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Site Waste Management Plan

C1164 – Welwyn Garden City Care



Rev.	Author	Reviewed By	Approved By	Issue Date	Status
0	SA	BG	JPB	09/06/21	For Use
1	SA	BG	JPB	14/06/21	For Use

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Record of Amendments

Revision No.	Page / Reference	Description of Amendments	Issued By:	Issue Date:
0		First Issue	SA	09/06/21
1	14	Forecasted waste quantities added	BG	14/06/21

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1.0 Introduction to the Site Waste Management Plan

Declaration for Waste Management

This Site Waste Management Plan (SWMP – hereinafter referred to as the Plan) is prepared with reference to the following UK Acts and Regulations:

- The Site Waste Management Plans Regulations 2008
- The Joint Municipal Waste Management Strategies (Disapplication of Duties) (England) Regulations 2007
- The Waste Electrical and Electronic Equipment (Waste Management Licensing) (England and Wales) Regulations 2006
- The Waste Management Licences (Consultation and Compensation) Regulations 1999
- The Waste Management Regulations 1996.
- The Environmental Protection Act 1990.

This Plan will be held in the site offices during the construction phase of this project where it will be available for inspection. The Plan will be updated from time to time to reflect any significant changes to the manner in which waste management is addressed and/or to reflect any significant matter that will impact waste management on-site.

Once the contract has been completed a copy of the Plan shall be made available to the client with the O&M Manuals and a further copy will be retained by CField Construction.

CField will take all reasonable steps to ensure that all waste from the site is dealt with in accordance with the waste duty of care as stated from the above mentioned Environmental Protection Act and Regulations, and materials will be handled efficiently and waste managed appropriately.

This Plan attempts to identify the waste generated during the construction of this project and identifies what materials can be:

- Re-used on-site
- Re-used off-site
- Recycled on-site
- Recycled off-site
- Disposed off-site to a Waste Transfer Station or approved facility
- Disposed of in an approved land fill site

Any waste which cannot be reused or recycled on-site or off-site will be removed by a registered waste collector to a Transfer Station or approved waste facility, to be sorted or disposed of in the correct manner in accordance with the requirements of their waste and regulatory licences, which may typically include by recycling or by dispatch to an approved land fill site.

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2.0 Project Details

Site Address	Adjacent to 45 Broadwater Road, Welwyn Garden City, AL7 3EG
Description of Works	New 90 bed plus 13 suite care home and ancillary works
Enabling Works	Site is a brownfield site that has been largely cleared by others.
Client	Wellbrook LLP, 14 Parkway Welwyn Garden City United Kingdom AL8 6HG Contact: Michael McNerney
Contract Administrator	Chessman Maple House, Greenwood Close, Cardiff Gate Business Park, Cardiff, CF23 8RD Contact Paul Stephens Tel: 029 2073 2355
Principal Contractor	CField Construction Tower Bridge Business Centre, 46-48 East Smithfield, London E1W 1AW Contact: Brian Greene Tel: 0207 078 4364
Architect	Condy Lofthouse Connect Business Village, 24 Derby Rd, Liverpool L5 9PR Contact: Rob Patkai. Tel: 0151 207 4371
Structural Engineer	Canham Consulting The Old School, School Ln, Norwich NR7 0EP, United Kingdom Contact: Christos Sofopoulos Tel: 01603 430650
Principal Designer	Tracey Kirby Woodcote Box Trees Road, Dorridge, Solihull, B93 8NL Contact: Tracey Kirby Tel: 01564 771 517
Building Control	Coast2Coast 100 College Road, Harrow, HA1 1BQ Contact: Steve Thomas Tel: 01656 856064
M&E Designer	TBC

Contract Director	JP Burke Tel: 07841053225 [REDACTED]
Contracts Manager	Brian Greene Tel: 07584092752 [REDACTED]
Site Manager	Tom Sexton Tel: 07884064745 [REDACTED]
Health and Safety Advisor	Stuart Harvey 07795875403 [REDACTED]

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3.0 Description of Project

The design and construction of a new care home facility at Broadwater Road, Welwyn Garden City, AL7 3EG. The building is a four-storey structure housing 90 care home beds and 13 care suites, including on site car parking for 33 vehicles and 12 cycle spaces, drainage, recycling and refuse areas, associated amenity space, landscaping and associated development.

4.0 Waste Management on Site

The waste product that is expected to be generated is typical of a new-build complex that is being built using largely standard, traditional building materials. Hence the management of the waste generated shall be addressed as follows:

- All waste to be accumulated to the skip bin provided by Powerday, a Registered Waste Contractor, which has been employed by CField.
- Recycling to be done offsite and at Powerday facilities.

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Certificate of Registration under the Waste (England and Wales) Regulations 2011

Regulation authority

Name



Address

National Customer Service Centre
99 Parkway Avenue
Sheffield
S9 4WF

Telephone number

03708 506506

The Environment Agency certify that the following information is entered in the register which they maintain under regulation 28 of the Waste (England and Wales) Regulations 2011.

Carriers details

Name of registered carrier

POWERDAY PLC

Registered as

An upper tier waste carrier, broker and dealer

Registration number

CBDU123332

Address of place of business

Waste and Recycling Centre
Old Oak Sidings
Off Scrubs Lane
London
NW10 6RJ

Telephone number

(020) 89604646

Date of registration

11 September 2019

Expiry date of

registration (unless revoked)

12 September 2022

Making changes to your registration

Your registration will last 3 years and will need to be renewed after this period. If any of your details change, you must notify us within 28 days of the change.

You can do this by calling the Environment Agency.

POWERDAY

Innovative - Recycling - Solutions

Separate collections and the application of TEEP

Regulations requiring separate collections of paper, plastic, metal and glass except where it is not 'technically environmentally and economically practicable' (known as TEEP) came into force on 1st January 2015. The aim of this legislation is to increase the quantity of material presented for recycling and to increase the quality by reducing contamination.

Under the new legislation, waste collectors are required to collect paper, plastic, metal and glass separately from general waste, offering their customers separate collections for each individual material unless it is not TEEP to do so. Commingled collections are permissible providing the TEEP test is applied and materials are 'appropriate to meet the necessary quality standards for the relevant recycling sectors'. Once these materials have been collected separately it is not permissible to mix them with other wastes. If waste collectors decide it is not TEEP to offer separate collections, they need to retain evidence to support the rationale for their decision.

The Waste Framework Directive 2008 which sets out this requirement was transposed into UK law in the Waste (England and Wales) (Amendment) Regulations 2012. For more information, visit www.legislation.gov.uk/uksi/2012/1889/introduction/made.

Meeting the legislative requirements

Waste collectors need to be able to demonstrate that they are taking reasonable measures to meet the new requirements and to produce evidence in the way of an audit trail if requested by the Environment Agency who is responsible for enforcement of the new legislation in the UK.

To meet these requirements, Powerday offers separate collections of paper, plastic, metal and glass to customers where practical to do so, this may include separate collections for one or multiple materials or commingled collections. In reviewing whether to offer separate collections, we take into account factors including your site location and constraints, the cost of different collection methods and the volume of individual materials that you produce.

Where it is not TEEP to offer separate collections, our high quality recycling and recovery processes ensure that materials that are collected together and separated at our Materials Recycling Facilities are 'appropriate to meet the necessary quality standards for the relevant recycling sectors'.

The site set-up information pack that you receive from Powerday prior to the introduction of our services will contain information regarding the decision made in relation to separate collections for your site. We periodically review our collection methods to ensure that they meet the TEEP and necessary quality tests and that we remain compliant with the legislation.

If you have questions relating to the TEEP regulations, please contact us at info@powereday.co.uk.

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5.0 Appendices, Forms and Check Lists

Site Waste Management Plan Check Sheet

Refer to the Site Waste Management Plan Check Sheet – Appendix A

Site Waste Management Data Sheet

Refer to the Site Waste Management Data Sheet – Appendix B

Site Waste Management Plan Findings and Conclusions

SWMP Findings and Conclusions - Appendix C

Skip Removal Form

Powerday has generally operated a system whereby Skip Removal Dockets are provided to and maintained by the project team on site as confirmation of skips removed from site. However with the risk of the Corona Virus representing a danger to all, Powerday has advised that it will be limiting the use of paper documentation going forward, and hence most transactions will for the foreseeable future be confirmed via electronic means.

Powerday will dispose of the waste in accordance with the requirements of their waste licences as listed in Appendix B.

SWMP Finding and Conclusions

The new electronic means of recording skips being taken from site as well as the nature of their content will enable the site management team to summarise all findings and conclusions in respect of waste generation and disposal from site at the end of the project. This information will be included in the Project Health and Safety File information and provided to the Client for his records.

Appendix A SWMP checklist

Project Stages		Questions to consider	Tick if 'Yes'	Comment: If 'yes', what action have you taken/do you propose to take? - If 'no', why not?
Policy	1	Has your organisation adopted a waste management policy?	✓	Yes, our waste management policy is part of our company Environmental Management System (EMS), which is certified to ISO 14001:2004.
	2	Has the client signed the Site Waste Management Plan?	Δ	The client has not signed the SWMP.
	3	Have relevant sub-contractors producing significant wastes streams been identified?	Δ	Waste generation and disposal will be discussed and agreed with sub-contractors in pre-start meetings if it is relevant to their works.
	4	Have the identified sub-contractors signed the Site Waste Management Plan?	Δ	Sub-contractors have not signed the SWMP. Their waste management obligations will be detailed as required in their respective sub-contract agreements.
Procurement	5	Has a careful evaluation of materials been made so that over-ordering and site wastage is reduced?	Δ✓	Site management will ensure so far as it is possible that there is no overordering of materials and that they are managed on-site in a manner which ensures their correct methods of storage and use such that wastage is minimized.
	6	Has full consideration been given to the use of secondary and recycled materials?	Δ✓	Yes. The nature of the works to be carried out is such that there is little scope to use recycled materials. However if such opportunity occurs, recycled materials will be used.
	7	Is unwanted packaging to be returned to the supplier for recycling or re-use?	✓	Not in all cases as this would be wholly impractical particularly for packaging on very small deliveries.
	8	Can unused materials be returned to purchaser or used on another job?	✓	Not in all cases as it may not be either economical or environmentally friendly action to take. However, from time to time this may be practical.
Project Planning	9	Has responsibility for waste management planning and compliance with environmental legislation been assigned to a named individual at both main	✓	The Project Manager and/or Site Manager will have overall responsibility for the management of waste on site. They will ensure that each sub-contractor manages any waste that they produce in accordance with the requirements of this plan.

		contractor and identified sub-contractors?		
	10	Has a project programme been developed to include likely waste arising (how much, when, and what types)?	Δ	The Project Programme does not identify waste levels generated through the project. However the Project Management Team will ensure that the works are managed in a manner such that waste generation is kept to a minimum.
	11	Has an area of the site been designated for waste management, including segregation of waste?	√	Yes, as per our site layout plan. The waste skips will be laid-down in the open courtyard area in a manner where they are both easily accessed, yet also discrete and arranged in a manner that do not cause any safety issues.
	12	Have targets been set for the different types of waste likely to arise from the project?	√	Yes, industry standard targets have been set for each material.
	13	Have measures been put in place to deal with expected (and unexpected) hazardous waste?	√	Yes, fuel clean up kits / spill kits are on site. Our skip company is licensed to carry certain hazardous waste. <u>Underground contaminated material is suspected as being present in parts of the site and this shall be dealt with under a separate document.</u>
	14	Has disposal of liquid wastes such as wash-down water and lubricants been considered?	√	Yes, no wash-down permitted on site. Should any lubricants be used, they will be disposed of in the recommended manner.
	15	Where relevant, has a discharge consent been obtained from the Agency?	Δ	N/A
	16	Has agreement been sought from the sewerage company for trade effluent discharge?	Δ	N/A
	17	Have opportunities been considered for re-use of materials on site?	√	Spoil/earth will generally be surplus to requirements due to its unsuitability (both engineering properties and possible contaminants) and therefore transported off site for licensed disposal.
	18	Have opportunities been considered for on-site processing and re-use of materials?	√	Spoil/earth will generally be surplus to requirements due to its unsuitability (both engineering properties and possible contaminants) and therefore transported off site for licensed disposal.
	19	Have opportunities been considered for reprocessing materials off-site?	√	Spoil/earth will generally be surplus to requirements due to its unsuitability (both engineering properties and possible

				contaminants) and therefore transported off site for licensed disposal.
	20	Have you considered what are the most appropriate sites for disposal of residual waste from the project?	✓	Powerday will manage the disposal of residual wastes in accordance with their waste licences.
	21	Are there opportunities for reducing disposal costs from waste materials which may have a commercial value?	Δ	No. We have entered into a commercial agreement with Powerday that is as cost efficient as we can agree.
	22	Has the information been provided by the design team indicating materials and methods adopted to reduce on site Waste	Δ	Spoil/earth will generally be surplus to requirements due to its unsuitability (both engineering properties and possible contaminants) and therefore transported off site for licensed disposal.
Site Operations	23	Has responsibility for waste management on site and compliance with environmental legislation been assigned to a named individual?	✓	Project manager and Site manager will be overall responsible for the site waste.
	24	Have toolbox talks been planned for all site personnel about waste management on site?	✓	Yes once the site commences. Details on how waste is to be controlled and managed is discussed during site induction. There may be further discussions on waste generation through the period of the project.
	25	Are selected waste materials segregated to allow best value to be obtained from good waste management practices?	✓	This will be developed as the project progresses. There is a restriction on available space to allow for substantial and easy segregation of waste
	26	Are containers/skips clearly labelled to avoid confusion?	✓	Yes, skips are to clearly labelled.
	27	Are Duty of Care procedures complied with, including provision of transfer notes and checking authorisation of registered carriers, registered exempt sites and licensed waste management facilities?	✓	Yes, we have environmental procedures in place to ensure compliance.
	28	Are any checks made that excavation waste is received at the intended site?	✓	Random checks may be carried out from time to time. However there is a very limited amount of such waste to be removed from site.
	29	Is implementation of agreed waste management procedures monitored?	✓	The everyday review of implementation of waste management procedures will be carried out by the project management

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				team. Other more formal review will be carried out as part of the audit process.
	30	Are reports regularly produced regarding waste quantities and treatment/disposal routes, and on costs incurred?	√	CField will receive monthly reports from Powerday to confirm waste disposed of off-site.
	31	During site operations, are barriers to good waste management practice considered and noted for incorporation into the post-completion review?	√	Yes. The project management team will seek to improve the waste management procedures as the works progress.
Post Completion	32	Has a final report of use of recycled and secondary materials, waste reduction, segregation, recovery and disposal, with costs and savings identified, been completed?	√	Powerday wil provide a final report on the various waste streams albeit this may not deal with commercial implications associated with same.
	33	Has the final report been signed by the relevant sub-contractors and the client?	Δ	Not yet at this stage.
	34	Have key waste management issues been considered for action at future projects?	Δ	Not yet at this stage.

Appendix B SWMP Forms

Project Name:	Welwyn Garden City
Address:	CField Site Offices, Near 45 Broadwater Road, Welwyn Garden City AL7 3EG
Main Contractor:	CField Construction Ltd
Responsible person:	Brian Greene

Types of waste arising from the works forecast during design phase							
Material	Reused		Recycled		Sent to		Disposal to land fill
	On site	Off site	On site	Off site	Recycling facility	WML exempt site	
INERT							2,207 m ³
ACTIVE							
Rubbles	70m ³						
Scrap metal / steel				4,150 Kg			0
Light Mixed Waste				161 M ³			8 M ³
Plasterboard				15 M ³			0
Mixed Construction Waste				336 M ³			34 M ³
HAZARDOUS							
Design forecast total	70 m ³			4,150 Kg (steel) 512 M ³			2,249 m ³

Appendix C SWMP Findings and Conclusions

To be completed by the Project Manager and signed at the end of the project

We confirm that this plan has been monitored and updated throughout the contract duration to ensure the work has been progressed in accordance to this plan

Signed: -

Name printed

Dated: -

See also the attached report indicating the quantity of waste material produced against that envisaged during the design phase of the project



Method Statement

Section 1 - Contractors Details:

Address: Powerday Plc Waste & Recycling
Centre,
Crossan House,
Old Oak Sidings,
Off Scrubs Lane,
London
NW10 6RJ

Contact details: 020 8960 4646

Section 2 - Method Statement Details:

Work activity: **SAFE DELIVERY AND COLLECTION OF SKIPS**

- To coordinate and manage the safe delivery and removal waste by use of the Compactor and skips from the premises including the 20 & 40yd roll-on roll-off skips (If Required).

Section 3 – Activity Safety Measures:

1. Specific driver training to be provided and enforced
 2. Client specific rules to be included, issued and enforced
 3. All drivers to be made fully aware of specific traffic & pedestrian routes
 4. Exclusion Zones to be identified and understood by all drivers
 5. Site specific safety and directional signage to be identified and followed.
 6. Protection to pedestrians to be organized when using the grab
- ☐ The main entrance is the route the driver will take into the site and this is to be used as the main route into the skip / container location.
 - ☐ All drivers are to fully comply with the traffic management requirements of the client
 - ☐ Drivers will follow HSE guidance for Managing Vehicle Safety in The Workplace INDG199
 - ☐ Drivers will also follow HSE for the Safe Use of Skip Loaders INDG378
 - ☐ All vehicle drivers must wear high visibility clothing at all times.
 - ☐ Vehicles will not / must not be left unattended at any time.

Every year, moving skips cause death and serious injury. You, your workmates and bystanders are at risk.

Dangers include:

- being struck by vehicles;
- falling and slipping;
- failures of lifting equipment;
- striking overhead cables/obstructions;
- vehicle overturns;
- runaway vehicles.

This pocket card provides a brief checklist of some important things you can do to protect yourself and others.

It is *not* a full list. You may need to make other checks depending on the vehicle you drive and the places you work in.

If in doubt, you may need to refer to the skip loader manual, or you may need to ask for extra advice.

2

Keep close to your vehicle

- Don't risk being run over by other vehicles. (Note: At some sites you may be instructed to keep away from the entire area during the loading of your container.)
- Ensure no pedestrians are nearby during reversing and loading/unloading.

DROPPING OFF AND PICKING UP

- Park on good ground – avoid sloping, uneven or soft ground.
- Apply the handbrake.
- Use chocks where necessary on slopes.
- Use stabilisers – keep braked rear wheels on the ground when on slopes.
- Avoid trapping between the skip and vehicles/walls. Keep a good, clear space all round.
- Sheet/unsheet safely – do it from ground level wherever possible. Use autosheeters or gantries/harnesses where provided. Avoid climbing on the vehicle.
- Check before moving the skip:
 - hooks, chains lugs, bars etc to be fully engaged;
 - chains should not be twisted or knotted. They should not snag during load movement;

6

SAFE VEHICLE

Before you start work

Each day, check your vehicle and lifting equipment and report any faults.

Check the following work properly and are not damaged:

- brakes;
- tyres;
- lights;
- steering;
- seatbelts;
- wheel chocks (if needed);
- lifting equipment – controls, hooks, chains, hoses etc;
- vision aids – mirrors and/or TV cameras.

Before setting off

- Check your in-cab information about any special precautions for the drop/pick-up. Sites should tell the skip company about these beforehand, and agree precautions.
- Prevent contact with overhead obstructions. Know your clearance height. Ensure lifting arms are fully lowered.

3

- skip floors/panels/hinges/chains lugs, tipping bar etc to be in good condition;
- doors (where fitted) to be in good condition with proper locks;
- the load is not overweight.

DOORS CAN SPRING OPEN!

Stand outside the door arc and load discharge path when opening to avoid being struck by 'pressurised' door or contents.

REMEMBER...

Monitor the work area at all times!

Skip movements can kill!

If the drop/pick-up seems unsafe, don't do it!

Protect yourself, your workmates and the public.

7

- Ensure any load/skip is secure and chains are correctly stowed.
- Check you have your safety gear, especially high-visibility clothing and boots.

SAFE WORKER

Entering the site

- Know exactly where to go, and what needs to be done (you may need to talk to someone on site).
- Obey all rules – signs, one-way systems etc.
- Beware of pedestrians at all times.
- Wear your safety gear. High-visibility clothing is essential. You are likely to need your safety boots and may need other gear.

4

FURTHER INFORMATION

HSE priced and free publications are available by mail order from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA Tel: 01787 881165 Fax: 01787 313995 Website: www.hsebooks.co.uk (HSE priced publications are also available from bookshops and free leaflets can be downloaded from HSE's website: www.hse.gov.uk) For information about health and safety ring HSE's InfoLine Tel: 08701 545500 Fax: 02920 859260 e-mail: hseinformation@natbrit.com or write to HSE Information Services, Caerphilly Business Park, Caerphilly CF83 3GG.

This pocket card contains notes on good practice which are not compulsory but which you may find helpful in considering what you need to do.

This card is available in priced packs of 10 from HSE Books, ISBN 0 7176 2216 9. Single free copies are also available from HSE Books.

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SAFE WORKING

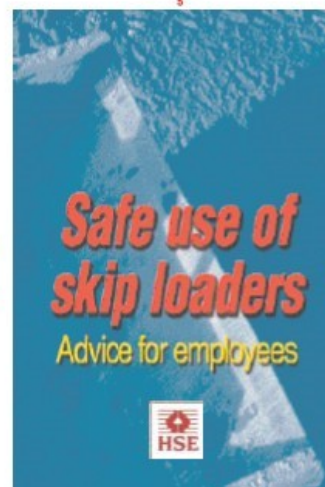
Reversing

- Minimise reversing – both the amount you do and the distances you travel.
- Make sure your reversing area is clear.
- Use your reversing aids – cameras, mirrors, alarms.
- Look out for banksmen. They are at great risk from your reversing vehicle.
- Some sites have made arrangements to eliminate the need for banksmen because of the risks they face. You should make sure you know these arrangements.
- Where banksmen are used, you must be clear about what their signals mean and obey them. If you can't see your banksmen at any time when moving – Stop!

Exit your cab properly

- Jumping out causes broken legs and twisted ankles; it could also put you into the path of another vehicle.
- Boots with good support help prevent twisted ankles.

5



Section 4 - General Sequence of Works

Prior to Entering Any of Powerday's Client Properties...

Each driver will have first undertaken a daily visual inspection of their vehicle. Standard visual check will include (but is not limited to):

- Y The Brakes – Tested prior to leaving the yard for the daily activities
- Y The Tyres – Ensuring there is sufficient tread and no cuts, nails etc
- Y All Lights and Flashing Beacons, Indicators – Checked to ensure they work correctly
- Y Windows & Mirrors – No cracks or damage that may impair or restrict the drivers view
- Y Hydraulic Lifting devices, controls, fluid levels etc – All to be in good working order
- Y Lifting Equipment – Chains, Hooks, webbing etc – Not stretched, cracked, damaged.
- Y Netting, sheeting etc – To be in good condition without holes allowing waste to fall out during travel

YOther checks will include:

- Y The driver will check and ensure the correct PPE required is contained within the cab of the lorry.
- Y Powerday will notify the driver that he/ she is booked to attend the site to avoid confusion upon arrival.

Health & Safety Warning:

All drivers are to ensure they follow the instruction of the site Banksman if present. DO NOT enter site until instructed to do so. Comply with ALL site rules at all times. Identify and comply with the speed limit on site and NEVER use the mobile phone or tablet while driving or operating the lorry.

ONLY the driver is permitted to operate the levers on a skip lorry or the buttons on a Dustcart. Any unauthorised use of the controls on these vehicles is to be reported to the Powerday Health & Safety Manager immediately.

Failure to comply with this safety instruction will result in Disciplinary Action that may result in the driver and third party being dismissed.

Arriving at the Site...

Upon arrival to site the driver will take care to keep the speed of the vehicle to a minimum and proceed to the main security gate. The Security will ensure the driver is booked in.

Every driver will be briefed on the site safety rules. This will act as a driver induction to the premises and the driver will not proceed until he acknowledges understanding of the information he has been given. The driver will ensure that the vehicle is in good condition for entering the site and that all flashing beacons are switched on.

Once this has been completed the driver will be instructed, he may enter the site and reminded to keep the vehicles speed to a minimum and not exceeding the site speed limit and use the necessary PPE when exiting the cab of the lorry.

Note: ALL drivers are to check with Security if they are permitted to proceed onto site without a Banksman present to escort them to the destination. This may only apply to St. William projects but confirm with Security prior to entering site.

Arriving at the designated location...

The Powerday driver will ensure he follows the directions given to him to the designated location at all times without deviating from the direct route as identified in the traffic management plan. The operatives on site will ensure the driver arrives at the location required.

The driver will avoid unnecessary reversing of the lorry at all times. The location for the skips is to be agreed but will be at a location where reversing will be minimised. When reversing of the lorry cannot be avoided a competent Banksman will be required to provide direction and prevent any pedestrians entering the hazardous area at the back or sides of the lorry. The Banksman will ensure they are visible to the driver at all times and hand signals have been agreed prior to the manoeuvring procedure. If at any time the driver cannot see the Banksman, he will stop the vehicle and inform them of the problem. The only time a driver will proceed to reverse without a Banksman is if the location of the exchange is proved safe and free from risk of others entering the area.

Note: The location of the skips may change as the project progresses, however the procedure detailed will always remain the same.

Prior to any reversing procedure the Banksman will ensure all other operatives on site have been informed to move away to the safety of the pedestrian route or other designated safe area and not return until the Skip Loader has finished and moved away. Once in position the driver will ensure the brakes have been applied and exit the cab of the lorry in full PPE. The driver will check the surrounding location of the vehicle to ensure no unplanned movement can take place and that the ground is level. The ground stability and condition will also be checked as the driver will be responsible for the safety of the lifting procedure for the skip. If the driver has any cause for concern to prevent him/ her be able to complete the lift safely they will stop and inform the Banksman. The area above the vehicle will also be checked to ensure that there are no power or communication lines situated within the lifting zone. The driver will be aware that electricity can arc / jump across as a route to earth and will ensure the skip loader is a safe distance from it (**Minimum of 10m**)

The driver will arrive to site with the chains already attached to the skip to avoid climbing onto the rear of the skip loader and working at height unsafely. This does not apply to roll-on roll-off skips that are attached to a hook and locked in place. To provide power to the lifting arm of the skip loader the engine of the vehicle must remain on and running. While the driver is operating the loading / unloading of the skip the Banksman can remain in the vicinity at the front of the vehicle watching for pedestrians, traffic and eliminating the risk of unauthorised access into the cab.

Safety of the Loaded Skip Being Collected...

When collecting a fully loaded skip the driver will carry out a visual check of the content prior to any lifting. Care will be taken to ensure that there is no material protruding out from the skip that may cause damage to the vehicle once lifted or fall from height. Anything that can be easily removed if necessary, will only be done once the driver has retrieved suitable gloves from the cab. Once the loaded skip is deemed safe the driver will attach the chains to the lifting points. At no time will the driver allow any other person to attach the chains. The driver will then check the area is clear of pedestrians and inform the Banksman that he is ready to lift. At this point the driver will lower the stabiliser/s and perform a test lift by lifting the skip until the lowest part of the skip is no more than **10cm** from the base. This is performed to also allow the driver to see if the content of the skip is stable and also to identify any debris that may be attached to the underneath of the skip.

The skip can now be safely located on the back of the lorry and will remain attached to the chains at all times or locked in place by the hook if a roll-on roll-off. With the waste being kept within the perimeter of the skip the driver will cover the skip with debris netting and ensure it is secured in place all round. This will be done by use of the automatic sheeting system on the vehicle to avoid and risk from working at height.

Safety of The Empty Skip Being Delivered...

If the skip is being delivered the driver will safely lower it down onto the agreed location following the safe safety precautions. The driver will check the ground is level and ensure there is no risk of pedestrians / site operatives within the drop zone. The location of the skip loader will be required to allow for the skip to be lifted down while the lifting arms also extend out at the same time to ensure the skip is clear of the vehicle as it is lowered. Once the skip is down on the ground the driver (ONLY) will detach all four chains and allow them to hang down the side of the skip. The driver will then retract the lifting arm and lift them up until the hooks are just below the height of the lifting points. The driver will carry out a last safety check that the hooks will clear the lifting points without snagging them and then he/ she will continue to lift the arm until complete. At this point the stabiliser/s can then be raised.

Procedure Complete – Ready to Leave Site...

Once the loading or unloading procedure has been safely completed and the driver is ready to leave, he/ she will carry out a visual check all round the vehicle to ensure there is nothing hazardous on or around the vehicle. The ground must also be checked to ensure there is no risk of sharp objects causing punctures etc to the tyres. The driver will now confirm that he/ she is ready to leave site and complete the ticketing procedure ensuring the necessary documentation is signed and copies issued. Once complete the driver will enter the skip loader and drive safely out maintaining the maximum speed limit of the site.

Section 5 - Personal Protective Equipment:

<i>Type PPE</i>	<i>BS/ EN Code</i>	<i>Worn Always</i>	<i>Worn as Required</i>
Safety helmet	BS EN 397		
Safety footwear	BS EN 345		
High visibility clothing - vests / coats	BS EN 471		
Eye protection	BS EN 166		
Gloves	BS EN 420		
Hearing protection	BS EN 352		
RPE - Dust masks etc..	BS EN 149		
Wellington Boots	BS EN 345		

Y In accordance with the Powerday Health & Safety Policy any employees failing to wear the necessary PPE required when at risk on site will be subject to disciplinary proceedings

Section 6 – Safety Briefings

All drivers required to visit a construction site will be briefed on this Method Statement and attached Risk Assessments. Once briefed the drivers will sign the Method Statement Briefing Register. The register is to confirm the briefing, understanding and compliance that the driver has agreed to.

Section 7 – Accident/ Incident Reporting

Drivers entering site will be aware of the accident reporting procedure and location of First Aid treatment if it is required. Any accident on site no matter how small will be reported to the Site Manager and Powerday's Health & Safety. Powerday will ensure the accident is recorded in the accident book and steps are taken to discover why/ how it happened to avoid any re-occurrence.

Section 8 – Emergency Procedures

In the event of a site emergency including evacuation the driver will follow the instructions of the responsible site manager and comply with the requirements of the site. The driver will not attempt to leave site with the vehicle unless instructed they are allowed to go.

Section 10 – Associated Risk Assessments

The following risk assessments have been identified for the task. All persons directly involved with the operation must be briefed on the entire document including the risk assessments and sign the register on the back page to confirm they understand them and will comply with them.

- Y Safe Exchange of Site Waste skips
- Y Safe Use of the Compactor on Site
- Y Safe Sheeting and Unsheeting of Skips

RISK ASSESSMENT

LOCATION:	Various Locations & Clients	DATE: November 2019		
OPERATION/PROCESS:	Sheeting and Un-sheeting of the Skips (if without the auto-sheet system)			
HAZARDS IDENTIFIED:	1. Falls from height onto the ground 2. Falls into the container 3. Treading on unseen voids in the load whilst spreading the sheet 4. Sheeting being caught in windy conditions striking driver or pulling him off. 5. Manual Handling related injuries 6. Serious Injuries			
SECONDARY HAZARDS:	Weather conditions,			
EXPOSED PERSONS:	Drivers			
FREQUENCY OF EXPOSURE:	Daily	DURATION OF EXPOSURE: As per Site Working hours		
RISK = LIKELIHOOD X SEVERITY				
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>LIKELIHOOD</u> 1 = Very unlikely 2 = Unlikely 3 = Likely 4 = Very likely 5 = Almost certain </td> <td style="width: 50%; vertical-align: top;"> <u>SEVERITY</u> 1 = First aid injury or illness 2 = Minor injury or illness 3 = " 3 day " injury or illness 4 = Major injury or illness 5 = Fatality, disablement injury, etc </td> </tr> </table>			<u>LIKELIHOOD</u> 1 = Very unlikely 2 = Unlikely 3 = Likely 4 = Very likely 5 = Almost certain	<u>SEVERITY</u> 1 = First aid injury or illness 2 = Minor injury or illness 3 = " 3 day " injury or illness 4 = Major injury or illness 5 = Fatality, disablement injury, etc
<u>LIKELIHOOD</u> 1 = Very unlikely 2 = Unlikely 3 = Likely 4 = Very likely 5 = Almost certain	<u>SEVERITY</u> 1 = First aid injury or illness 2 = Minor injury or illness 3 = " 3 day " injury or illness 4 = Major injury or illness 5 = Fatality, disablement injury, etc			
Risk Values: LOW = 1 to 8 MEDIUM = 9 to 16 HIGH = 17 to 25				
Activity Risk Rating: <i>Likelihood 5 X Severity 5 = Total 25</i>				
Activity Risk Value: LOW MEDIUM HIGH n				
<u>CONTROL MEASURES</u> METHOD STATEMENT, INSTRUCTION, TRAINING, PPE, ETC:				
<u>PPE arrangements:</u> BSEN397 – Safety helmets BS EN345 – safety footwear BS EN471 – Hi Vis vest BS EN420– Gloves BS EN166b – Eye protection BS EN352 – Ear Protection BS EN149 –RPE BS EN365 - Harnesses BS EN345 - Wellington boots Worn always Worn when at risk	1. All drivers to carry out DAILY inspections of their vehicles including the material sheeting to ensure they are in good condition. 2. All Drivers to be briefed on the Traffic Management Plan and delivery procedures and risk assessment. 3. ONLY the driver is permitted to operate the lorry's operating levers at any time. 4. Drivers to keep their speed to a minimum in compliance with the rest of the site 5. Drivers are NOT PERMITTED to operate the vehicle in close proximity to other persons putting them at risk of injury. 6. Reversing to be kept to a minimum unless a designated Banksman is present 7. Drivers to ensure vehicles are not unattended at any time even short duration if the engine is running. 8. The Driver is to lower each skip in safe locations without causing obstruction while sheeting up. All skips are to be sheeted on ground level to prevent the need to work at height 9. Ensure 4-way flashing beacons are switched on at all times during operations 10. Ensure sufficient lighting is in place and turned on when necessary. 11. Drivers must ensure that no waste can protrude under or through the netting allowing it to fall from height. 12. Ensure a test lift is completed prior to attempting a full lift of the loaded skip. 13. Drivers to ensure FULL PPE is worn at all times when exiting the vehicle including full length trousers/ jeans etc, gloves and eye protection			
Residual Risk Rating: Likelihood 1 X Severity 5 = Total 5				
MONITORING RESULTS: Monitor training needs and operator compliance				
REVIEW DATE: At regular intervals, not to exceed 12 months or when circumstances change.				
RESIDUAL RISK RATING: LOW				
ASSESSOR:	Shaun Howard	POSITION: Health & Safety Manager		

RISK ASSESSMENT

LOCATION:	Various Locations & Clients	DATE:	November 2019
OPERATION/PROCESS:	Safe Operation of the Compactor (Dustcart) for emptying bins		
HAZARDS IDENTIFIED:	1. Failure of lifting equipment, 2. Speeding on site 3. Loads striking other vehicles/ persons. 4. Bin falling 5. Trapping of Limbs 6. Material falling from height		
SECONDARY HAZARDS:	Weather conditions, Other contractors works, Client Employees in the area		
EXPOSED PERSONS:	The Driver, Banksman and operatives involved or coming close to the loading area.		
FREQUENCY OF EXPOSURE:	As & when Required	DURATION OF EXPOSURE:	Short duration for loading
RISK = LIKELIHOOD X SEVERITY			
LIKELIHOOD 0 = Zero to very low 1 = Very unlikely 2 = Unlikely 3 = Likely 4 = Very likely 5 = Almost certain		SEVERITY 0 = No injury or illness 1 = First aid injury or illness 2 = Minor injury or illness 3 = " 3 day " injury or illness 4 = Major injury or illness 5 = Fatality, disablement injury, etc	
Risk Values: LOW = 1 to 8 MEDIUM = 9 to 16 HIGH = 17 to 25			
Activity Risk Rating: <i>Likelihood 5 X Severity 5 = Total 25</i>			
Activity Risk Value: LOW MEDIUM HIGH n			
CONTROL MEASURES METHOD STATEMENT, INSTRUCTION, be TRAINING, PPE, ETC:			
<div style="display: flex;"> <div style="flex: 1; padding-right: 10px;"> PPE arrangements: BSEN397 – Safety helmets ./. BS EN345 – Safety footwear ./. BS EN471 – Hi Vis vest ./. BS EN420 – Gloves ./. BS EN166b – Eye protection ./. BS EN352 – Ear Protection ./. BS EN149 – RPE ./. BS EN365 – Harnesses ./. BS EN345 - Wellington boots ./. Worn always ./. Worn when at risk . / </div> <div style="flex: 2;"> <ol style="list-style-type: none"> 1. The Powerday Driver will be briefed on the requirements of the task specific Method Statement &/or Risk Assessments for the site being visited and records kept of all briefings. He will also given a Driver induction and briefed on the safety rules. 2. Only competent drivers that are employed by Powerday and permitted to operate the dustcart. 3. Vehicle speed to be kept to a minimum, not exceeding the site speed limits. 4. All contractors and client employees to be kept away from the waste collection area and in the safety of a pedestrian walkway or safety zone. 5. All Powerday vehicles are regularly maintained and serviced. Lifting & clamping equipment on dustcarts are inspected daily to avoid failure. 6. Bins will be in good sound condition and all lifting points will also be in good condition and inspected on a regular basis 7. 4-way flashers or amber beacons on at all times during these operations. 8. Bins to be placed in the correct position at the rear of the dustcart by the driver 9. Driver to engage the lifting mechanism to hold the bin in place. 10. Driver to step away from the rear of the vehicle and operate the clamping device from the controls at the side of the vehicle. CLAMPING DEVICE NOT TO BE ENGAGED UNTIL ITS SAFE TO DO SO AND HANDS ARE FREE FROM THE HAZARDOUS AREA 11. All areas of the skip loading or unloading will be marshalled at all times by the Banksman to allow the driver to concentrate on the bin emptying procedure. 12. The hazardous area will be cordoned off to prevent others from entering and sufficient and correct signage will be prominently displayed, warning of the hazard. 13. All operatives will wear full PPE – Hard hats, Hi-vis vests and safety boots, gloves and safety glasses at all times. 14. Once all waste is loaded driver to ensure no material is protruding from the rear of the hopper 15. Driver to drive safely out of the site maintaining the site speed. </div> </div>			
Residual Risk Rating: Likelihood 1 X Severity 5 = Total 5			
MONITORING RESULTS: Site Managers to ensure such areas are safe prior to waste removal.			
REVIEW DATE: This task is to take place on a low number of occasions only with short duration therefore no review should be necessary unless due to unforeseen circumstances.			
RESIDUAL RISK RATING: LOW			
ASSESSOR:	Shaun Howard	POSITION:	Health & Safety Manager

RISK ASSESSMENT

LOCATION:	Various Locations & Clients sites		DATE:	November 2019
OPERATION/PROCESS:	Safe Exchange of Site Waste Skips			
HAZARDS IDENTIFIED:	<ol style="list-style-type: none"> 1. Failure of lifting equipment, 2. Speeding on site 3. Loads striking other vehicles/persons 4. Equipment failure. 5. Vehicle tipping 6. Skip falling 7. Trapping of Limbs 8. Material falling from height 			
SECONDARY HAZARDS:	Weather conditions, Other contractors works, Client Employees in the area			
EXPOSED PERSONS:	The Driver, Banksman and operatives involved or coming close to the unloading area.			
FREQUENCY OF EXPOSURE:	As & when Required	DURATION OF EXPOSURE: Short duration for loading		
RISK = LIKELIHOOD X SEVERITY				
<u>LIKELIHOOD</u> 1 = Very unlikely 2 = Unlikely 3 = Likely 4 = Very likely 5 = Almost certain		<u>SEVERITY</u> 1 = First aid injury or illness 2 = Minor injury or illness 3 = " 3 day " injury or illness 4 = Major injury or illness 5 = Fatality, disablement injury, etc		
Risk Values:	LOW = 1 to 8 MEDIUM = 9 to 16 HIGH = 17 to 25			
Activity Risk Rating:		Likelihood 4 X Severity 5 = Total 20		
Activity Risk Value:		LOW	MEDIUM	HIGH n
CONTROL MEASURES METHOD STATEMENT, INSTRUCTION TRAINING, PPE, ETC:		<ol style="list-style-type: none"> 1. The Powerday Driver will be briefed on the requirements of the task specific Method Statement & Risk Assessments for the site being visited and records kept of all briefings. He will also be given a Driver induction and briefed on the safety rules. 2. Only competent drivers are employed by Powerday and permitted to operate the skip lorry. 3. Vehicle speed to be kept to a minimum, not exceeding the site speed limits. 4. All contractors and client employees to be kept away from the waste collection area and in the safety of a pedestrian walkway or safety zone. 5. All Powerday vehicles are regularly maintained and services. Lifting arms for skip loaders are inspected daily to avoid failure. 6. Skips will be in good sound condition and all lifting points will also be in good condition and inspected on a regular basis 7. 4-way flashers or amber beacons on at all times during these operations. 8. Chains to be hooked on by the driver only and at ground level. No working at height permitted. 9. Care will be taken to ensure the Skip Loader is positioned on level ground. 10. Driver to ensure both stabilisers are fully extended onto solid ground or pads before attempting to lift a loaded skip 11. Loading and unloading of materials will be done at slow speed – Test lift carried out beforehand then safely lifted directly into the back of the lorry. 12. All areas of the skip loading or unloading will be marshalled at all times by the Banksman to allow the driver to concentrate on the lifting procedure. 13. The hazardous area will be cordoned off to prevent others from entering and sufficient and correct signage will be prominently displayed, warning of the hazard. 14. All operatives will wear full PPE – Hard hats, Hi-vis vests and safety boots, gloves and safety glasses at all times. 15. Check for overhead and underground services before unloading commence. 16. Once all waste is loaded driver to ensure no material protrudes above the height of the skip and the automatic sheeter will be engaged to cover the skip over (if fitted). 		
PPE arrangements: BSEN397 – Safety helmets ./. BS EN345 – Safety footwear ./. BS EN471 – Hi Vis vest ./. BS EN420 – Gloves ./. BS EN166b – Eye protection ./. BS EN352 – Ear Protection ./. BS EN149 – RPE ./. BS EN365 – Harnesses ./. BS EN345 - Wellington boots ./. Worn always ./. Worn when at risk ./.				
Residual Risk Rating: Likelihood 1 X Severity 5 = Total 5				
MONITORING RESULTS:	Site Managers to ensure such areas are safe prior to waste removal.			
REVIEW DATE:	This task is to take place on a low number of occasions only with short duration therefore no review should be necessary unless due to unforeseen circumstances.			
RESIDUAL RISK RATING: LOW				
ASSESSOR:	Shaun Howard	POSITION:	Health & Safety Manager	

Method Statement & Risk Assessment Driver Copy Issue Record.

I confirm that I have been issued a copy of the method statement for The Safe Delivery & Collection of Skips.

I confirm I have received Issue: Revision: On/...../.....(Date)
(As detailed on the front cover of the method statement)

This is also to confirm:

(Please Tick)✓

- ☐ I was issued my own copy to be kept in my Powerday vehicle at all times during my working shift. ☐
- ☐ I have read or been briefed on all the contents of the method statement and risk assessments and understand the contents. ☐
- ☐ I will comply with the contents at all times and not put myself or others at risk at any time. ☐

- Which yard / depot do you work out of? (Mainly)

- ☐ **Old Oak Sidings (Off Scrubs Lane)** ☐
- ☐ **Belinda Road, Brixton** ☐
- ☐ **Jeffries Road, Enfield** ☐
- ☐ **West Drayton** ☐
- ☐ **Weir Road, Wimbledon** ☐

Signature:

Print Name:

Date:

Office Use ONLY: (Copy for driver's personnel file and with the Health & Safety Manager)

Copy Issued to the above driver by:

Name:..... Signature: Position:

Materials Recycling Performance

Waste Type	EWC	Recycled	EfW	Landfill
Brick	17 01 07	100%		
Clean Wood	15 01 03		100%	
Concrete	17 01 01	100%		
Garden Waste	20 02 01	100%		
Glass	20 01 02	100%		
Hardcore	17 01 07	100%		
Inert/Soil	17 05 04	100%		
Insulation Materials	17 06 04		100%	
Kitchen and Canteen	20 01 08	75%	25%	
Mixed Metals	17 04 07	100%		
Mixed Municipal Waste	20 03 01	75%	25%	
Mixed Packaging	15 01 06	75%	25%	
Paper and Cardboard	15 01 01	100%		
Plasterboard	17 08 02	100%		
Plastic	17 02 03	100%		
Plastic Packaging	15 01 06	75%	25%	
Textiles/Carpets	19 12 08 20 01 11		100%	
Tiles and Ceramics	17 01 07	100%		
Mixed Wood	17 02 01	20%	80%	

Duty of Care Compliance Matrix (V17 – 10/01/2021)



Waste type and EWC code	Service Provider	Registration number / License number	Expiry date	Disposal site name and address	Type of site	Licence, permit or exemption number
1 17.02.01 – Wood 17.02.01 – Wood Grade A	Powerday	EPRPP3093EE	Not Applicable	Fibre Fuels Environment Edinburgh Way, Slough, SL1 (Energy Recovery) MVV Environment Ridham Ltd Lord Nelson Road, Iwade, Sittingbourne ME9 8FQ EON UK, Stevens Croft Plant, Lockerbie, Scotland Egger (UK) Ltd, Anick Grange Road, Hexham, NE46 4JS	Biomass Power Plants Recycling	CP3031SX EPR/TP3536CL ETS/P/1156528 TYIPPC001/3
2 17.08.02 - Plasterboard	Powerday	EPRPP3093EE	Not Applicable	Plasterboard Recycling Solutions Ltd 1 Mill Lane, Wingrave Aylesbury, Bucks, HP22 4PL Countrystyle, Ridham Dock, Iwade, Sittingbourne, ME9 8SR	Separation and recycling	EPR/MP3599VL EPR/XP3298H
3 17.09.04 – Mixed Construction and Demolition	Powerday	EPRPP3093EE	Not Applicable	Powerday PLC, Old Oak Siding, NW10	Recycling and Recovery	EPRPP3093EE
4 17.04.07 – Mixed Metals	Powerday	EPRPP3093EE	Not Applicable	Metal and Waste Recycling, Oxestalls Road,, SE8 3QS BFA Recycling, New Years Green Lane UB9 6LX EMR, 106 Scrubs Lane London, NW10 6QY Total Waste Ltd, Hallfield Ave, Basildon, SS131EB Capital Metal Recycling, Scrubs Lane London NW10 6QY	Recycling and reuse	EAWML83480 EPR/EB3931RY 2013/01792/SCSIT E EPR/AB3809XH EPR/CB3108KG
5 17.09.03 - COSHH	Powerday	EPRPP3093EE	Not Applicable	Wastecare, 4-10 Atcost Road, Barking, IG11 0EQ.	Incineration	EPR/EP3494VG
6 17.05.04 - Inert	Powerday	EPRPP3093EE	Not Applicable	Mick George 6 Lancaster Way, Ermine Business Park, Huntingdon,,PE29 6XU	Environmental Protection Layer	EPR/CB3504
7 19.12.10 – Refuse Derived Fuel (RDF)	Powerday	EPRPP3093EE	Not Applicable	Weener (Germany), Geminor (Sweden) Fortum Varne, Oslo (Norway)	Energy from Waste Cement Production	Various (available on request)
9 15.01.02 – Plastic 15.01.02 – Soft Plastic/dry recyclables 15.01.02 - Hard Plastic	Powerday	EPRPP3093EE	Not Applicable	Repro Plastics Ltd, Coopers Yard Raddcliffe Road, Gawcott, Bucks, HP15 7TZ Nevis Resources/ Wexpool Sp.Z o.o 14a Poznanska, Poznan, 66-210, Poland Plastic Reclamation, Whitley Bay, NE25 8BL	Recycling and Reuse	CB/HE5207KD OSR.II.7635-4/07 FF0509ER
10 15.01.02 - UPVC	Powerday	EPRPP3093EE	Not Applicable	VEKA Systems, Manor Way, Swanscombe, DA10 0LL	Reuse	BB3003CH/V002

Duty of Care verification has been completed in accordance with Powerday's Compliance Procedures

Date: 10 th January 2021	Page: 1	Powerday plc, Waste & Recycling Centre, Crossan House, Old Oak Sidings, Off Scrubs Lane, London, NW10 6RJ	Waste Carriers License CBDU123332
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Duty of Care Compliance Matrix (V17 – 10/01/2021)



11	20.01.01 – Cardboard	Powerday	EPRPP3093EE	Not Applicable	Cyclelink UK 6 Lords Court Basildon, Essex, SS13 1SS Smurfit Kappa Recycling Ltd, Snodland Depot, Mill Street, Snodland, Kent, ME6 5AX Bolton Brothers, Bramford Road, Great Blakenham Ipswich, IP6 0SL	Recycling	EPR/EB3237RR EPR/BJ7433IQ/V005
12	20.03.07 – Mattresses	Powerday	EPRPP3093EE	Not Applicable	Matt UK, Landsmann Way, Deptford, London, SE14 5RS	Reuse	EPR/FB3805UM
13	17.06.05 – Asbestos	Powerday	EPRPP3093EE	Not Applicable	Mick George Ltd, Witcham Meadlands Landfill Site, Block Fen Drove, Mepal, Chatteris, Cambridgeshire, CB6 2AY	Mono-Cell Landfill	EPR/LP3996ND/V008

Duty of Care verification has been completed in accordance with Powerday's Compliance Procedures

Date: 10th January 2021

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**Powerday plc, Waste & Recycling Centre, Crossan House, Old Oak Sidings,
Off Scrubs Lane, London, NW10 6RJ**

**Waste Carriers License
CBDU123332**