printer toner cartridges, oil filters, light bulbs, aerosols, interceptor sludge, contaminated soils, waste resin and paint tins.

Waste shall be properly segregated and contained in appropriate containers (skips, bins, bags etc) and covered where required to prevent water ingress or vermin damage and stored in dedicated waste storage areas. Waste storage containers shall be clearly labelled and banded where required. Waste shall be identified as recyclable, non-hazardous or hazardous.

2.1 Waste Documentation

All waste contractors collecting and removing waste from the site must have a current valid Waste Collection Permit and the Waste Facility Permit details of the location that the waste is going to. A copy of the Waste Collection Permit and the Waste Facility Permit shall be kept on file at the Lagan site for all waste contractors involved in removing and/or receiving any wastes from the site. Prior to consigning any waste off-site the following actions must be considered and completed:

- Determine the nature of the waste and determine if a hazardous or a non-hazardous waste contractor is needed;
- Examine the credentials of prospective waste contractors and the suitability of their services and facilities for handling and managing the waste;
- The waste haulage contractor who collects your waste must hold a valid waste collection permit from the relevant local authority;
- The waste management facility that your waste is destined for must hold either a valid Waste Facility Permit or Waste Licence;

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- Inform your waste contractor of the safe working procedures on-site and any temporary hazards associated with the collection and handling of the waste;
- Seek and record documentary proof of waste receipt and final disposal/recovery from the waste contractor and any other parties involved.

The documentation that is required for each waste consignment leaving the site shall be checked for the following before final signing and approval:

- Address: Ensure the correct address of the site the waste is departing from is used;
- Waste Description: Ensure the waste is correctly described and has the correct 6 digit EWC code assigned. The description needs to provide enough information to enable subsequent holders to avoid mismanaging the waste or causing injury;
- Quantity and Containment: Ensure the type of container (skip, bin) and capacity volume (10m³) and/or waste weight (500 kg) is recorded;
- Waste Carrier Details: Ensure the name, address and Waste Collection Permit Number of the waste carrier removing the waste from the site is recorded;
- Waste Receiver Details: Ensure the name, address and Waste Permit Number or Waste Licence number of the next destination/recipient of the waste is recorded;
- Date and time of transfer;
- Signatures of the waste carrier and the authorised Lagan depot personnel.

The waste transfer note copy shall be retained and kept on file at the Lagan site for two years and hazardous waste consignment notes shall be kept for three years after date of removal from the site.

3. Monitoring and Reporting

Details of all wastes generated for recovery or disposal on or off the site must be recorded. Records shall include the quantity of waste for disposal or recovery, description and nature of the waste, the EWC code, contractor details, method of disposal, date of dispatch and documentation reference numbers in relation to the waste consignment. The Waste Record Sheet Form shall be used for recording details of quantities of waste generated, recovered and disposed of on a daily basis or otherwise as required. The purpose of the records is to identify areas for waste reduction, to track the quantities of waste being recovered and to provide the necessary documentation to demonstrate that regulatory requirements for waste disposal are being complied with.

A summary of all waste statistics shall be prepared and an Annual Report shall be compiled for inclusion in the Annual Environmental Report for the site. This report will be available for consultation at the Site Office on request.

4. Corrective Actions

If a non-compliance with an Objective or Target is noted, an immediate review will be undertaken to identify the cause of the non-compliance. The details of the investigation together with details of corrective actions to be taken will be recorded in accordance with Corrective Action Depot Procedure.

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DP004 Emergency, Preparedness and Response

Scope: This Emergency Response Procedure sets out the procedure for dealing with environmental emergencies during the activities at the facility.

1. Relevant Permits, Licences, Authorisations & Conditions

A copy of all Permits, Licences and Authorisations must be held on site and available for inspection by the relevant Authorities at all times.

2. Management and Control

At all times, there shall be at least one person responsible for co-ordinating emergency measures at the site. The Emergency Co-ordinator shall be thoroughly familiar with this procedure, the Emergency Plan, all operations and activities on site and the location of emergency response and spill clean-up equipment.

2.1 Spills and Leaks

In the event of a chemical or oil or fuel spillage, the Emergency Co-ordinator is notified and is responsible for managing the spill. The following major actions shall be taken:

- The Emergency co-ordinator will determine the exact source of the spill or leak and the area affected. External emergency aid will be immediately summoned if required;
- Any source of ignition will be eliminated eg equipment that sparks, naked flames, hot surfaces in the spill area and all areas immediately downwind of the spill area;
- The Spill Crew wearing appropriate protective equipment as designated by the Emergency co-ordinator will remedy and stop the source of the spill if safe to do so (seal off visible leaks, turn off pumps etc);
- The area of the spill will be immediately contained (to prevent contamination of the surface water or groundwater) by the use of containment booms if the spill is not already within a fixed containment bund;
- The spill material will be absorbed using absorbent granules/material. This material will be contained and will be treated as hazardous waste for disposal.

An adequate supply of containment booms, absorbent granules, containers, clean up materials and protective equipment shall be stored on site at all times.

2.2 Fire


In the event of a fire the firm alarm should be sounded by activating the nearest alarm. On hearing the fire alarm all personnel must evacuate the building by the nearest exit and assemble at the site entrance just in front of the weighbridge. If safe to do so and if trained to use a fire extinguisher then tackle the fire. If the fire cannot be controlled then the fire services should be called. The water used for extinguishing any fire shall be contained if possible for assessment before disposal or discharge through the surface water drainage system.

2.3 Surface Water Contamination

Surface water contamination may arise on site from a number of sources; these include greases, oils, fuel, chemical spill or suspended solids. In the event of surface water contamination immediate action shall be taken to stop the flow of contamination into the receiving water. Where there has been a discharge of oils or greases, oil booms and/or mats shall be used as necessary to remediate the surface water contamination and the mats disposed of according to the procedure for waste oil disposal.

2.4 Groundwater Contamination

In the unlikely event of groundwater contamination arising onsite, immediate action shall be taken to stop the flow of contamination into the area that is seeping to groundwater. If the source is not identifiable then an investigation shall be instigated until the source is identified. The extent of contamination shall be assessed and a clean-up programme

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shall be implemented where necessary. An investigation shall be carried out as to the cause of the contamination and corrective actions will be taken to prevent a re-occurrence.

2.5 Flooding

In the event of flooding at the site all electrical components should be powered down and isolated where possible. The Emergency Co-ordinator should be immediately notified. All bunded areas should be checked to ensure their integrity. The fire brigade should be called if the situation is classified as an emergency and all site personnel should assemble at a safe location outside of the site. The fire services will handle the emergency situation and all site personnel should remain off site until the fire services authorise a return to the site.

2.6 Power Failure

In the event of a power failure at the site the electrical supply company should be notified immediately. The emergency shut down procedure for the various plant items should be followed and an inspection of the entire site should be carried out to ensure that there are no possible sources of pollution at the site due to the power loss. The site manager should be immediately informed and is responsible for ensuring the safe return of power supply the site.

3. Emergency Equipment

An oil spill kit(s) and a hazardous/non-hazardous spill kit(s) shall be held on-site at all times and shall include absorbent pads, booms and mats and disposable bags and ties. These kits shall be replaced immediately following their use during an emergency.

4. Monitoring and Reporting

The company will immediately notify the relevant licensing authority of the occurrence of any incident including:

- (i) an emergency;
- (ii) any emission which does not comply with the requirements of the licence;
- (iii) any indication that environmental pollution has, or may have, taken place.

The incident notification form for the EMP shall also be filled out and shall include the following information:

- Date and time of incident;
- Details of the incident and circumstances giving rise to it;
- An evaluation of environmental pollution caused if any;
- Actions taken to minimise the effects on the environment;
- Steps taken to avoid recurrence;
- Any other remedial action taken.

A report on incidents shall be prepared and an Annual Report shall be compiled for inclusion in the Annual Environmental Report. This report will be available for consultation at the Site Office on request.

5. Corrective Actions

If a non-compliance with an Objective or Target is noted, an immediate review will be undertaken to identify the cause of the non-compliance. The details of the investigation together with details of corrective actions to be taken will be recorded in accordance with the Corrective Action Depot Procedure.

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DP005 Legislation Management

Scope: This procedure defines the management of environmental legislation for all activities at the site.

1. Relevant Permits, Licences, Authorisations & Conditions

A copy of all Permits, Licences and Authorisations must be held on site and available for inspection by the relevant Authorities at all times.

2. Management and Control


Lagan Materials Ltd. shall be responsible for liaising and communicating with the regulatory authorities, local councils and environmental groups and ensuring familiarity with all relevant environmental legislation applicable to the site and its activities. The company shall also be responsible to ensure that updates and changes to relevant environmental legislation and all new relevant environmental legislation are considered and accounted for in the operations and activities at the site.

Lagan Materials Ltd. maintains a register of applicable environmental legislation on its filing system at head office, which is controlled by means of an external service provider. The company provides a review and update of all relevant environmental Legislation each quarter for the Lagan Materials Ltd. group operations. Each update shall be reviewed by the Head of Planning and Environment. These reviews shall be recorded and required legislative amendments where applicable will be implemented into the EMS.

Lagan Materials Ltd. shall aim to meet or exceed all legislative regulations and standards and shall adopt monitoring systems to ensure compliance. In the absence of governmental legislation Lagan Materials Ltd. shall adopt recognised international standards or will recommend sound environmental practices.

3. Evaluation of Compliance

The Company will prepare an Annual Compliance report which will evaluate compliance with all the site specific legal and other requirements relative to the environment. The compliance rate for the site will be evaluated by reviewing the non-compliances issued and the rate of failure to meet site Permission Limits and Conditions. The compliance rates are evaluated every quarter for the Group Board Meetings and also for the annual environmental review meeting for the site.

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DP006 Fuel Oil, Bitumen and Chemical Storage

Scope: This procedure defines specific conditions relating to the sourcing, acceptance and storage of fuel, oil, bitumen and chemicals to ensure the protection of the environment and public health.

1. Relevant Permits, Licences, Authorisations & Conditions

A copy of all Permits, Licences and Authorisations must be held on site and available for inspection by the relevant Authorities at all times.

2. Management and Control

All fuels and oils purchased for use at the facility shall be sourced from a company which has been approved by Lagan Materials Ltd. head office. All suppliers shall be either ISO9001 accredited or the supplier shall be audited by or on behalf of Lagan Materials Ltd. prior to addition to approved suppliers list. Every batch of reprocessed oil received at the depot must be accompanied by a test certificate; otherwise the batch will not be accepted. These certificates shall be filed at site office and made available for inspection if necessary. The relevant Test Specifications are attached to this procedure as Acceptance Criteria for Thompsons and Acceptance Criteria for ENVA.

The fuel oil stores shall be bunded to 110%. Overfill protection mechanisms shall be installed on all fuel tanks. Refuelling operations shall only take place in suitably protected hard stands near the fuel tanks and any accidental spillages shall be contained using absorbent booms as stated in procedure DP004.

Bund integrity testing shall be carried out by a suitably qualified independent consultant at least every three years. The test procedure shall include the following:

- A thorough inspection of the bund;
- A photographic record of defects and other relevant issues of note;
- A bund integrity test in accordance with BS8004 shall be carried out at 3 year intervals or sooner if visual inspection indicates a potential requirement;
- On completion of the test and review of the data a detailed test report shall be prepared and held onsite for inspection and review.

Water or other liquid collected in the bund will be tested to determine its suitability for disposal. If there is visible oil present, the waste will be disposed as hazardous waste as described in Procedure DP003. If testing shows that the liquid is not contaminated, it may be disposed by diverting it to the interceptor.

3. Monitoring and Reporting

A report on any integrity testing completed at the site shall be prepared and included in the Annual Environmental Report. Both reports will be available for consultation at the Site Office on request.

4. Corrective Actions

If a non-compliance with an Objective or Target is noted, an immediate review will be undertaken to identify the cause of the non-compliance. The details of the investigation together with details of corrective actions to be taken will be recorded in accordance with the Corrective Action Depot Procedure.

5. Attachments

- Acceptance Criteria for Thompsons
- Acceptance Criteria for ENVA

Acceptance Criteria for Thompsons

Determining when Waste Oil has been fully recovered: Interim Position

The Environment and Heritage Service (EHS) are currently working with the Environment Agency (EA), the Scottish Environment Protection Agency (SEPA) and the Department for Environment, Food and Rural Affairs (DEFRA) to review the implications of the recent Court of Appeal judgement in *OSS Group Ltd v Environment Agency* and take the actions necessary.

The appeal concerned the limited question 'whether a lubricating oil, thus not originally used as a fuel, which becomes waste can thereafter be burnt other than as waste...' The conclusion was that, in order for a waste to cease to be waste 'it should be enough that the holder has converted the waste material into a distinct, marketable product, which can be used in exactly the same way as an ordinary fuel, and with no worse environmental effects'. The Court also suggested that DEFRA and the EA should provide practical guidance for those affected on what it referred to as "the end of waste test".

The EA set up a Task and Finish Group which aimed to develop a standard that satisfied the criteria set by the Court for waste lubricating oils. The initial report from that group showed that there was agreement that a specification is necessary to establish the point at which waste oil ceases to be considered as such. However, it was felt that the risks to human health and the environment of materials present in waste oils, which were subsequently burnt as a fuel, had not been clearly assessed.

The EHS agree with both DEFRA and the EA that more information is needed to develop the protocol, including the effects of zinc and certain heavy metals on human health and the environment. This will be taken forward by the EA with a view to producing a draft Protocol by the end of April.

In the meantime, the EHS believes industry requires guidance, on an interim basis, as to the circumstances in which we will regard a substance derived wholly or partially from used lubricating oils as having ceased to be waste. This guidance will be operative only until the Protocol is agreed, and is entirely without prejudice to any conclusions the protocol may produce. It should therefore not be relied upon as the basis for any long-term arrangements. During this interim period, the EHS will not regard fuel oils that are derived wholly or partly from waste lubricating oils, and that are used as fuel, as waste, if they are processed to meet the specification for Class G oils, excluding the requirements for viscosity, as specified within Table 3 of British Standard BS 2869:2006, (Fuel oils for Agricultural, domestic and industrial engines and boilers – Specification). For convenience these requirements are reproduced below.

Acceptance Criteria for Thompsons

Properties of residue-containing burner fuels

Property	Class G	Test Method
Kinematic Flash point (Pensky-Martens closed cup) (°C) (min)	86.0	BS2000-34
Sulfur content [% (m/m)] (max)	1.0	BS2000-336
Water content [% (V/V)] (max)	1.0	BS2000-3374
Ash content [% (m/m)] (max)	0.15	BS2000-4
Carbon residue [micro0 [% (m/m)] (max)	20.0	BS2000-368
Total sediment (existent) [% (m/m)] (max)	0.15	BS2000-375
Strong acid number	Zero	BS2000-336



This position reflects the minimum requirements to enable optimal performance of burners/boilers using Heavy Fuel Oil as a fuel. It is not appropriate to require compliance for viscosity, as oils derived from waste lubricants will inevitably have a different viscosity and it would be unfair to penalise them for this. The oil supplier and users are responsible for demonstrating that reprocessed oil meets the required specification. Reprocessed oils that do not meet the required specification will remain waste, and their movement and subsequent burning as fuel without compliance with the national controls in place to fulfil the requirements of the Waste Framework Directive, the Hazardous Waste Directive and the Waste Incineration Directive will constitute a criminal offence.

Please note that where an installation receiving such a fuel is permitted under the Pollution Prevention and Control Regulations (NI) 2003 or the Industrial Pollution Control (NI) Order 1997, additional requirements may apply and you should contact the Industrial Pollution and Radiochemical Inspectorate (IPRI) of EHS on 02890 569299.

If you have any queries about this note, please contact the EHS's Hazardous Waste team on 028 90 569710.

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Acceptance Criteria for ENVA

11LS Fuel Oil


Product Specification

Properties	Method	Limit	Typical
Density	IP 160	NL	0.89
Water (% w/v)	IP 74	NL	1-3
Viscosity @ 40 °C	IP 71	NL	140-220
Ash (% w/w)	IP 4	1.5	0.7
Sediment by Extraction (% w/w)	IP 53	NL	0.4
Sulphur (% w/w)	IP 373B5	<1.0	0.4
P.C.B. (p.p.m.)	ASTM D4059-96	1	<1
Lead (p.p.m.)	A.A	800	50
Vanadium (p.p.m.)	A.A	100	5
Cadmium (p.p.m.)	A.A	20	4
Chromium (p.p.m.)	A.A	50	2
Chlorine (p.p.m.)	IP PM -AK/B1	3000	500
Nickel (p.p.m.)	A.A	100	5
Flash Point (°C)	IP 34 (PMCC)	NL	80
Asphaltenes (% w/w)	IP 143	NL	1
Gross Calorific (EhU/B)	(ESTIMATE)	NL	20,000
Gross Calorific (MJ/kg)	(ESTIMATE)	NL	44


Note: this product is only suitable for use as a fuel.
Do not store or mix with substances that may be used for food applications.

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a DCC company



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DP007 Oil Interceptor Management

Scope: This procedure defines specific conditions relating to the management of oil interceptors onsite.

1. Relevant Permits, Licences, Authorisations & Conditions

A copy of all Permits, Licences and Authorisations must be held on site and available for inspection by the relevant Authorities at all times.

2. Management and Control

Oil interceptors shall be properly maintained to prevent discharge of oil to surface water, groundwater, land or sewer. The outflow from the interceptor should be checked weekly for any signs of contamination. All interceptors shall be inspected in accordance with the manufacturer's instructions or every six months as a minimum. Inspections of the interceptor shall be carried out to ensure:

- correct operation and functioning of the interceptor;
- acceptable depth of accumulated oils and silts;
- no signs of leaking or physical damage to the interceptor;
- correct functioning of mechanical parts and warning devices where fitted.

A record of the inspection should be kept and any faults or damage should be reported and corrective action taken.

The interceptor should be periodically cleaned by a specialist contractor to remove accumulated oils and silts and the material should be disposed of according to the requirements set out in depot procedure DP003. The interceptor should be refilled with clean water after it has been emptied.

3. Monitoring and Reporting

The interceptor cleaning shall be monitored and recorded on the Waste Management Record Sheet as per depot procedure DP003.

4. Corrective Actions

If a non-compliance with an Objective or Target is noted, an immediate review will be undertaken to identify the cause of the non-compliance. The details of the investigation together with details of corrective actions to be taken will be recorded in accordance with the Corrective Action Depot Procedure.

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DP008 Water Management

Scope: This procedure defines the conditions relating to management, monitoring and control of surface water discharges, trade effluent discharges and groundwater dewatering and management for the site.

1. Relevant Permits, Licences, Authorisations & Conditions

A copy of all Permits, Licences and Authorisations must be held on site and available for inspection by the relevant Authorities at all times.

2. Management and Control

A current and accurate site drawing showing all surface water drainage and discharge points shall be held on site and should clearly differentiate between surface and foul water drainage. A map showing all groundwater monitoring locations shall be maintained at the site. All water usage at the site shall be monitored and recorded. Any significant changes in water usage shall be investigated and the findings documented.

All discharge points shall be visually inspected daily unless otherwise specified in any regulatory requirement. A sampling regime that is in line with the requirements of the discharge licence and the site's pollution risks shall be established. This shall include testing of samples where appropriate. Where any visual pollution is detected in the discharge, a sample shall be taken immediately and tested.

Water with high suspended solids shall be prevented from entering watercourses and surface water drains by proper onsite management of surface water and by using silt traps, interceptors and settlement systems where appropriate. Settlement systems shall be carefully managed to ensure effective settlement capacity by desilting or rotation.

Effective controls to prevent contamination of groundwater resources and an effective monitoring programme to monitor groundwater quality and supply shall be put in place. The main controls planned for the protection of groundwater resources at the site and in the area include:

- Measures shall be taken to minimise water demand where appropriate;
- Wheel washing water travels into the underground interceptor for treatment prior to discharge into storm drain. Sampling is carried out at this discharge point;
- The drainage arrangements proposed for the site shall ensure that no uncontrolled discharge of drainage from the site occurs at any time, and hence no infiltration to groundwater;
- Storage of wastes, fuels and hazardous materials shall be in designated bunded storage areas to prevent any risk of contamination of groundwater.


In instances when an actual or suspected uncontrolled release of pollutants occurs to a watercourse or groundwater, site management shall inform the Regional Manager immediately and the emergency response procedures as per depot procedure DP004 shall be implemented.

3. Monitoring and Reporting

Environmental monitoring reports will be prepared by external consultants and shall contain all information as required by the various conditions set out in the permissions. A hardcopy report with the results assessed against the permit limits will be issued to the permitting authority and also to the site. A soft-copy will be issued to the Lagan Materials Ltd. head office.

4. Corrective Actions

If a non-compliance with an Objective or Target is noted, an immediate review will be undertaken to identify the cause of the non-compliance. The details of the investigation together with details of corrective actions to be taken will be recorded in accordance with the Corrective Action Depot Procedure.

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DP009 Ecological Management

Scope: This procedure defines the conditions relating to the management of the site in terms of its impact on ecology.

1. Relevant Permits, Licences, Authorisations & Conditions

A copy of all Permits, Licences and Authorisations must be held on site and available for inspection by the relevant Authorities at all times.

2. Management and Control

Lagan Materials Ltd. operate to ensure that the activities carried out on site will not cause adverse impacts on the terrestrial or aquatic habitat of the area. The main potential impacts relate to the impacts of discharges to surface water. These impacts are managed, monitored and controlled as outlined in depot procedure DP008.

To ensure that due care is taken to prevent damage to wildlife and to enhance biodiversity where possible the company carries out appropriate risk assessments where necessary by:

- identifying the valuable ecology at the site;
- assessing potential threats or impacts to the ecology;
- identifying ways of avoiding or minimising impacts.

Where significant impacts have been identified, an ecological survey shall be carried out. Where the wildlife is protected under legislation stringent controls shall be followed.

To ensure that site ecology and biodiversity is preserved and enhanced the following actions shall be taken at the site:

- native vegetation and natural habitats shall be retained where practicable;
- unnecessary site clearance shall be avoided;
- unnecessary disturbance to vegetation and soil shall be avoided;
- areas that cannot be disturbed shall be clearly cordoned off;
- ensure that any protected species such as bats, badgers or sand martins are adequately monitored;
- invasive weeds and plants such as Giant Hogweed, Japanese knotweed, Ragwort and Himalayan Balsam shall be controlled effectively.

3. Monitoring and Reporting

Where required environmental monitoring reports on ecological findings at the site will be prepared by external consultants and shall contain all information as required by the various conditions set out in the permissions or as requested by the relevant authority. A hardcopy report will be issued to the permitting authority and also to the site. A soft-copy will be issue to the Lagan Materials Ltd. head office.

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DP010 Noise and Vibration Management

Scope: This procedure defines the conditions relating to management, monitoring and control of noise and vibration impacts at the site. The Procedure sets out the operating instructions to be issued to Contractors and employees to minimise noise and vibration impacts associated with the development.

1. Relevant Permits, Licences, Authorisations & Conditions

A copy of all Permits, Licences and Authorisations must be held on site and available for inspection by the relevant Authorities at all times.

2. Management and Control

Noise levels at noise sensitive locations in the vicinity of the site shall be strictly controlled in accordance with the requirements of the conditions imposed by the permits for the site. Lagan Materials Ltd. operate to ensure that noise levels associated with the development do not cause adverse impacts at noise sensitive locations. Practical instructions in accordance with the guidance in *BS5228: Noise Control on Construction and Open Sites* are issued to all contractors and employees and include the following:


- Working hours shall be strictly confined to the hours stated in the sites permissions;
- There shall be no works on Sundays or Bank Holidays;
- The lowest possible noise level reverse warning alarms consistent with site safety shall be utilised;
- Compressors and pumps shall be enclosed and insulated where possible when in use;
- Muffling devices shall be fitted to ensure that effective noise control is achieved;
- Unnecessary revving of engines shall be avoided;
- Equipment shall be switched off when not in use;
- Plant and vehicles shall be properly maintained and, in particular, the effectiveness of silencers and lubrication of bearings and moving parts shall be carefully monitored; cutting edges of relevant equipment shall be kept sharp;
- For directional noise sources e.g. reversing trucks, the noise source shall be pointed away from the nearest noise sensitive receptors wherever possible;
- Internal haul roads shall be effectively maintained and constructed in such a way as to minimise gradients;
- Acoustic enclosures for pumps and generators and similar plant shall be used to minimise noise levels associated with their operation where possible;
- Drop heights for materials shall be minimised;
- Plant and vehicles shall be started sequentially rather than all at once;
- When working in close proximity to noise sensitive receptors the works programme shall be carefully controlled so that noisy activities are planned in such a way that they do not all occur simultaneously.

3. Monitoring and Reporting

Monitoring results shall be used to demonstrate compliance with the requirements imposed by the permit conditions and monitoring results shall be kept at the site and made available for inspection at all reasonable times. A hardcopy report with the results assessed against the permit limits will be issued to the permitting authority and also to the site. A soft-copy will be issue to the Lagan Materials Ltd. head office.

4. Corrective Actions

If a monitoring result is out of compliance, an immediate review will be undertaken to identify the cause of the non-compliance. The details of the investigation together with details of corrective actions to be taken will be recorded in accordance with the Corrective Action Depot Procedure.

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DP011 Landscape and Visual Impact

Scope: This procedure defines the measures to be taken on site to ensure protection of the landscape and visual amenity of the area surrounding the site as quoted in the sites permissions.

1. Relevant Permits, Licences, Authorisations & Conditions

A copy of all Permits, Licences and Authorisations must be held on site and available for inspection by the relevant Authorities at all times.

2. Management and Control

The detailed landscaping plan for the site is available upon request. The landscaping plan shall be implemented as follows:

- Seeding and planting of screening bunds;
- Progressive restoration with replanting where appropriate;
- Growth will be encouraged on all medium to long term earth storage areas, with the aim of “greening up” any bare earth, thus blending it with the surroundings;
- Any new earthworks will be shaped to avoid “engineered” slopes which have a tendency to appear artificial and therefore out of place;
- Tree and shrub planting will be encouraged to support and strengthen existing hedgerow habitats;
- Earth ripping will be undertaken in compacted areas once access is no longer required, and clearance of potentially detrimental waste identified;
- Earthworks and stored overburden will be kept to a reasonable height avoiding any breaking the horizon line from key visual receptors;
- Ecological management of the site will be carried out in accordance with depot procedure DP009.

3. Monitoring and Reporting

A summary report shall be prepared and an Annual Report shall be compiled for inclusion in the Annual Compliance Report. This report will be available for consultation at the Site Office on request.

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DP012 Traffic Management

Scope: This procedure defines the measures to be taken to protect the amenities of the area and traffic safety as quoted in the Permissions for the site.

1. Relevant Permits, Licences, Authorisations & Conditions

A copy of all Permits, Licences and Authorisations must be held on site and available for inspection by the relevant Authorities at all times.

2. Management and Control

The mitigation measures for minimising the impact of increased traffic on the local road infrastructure are summarised as follows:

- In general, acceptance of deliveries shall only take place outside the AM and PM peak travel periods whenever possible;
- Traffic entering and leaving the site shall comply with any directions given by site management regarding the route to and from the site and also while on the site;
- Traffic entering and leaving the site shall comply with the speed limits in place on the public road and on the site;
- Upon arrival at the site all drivers shall report to reception before proceeding into the site;
- Site reception shall check the delivery to the site ensuring the correct materials are being transported in the proper manner;
- Site reception shall check that the Driver Authorisation Licence is valid for any new persons delivering to the site;
- Site reception shall check all deliveries leaving the site ensuring the correct materials are being transported in the proper manner;


3. Monitoring and Reporting

There is no monitoring or reporting requirement associated specifically with this procedure.

4. Corrective Actions

If a non-compliance with an Objective or Target is noted, an immediate review will be undertaken to identify the cause of the non-compliance. The details of the investigation together with details of corrective actions to be taken will be recorded in accordance with the Corrective Action Depot Procedure.

If drivers are found to, or are reported to, have followed an incorrect route, a verbal warning may be issued. If two verbal warnings are issued, a written warning will be issued for the next offence and disciplinary proceedings will be initiated.

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DP013 Archaeological Impact Management

Scope: This procedure defines specific conditions relating to archaeology preservation and protection of archaeological materials devised for the site.

1. Relevant Permits, Licences, Authorisations & Conditions

A copy of all Permits, Licences and Authorisations must be held on site and available for inspection by the relevant Authorities at all times.

2. Management and Control

The mitigation measures relating to archaeology preservation and protection of archaeological materials for the site are summarised as follows:

- If any virgin ground development is proposed for the existing site, a full archaeological assessment will be required before the work commences;
- Pre-development assessment shall include a geophysical survey and/or the excavation of test trenches carried out by a licensed archaeologist prior to the commencement of any groundworks;
- Any topsoil stripping within the site and any other site clearance or earthmoving works shall be monitored by a qualified archaeologist if required by the relevant authorities.

3. Monitoring and Reporting

A summary report shall be prepared for any archaeological works completed at the site and shall be compiled for inclusion in the Annual Environmental Report. This report will be available for consultation at the Site Office on request.

4. Corrective Actions

If a non-compliance with an Objective or Target is noted, an immediate review will be undertaken to identify the cause of the non-compliance. The details of the investigation together with details of corrective actions to be taken will be recorded in accordance with the Corrective Action Depot Procedure.

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DP014 End-of-Life Plant Management

Scope: This procedure defines specific conditions relating to the management of plant and equipment that is no longer in use at the site and has become redundant and will no longer be used at the site.

1. Relevant Permits, Licences, Authorisations & Conditions

A copy of all Permits, Licences and Authorisations must be held on site and available for inspection by the relevant Authorities at all times.

2. Management and Control

In order to ensure that end-of-life plant and equipment is managed so that the item is either re-used elsewhere, recycled or disposed of before any pollution or contamination occurs the following actions shall be undertaken:

- Identify any plant and equipment that is stored on site but is no longer required for use;
- Determine if the plant and equipment is still useful and could be deployed at another Lagan site or sold;
- Check if the plant and equipment contain oils, lubricants, fuels or other potential contaminants which could result in pollution if the equipment is not properly managed;
- Drain plant and equipment of any potential contaminants to reduce potential for spillage if it is safe to do so;
- All plant and equipment disposed of as scrap metal should be drained of potential contaminants and these should be disposed of in accordance with depot procedure DP003;
- Ensure that end-of-life plant and equipment is securely stored with no potential to result in environmental pollution.


3. Monitoring and Reporting

Details of all wastes generated for recovery or disposal on or off the site shall be recorded in accordance with depot procedure DP003.

A summary of all waste statistics shall be prepared and an Annual Report shall be compiled for inclusion in the Annual Environmental Report for the site. This report will be available for consultation at the Site Office on request.

4. Corrective Actions

If a non-compliance with an Objective or Target is noted, an immediate review will be undertaken to identify the cause of the non-compliance. The details of the investigation together with details of corrective actions to be taken will be recorded in accordance with the Corrective Action Depot Procedure.

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DP015 Site Security

Scope: This procedure defines specific conditions relating to the site security and the prevention of intruders accessing the site.

1. Relevant Permits, Licences, Authorisations & Conditions

A copy of all Permits, Licences and Authorisations must be held on site and available for inspection by the relevant Authorities at all times.

2. Management and Control

In order to ensure that reasonable precautions are taken to prevent intruders from accessing the Lagan Materials Ltd. site resulting in damage to themselves or Lagan property the following actions shall be undertaken:

- A secure boundary fence shall be erected along all areas readily accessible by the public to prevent access to the site. A screening bank or boundary wall shall be erected along other areas which are not accessible from public roads etc;
- A lockable entrance gate shall be erected at the site entrance for all public access points into the site;
- Regular inspections of the security fence shall be carried out to identify and potential weaknesses;
- Buildings and offices shall be secured and locked before daily lock-up at the site;
- All access gates shall be locked by the last person leaving the site on a daily basis;
- All alarms shall be set by the last person leaving the site on a daily basis;
- Security lighting shall be activated if available;
- All plant and machinery shall be locked and/or stored away when not in use;
- All tools, materials and other sundry items shall be stored in locked containers or sheds when not in use and at the end of each working day;
- All volatile and/or polluting materials such as fuel, oils, paints etc shall be securely stored and not visible from the site boundaries accessible by the public.

3. Monitoring and Reporting

Any break-ins, thefts or damage caused by intruders at the site shall be reported to the Gardai and to senior management immediately upon discovery.

4. Corrective Actions

If a break-in at the site occurs, an immediate review will be undertaken to identify the cause and source of the break-in. The details of the investigation together with details of corrective actions to be taken will be recorded in accordance with the Corrective Action Depot Procedure.

Document No. DPM-001	Effective Date	Amendment
Depot Procedures Manual	21.07.2021	

DP016 Contractor Management

Scope: This procedure defines specific conditions relating to the management of any contractors that enter the site to carry out works of any nature on the site.

1. Relevant Permits, Licences, Authorisations & Conditions

A copy of all Permits, Licences and Authorisations must be held on site and available for inspection by the relevant Authorities at all times.

2. Management and Control

In order to ensure that the onsite activities of any contractor that carries out any works on the site are managed accordingly the following actions shall be undertaken:

- All Contractors that carry out any works on the site shall complete the Environmental Training for Contractors and sign the Approval for Completed Training before commencing any works onsite;
- All Contractors that carry out any works on the site shall be inducted on the environmental, health and safety (EHS) rules for contractors and be made aware of the sites Environmental Policy and the various environmental control measures that are in place on the site that may be relevant;
- All contractors shall identify how their activities could impact on the environment and detail their works to be undertaken and the associated precautions to be taken before permission for work is granted;
- The contractor must advise Lagan Materials Ltd. of any sub-contractors they are planning to use and ensure that the sub-contractor complies with the above requirements;
- The contractor shall notify Lagan Materials Ltd. of any hazardous substances they will be using on site and how these will be controlled;
- A point of contact for the contractor shall be established with Lagan Materials Ltd. site management prior to the commencement of any works on site;
- All contractors shall ensure that all plant and equipment brought onto site is fit for purpose and meets the relevant legislative standards;
- Contractors shall sign in and out at reception each time they enter and leave the site.

3. Monitoring and Reporting

The contractors work should be checked daily by site management to ensure they are working in accordance with the requirements of this procedure. The work should be assessed to ensure that the contractor is competent to complete the works without adverse risk to environmental and health and safety standards.

4. Corrective Actions

If the required standards are not being achieved by the contractor, their works shall be stopped and a review will be undertaken to identify the cause of the non-compliance. The details of the investigation together with details of corrective actions to be taken will be recorded in accordance with the Corrective Action Depot Procedure.



Document No. DPM-001	Effective Date	Amendment
Depot Procedures Manual	21.07.2021	

DP017 Communications, Incidents and Complaints

Scope: This procedure describes the processes which will be followed to deal with all communications received from and issued to the public with particular concern to any environmental matter raised by members of the local community. It also deals with the procedures to follow for any communication to and from the permitting authorities.

1. Relevant Permits, Licences, Authorisations & Conditions

A copy of all Permits, Licences and Authorisations must be held on site and available for inspection by the relevant Authorities at all times.

2. Management and Control

2.1 Company Communication

Internal management communication on environmental issues shall be carried out via Environmental Management Review Meetings, informal meetings, and monthly senior management board meetings. Environmental review meetings are held quarterly. The agenda includes a review of the following:

- Environmental monitoring reports;
- Corrective action reports;
- Environmental audits;
- Environmental system effectiveness;
- Environmental policy, objectives, targets and programme;
- Emergency preparedness and response.

A Community Liaison Officer shall be available on site at all times and shall be appointed to ensure that the local community are kept updated on developments. Inquiries by the public either verbal or written shall be directed to the Community Liaison Officer. The following information shall be available to the public on request:

- Environmental Policy;
- Environmental Objectives, Targets and Programme;
- Monitoring Reports;
- Complaints Log, Complaint Investigation Reports and Follow up;
- Waste Disposal Log;
- Non-compliance reports and associated Corrective Action Reports.

All managers are responsible for promoting environmental awareness amongst their employees, which includes keeping relevant personnel informed of environmental performance and related issues. The Company shall also use notice boards, update meetings, memo, email, phone etc. to keep employees informed of relevant environmental issues. A record of Environmental Training is kept at the site. This record must be signed and dated by both trainer and trainee at time of training and the area of training that has taken place must be indicated on the record form. All records shall be stored on file at the site office.

2.2 Recording of Environmental Communications

Environmental communications between interested parties shall be recorded at all sites. All incoming and out-going mail shall be recorded by the site manager or alternatively a nominated representative and a log of these records shall be kept on file at the site and made available for inspection. Details of date received/sent, sender, subject matter and action taken shall be recorded on the log.

2.3 Incidents

The Procedure for the reporting of Incidents is documented in Depot Procedure DP004. This procedure shall be followed for the notification of any incidents at the site.

Document No. DPM-001	Effective Date	Amendment
Depot Procedures Manual	21.07.2021	

2.4 Complaints

Lagan Materials Ltd. has an Environmental Policy that includes a commitment to deal with concerns and queries of interested parties on environmental issues and to meet and exceed where possible the requirements of the interested parties. To ensure that the Company is complying with its Environmental Policy and Targets, records shall be kept to document any environmental concerns raised by members of the local community. The Company must investigate, take samples as appropriate and provide feedback by way of corrective actions and communication with the interested party and also notify the licensing authority of the complaint and subsequent actions taken.

Environmental complaints are to be directed to the Site Manager who is responsible for recording complaint details and carrying out the necessary investigations and corrective actions. All complaints will be recorded on the Environmental Complaints Register. Details of the management and follow up are recorded on the Environmental Complaint Investigation Form. Details to be recorded includes the date reported, complaint details, person responsible for dealing with the complaint, complainant's description of the problem, site notes and the action which has to be carried out. A Corrective and Preventive Action form may be raised where non-compliances are identified following a complaint.


3. Monitoring and Reporting

The monitoring and reporting should be carried out for all training, incidents and complaints of an environmental nature as described in the procedure above.

4. Corrective Actions

If a non-compliance with an Objective or Target is noted, an immediate review will be undertaken to identify the cause of the non-compliance. The details of the investigation together with details of corrective actions to be taken will be recorded in accordance with the Corrective Action Depot Procedure.

Laois County Council Planning Authority, Viewing Purposes Only

	Document No. DPM-001	Effective Date	Amendment
	Depot Procedures Manual	21.07.2021	

DP018 Corrective and Preventive Actions

Scope: Specific corrective actions for environmental issues are documented in this procedure and shall be used by the Company to deal with non-compliances which may arise when targets and objectives are not being met.

1. Relevant Permits, Licences, Authorisations & Conditions

A copy of all Permits, Licences and Authorisations must be held on site and available for inspection by the relevant Authorities at all times.

2. Management and Control

It is Company policy to deal with all environmental non-conformances as soon as possible. A series of checks and audits throughout the process are designed to check for non-conformances. Corrective and preventative action shall be initiated immediately. Any changes in procedures resulting from these actions shall be implemented and recorded.

When any non-compliance is identified the Employee or Contractor must complete the Corrective and Preventative Action form according to the following steps:

- Enter the Corrective and Preventative Action (CPA) reference number use the format, CPA # - yr e.g. CPA 01-2018 for the first corrective and preventative action in the year 2017, numbering sequentially;
- Enter the type of non-conformance e.g. noise, dust, vibration, surface water, water supply, other air emissions or traffic nuisance;
- Identify how the non-conformance was found;
- Record the name of the person who found the non-conformance and issued the form;
- Record the details of the non-conformance i.e. which policy, objective or target is not being met and what is causing the non-conformance;
- Recommend the corrective and/or preventative action required. Take action immediately where the delegated authority exists in the Company's structure; or forward the recommendation to the appropriate person for approval of actions. Record the date and who the form was sent to for action;
- Record the corrective and preventative actions taken, the date and the initials of the person who took the action;
- Enter any follow up requirements and a date for reassessment to check future compliance;
- Report the non-compliance and action to the Technical Manager and forward the record to the Technical Manager for final check and sign off that the required actions have been taken to ensure ongoing compliance.

It is the responsibility of the Technical Manager to ensure that the necessary Corrective Action is implemented. Records of all Corrective Actions shall be kept in file at the site.

3. Monitoring and Reporting

A summary report will be prepared for inclusion in the Annual Environmental Report for the site.

DP019 Site Inspection Checklists

Scope: This procedure defines the requirement for site inspections to ensure that Lagan Materials Ltd. is complying with its regulatory requirements and Environmental Policy and Targets.

1. Relevant Permits, Licences, Authorisations & Conditions

A copy of all Permits, Licences and Authorisations must be held on site and available for inspection by the relevant Authorities at all times.

2. Management and Control


The Technical Manager has overall responsibility for ensuring compliance with this procedure and the co-operation of all personnel is essential to its effectiveness. The Depot Manager is responsible for ensuring day-to-day compliance with the procedure.

Daily and weekly site inspections shall be undertaken by on-site staff to check on the environmental performance. The daily inspection form and the weekly inspection forms shall be used to carry out the inspection and its recording. Where the site inspection reveals any non-compliance with the Company's Environmental Policy, Objectives or Targets the Employee or Contractor must raise a Corrective and/or Preventative Action according to Procedure DP018. The Corrective Preventative Action (CAP) reference number must be recorded on the daily and weekly inspection forms as appropriate.

3. Monitoring and Reporting

Records of daily and weekly site inspections undertaken shall be recorded on the assigned forms and these shall be filed on site and shall be made available to the permitting authorities on request. Alternatively, provision is made to document daily and weekly site inspections electronically on the "Effective Software" on a Tablet Device and these records shall be filed centrally on the company Server. These files shall be made available to the permitting authorities on request. Site inspections undertaken and corrective actions issued or taken shall be reported to the Technical Manager on a monthly basis.

A summary of the Inspection Findings shall be prepared annually and included in the Annual Compliance Report.

	Document No. DPM-001	Effective Date	Amendment
	Depot Procedures Manual	21.07.2021	

DP020 Accident Prevention Policy

Scope: The purpose of this Accident Prevention Policy (APP) is to set out the policies of the Company in respect of Accident Prevention at the Lagan Materials Ltd. site. The objective of this APP is to outline the protection provided for man and the environment by appropriate means, structures and management systems. The key features of this objective are:

- No major accidents;
- No “near miss” incident capable of leading to a major accident;
- No requirement to evacuate persons from areas on the site;
- No injury to neighbours or employees or damage to environment as a result of accidental emissions.

The APP contains objectives set out under the following headings which are required to be addressed by the Safety Management System for the site.

1. Management and Control

1.1 Organisation Personnel and Training

The company (Lagan Materials Ltd.) will ensure that;

- The organisational structure is appropriate to minimise the risk of a major accident, and to minimise the consequences should one occur;
- All staff are made aware of the potential for major accidents and are trained, where relevant, in procedures needed to ensure that policy objectives are met;
- All contractors’ staff are made aware of the potential for major accidents and are trained, where relevant, in procedures needed to ensure that policy objectives are met;
- All employees are aware of their responsibilities in the management of major accidents and are selected and trained to ensure that they have the necessary skills and experience to perform their duties;
- All the Company’s employees have access to safety information and to data on Material Safety Data Sheets. All employees working directly with chemicals receive Chemical Safety Training upon induction. All employees are issued with a copy of the Company Safety Statement upon induction;
- Feedback from employees is encouraged on major accident issues in the course of training, risk assessment review and Health & Safety and Environmental audits. Employees are also encouraged to make suggestions and raise specific major accident concerns, which they may identify during operational activities;
- The necessary resources are made available for training of management and employees in the prevention of accidents, including major accidents;
- Systems are in place to co-ordinate the Health & Safety and Environmental Management System and ensure its effectiveness.

1.2 Identification and Evaluation of Hazards

The company (Lagan Materials Ltd.) will ensure that:

- The levels of risk are reduced to 'as low as reasonably practicable';
- Major hazards arising from normal and abnormal operations are identified and their likelihood and severity assessed;
- The identification and evaluation of hazards covers all phases of operations including manufacturing, storage, product transfer, waste disposal and control of emissions to the environment;
- Hazard Identification extends to evaluating potential risk to the site posed by events originating outside the site including risks from abnormal meteorological conditions such as flooding and power failure;
- All recommendations made as a result of the hazard identification process are implemented.

1.3 Operational Control

The company (Lagan Materials Ltd.) will ensure that:

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- The risk of incidents with the potential for accidental damage to people or the environment is minimised by exercising control over all aspects of the company's operations;
- Operating Procedures are written and implemented for all phases of site operations;
- Operating Procedures are reviewed on a regular basis and amended when and where necessary.

1.4 Planning for Emergencies

The company (Lagan Materials Ltd.) will ensure that:

- Operations are carried out in a manner, which serves to protect the community and the company employees from injury or illness and which avoids damage to the environment;
- An on-site emergency plan is prepared and maintained, which details the required response of the company personnel in the event of a major accident;
- The emergency plan includes arrangements for contacting the emergency services. The emergency services will in turn contact those people in the surrounding environment that might be affected;
- The relevant personnel are trained in their emergency response duties under the on-site plan, together with first aid and fire-fighting training;
- The emergency plan / emergency evacuation plan is tested periodically and reviewed to ensure their continued effectiveness;
- The company co-operates fully with the local Fire Authority and other emergency services for emergency planning.

2. Monitoring and Reporting

2.1 Monitoring Performance

The company (Lagan Materials Ltd.) will ensure that:

- Systems are developed, implemented and maintained which actively monitor adherence to all safety procedures adopted in order to minimise the risk from major accident hazards. Active monitoring includes inspections and preventative maintenance of safety critical plant, equipment and instrumentation as well as checking compliance with training, instructions and safe working practices;
- All accidents and incidents are systematically reported and investigated by the Company's investigation team. Investigations examine both the immediate cause of an incident and any underlying causes. All accidents and incidents are discussed at Safety Committee Meetings;
- Corrective and preventative actions determined by such investigations are recorded in the Standard Operating Procedure DP018 and implemented accordingly.

2.2 Audit and Review

The company (Lagan Materials Ltd.) will ensure that:

- The Health & Safety and Environmental Management System is systematically reviewed for effectiveness and suitability;
- Regular internal audits are conducted;
- Procedures are developed, adopted and maintained to audit the achievement all Health & Safety and Environmental objectives;
- All relevant procedures are reviewed following all accidents or incidents with the potential to escalate into a major accident;
- The APP is reviewed regularly and also in the event of any modification to the site which could have significant impact on major accident hazards.



Document No. PP-001	Effective Date	Amendment
Planning Permits, Registrations, Licences and Authorisations	21.07.2021	




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3. Current Planning Permits, Registrations, Licences and Authorisations

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 LAGAN of the Breeden Group	Document No. PP-001	Effective Date	Amendment
	Planning Permits, Registrations, Licences and Authorisations	21.07.2021	

Current Planning Permits, Registrations, Licences and Authorisations

The list of current Planning Permits, Registrations, Licences and Authorisations for the Spink Depot is presented in Table 1. All permissions are appended to this section.

Table 1 Planning Permits, Registrations, Licences and Authorisations

Permission	Copy Held on File	Status
Planning Permission Planning Reg. No. 10/383	Yes	Active
Trade Effluent Discharge Licence Lic. Ref. No. ENV 2 --WP 27	Yes	Active

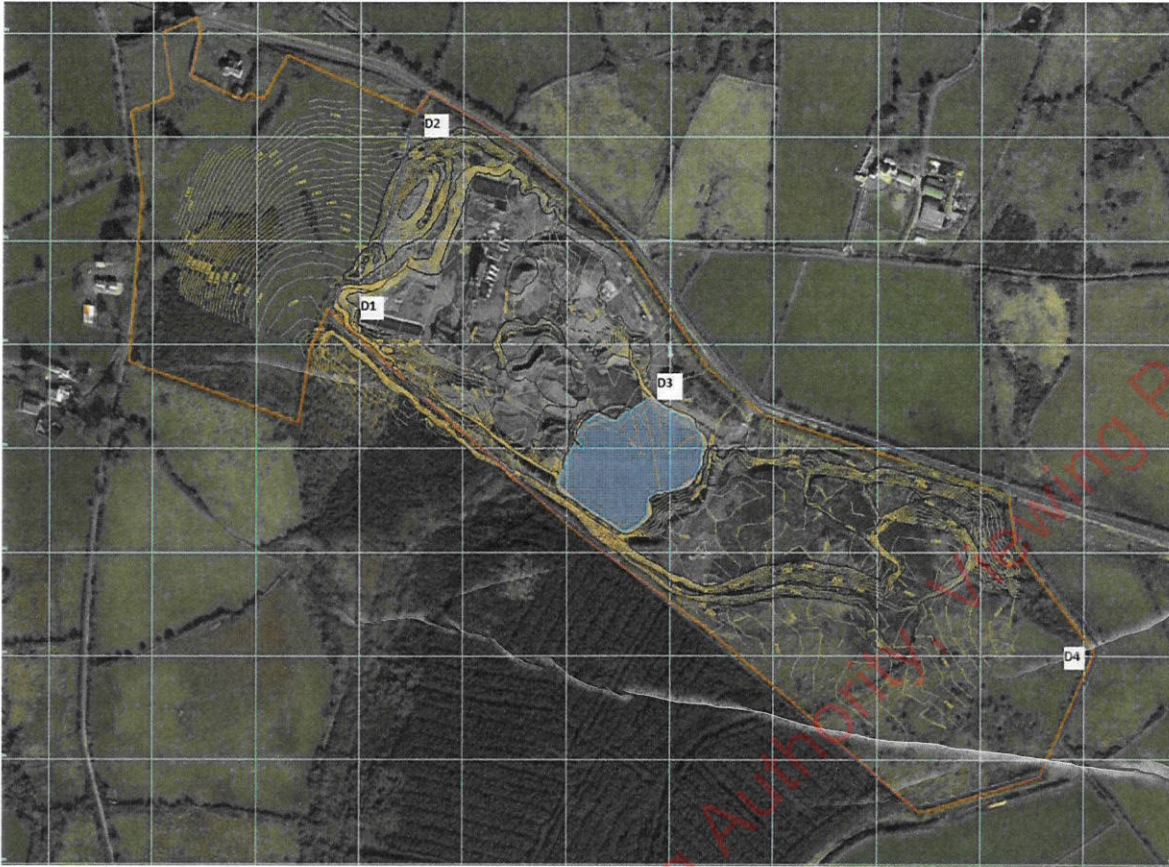
The list of environmental monitoring currently completed at the Spink site to comply with the requirements of the current Planning Permits, Registrations, Licences and Authorisations for the Spink Depot is presented in Table 2. The environmental monitoring location maps are appended to this section.

Table 2 Environmental Monitoring Details for the Spink site

Parameter	Frequency	Monitoring Locations ID	Monitoring Location Map
Dust	Monthly	D1, D2, D3, D4	Yes

A hardcopy version of all environmental monitoring reports is held on file at the Spink site for a minimum period of seven years. These reports are contained in the EMP for the site in the folder(s) entitled Environmental Monitoring Reports.

Spink Dust Deposition Monitoring Locations: D1, D2, D3 and D4



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4. AUDIT AND INSPECTION SHEETS

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	Audit & Inspection Sheets	Effective Date	Amendment
		20.07.2021	

AMENDMENT RECORD

Sheet ID No.	Audit and Inspection Sheet Title	Amendment No.	Date of Issue	Review Date
AIS001	Daily Environmental Site Inspection Check Sheet		20.07.2021	
AIS002	Weekly Environmental Site Inspection Check Sheet		20.07.2021	
AIS003	Odour Assessment Check Sheet		20.07.2021	
AIS004	Water Spraying Schedule		20.07.2021	
AIS005	Waste Record Sheet		20.07.2021	
AIS006	Incident Notification Form		20.07.2021	
AIS007	Environmental Complaints Register		20.07.2021	
AIS008	Environmental Compliant Investigation Form		20.07.2021	
AIS009	Environmental Training Record		20.07.2021	
AIS010	Incoming Post Register		20.07.2021	
AIS011	Outgoing Post Register		20.07.2021	
AIS012	Corrective & Preventive Actions		20.07.2021	
AIS013	Environmental Management Review Form		20.07.2021	

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Week Commencing _____ Depot _____

DAILY SITE INSPECTION

DAY	TIME	WEATHER				AIR QUALITY - VISUAL ASSESSMENTS				SITE LOCATIONS				FUEL STORAGE			HOUSEKEEPING		CORRECTIVE ACTION	SIGNATURE
		General	Temp	Wind Speed	Wind Direction	Stack Ringelmann Record	Stockpile	Plant & loading areas	Haul Roads & Entrance	Conveyor Drums	Site Boundary	Bunding	Spillages	Adequate Storage Facilities	WASTE Disposal Documents on file					
Mon	am																			
	pm																			
Tue	am																			
	pm																			
Wed	am																			
	pm																			
Thur	am																			
	pm																			
Fri	am																			
	pm																			
Sat	am																			
	pm																			

Additional information

Notes *	General Temperature Wind speed Wind direction Visual assessment Corrective action	Sunny / Overcast / Fog / Drizzle / Rain / Heavy Rain / Snow / Ice Freezing / Very cold / Cold / Cool / Warm / Hot Calm / Gentle Breeze / Breeze / Strong Breeze North / North East / East / Southeast / South / Southwest / West / Northwest None / Insignificant / Visible (No offsite impact) / Obvious (Offsite) Brief description of problem and corrective action taken
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AIS002 Weekly Environmental Site Inspection Check Sheet

TASK DESCRIPTION		DETAILS & COMMENTS			CPA REF	
1	Surface Water Discharges					
Look for visual contamination at the following locations. If Yes initiate corrective action.		YES	NO	DETAILS	CPA REF	
(i) Discharge from the settlement lagoon.						
Was a sample taken?						
Was the Technical Director called?						
(ii) Discharge Point into receiving surface waters						
Are any abnormalities observable? (colour, oil, flow)						
Was a sample taken or Technical Director called?						
2	Dust Management System					
Check the effectiveness of the dust suppression system at the following locations. If dust levels are high initiate corrective action.		YES	NO	DETAILS	CPA REF	
(i) Material Stockpiles, storage bays and bins						
(ii) Exposed surfaces						
(iii) Haul roads						
(iv) Wheel washes						
(v) Site entrance roadway						
(vi) Neighbouring residences						
3	Dust gauges					
Check the dust gauges for the following:						
GAUGE	GAUGES CHECKED	ARE THEY STILL IN POSITION	IS THE WATER LEVEL OK	PHOTO	OTHER COMMENTS	CPA REF
D1						
D2						
D3						
D4						
D5						
D6						
4	Storage area bunds					
Check bunds around the fuel, oil and waste and chemicals storage areas for build up of water (above 10% line) . Are there signs of bund water contamination? If yes:		YES	NO	DETAILS	CPA REF	
(i) is there a leak or spill from a tank or container?						
(ii) arrange a test of the COD of the bund water.						
If there is a leak issue a corrective action and repair the container immediately						
If the water level is more than 50% of the bund level and is uncontaminated pump to the settlement pond						
If the water is contaminated arrange for storage and disposal as per hazardous wastes as specified in procedure DP003.						

AIS002 Weekly Environmental Site Inspection Check Sheet

TASK DESCRIPTION		DETAILS & COMMENTS			CPA REF
5	Site housekeeping				
Is there litter around the site? If yes initiate corrective action.		YES	NO	DETAILS	CPA REF
6	Waste Storage area				
Is the area generally tidy and waste stored in appropriate containers? If no initiate corrective action.		YES	NO	DETAILS	CPA REF
Is there any evidence of contamination of soil? If yes initiate corrective action.					
7	Hazardous Waste Storage area				
(i) Is the area generally tidy and waste stored in appropriate containers? If no initiate corrective action.		YES	NO	DETAILS	CPA REF
(ii) Are all labels clearly visible and readable? If no initiate corrective action.					
(iii) Is there any evidence of contamination of soil? If yes initiate corrective action.					
8	Surface Water Management System				
Inspect the following locations and check for visual contamination. If there is contamination initiate corrective action:		YES	NO	DETAILS	CPA REF
Settlement Lagoon					
Drainage Ditches					
Site stream upstream of site					
Site stream downstream of site					
Inspect the drainage ditches for signs of erosion. If there is erosion initiate corrective action such as lining the channel or altering the gradient					
9	Vehicles and plant				
Check vehicles to ensure that they are not excessively noisy.		YES	NO	DETAILS	CPA REF
Check plant and machinery to ensure that it is not excessively noisy.					
10	Stockpiles and temporary fill areas				
Is there potential for erosion to nearby watercourses? If yes initiate corrective action to cover the area with polythene		YES	NO	DETAILS	CPA REF
11.	Oil Interceptors				
Are there any signs of contamination from the outflow of the interceptors?		YES	NO	DETAILS	CPA REF

Complaints

Were any complaints made. **Yes / No**

If Yes please complete the Environmental Complaints Register and the Environmental Complaints Investigation Form.

Type of complaint eg Noise, dust vibration, surface water, water supply traffic nuisance

Other relevant information

Contact the Technical Manager in the event of non-compliance/site observations, problems etc.

Inspection Completed By _____

Date _____ Time _____

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Date _____

Odour Assessment Log sheet

Location	Time	Weather		Wind		Visual Assessment	Odour Identified		Description of Odour Identified (e.g. character, intensity)
		General	Temp	Speed	Direction		YES	NO	

Notes *	Additional information
Location General Temperature Wind speed Wind direction Visual assessment Corrective action	Upwind or downwind of plant (state whether north, south, east or west of plant) Sunny / Overcast / Fog / Drizzle / Rain / Heavy Rain / Snow / Ice Freezing / Very cold / Cold / Cool / Warm / Hot Calm / Gentle Breeze / Breeze / Strong Breeze North / North East / East / Southeast / South / Southwest / West / Northwest None / Insignificant / Visible (No offsite impact) / Obvious (Offsite) Brief description of problem and corrective action taken

WATER SPRAYING SCHEDULE

DATE	TIME	AREAS SPRAYED				
		External roads	Entrance Road	Haul Roads	Stockpiles	Other (specify)

AIS005 Waste Record Sheet

DATE OF DISPATCH	CONTRACTOR DETAILS	DESCRIPTION OF WASTE	EWC Code	HAZARDOUS / NON-HAZARD	METHOD OF DISPOSAL		QUANTITY
					Recycle, Landfill etc		

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AIS006 Incident Notification Form

Notification reference	Incident (Tick one or more)				Source of information (tick one or more)	
Issued by	Traffic		Water supply		Monitoring	
	Noise		Surface water		Complaint	
	Vibration		Odour		Site Inspection	
Date issued	Dust		other		Other	
Date of incident	Time of incident					
Incident details (include details and circumstances giving rise to)						
Evaluation of environmental pollution (if any) caused by incident						
Recommended corrective and/or preventive action					Sent to: _____	
					Date: _____	
Action Taken:					Date for reassessment:	

Date: _____					Signed: _____	
					Done? YES/NO	
Follow up action (if any recommended):						
Reported to Technical Manager YES / NO			Date: _____			
			Signed: _____			
Action Completed?			Date: _____			
YES / NO			Signed: _____			

Depot								
Date	Time	Complaint from	Contact details	Nature of complaint	Complaint taken by	Complaint notified to	Date notified	Follow up

Complaint reference number		Received by	
Date Received		Time received	
Complainant's details			
Name:			
Address:			
Contact numbers:			
Complaint Type	Noise	Traffic	Water supply
	Vibration	Dust	Surface water
Odour		Other	
Details & location of complaint e.g. dust settling on property under southerly wind			
Investigation: e.g. weather conditions at time, site activities			
Monitoring results (where available):			
Actions taken:		Is there a non-compliance requiring corrective or preventative action? YES/NO If Yes please fill out Corrective and Preventive Action Record	
Recommendation for further monitoring:			
Date outcome communicated to:			
Complainant		Relevant Authority	
Technical Manager			
Date _____	Date _____	Date: _____	
Signed:	Signed:	Signed:	
Completed? Yes / No		Date _____	Signed _____ Technical Manager

TRAINER:	(Print Name)	(Signature)
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TRAINEE (Print)	TRAINEE (Signature)	Date

SUBJECT:	DOCUMENT REFERENCE:	PLEASE TICK AS APPROPRIATE:
Air Quality & Air Emissions Management	DP001	
Energy Management	DP002	
Waste Management	DP003	
Emergency Preparedness & Response	DP004	
Legislation Management	DP005	
Fuel, oil, Bitumen & Chemical Storage	DP006	
Oil Interceptor Management	DP007	
Water Management	DP008	
Ecological Management	DP009	
Noise & Vibration Management	DP010	
Landscape & Visual Impact	DP011	
Traffic Management	DP012	
Archaeology Impact Management	DP013	
End-of-Life Plant Management	DP014	
Site Security	DP015	
Contractor Management	DP016	
Communications, Incidents & Complaints	DP017	
Corrective & Preventive Actions	DP018	
Site Inspection Checklists	DP019	

Trainer

Date

AI5012 Corrective & Preventive Actions

CPA reference number	Non-conformance (Tick one or more)				Source of information (tick one or more)	
Issued by	Traffic		Water supply		Monitoring	
	Noise		Surface water		Complaint	
	Vibration		Odour		Site Inspection	
Date issued	Dust		other		Other	
Non-compliance details						
Recommended corrective and/or preventive action					Sent to: _____ Date: _____	
Action Taken:					Date for reassessment: _____	
Date: _____ Signed: _____					Done? YES/NO	
Follow up action (if any recommended):						
Reported to Technical Manager YES / NO				Date: _____ Signed: _____		
Action Completed? YES / NO				Date: _____ Signed: _____		

Annual Environmental Management Review

Site Name:

Date of Review:

Attendees:

Topics to be covered:

1. Review of objectives and targets for previous year;
2. Objectives and targets and risks & opportunities for coming year;
3. Review of internal and external audits completed for the site;
4. Review of non-compliances issued in the previous year;
5. Review of legal compliance for the previous year;
6. Review of communication (Internal and External) for the previous year;
7. Review of legislation changes, compliance obligations and other legal requirements that impact the EMS;
8. Review of minutes from previous years meeting;
9. Follow up actions from previous management reviews;
7. Review of performance of contractors and suppliers;
8. Improvements to the EMS;
9. Resource needs;
10. Review of environmental aspects;



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5. ENVIRONMENTAL TRAINING FOR CONTRACTORS

Laois County Council Planning Authority, Viewing Purposes Only

Document No. LM001	Effective Date	Amendment
	21.07.2021	

Environmental Training For Contractors

1. Introduction

This document sets out the environmental rules that must be followed by all contractors carrying out works of any nature at the Spink, Co. Laois site. This document has been designed as an environmental training document and all contractors entering the site are required to read this document in addition to Depot Procedure DP016 Contractor Management. Once this document and Depot Procedure DP016 have been read by each contractor, Sheet AIS009 Environmental Training Record should be signed by each contractor who completed the training.

2. Environmental Management at the Site

The site is accredited to the Environmental Standard ISO 14001 and as such, all occupants of the site are required to fully comply with the requirements of meeting this standard. This Standard ensures that all activities carried out at the site do not have an adverse impact on the receiving environment. The following sections set out the rules and guidelines that must be adhered to by all contractors while occupying the site.

2.1 Prior to Works Commencing at the Site

Prior to any works commencing at the site a point of contact shall be established with site management and the following requirements must be demonstrated by the contractor to the satisfaction of the Depot Manager.

- All plant and equipment brought onto site by the contractor must be fit for purpose and meet the relevant legislative standards.
- All contractors shall identify how their activities could impact on the environment and detail their works to be undertaken and the associated precautions to be taken before permission for work is granted;
- The contractor shall notify Site Management of any hazardous substances they will be using on site and how these will be controlled.

2.2 Movement on the Site

Contractors shall sign-in at Reception upon arrival to the site and sign-out upon departure of the site. This must be done each time upon entering and departing the site regardless of the number of times it occurs in any one working day. Contractors shall only work on the site during the permitted hours as per the Planning Requirements and any works outside of these hours must be arranged and agreed with site management.

2.3 Incidents and Injuries

All incidents and injuries must be reported to the Site Contact as soon as they occur. All of the following constitute an incident and must be reported:

- Spills and Leaks
- Fire
- Contamination of ground, surface water or groundwater
- Flooding
- Power Failure

2.4 Fuels, Oils and Chemicals

- All items of plant and containment vessels used on site shall be maintained in good condition and regularly inspected for leaks.
- All fuels, oils and chemicals must be stored within a bunded area.
- Any fuel storage brought onto site must comply with the oil storage regulations.
- Refuelling should only be carried out in designated areas.
- All spillages must be cleaned up immediately and reported to site management for correct disposal. In the event of a spillage with the potential to result in environmental pollution, site management should be contacted immediately. Site management will implement the emergency procedure if deemed necessary.



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2.5 Hazardous Substances

Site management must be notified of, and agree to the use of any substances that could be harmful to health or the environment prior to the substance being brought on to site. Information, in the form of a COSHH data sheet, giving environmental effects of the substance(s), together with control measures required for use, must be provided.

2.6 Waste Management

All waste produced shall be disposed of in accordance with the sites waste management system. All waste generated must be correctly classified and disposed of. If current site waste facilities are used then permission must be obtained from site management who will advise of the waste container to use.

2.7 Dust Management

Appropriate and reasonable measures to prevent dust release to atmosphere from the activity must be put into place. If dust emissions are observed then operations should cease until control measures are in place. Any serious dust emissions should be reported to site management immediately.

2.8 Noise and Vibration Control

Noise and vibration must be kept to a minimum. Noise & vibration limits are in place at the site and these should be strictly adhered to at all times. In the event of any excessive noise or failure of vehicle or plant silencer systems, site management should be consulted to assess whether work can continue. During noisy activities or activities likely to give rise to significant ground vibrations the contractor shall firstly notify site management who will decide if noise and vibration monitoring should be carried out to ensure planning limits are not breached.

2.9 Housekeeping

All areas of work shall be maintained in an orderly manner, free from accumulated debris or waste.

3. Approval for Completed Training

All contractors must sign and date the section below showing that they have read and understood the contents of this document. The site contact for Lagan Materials Ltd must also sign and date this document confirming that the training has been completed. Sheet AIS009 Environmental Training Record should be signed by each contractor who completed the training.

Lagan Materials Ltd Site: Spink, Co. Laois.

Lagan Materials Ltd Contact: _____
Print Name Signature Date

Contractor Name: _____
Print Name Signature Date