NICK BROOKES DEMOLITION AND WASTE DISPOSAL

RECYCLING CENTRE

WARDLE INDUSTRIAL ESTATE

Management System (version 7.4 11/08/2011)

(2136/202/MS/01)

Prepared by:

Oaktree Environmental Ltd

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Document history:

Document Versions	**Issue date**	**Status**	**Revisions/comments**
5.1	28th April 2006	Approved version	Previous agreed versions including version 2.2 dated 23 November 2000
6.1	27 October 2009	Submission for approval by EA	Submitted as update to above Working Plan
Drawing No. 202/1025/NB/13	27 October 2009	Submission to EA	Revised site Layout Drawing also showing Permit Boundary edged in Red
6.2	7 December 2009	Submission to EA	Revised document and attachments
6.3	8 December 2009	Submission to EA	Revised document and attachments
6.4	4 June 2010	Revised	Following EA comments
7.0	6 April 2011	Revised	As part of submission to increase permit boundary to include soils washing plant within the permit.
7.1	8 April 2011	Revised	As part of submission to increase permit boundary to include soils washing plant and proposed composting facility within the permit.
7.2	12 July 2011	Revised	Following comments from Environment Officer-
7.3	21 July 2011	Revised	Including Soils Washing Plant detailed Drawing
7.4	11 August 2011	Revised	Additional waste acceptance procedures (Section 3.0)

1.0 GENERAL CONSIDERATIONS

1.1 Site operator/licence holder

1.1.1 Nick Brookes Demolition & Waste Disposal's skip hire and waste transfer station operations are managed by Nick Brookes. The site which is the subject of this internal management system currently receives waste collected from its own operations and from other waste carriers from Cheshire and neighbouring counties. The purpose of the transfer station is to recycle and recover up to 90% of the waste delivered to the site.

1.1.2 The company's office is situated on land opposite the transfer station on Green Lane, contact details are given below:

Nick Brookes Demolition & Waste Disposal
Recycling Centre
Green Lane
Wardle Industrial Estate
Wardle
Cheshire CW5 6DB

Tel: 01829 - 260687
Fax: 01829 - 260556

1.1.3 Oaktree Environmental Ltd have acted as consultants for Nick Brookes Demolition and Waste Disposal since 1997. This management system has been updated to reflect recent site and legislation changes including the Environmental Permitting (England and Wales) Regulations 2007 and 2010 and therefore the inclusion of the soils washing plant which was registered as a Paragraph 13 waste exemption. The document provides information to the Environment Agency and gives instructions to staff specifying how the site is managed. Contact details for Oaktree Environmental Ltd are as follows:

Contact:	Jan Edwards	Tel:	01606 - 558833
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1.2 Site history and assessment

1.2.1 The site (recycling centre) area is located on land at Green Lane, Wardle and comprises 3 plots, 2 of which were part of the original licensed waste management site (Reference 61594). All plots are either jointly owned by Nick Brookes, Mike Brookes and Sarah Howard Perry.

1.3 Planning and Environmental Permit

1.3.1 The site has had the benefit of several valid planning permissions issued by Cheshire County Council, summarised as follows:

Date issued	Code No.	Description
28.07.1971	4/5/8243	Dismantling cars for spare parts
11.06.1981	7/7948	Erection of workshop/ storage buildings
23.02.1984	7/10758	Motor vehicle repair and recovery
24.02.1992	7/20202	Operation of a waste transfer station
23.12.1999	7/P96/0840	Operation of a waste transfer station and storage/rec. facility
31.03.2000	7/P00/0008	New extension and alterations to proposed waste transfer stn.
22.02.2006	7/2006/CCC/1	Change of use of adjacent land to increase storage area
06.07.2010	10/0276W	Change of use to composting and waste storage

1.3.2 The original waste management licence (No. 61594) was replaced on 10 December 2001 by the current waste management licence (EAWML/50066) which was issued to accommodate the adjoining land to form a new site. It was then modified in February 2005 and then became an Environmental Permit under the Environmental Permitting (England & Wales) Regulations 2007. This management system is to update Working Plan Version 5.1 dated 28th April 2006 to reflect current operations on site and to support the permit variation application to extend the permit boundary to include the soils washing plant and proposed composting facility and storage area.

1.3.3 The site is located at National Grid Reference (NGR) SJ 602 570 as shown on Drawing No. 935/202/01. Facilities within 250 metres of the site are shown on Drawing No. 935/202/01.

1.3.4 The permit refers to the site (transfer station for recycling construction and demolition waste, the soils washing plant and proposed composting facility and storage) outlined in green as shown on Drawing No 2136/202/02B. All references to 'the site' in this management system shall mean this area.

1.3.5 The waste management permit allows the storage (keeping) prior to removal, and treatment (all types of handling/processing) of waste. Specified waste management operations will include waste disposal and waste recovery operations listed in Parts II and III of Schedule 4 of the Environmental Permitting Regulations (England and Wales) 2010. They are listed in summary below:

D9: Physico-chemical treatment of waste
D15: Storage of waste pending disposal
R3: Recycling or reclamation of organic substances
R4: Recycling or reclamation of metals
R5: Recycling or reclamation of other inorganic materials
R13: Storage of waste pending recovery

The D9 code refers to the sorting activities which result in a residue of waste with no recycling or reuse potential and which must be disposed of. The site produces less than 50 tonnes per day of such waste. The D15 code refers to the storage of such waste pending its disposal.

Waste treatment processes carried out on site include the following:

Compacting (by loading shovel or compactor skip)
Sorting (with loading shovel, grab or by hand [on ground or at picking station])
Screening using a mobile trommel screen and/or vibrating screen.
Screening using a fixed trommel screen
Crushing (using an exempt crusher)
Baling (cardboard and plastics)
Blower (to remove light waste from picking line)
Washing (aggregate/soil washing plant)
Shredder (plant material/wood)

1.3.6 Some recycling operations which are not subject to control by the environmental permit may be carried out within the permitted area. Such recycling operations are either covered by another control regime and/or an exemption under the Environmental Permitting Regulations 2010. All exempt activities requiring registration with the Environment Agency will be notified in writing prior to commencement of the activity.

1.4 Hours of operation

1.4.1 The site will operate between the following hours for the receipt of waste and all other operations:

Monday to Friday	07:00 - 18:00
Saturday	07:00 - 18:00
Sunday	Closed
Bank/Public holidays	Closed

1.4.2 Fixed or mobile floodlights will be used if necessary operations or emergency procedures are carried out after official lighting up times.

1.5 Waste types and quantities

1.5.1 The waste types to be accepted at the site will be solid, dry, household, commercial and industrial wastes as defined in the Controlled Waste Regulations 1992. The waste will be collected from household, commercial and industrial premises.

1.5.2 A detailed breakdown of the waste types is attached to this management system as Appendix III.

1.5.3 A maximum of 300 loads will be tipped at the site in any one working day. Such loads will be delivered to the site contained within skips, containers, fixed body vehicles, on flat bed trailers or multilift vehicles.

1.5.4 The total quantity of waste permitted per year is <300,000 tonnes. The throughput of the site will be limited to a maximum of 1200 tonnes per day. Notwithstanding the daily limit the following limits will apply to other waste types:

Waste type	Daily maximum throughput
Inert/non degradable waste	1200 tonnes
Scrap metal	150 tonnes
Degradable household	250 tonnes
Degradable commercial	250 tonnes
Degradable industrial	1000 tonnes
Cement bonded asbestos	<10 tonnes (white/chrysotile only)

1.5.5 The maximum amount of waste (authorised by the environmental permit) to be stored on site at any time will be:

Waste type	Max duration of storage	Maximum quantity stored
Mixed waste (degradable)	7 days	1,000 tonnes
Compost waste	dependant on maturation time	< 500 tonnes
Inert /non degradable waste	31 days	12,000 tonnes
Rejected waste	7 days	< 6.0 tonnes
Asbestos (hazardous)	3 months	<10 tonnes

1.5.6 The above storage periods will only be varied with the agreement of the Environment Agency. The above figures exclude storage of recycled product and sorted waste to be submitted to exempt recycling operations, with the exception of inert waste to be crushed. Once material achieves WRAP protocol compliance it is not counted in the above figures. If more than 4 tonnes of waste is rejected it will be removed from the site immediately. Stockpile heights shall be limited to 4 metres for inert wastes and 3 metres for mixed wastes.

1.5.7 If the maximum storage capacity of the site is reached then no further waste will be accepted until waste can be removed from the site and taken to a suitably licensed site.

1.5.8 Strict requirements will apply to certain types of wastes i.e.

i. Empty used containers which have contained chemicals or hazardous waste must be cleaned or certified as clean before they will be accepted. Paints tins or other containers will be accepted if they have residues in as long as those residues are solid and non-hazardous.

1.6 Staffing and management

1.6.1 The site will only open for the deposit of waste or for other essential operations. The site will be manned, whenever it is open, by a combination of the following employees of Nick Brookes Demolition and Waste Disposal:

Position	No.	Responsibilities
Site Manager	1	Overall site management
Transport Manager/Assistant	3	Overall fleet maintenance incl. compliance
Administrator	2 ***(1)***	Accounts and record keeping
Fitters/welder	3	Site/vehicle maintenance
Machine Driver	3 **(2)**	Waste handling and reception
HGV Driver	25	Collection of skips/demolition waste
Labourer	12 ***(3)***	General site maintenance duties

The minimum staffing requirement when the site is operational are listed in bold italics above.

1.6.2 The drivers and operatives will be trained to take samples of the waste for waste stream analysis, to be familiar with operational conditions and to observe potential breaches of permit conditions and understand the action to be taken. Training will be undertaken by the site manager and the outcomes recorded on file (NB/RF/12 in Appendix II).

1.7 Health and safety

1.7.1 All operations on site will be carried out in accordance with the relevant requirements of the Health and Safety at Work Act 1974. Conditions of site use for employees, visitors and contractors are attached to this working plan as Appendix IV . These conditions will be shown to all site users and must be signed prior to using the site. Anyone not complying with the conditions of use will be asked to leave the site.

1.7.2 Fire extinguishers will be kept on site to deal with fires as stated in the emergency procedures in Section 5. A first aid kit will also be kept on site and will be maintained to the standard required by the Health And Safety (First-Aid) Regulations 1981.

1.7.3 A summary copy of the company's health and safety policy will be attached in Appendix IV, for information only.

1.8 Fit and proper persons

1.8.1 Technical competence - Marco Muia and Nick Brookes provide the technically competent management for the site. M Muia holds a WAMITAB (Waste Management Industry Training and Advisory Board) COTC (Certificate of Technical Competence) Level 4TMH4 (managing treatment operations - and includes biodegradable and hazardous wastes).

1.8.2 The level of COTC (Certificate of Technical Competence) which would be applicable to site managers is Managing Treatment Operations Level 4 (4TMH).

1.8.3 The COTC holder for the site will be required to enter the time he/she spends on site in the site diary or on form NB/RF/18 (Appendix II). The required managerial cover will be agreed with the Environment Agency prior to commencement of operations. Any changes to the site management will be notified to the Agency by fax within 5 working days of the decision to hire the new manager or person providing the cover.

1.8.4 Financial provision - were agreed by the Environment Agency at the time of the original licence application was submitted.

1.8.5 Relevant convictions - at the date of writing this document Nick Brookes does not hold any relevant (i.e. unspent) convictions.

1.9 Exempt activities

1.9.1 Activities which are outside the scope of the permit for the site (listed in Schedule 3 of the Environmental Permitting Regulations 2007 may be carried out at the recycling centre until the final date transition to the revised 2010 Regulations have ben reached as detailed below. Before the end of the transition period a decision will be made as to whether the activities will continue, as an exemption activity or regulated under an environmental permit.

1.9.2 Recycling registered at the site already include the following:

Exemption	Description	Final Transition Dates/New Ref code	
Paragraph 11	Processing recyclable waste	1st Oct 2012	T4
Paragraph 13	Manufacture from waste	6th April 2012	T5,T6
Paragraph 17	Storage of waste subject to Paragraph 11	1st Oct 2012	S2
Paragraph 21	Preparatory treatment of waste plant matter	6th April 2012	T6
Paragraph 24	Storage of waste for crushing	1st Oct 2013	T7
Paragraph 41	Storage of WEEE pending recovery elsewhere	1st Oct 2012	S2

1.9.3 Copies of the current exemptions are attached in Appendix V.

1.9.4 Para 11 & 17: - Plant for baling, sorting or shredding plastics, paper, cardboard, textiles and cans may be situated within the permitted area but its use is exempt from permitting by virtue of Paragraphs 11 & 17 of Schedule 3 of the Environmental Permitting Regulations 2007. The table below shows the limits for storage and processing of recyclable waste - these are limits imposed by the pre-mentioned Regulations and not the limits which necessarily apply to the site.

WASTE TYPE	WEEKLY PROCESSING LIMIT	MAXIMUM STORAGE ALLOWED
PAPER OR CARDBOARD	3,000 TONNES	15,000 TONNES
TEXTILES	100 TONNES	1,000 TONNES
PLASTIC	100 TONNES	500 TONNES
GLASS	1,000 TONNES	5,000 TONNES
STEEL/ALUMINIUM CANS	100 TONNES	500 TONNES
CARTONS	100 TONNES	500 TONNES
CONSTRUCTION INDUSTRY WASTE	NOT APPLICABLE	100 TONNES
TYRES	NOT PERMITTED	1,000 TYRES

1.9.5 Para 13 & 21: Wood Shredding - Plant for chipping, shredding, cutting or pulverising waste plant matter (including wood or bark) will be situated within the licensed area but is exempt from licensing by virtue of Paragraph 13 and/or 21 of Schedule 3 of the Environmental Permitting Regulations 2007. To comply with the exemption all waste processed will be subjected to a recovery or reuse operation and no more than 1,000 tonnes of waste will be stored prior to processing. The location and nature of the shredding plant will be notified to the Environment Agency prior to use. Only waste which has been segregated at source and wood sorted from the site will be directly processed by the wood shredder.

1.9.6 Para 13:Manufacturing of aggregates or soil or soil substitutes

Manufacturing: roadstone or aggregate and soil or soil substitute from:
(1)(a) waste which arises from demolition or construction work or tunnelling or other excavations, (b)waste ash, slag, clinker, rock, wood (provided the waste is non-hazardous).

(2) Manufacturing soil or soil substitutes from any of the wastes listed in sub-paragraph (1) if -
(a) the manufacture is carried out at the place where either the waste is produced or the manufactured product is to be applied to land; and (b) the total amount treated at that place on any day does not exceed 500 tonnes.

(3) Treatment of waste soil or rock which, when treated, is to be spread on land under paragraph 7 or 9, if -(a) it is carried out at the place where the waste is produced or the treated product is to be spread; and(b) the total amount treated at that place in any day does not exceed 100 tonnes.

(4) storage of waste which is to be submitted to any operation falling within sub-paragraph (1) to (3) if - (a) the waste is stored at the place where the activity is to be carried on; and
(b) the total quantity of waste stored at that place does not exceed-
(i) in the case of the manufacture of roadstone from road planings, 50,000 tonnes; and
(ii) in any other case 20,000 tonnes.

Para 13 (1) allows for fines to be screened from waste in the production of aggregate, and exported off site. The fines produced under Paragraph 13 (1) can be treated with organic material to create a soil or soil substitute under Paragraph 13 (2) and the soil may also be exported off site.

1.9.6 Para 24: Brick Crusher - Waste bricks, tiles and concrete etc. will be stored prior to crushing by the mobile crushing plant on site. A maximum of 20,000 tonnes will be stored prior to processing. The crusher used will be subject to a LAAPC Authorisation and the waste crushed will be reused for construction purposes. The storage of materials prior to crushing has been registered with the Local Authority under Paragraph 24 of Schedule 3 of the Environmental Permitting Regulations 2007.

1.9.7 Para 41: Storage of WEEE - allows the storage of WEEE (Waste Electrical and Electronic Equipment) prior to it being recovered at another site.

2.0 SITE ENGINEERING AND INFRASTRUCTURE

2.1 Access, parking and site roads

2.1.1 The main access route to the site is off Green Lane, situated 750 metres from the main A51 trunk road. The entrances to the site are shown on Drawing Nos. 202/1025/NB/13 and 935/202/03.

2.1.2 Parking - adequate parking for vehicles visiting the site is provided off site on the opposite side of Green Lane adjacent to the new site office and weighbridge .

2.2 Notice board and signs

2.2.1 A notice board measuring 1 metre square will be erected on the fencing at the entrance to the site and will display the following information:

- The site operator's name, address and telephone number.
- The Environment Agency's local name address and telephone number.
- The hours of operation of the site.
- The site permit number
- Emergency telephone numbers for the Environment Agency and the operator.

2.2.2 Additional signs may be displayed around the site for operational/health and safety purposes.

2.3 Site security

2.3.1 Gates - The site has 2 gates which have been in use for some years and a new access which was provided when the site was extended. The gates are locked at all times when the site is unmanned. The gates to the transfer station and soils washing plant are located as shown on Drawing No. 202/1025/NB/13 are constructed as follows:

1. Gate A - from galvanised steel palisade fencing to a height of 2.3 metres.
2. Gate B - from galvanised steel palisade fencing to a height of 2.3 metres.
3. Gate C - from box section steel with vertical steel bars to a height of 1.8 metres.

An additional gate was constructed to facilitate access to the site extension area for incoming vehicles i.e. constructed from galvanised steel palisade fencing to a height of 2.3 metres.

Gates to the composting site are as shown on Drawing No 935/202/03.

2.3.2 Fencing - the existing site is surrounded by a 1.7 to 2.0 metre high brick wall along the Northen and Eastern boundary. The Western boundary consists of a mesh fence to 2 metres and a 3 metre high push wall inside the site.

2.3.3 The site gates and boundary fencing will be inspected daily and will be recorded on record form NB/RF/4 as detailed in Section 4.2 below.

2.4 Site office and service buildings

2.4.1 The site office is located on Green Lane outside the permitted area.

2.4.2 Copy of the Environmental Permit and the latest agreed copy of the Management System will be kept in the site office at all times. A site diary will be kept for recording all inspections and for visitors to sign in. All visitors to the site will be informed of any health and safety precautions employed by Nick Brookes Demolition and Waste Disposal whilst on site. An accident book and first aid kit will also be kept in the site office. All waste recording forms and transfer notes will be kept in the site office.

2.4.3 Toilets and washing facilities(hot and cold running water) are provided within the workshop. The toilet is connected to the foul sewer. The site has an electricity supply which serves the office, transfer building, vehicle maintenance building and floodlights.

2.4.4 Telephone numbers for the site are as follows:

Telephone:01829 - 260687; Mobile:07831220285 ; Fax:01829 - 260556

The table below details the relevant site documentation which will be kept in the site office.

Documents to be retained in site office
Environmental Permit (copy)
the Internal Management System (copy of agreed document)
site diary (to record all inspections/visitors to the site)
Environment Agency inspection forms
in-house inspection sheets/recording forms
duty of care transfer notes (for 2 years minimum)
hazardous waste consignment notes (for 3 years minimum)
waste delivery tickets
weighbridge tickets
accident book (& 1st aid kit) - to be kept on site

2.5 Weighbridge

2.5.1 The site has a weighbridge adjacent to the site office which permits the weighing of incoming and outgoing loads before entry to or after exit from the site. All weighing records are held on site on an electronic database. Waste accepted as part of the exempted activities are recorded separately from the waste imported for the permitted waste transfer facility. Copy of volume/weight conversion factors included in Appendix VI..

2.6 Fuel/chemical storage

2.6.1 All fuel and chemical tanks, pipework and associated infrastructure will be enclosed within an impermeable bund which is capable of containing 110% of the volume of fuel stored in the tank. A lock is fitted to tank valves to prevent unauthorised operation. All valves and gauges on the bund are constructed to prevent damage caused by frost. The tanks and containers are clearly marked showing the product within and also their capacity.

2.7 Waste transfer building and storage areas

2.7.1 When the original waste transfer building became too small for the site's operations it was replaced by a purpose built building at the same location of steel portal frame construction to a height of 11 metres at the eaves.

The building has open areas and where enclosed it is covered with weather resistant cladding. Because the site office has transferred to the new location the transfer building was extended and exit conveyors installed to discharge inert waste through to the extension area.

2.7.2 The floor of the transfer building has an impermeable base surfaced with reinforced concrete to a minimum depth of 100 mm on a 1200 gauge polythene damp proof membrane over 50 mm sand blinding layer and 150 mm compacted hardcore.

Concrete specification C40 mix (min 35% cement).

2.7.3 Waste bays/push walls - The rear and side walls of the building will function as a push wall. The push walls are constructed from concrete to the same specification as the building floor to a height of 2.9 metres and a thickness of 150 mm. Steel plating is welding to the vertical stanchions (which form the frame of the building) above the push walls to protect the outer cladding.

2.7.4 A fixed trommel/hopper/conveyor fed picking station is installed at the location shown on Drawing No.202/1025/NB/13.

The hopper will be used to deposit waste streams which require hand sorting of undesirable items i.e. for removing paper from rubble and for recovery of recyclable

waste. The conveyor will exit the building and deposit the material in a stockpile for storage pending removal or further processing.

2.7.5 Area for the deposit of unauthorised wastes - a 10 cubic yard (maximum) enclosed skip will be provided for the deposit of unauthorised waste which cannot be removed from the site immediately. The skip will be stored in the transfer building and will be clearly marked.

2.7.6 Waste storage - containers will be stored adjacent to or underneath the picking station for the removal of waste for recycling or disposal. Waste which is not suitable for recycling will be loaded onto the articulated trailer (90 cu yd) for disposal. Sorted waste which is suitable for screening/crushing will be stored outside the transfer building in the area to the right of the site entrance. Additional skips will be provided in the building for the deposit of tyres, timber and scrap metal (including cables) and other recyclables removed from waste deposited at the site.

2.7.7 Drawing Nos. 2136/202/1025/NB/13, 337-Layout-100-01 and 935/202/03 show the various storage/processing areas.

2.7.8 The surface of the site outside the transfer building consists of ground supported concrete slabs, constructed to a minimum depth of 150mm [concrete mix C40 (minimum 35% cement)] other areas have hard core topped with small stone to create a level surface.

2.7.9 The yard area proposed for composting and storage for recyclables and products is fully concreted and the composting area will drain to a secure underground holding tank as shown on Drawing No. 935/202/03.

2.8 Drainage

2.8.1 Surface water control - all surface water from the existing site drains via silt traps, gullies to interceptors and finally to Wardle Treatment Plant. Surface water from the roof gullies on the buildings also uses this drainage system. The interceptors are a Conder 1,000 litre unit and Balmoral 2,700 litre by-pass interceptor installed at the locations shown on Drawing No. NBTS/6. The washing plant section of the site will drain to surface water or a soakaway via a new Class 1 by-pass interceptor.

The composting area will drain to a sealed holding tank. The adjacent storage area will drain via silt traps and interceptor to the sewer.

2.9 Vehicles, plant and equipment

2.9.1 The mobile plant and equipment listed below forms part of the waste disposal and recycling operation and the plant listed in bold italics forms the minimum requirement for handling waste on site when the site is open:

Description	No.	Use on site
360 Excavator (grab or bucket)	2***(1)***	Loading trommel, waste movement
Loading shovel	1***(1)***	Waste movement in transfer building
Mobile vibrating screen	1	Screening soil or crushed bricks etc.
Mobile trommel screen	1	Screening soil or crushed bricks etc.
Mobile crusher (exempt)	1	Brick, concrete crushing
Road sweeper	1	Sweeping roads & site surface
Fire engine	1	Dust suppression/fire fighting
Articulated trailer/tractor unit	1	Removal of non-recyclable waste
Skip wagons	21	Delivery of waste to the site
8 wheel tipper vehicle	1	Waste delivery/removal
Hooklift vehicle	4	Waste delivery/removal
Shredder (slow speed)	1	Shredding of waste
Washing plant(aggregate/soil)	1	Waste exemption

2.9.2 All plant will be stored on site and will only be operated by trained personnel.

2.10 Sampling and monitoring facilities

2.10.1 There is sufficient storage space in the workshop for the storage of samples of waste taken from incoming loads for analysis. A sealed plastic container will be used for storage of the samples which will be stored in the workshop. Incoming wastes may be randomly sampled and submitted for analysis at the discretion of the site manager to verify the composition of a load. Contaminated soils are not permitted on site and the sampling procedure has been implemented to carry out spot checks to comply with the Duty of Care.

2.10.2 Analysis of soil samples will be carried out by an MCERTS accredited laboratory.

3.0 SITE OPERATIONS

3.1 Preliminary procedures

3.1.1 Guidance will be given by the site management to all employees, sub-contractors, other waste carriers and customers regarding the waste types which are acceptable at the site i.e. a copy of/extract from Appendix III of this document. The site will be primarily used for the receipt of waste from Nick Brookes Demolition and Waste Disposal's own operations. Where waste is brought in under sub-contract or is delivered by other hauliers then the carrier registration details will be taken for all new haulage operators bringing waste to the site and the details will be periodically checked with the Environment Agency to ensure that they are still registered. The procedures below are followed prior to the receipt of waste on site.

3.1.2 Asbestos is the only hazardous waste knowingly accepted at the site. The EWC waste code 'mirror entries' will only be accepted if non hazardous. These wastes will therefore be checked for hazardous properties before acceptance on site and will only be accepted onto site if the waste is confirmed as non hazardous. The 'mirror entries' considered are as follows and consist of those wastes already listed in the permit:

15 01 10; 15 02 02; 16 01 04; 16 02 11; 16 02 13; 17 01 06; 17 02 04; 17 03 01;

17 04 09; 17 04 10; 17 05 03; 17 05 07; 17 06 01; 17 06 03; 17 06 05; 17 09 03;

19 12 06; 20 01 12; 20 01 35; 20 01 37.

3.1.3 The site will not knowingly accept loads consisting of solely or mainly dusts, powders or loose fibres nor will wastes in liquid form be knowingly accepted at the site.

3.1.4 When a driver employed by Nick Brookes Demolition and Waste Disposal arrives at the customers site to pick up a consignment of waste he will inspect the load for conformity with relevant regulations and safety procedures.

i If the load is satisfactory the driver will sign the relevant paperwork and remove the load from the customer's premises.

ii. If the waste does not meet the description stated on the controlled waste transfer note the customer will be advised to check the note and give a more detailed description of the waste.

iii. If the more detailed description of the waste reveals that the waste is not permitted at the transfer site then the customer will be advised to contact the Environment Agency to find an alternative site.

iv The driver may also report back to the site manager for instructions.

3.2 Checking in & inspection of loads

3.2.1 All incoming vehicles are required to report to the site supervisor or site manager/deputy on site. The details of the load will be recorded and the duty of care note/company documentation will be further checked by the operator to ensure that the load is acceptable at the recycling centre. Any deviation from the procedures or problems with any loads will be reported to the site manager.

3.2.2 Once a load has been provisionally accepted the driver will be asked to unsheet the vehicle (if it is sheeted) and a visual inspection of the contents will be carried out to ensure that the waste types comply with the environmental permit.

3.2.3 The nature of mixed industrial waste makes full inspection difficult until the load is deposited. If rejected waste is discovered before deposit the load will be rejected by the weighbridge operator and returned to the producer. In cases where the unauthorised waste is likely to lead to a breach of permit conditions the Environment Agency will be contacted.

3.2.4 If the load is acceptable the driver will be instructed to deposit it within the relevant storage area as detailed on Drawing No 202/1025/NB/13, 337-Layout-100-01 and 935/202/03.

- mixed loads in the transfer building for processing
- wholly inert loads adjacent to the picking station or the trommel in the yard
- suitable feedstock to the composting facility
- asbestos loads diverted to the designated container.

Inert loads will only be tipped adjacent to the picking station if there is a risk of other material in the load which requires hand sorting. If the load is unacceptable after deposit it will be loaded back onto the delivery vehicle and returned to the producer.

3.2.5 The weight of loads will be recorded by using the weighbridge or the conversion factors agreed with the Agency.

3.3 Waste deposit, handling and storage

3.3.1 Once a load has been accepted by the operator the contents of the delivery vehicles will be discharged in the relevant bays in the transfer building or in the relevant stockpiles in accordance with the following procedures:

Transfer Station

i. Mixed loads will be deposited in the transfer building and will be crudely sorted by hand or the loading shovel. Mixed loads which require removal of waste for recycling may be deposited on the floor of the building or into the hopper of the trommel to remove the fines/inert material with the remaining material passing onto the picking belt depending upon the level of material to be removed. If the picking belt is used to sort mixed waste the light residual waste which exits the building via the conveyor will be deposited or blown (using a fan) directly into a skip rather than a stockpile. Operatives will remove packaging or waste which is not suitable for recycling by hand and with the loading shovel. This waste will be placed in the bulk skip for removal off site or stockpiled in the building ready for loading into a bulk tipper vehicle.

ii Wood will be deposited in a timber skip for shredding or other treatment under an exemption. Cardboard, plastics, metals etc. for recycling will be deposited in separate skips and stored in the yard prior to removal off site. Cardboard, paper and plastics may also be baled on site and stored in the exempt area shown on Drawing No. 202/1025/NB/13.

iii. Tyres are not actively accepted on site but if found in load will stored separately in a 40 cubic yard skip ready for reprocessing elsewhere

iv Batteries are not accepted at the site but if a battery if found in a load and it has not been returned to the producer then it will be placed into a dedicated lidded storage box constructed of suitable acid-resistant material to await removal off site to a suitably authorised facility.

Washing plant:

v A dedicated inert waste washing and screening plant is provided within the extended permit boundary as shown on Drawing No 337-Layout-100-01 which will process suitable inert and non hazardous waste in order to comply with the WRAP Aggregates protocol. Inert loads which are suitable for immediate screening will be tipped in the topsoil/rubble storage areas in the yard prior to processing. The screen will discharge its product directly into a skip or into a stockpile which will be loaded onto a bulk tipper vehicle or further processed by the crusher located on site. Screened topsoil or clay may also be stored outside in designated storage areas agreed with the Environment Agency as may the oversize material from the screen.

Composting plant:

vi Composting facility is proposed for the future development of the recycling Centre.

See Section 3.7 below.

Further details will be provided to the Environment Agency prior to its commencement on site.

3.3.2 Customers are required to notify the site prior to delivery of loads consisting of or containing cement bonded asbestos. The handling of this material will be separate to any other wastes. The load will be sprayed with water and a sprinkler will be in use at all times when the material is being handled. Asbestos will be stored in a enclosed and lockable skip prior to removal to a suitably licensed hazardous landfill. The asbestos skip will be stored in the area shown on Drawing No.202/1025/NB/13. Cement asbestos materials may be wrapped in plastic sheeting to further control the release of fibres.

3.3.3 When a collection vehicle arrives at the site the driver will be instructed to report to the site office or the loading shovel operator. All relevant documentation will be completed and the vehicle will be passed to pick up the load and take it to the designated recycler/disposal site. The product or waste will be loaded using the loading shovel.

3.3.4 Rejected wastes which will be deposited in the skip provided for non conforming wastes. This will occur when non conforming waste is discovered after the deposit of a load and the producer of the load cannot be contacted (or identified) or where the removal off-site of the waste may cause further problems. The Environment Agency will then be contacted to agree a course of action where necessary. The contents of the skip will be recorded in the site diary.

3.3.5 When a collection vehicle arrives at the site the driver will be instructed to report to the site office or the loading shovel operator. All relevant documentation will be completed and the vehicle will be passed to pick up the load and take it to the designated recycler/disposal site. The product or waste will be loaded using the loading shovel or 360^0 machine.

3.3.6 The relevant waste exemptions will be registered with the Environment Agency if WEEE or refrigeration equipment is to be stored on site or if there is a proposal to use purpose designed equipment for the crushing of lamps and oil filters to facilitate recovery of the waste components. (Currently Paragraph 41 and 42 respectively).

3.3.7 The operational outputs and residues produced by the site and the disposal or recovery routes envisaged are detailed as follows:

i Wood - forwarded to chipboard/mdf manufacturer via a third party.

ii Paper and cardboard - delivered to a local paper mill.

iii Cans and other metals - baled and sent to a metal recycler

iv Glass - bulked up for recovery off site

v Brick/rubble - for re-use or crushing to produce aggregate replacements on site.

vi Fines - exported for use as landfill cover or as soil conditioning material for site restoration works.

vii Soils - exported for use as landfill cover or as soil conditioning material for site restoration works.

viii Light waste (non-recyclable) - taken to lined landfill site which is licensed to take all waste arisings from the recycling centre.

ix Compost - exported for reuse

3.3.8 The names of the sites and hauliers used have not been listed because of commercial confidentiality but their details are available to Environment Agency staff on request.

3.3.9 The fines bay and the hardcore/oversize bay will be used to store recovered materials until removal off site for re-use.

3.4 Record keeping

3.4.1 The details below will be recorded on a combination of the record keeping forms listed in Appendix II, invoices, weighbridge tickets, the site diary and controlled waste transfer notes (where required). The records will be kept in paper format and/or electronically.

3.4.2 The following details will be recorded for every load deposited at the site:

(i) The date and time of delivery.

(ii) The name and address of the waste producer.

(iii) The type and quantity of waste (in tonnes or cubic metres) inc EWC codes.

(iv) The carrier's name and address

(v) Driver’s name, signature and vehicle registration No.

(vi) Signature or initials of person accepting/ inspecting the waste

(vii) Additional handling details/notes made by the driver after inspection of the load

3.4.3 The following details will be recorded for all deposits of non conforming waste at the site and will be forwarded to the Environment Agency, where required:

(i) Date and time of deposit.

(ii) A description of the waste.

(iii) The quantity of waste (in tonnes or cubic metres).

(iv) Name, address and telephone No. of waste producer.

(v) The carrier's name, registration number and vehicle registration.

(vi) Reason for the rejection of waste and action taken.

3.4.4 The following details will be recorded for every load of waste leaving the site:

(i) The date and time of removal.

(ii) The type and quantity of waste (in tonnes) inc EWC codes.

(iii) The destination waste management site or exempt facility.

(iv) The name and registration No. of the carrier or employee removing the waste (if applicable) and vehicle registration No.

3.4.5 A summary of waste types and quantities deposited at and removed from the site will be forwarded to the Environment Agency at intervals specified in the environmental permit for the site.

3.4.6 The outcome of all inspections of waste types, hardstanding areas, push walls, drainage channels etc. will be recorded on site inspection form NB/RF/4 and detailed comments will be entered into the site diary (including action taken or proposed). Details of complaints received and action taken will also be recorded in the site dairy. Visitors to the site will sign the visitors book upon arrival and exit stating the purpose of their visit and who they represent.

3.4.7 Site documentation will be kept in the site office as detailed in Section 2.4.4 above.

Waste treatment operations

3.5 Waste Transfer Station

3.5.1 All mixed loads will be tipped in the waste reception area in the building and crudely sorted using the 360^{O} (grab) or loading shovel which will deposit inert or recyclable waste in the bays beneath the picking line or trommel or external stockpiles for further sorting/recycling.

3.5.2 All other mixed waste will be loaded directly into the trommel screen. Fines will fall through the mesh into the bay beneath the trommel. The remaining oversize and light fractions are fed along a separate conveyor into the picking station. Operatives will sort by hand recyclable waste such as cardboard, plastics, wood, building products and metals for recycling. Such waste is dropped into bays or bulk containers beneath the picking line. The remaining light waste will be removed to a container (for disposal) using a fan/blower unit. The final output will be clean hardcore for recycling.

3.5.3 Waste which is not suitable for recycling is not picked and is fed into a compactor skip at the end of the picking line conveyor for removal off site.

3.5.4 Tyres which may be suitable for retreading/recovery will be stored in a skip or container.

3.6 Soils Washing Plant

3.6.1 The applicant will be operating and maintaining the soils washing facility which accepts inert and non hazardous waste either direct from mineral extractions and operations and from construction and demolition activities or form the on site transfer station.

3.6.2 The wastes will be sorted and processed in the soil washing facility to separate and recover recycled aggregates, soils and sand.

3.6.3 The process separates the wastes into different size fractions:

40-20 mm, 20-10 mm and 10-4 mm

These will be stockpiled prior to removal off site for sale and reuse.

3.6.4 Any undesirable material produced during the processing will be disposed of off site.

3.7 Composting facility

3.7.1 Once a load has been accepted by the supervisor/operator the contents of the delivery vehicles will be discharged in the external stockpiles in accordance with the following procedures:

Materials will be visually inspected and sorted into the following areas:

- Material awaiting processing - stockpile of waste suitable for addition to the windrow,
- Oversize materials - materials not suitable for composting, store prior to resizing/shredding/reuse.
- Material requiring resizing/ shredding will be processed within 7- 10 days of acceptance at the site, however certain waste stream e.g Christmas trees may require storage for up to a month before processing can take place

3.7.2 Oversize wood material will be removed by hand or grab and put through the shredder for resizing. Organic material suitable for immediate composting will be deposited on the windrow.

3.7.3 Stockpiled material suitable for composting will be added to the material already present. To allow the stock to aerate and decompose during the composting process, the windrow will be turned and where necessary water will be added to dampen the stockpile. Static stockpiles will be covered with a layer of mature compost to act as a 'biofilter' and to retain any unpleasant odours etc. Each windrow will be assigned a batch number and its progress will be monitored.

3.7.4 Temperatures of windrows will be monitored and checked to provide the composting with the optimum temperature for thermophilic composting (greater than 40 ^{o}C). In the event of the stockpiles overheating, water will be added and the windrow will be turned to release the heat. Temperatures will never be allowed to rise above 75^{o}C. Temperatures will be monitored and recorded.

3.7.5 Once the composted material has reached the required standard or PAS100 standard, it will be prepared for use on site.

3.7.6 The composted material may be put through a screener to produce a standardised product.

3.7.7 Organic material unsuitable for use as compost will be removed and placed in the rejected waste skip, or stored for re-use elsewhere on site.

3.7.8 A list of waste types has been included in Appendix III to this EMS.

4.0 ENVIRONMENTAL CONTROLS, MONITORING AND REPORTING

4.1 Breakdowns and spillages

4.1.1 In the event of breakdown of any plant an alternative machine will be brought on site until it is repaired. If an alternative machine cannot be used then waste will be stored until the plant is repaired (in accordance with permitted storage times). The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages. For major repairs the vehicle will be moved to the workshop until the repair is effected.

4.1.2 All external site surfaces will be inspected daily when the site is in operation. Debris will be swept as required and placed in a skip and all spillages of waste and windblown litter will be cleared by the end of the working day in which they occur. Further spillage clearance procedures are detailed in Section 5.3 below.

4.1.3. Any spillages of fuel will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will be placed in a skip to be taken to a suitably licensed site for disposal. All spillages of waste and windblown litter will be cleared by the end of the working day in which they occur. Spillage clearance procedures are detailed in Section 5 below - Emergency procedures. The spill kit will be stored at the location agreed by the Environment Agency.

4.1.4 All non-inert wastes will be removed from the site if the site is not secure or if operations are temporarily suspended. All wastes will be removed from the site if operations cease.

4.2 Site inspections and maintenance

4.2.1 The inspection frequencies for maintenance/housekeeping are listed on record form NB/RF/4 (and NB/RF/6 for dust control). The inspection form will be completed by a person who is familiar with the requirements of the internal management system and environmental permit for the site. All details of defects, problems and repairs carried out will be recorded on the form on the day that each event occurs. Detailed comments may also be recorded in the site diary. All repairs will be carried out within 5 working days or within a time scale agreed with the Environment Agency.

4.2.2 All repairs to site security fencing will be made within 5 working days of the discovery of the damage and the site will be made secure until the repair has been effected.

4.2.3 Any major defects found during the daily site inspection which are likely to lead to a breach of permit conditions will be repaired by the end of the working day in which they are found where possible. If a repair is not possible by the end of the working day the Environment Agency will be contacted to agree a suitable timescale for repair.

4.2.4 Essential spares for plant maintenance will be kept on site. If there is a risk that dust will be emitted following a malfunction or breakdown the plant will be shut down for repairs and the waste/stockpiles handled in accordance with the procedures outlined in Section 4.4 below.

4.2.5 All drainage gullies and silt traps will be inspected at weekly intervals to ensure that they are functioning effectively. Silt traps will be emptied and the drainage system cleaned every month. The interceptor will inspected weekly and oil will be removed by a registered carrier to a licensed recovery/disposal site. The manhole at the interceptor discharge point will be lifted for inspection on a daily basis.

4.2.6 The oil interceptor, drainage gullies and silt traps will be inspected at intervals agreed with the Environment Agency to ensure that they are functioning effectively. Excess oil and silt will be removed from the interceptor and silt traps by a vacuum tanker when required and in accordance with the manufacturer's recommendations.

4.3 Monitoring and control of mud and debris

4.3.1 Vehicles will be visually inspected before exit to check that loads are safe and that no mud is carried out on the wheels or body of the vehicle. Visual inspections of the site surface are carried out daily (see NB/RF/4) and staff will report any problems with mud on the site surface immediately to the site manager. A road sweeper will be used to ensure that hard surfaced areas of the site are from mud and debris

4.3.2 The deposit of material on Green Lane will be treated as an emergency and will be cleared immediately using a vacuum sweeper or brush.

4.3.3 All loads will be sheeted or sprayed with water prior to leaving the site to ensure that they comply with the requirements of the Duty of Care.

4.4 Monitoring and control of dust

4.4.1 All site operations will be carried out to minimise the creation of dust and a Dust Management Plan has been included in Appendix V. The site will have a sprinkler system consisting of water storage tanks which will have a capacity of 100 m^3 and will be filled from the mains supply or the licensed groundwater abstraction. A network of up to 24 Rain Bird sprinklers will be installed around the site perimeter and in the transfer building and will be fed from the storage tanks via a small 'pump house' building. This system will permit the effective spraying of the whole site surface to minimise dust generation. A water hose will also be used where necessary to spray the plant, equipment, site roads, any dusty surfaces and inert waste to prevent the formation of excessive dust. During maintenance of the sprinkler system a bowser or vacuum tanker will be used to spray the site surfaces to prevent the formation of excessive dust - this particularly applies to site roads, storage, loading and unloading areas.

4.4.2 Water Supply - A constant supply of water will be available for dust suppression in all climatic conditions from the water storage tanks. All external water pipes will be lagged to prevent frost damage during Winter months.

4.4.3 Sheeting of vehicles - Vehicles carrying potentially dusty loads off site will be securely sheeted before leaving the site. Loads will be sprayed with water prior to sheeting if necessary.

4.4.4 Stockpile management

(i) Drop heights from all discharge points will be kept to a minimum to prevent dust emissions.

(ii) Where material <3 mm in size is present in the material to be screened the last metre of the final size discharge conveyor and the first metre of the free fall of the materials will be fitted with a hood to further reduce dust emissions.

(iii) Stockpiles will be sprayed with water to prevent excessive drying and dust formation and stockpile height will be limited to 4 metres.

4.4.5 Additional equipment such as wind boards, discharge hoods will be available for the screening plant during windy conditions to enclose wind sensitive areas of conveyors to reduce the risk of dust emissions.

4.4.6 The site will inspected at the start of operations and at 4 hour intervals during the working day to monitor dust emissions and the performance of the sprinkler system. The inspections will be recorded on the Process Inspection Log (NB/RF/6).

4.4.7 On detection or complaint of visual aerial emissions that are or likely to be transported beyond the site boundary from any activity covered by this permit, immediate action will be taken to stop the waste handling operations giving rise to the emission and to suppress the aerial emission from the waste. The incident and remedial action will be recorded in the site diary or on other relevant form.

4.5 Monitoring and control of odour

4.5.1 **Transfer Station and Washing Plant:** Olfactory monitoring of aerial emissions from the site will be carried out as detailed in Section 3.2 of the permit and the inspections will be recorded on inspection/site diary form NB/RF4. The short storage times and the range of waste types accepted at the site present a very low risk of odour nuisance. If malodorous waste is deposited on site it will be consigned to the skip for rejected waste or removed from the site immediately in a suitable container.

4.5.2 **Composting facility**:

Odour Management

A odour management plan will be produced if requested by the Environment Agency prior to any composting operations commencing on site. Generally the actions taken would include:

To reduce the likelihood of offensive odours being produced on the site, waste stockpiles will be monitored throughout the day by the operator. If excessive odours are emitted, the following remedial procedures will be taken:

i The windrow will be turned to incorporate the odorous waste into the stockpile.

ii The waste will be placed in the rejected waste skip and removed off site by a authorised carrier.

iii The offending material will be covered until a suitable use can be found for it ie: added to the windrow or exported off site.

iv Static stockpiles will be covered with a layer of mature compost to act as a ‘biofilter’ and to retain any unpleasant odours etc.

v Operational areas will be regularly inspected and cleaned when necessary.

Control/monitoring of airborne micro-organisms

The following procedures would be in place on site to reduce the dispersal of micro-organisms by air:

i dampening down of operational areas.

ii windrow temperatures will be monitored so they are kept between 40ºC and 63ºC, the higher temperature range (greater than 55 ºC) will destroy micro-organisms likely to cause harm to human/animal health. The core windrow temperature will remain above 55 ºC for a period of 15 days during a stage of the compost process, this core temperature will be recorded. The temperatures will be reviewed at monthly intervals to allow for alterations in the turning and composting operations.

A bio-aerosol risk assessment for the site has been included in the document 'Composting Risk Assessment' dated 14th January 2010 which was submitted to the Local Planning Authority as part of the Planning application (see Appendix V).

4.6 Monitoring and control of litter

4.6.1 The most likely sources of litter on site are from within the building or from incoming loads. The building is sufficiently enclosed to prevent windblown litter. Inspections will be carried out for the presence of windblown litter daily and operatives will be instructed to collect the litter and return it to the bay or place it in a skip for disposal/recovery before the end of the working day.

4.7 Monitoring and control of pests, birds and other scavengers

4.7.1 It is unlikely that vermin will present a problem because of the waste types handled at the site but a recognised pest control contractor is hired to carry out inspections as a preventative measure. The site will be inspected weekly by the operator for the presence of vermin and the results of the inspection noted in the site diary or site inspection form.

4.8 Monitoring and control of noise

4.8.1 It is not anticipated that site operations will be cause a noise nuisance because of the location of the operation. The Best Practicable Means will be employed on site at all times to ensure that all plant and equipment does not produce excessive noise beyond the site boundary. Planning conditions are in force to control noise at the site.

4.9 Wastes with Hazardous Properties

4.9.1 **Waste Transfer Station**:

Storage of wastes with specified hazardous properties

i Solid wastes which when handled are likely to generate significant quantities of dusts, fibres or particulates will be stored within sealed containers or under cover.

ii Odorous wastes, including wastes likely to be odour producing during storage will either be kept in sealed containers, stored under cover or stored in bays with an impermeable pavement and sealed drainage.

iii Solid, general or biodegradable wastes likely to produce contaminated or polluting run-off will be stored on an impermeable pavement with sealed drainage. Inert waste may be stored on a hardstanding but with drainage that prevents any run-off from the waste into adjacent water bodies or storm water drains.

iv No loose powder or liquid wastes will be accepted under the permit.

v Combustible wastes will be stored on areas with impermeable pavement, sealed drainage and which has access to fire fighting equipment.

vi Waste which are likely to attract pest and vermin will be stored either in a closed or secure container, within a covered building or stored in an area provided with netting or fencing providing security against scavengers.

vii Wastes which are light or liable to give rise to litter will either be received and stored in sealed containers, stored under cover or stored in bays provided with netting or fencing to prevent the escape of any waste.

4.9.2 **Composting operations**

Storage of wastes with specified hazardous properties**:**

i Refer to the Composting Risk Assessment' dated 14th January 2010

ii Wastes will be stored on impermeable pavement with sealed drainage

iii. A revision to the management system may be provided giving more detail to composting operations prior to any future commencement of composting at the site.

5.0 EMERGENCY PROCEDURES

5.1 General

5.1.1 In addition to obligations imposed by RIDDOR '95 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) the operator will notify the Environment Agency of any serious injuries to employees of Nick Brookes Demolition and Waste Disposal, other site users or members of the public arising as a result of operations on site. Minor injuries such as cuts and grazes will be recorded in the accident book on site without notification. Separate procedures will be used for different types of emergency. An emergency at the site is defined by the site management as follows:

"Any incident likely to result in harm to human health or pollution of the environment or serious breach of permit conditions and serious detriment to the amenities of the locality."

5.1.2 For all emergency situations the deposit of any further waste will be suspended where necessary to allow action to be taken safely. If necessary staff and other users of the site will be evacuated to an area which is a safe distance away from the hazards. Staff handling the emergency will be provided with and trained to use the necessary PPE (personal protective equipment) unless the manager instructs them that the hazard is too severe and outside help is needed from the emergency services or specialist waste contractors.

5.2 Fire

5.2.1 No waste will be burnt on site other than in plant specifically designed for the purpose and in accordance with the relevant statutory instruments. In the event of a fire occurring on site the operator will exercise his judgement and extinguish the fire with the water hose or suitable fire extinguisher and/or call the fire service for assistance. Any fires will be reported to the Environment Agency on the working day that they occur and will be confirmed in writing by fax or letter within 3 working days. All staff will be evacuated from the site or to a safe area within the site. Smoking is not permitted in the waste loading/unloading areas. Fire fighting residues will be disposed of to a permitted waste management facility. Surface water drains will be sealed in the event of a fire to prevent the ingress of fire water.

5.3 Spillages

5.3.1 All fuel stores on site are bunded to contain any fuel leaks. Oil and vehicle maintenance chemicals are securely stored in the workshop building on site. If any spills occur a spill containment kit (absorbent pads, booms or granules) will be used to prevent further spillage and the contaminated absorbents placed in a skip for disposal to a suitably licensed landfill. No chemical leaks are expected in the waste handling area but should they occur the procedures outlined in Section 5.4.1 below will apply

5.4 Drums

5.4.1 The deposit of drummed waste will not be allowed at the site. If a drum is concealed within a skip and is not observed until the skip is emptied on the hardstanding area then the following procedure will apply:

i. The staff member will visually check the condition of the drum from a safe distance, noting any labels referring to the possible contents or hazards.

ii. The site manager will be contacted to verify the observations and to assess the correct method of containment and removal.

iii. The producer of the waste and the Environment Agency will be contacted for advice and further information if necessary and both will be informed that a breach of the Duty of Care and site permit conditions has occurred as the result of the unauthorised deposit.

iv. No further waste will be deposited until the emergency has been dealt with.

v All spillages will be cleared using a spill containment kit and all contaminated absorbents placed in a skip for disposal to a suitably permitted waste management site.

vi. If the deposit results in serious reactions with other waste or harmful emissions or the drum contents cannot be identified then the emergency services and/or specialist waste contractors brought in to assist. If necessary staff will be evacuated from the site or to a safe area within the site.

5.5 Adverse reactions

5.5.1 No wastes are accepted which will react to present such a hazard. If unauthorised waste is found in a skip and does present such a hazard the same procedures as for the deposit of drums (above) shall apply.

5.6 High winds

5.6.1 The deposit of skips containing light wastes likely to be blown off site in high winds will either cease until conditions improve or until litter netting is emplaced around the waste handling area or storage area at risk. Such a problem should not occur as light waste is contained within the transfer building. It is a site rule that all vehicles leaving the site must be sheeted or otherwise contained/secured to comply with the requirements of the Duty of Care legislation.

5.7 Poor visibility

5.7.1 The site will not operate in conditions of poor visibility such as dense fog to reduce the risk of vehicle collision.

5.8 Operational failure

5.8.1 The manager will be contacted in the event of any operational failure such as the breakdown of plant, systems or equipment and will decide whether operations are to continue or be suspended prior to corrective action being taken. Serious operational failures which result in the closure of the site will be reported to the Environment Agency immediately and recorded in the site diary.

5.9 Overturned vehicle

5.9.1 If a vehicle is overturned on the site or near the site entrance then no further waste will be accepted until the vehicle has been righted and any spillages have been cleared as described in Section 5.3.1 and 5.4.1 above.

5.10 Bomb scare

5.10.1 In the unlikely event of a bomb scare (i.e. a suspect device observed in a load of waste received at the site) the site will be evacuated and the police contacted. The police will then assume control of the site until the threat has been verified or the device defused and removed.