

ENVIRONMENTAL MANAGEMENT SYSTEM

101 Amington Road, Birmingham, B25 8EP

Kiely Bros. Ltd

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Waste, Planning & Environmental Consultants



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1.6	14/03/2024	CP		Updates to site plan in Appendix I
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Site Information & Key Contacts List

Site Address:	101 Amington Road, Birmingham, B25 8EP		
Site Operator:	Kiely Bros. Ltd	National Grid Ref:	SP 11878 84501

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Mike Kiely	Managing Director	0121 772 6770	07500 440534
Sean McGuinness	TCM/Site Manager	0121 772 6770	07500 440534
<u>Birmingham Heartlands Hospital</u> Bordesley Green E, Birmingham B9 5SS	Local NHS Hospital (Main)	0121 424 2000	999
	Accident & Emergency (A&E)	999	999
<u>Yardley Medical Centre</u> Yardley Medical Centre 1222 Coventry Road South Yardley, Birmingham B25 8BY	Local Doctor Surgery (GP)	0121 772 1898	999 or 112
<u>West Midlands Police</u> Police Headquarters Lloyd House, Colmore Circus Birmingham B4 6NQ	Local Police Non-Emergency	0121 626 5858	999 or 112
	Police Emergency	999 or 112	999 or 112
<u>West Midlands Fire Service</u> Old Fire Station, Bordesley Green, Birmingham, West Midlands B9 5NA	Fire and Rescue Service (in Emergency Dial 999)	0121 380 6067	999 or 112
<u>Environment Agency (Nearest Office)</u> 550 Streetsbrook Rd, Solihull B91 1QU	Environmental Regulator	03708 506506	0800 807060
<u>Birmingham City Council</u> Council House, Victoria Square, Birmingham B1 1BB	County Council General Enquiries	0843 506 0286	999 or 112
	Environmental Health Dept.	0843 506 0286	999 or 112
<u>Severn Trent Water</u>	Mains water supplier	0800 783 4444	0800 783 4444
<u>Oaktree Environmental Ltd</u> - Lime House, 2 Road 2, Winsford, Cheshire CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	999 or 112 or 0800 807060

1 General Considerations

1.1 Site operator/permit information

- 1.1.1 Kiely Bros. Ltd hold and operate an Environmental Permit (EP); Ref. EPR/FB3403ZY which will be operated as a Section 5.4 (a)(iii) and b(ii) non-hazardous waste installation. The site will primarily be accepting residual waste under EWC codes 19 12 10 and 19 12 12 from their facility at Speedwell Road which will be treated to produce a solid recovery fuel (SRF) which will be sent for incineration.
- 1.1.2 The current EP allows for the acceptance, storage and treatment of mixed household, industrial and commercial (HIC) waste under an A11 activity, this activity is discussed in Section 3.6 of this EMS.
- 1.1.3 The EP also allows for acceptance, storage and treatment of construction, demolition and excavation (CDE) waste under an A16 activity but as this activity is not taking place at the site and will be relinquished from the EP.
- 1.1.4 The site will be regulated by the EA under the Environmental Permitting (England & Wales) Regulations 2016 and IED Regulations.
- 1.1.5 Developments in legislation and the regular increases in the Landfill Tax have increased the need for effectiveness and scope of operations at waste transfer and recycling centres, leading to greater recovery rates for recyclable waste.

1.2 Relevant contacts

1.2.1 Registered office details for the operator are as follows:

Kiely Bros. Ltd
135 Cherrywood Road
Bordesley Green
Birmingham
B9 4XE

Contact: Mike Kiely
Position: Managing Director

1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for Kiely Bros. Ltd to assist in the preparation of this Environmental Management System (EMS). This EMS has been prepared to meet the requirements of The Environmental Permitting (England and Wales) Regulations 2016 and the Environment Agency's Guidance: "*Develop a management system: environmental permits*".

1.2.3 Contact details for Oaktree Environmental Ltd are as follows:

Oaktree Environmental Ltd
Lime House
2 Road Two
Winsford
Cheshire CW7 3QZ

Contact: Chris Parry
Position: Senior Consultant
Tel: 01606 558833
E-mail: chris@oaktree-environmental.co.uk

1.3 Site location

1.3.1 The site is located on 101 Amington Road, Birmingham, B25 8EP as shown on Drawing Nos. AMI/918/01 & 02. The national grid reference for the site is SP 11878 84501.

1.3.2 The site is predominantly located in an industrial area bordering the Birmingham Canal and Birmingham Haymills Readymix Plant to the south; immediately north of the site is Amington Road with industrial premises beyond; east is a car retailer and north-east is the sites nearest residential receptors and to the west is a large commercial premises with further industrial premises beyond.

1.4 Permit area/waste management operations

1.4.1 The permit boundary is outlined in green on Drawing No. AMI/918/02. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant and equipment.

1.4.2 The EP is required for the storage prior to removal and treatment of waste. Waste treatment processes which currently take place on site include the following:

- Compacting (by loading shovel / 360° excavator and baling equipment)
- Sorting (with loading shovel / 360° excavator or by hand)
- Screening (by using appropriate mechanical screening plant and equipment)
- Separation (by using appropriate mechanical separation plant and equipment)
- Shredding (by using appropriate mechanical shredding plant and equipment)

1.4.3 Specified waste management operations include waste disposal and waste recovery operations listed Annex IIA and IIB of The Waste Framework Directive 2008/98/EC and are listed in summary below:

D9: Physico-chemical treatment of waste for disposal.

D14: Repackaging of waste prior to disposal.

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.

1.5 Hours of operation

1.5.1 The site will be open for the delivery and receipt of waste on site and for all waste handling/processing operations on a 24/7 basis and closed during some of the bank holidays.

1.5.2 During times where the site is closed or not in operation, the site will be locked and secured to prevent unauthorised vehicular and/or pedestrian access.

1.6 Waste storage, types and quantities

1.6.1 The locations of the operational and storage areas are shown on Drawing No. AMI/918/03. The nature of operations at waste facilities means that certain operational areas may change depending on processing requirements.

1.6.2 The waste types handled on site will consist of non-hazardous residual waste arising from the Speedwell Road site and activities within the surrounding area. This is as defined in the Controlled Waste (England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990.

1.6.3 A detailed breakdown of the waste types allowed for acceptance at the site is shown in Appendix III of this EMS.

1.6.4 The throughput of the site will be limited to <175,000 tonnes per annum. This can be broken down into the following as detailed on the site's OPRA:

- A11 Facility =75,000 tonnes
- Installation = 100,000 tonnes

1.6.5 In terms of the installation activity, the site will look to accept and process a maximum of 300 tonnes per day of non-hazardous waste.

1.6.6 The site will not accept the following wastes and if any are accepted, they will be rejected.

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

- Potentially dusty loads or loads containing powder have to be notified in advance to ensure that suitable plant and equipment is available to reduce dust emissions. Some powdered wastes are bagged prior to receipt to prevent a dust problem. No whole loads of powdered waste are accepted.
- Shot blasting residue are only be accepted from known sources or where the contents of the residue can easily be identified. Residues containing tributyl are not accepted.
- Tyres are not routinely accepted - any discovered will be stored for submission to a retreading/shredding operation.

** None of the above wastes are accepted if they are defined as hazardous wastes.*

1.6.7 Table 1.1 overleaf details the wastes which are commonly stored on site including the typical maximum quantities.

Table 1.1 - Waste Storage Times / Quantities

Storage Area Details Table												
Plan Ref	Description	Storage form /containment	Height, width (m) & type of firewall	Max Length / Width (m)	Operational storage height (m)	Out-of-hours storage height (m)	Approx. Area (m2)	Conversion factor used	Volume (m3)	Tonnes (approx.)	Max storage duration	Comments
AREA 1	Tipping / reception area for residual waste (RDF material) >150mm	Free standing / fire wall	3.2m high, 0.8m thick interlocking concrete blocks	20	3	2.2	120	0.75	270	135	<24 hours	The entire pile would be processed during operational hours.
AREA 2	Shredded residual (RDF) waste <300mm	Free standing / fire wall	6, 0.15 / 0.8 & interlocking concrete blocks and concrete panel of building	20	2	2	250	0.5	250	125	<24 hours	The entire pile would be processed during operational hours.
AREA 3	Mixed HIC waste reception and sorting area	Free standing / fire wall	3.2, 15 & 0.8 interlocking concrete blocks	15	2	2	75	0.5	75	37.5	<72 hours	The entire pile would normally be processed during operational hours, 72 hours based on contingency
AREA 4	POPs/bulky waste	Free standing / fire wall	3.2m high, 0.8m thick interlocking concrete blocks	12	3	2	90	0.75	202.5	101.25	<24 hours	POPs would be removed from AREA 3 or segregated from AREA 1 following visual inspections
AREAS 5 - 8	Drying bays for SRF material awaiting removal from site	Free standing / fire wall	4, 0.8m & interlocking concrete blocks	14	4	3	50	0.75	150	75	<7 days	The nature of waste may change the bay. If the waste in the bays is wet, it may be stored for up to 7 days so it can dry naturally.
AREA 9	As above or either POPs / mixed HIC waste	Free standing / fire wall	As above	14	4	3	80	0.75	240	120	<7 days	Overflow drying bay from AREAS 5 - 8 but may also be used as overflow for wastes in AREAS 3 & 4.
AREA 10	Holding bay for processed SRF	Free standing / fire wall	As above	12	4	3	90	0.75	270	135	<7 days	Transferred to drying bays (AREAS 5-8) continuously.
AREAS A - B	Containers of non-ferrous metal removed via eddy current separator	12-cubic yard skips	N/A	3.7	1.86	1.86	10	1	20	10	<7 days	Containers usually removed weekly.
AREA C	Sorted waste containers arising from AREA 3	12-cubic yard skips	N/A	3.7	1.86	1.86	10	1	20	10	<7 days	Containers usually removed weekly.

1.7 Staffing and management

1.7.1 The site will open for the deposit of waste or for other essential operations during the hours listed in Section 1.5. Table 1.2 below details the minimum staff requirements when the site is open for the receipt of waste:

Table 1.2 - Staffing Levels

Position	Employees	Responsibilities
Site manager	1	Ensuring that the site is being operated in accordance with the Environmental Permit and in-line with attendant regulations
TCM	1	Providing weekly cover or as specified by the permit
Administrative Staff	2	Office/administrative duties
Machine / Plant Operator s / Operatives	4	Waste handling/processing, reception and plant operation

1.8 Health and safety

1.8.1 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 shown in Appendix IV. These conditions will be shown to all site users and must be signed prior to using the site. Anyone refusing to comply with the conditions of use will be asked to leave the site.

1.9 Fit and proper persons

1.9.1 The site's Technically Competent Manager (TCM) will provide the required attendance time at the facility as required by guidance periodically issued by the EA. A copy of TCM's Certificate of Technical Competence (COTC) will always be made available in the site office.

1.9.2 The company, through the TCM, will ensure that a nominated deputy is sufficiently trained and familiar with the EP and this EMS document in addition to all relevant company procedures who, in the absence of the TCM, will act the competent person. If either the

TCM or deputy is changed, the EA will be informed of the change and the relevant details of the replacement as soon as possible.

- 1.9.3 At the time of this EMS production, none of the relevant people associated with the operator had been convicted of a relevant offence.

2 Site Engineering and Infrastructure

2.1 Site description

2.1.1 The location of the operational areas and storage areas are shown on Drawing No. AMI/918/03.

2.2 Access and parking

2.2.1 The site is accessed off Amington Road and has a dedicated staff and visitor car park as shown on Drawing No. AMI/918/03.

2.3 Site office

2.3.1 The site office is shown on Drawing No. AMI/918/03 and the list below details the relevant site documentation which will be kept in the site office.

Documents to be retained in site office
The Environmental Permit (original & any subsequent variations)
This Environmental Management System (EA agreed document)
Fire Prevention (EA agreed document)
Current site diary (to record all inspections/visitors to the site)
Environment Agency inspection (CAR) forms
In-house inspection sheets/recording forms
Duty of care transfer notes (for 2 years minimum)
Hazardous waste consignment notes (rejected waste, etc., kept for 3 years)
Waste delivery tickets
Accident book (& 1st aid kit)

2.4 Weighbridge

2.4.1 The site does not benefit from a weighbridge. Wastes will either be weighed at the site of production i.e. Speedwell Road Facility or using the conversion factors provided in Section 3.4 of this EMS.

2.5 Notice board and signs

2.5.1 A notice board will be erected at the site entrance displays the following information:

- The site name and address.
- The name of the permit holder and operator.
- The Environmental Permit number and accompanying statement stating that the site is permitted by the Environment Agency.
- Environment Agency contact details, Emergency No. 0800 80 70 60 and
- General Enquires No. 03708 506 506.
- Operator's "out of hours" emergency contact details (telephone number).
- Operating hours.

2.5.2 Additional signs will be displayed around the site for operational / health & safety purposes. All staff and visitors will be required to comply with the requirements of all signs whilst on site.

2.6 Site security

2.6.1 Site security is shown on Drawing No. AMI/918/03 and is considered suitable to prevent unauthorised access.

2.6.2 The has 24 hour remotely accessible CCTV fitted with full site coverage and on and off-site supervision. Any incidents will be reported to the site manager/TCM or out-of-hours contact of/for the operator who will carry out the actions described in Section 9.3.3.

2.6.3 In addition to the above CCTV, there is an on-site security guard at the from 17:00pm – 07:00am Monday - Friday and 13:00pm – 07:00am – 7am during weekends. These are usually times when the site may not be operational. As this security is in place, the CCTV is not monitored by a third party or benefit from an intruder alert system.

2.6.4 The site security will be inspected on a daily basis and any defects which impair the effectiveness of the security will be repaired to the same or better standard within a timescale agreed with the EA. All repairs will be noted on the site diary within 24 hours of the event. The checklist provides further information.

2.6.5 The security measures at the site are under constant daily review under the site's inspection regime. If unauthorised access becomes apparent as a problem at the site the security measures will be reviewed and improvements implemented.

2.7 Fuel and hazardous fluid storage

2.7.1 The location of fuel storage on site is shown on Drawing No. AMI/918/03 and procedures for fuel storage on site are as follows:

- Tanks are surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.
- All pipework and associated infrastructure will be enclosed within the bund.
- A lock will be fitted to the tank valve to prevent unauthorised operation.
- All valves and gauges on the bund will be constructed to prevent damage caused by frost.
- No combustible waste will be stored within 6 metres of the tank.

2.7.2 The tanks clearly marked showing the product within and also its capacity.

2.8 Rejected / quarantined waste

2.8.1 Clearly labelled enclosed skips/containers will be provided for the deposit of rejected waste which cannot be removed from the site immediately. The location may be varied as operating conditions permit (i.e. to permit the loading of rejected wastes) but clear labelling and management control will ensure its use as specified.

2.9 **Drainage**

- 2.9.1 The areas which store waste are either inside the transfer building or on an impermeably concrete surfaced yard. All surface water from the yard is engineered to fall gully's or the aco drainage channel which connects to the mains sewer system on Amington Road via a Condor CNS80s/11 Class 1 full retention interceptor. The interceptor is fitted with an alarm and penstock valve which can be shut off in the event of an incident or extreme rainfall event. Details of the above are shown on Drawing No. AMI/918/03.
- 2.9.2 Visual inspections of drainage channels will be undertaken daily by trained operational with any noticeable blockages cleared and reported to the TCM or site manager. The interceptor will be monitored at least annually (or sooner if the alarm sounds) to ensure it is emptied and is in good working order.

2.10 Vehicles, plant and equipment

2.10.1 Waste will be handled using the plant listed in the table below. Additional plant will be hired to cover any very busy periods. Only trained operators will be permitted to drive/operate the plant listed below. Any changes to the list will be notified to the Environment Agency prior to implementation. The minimum requirements when the site is operational are shown in bold italic print.

Table 2.1 - Plant & Equipment

Item	Number	Function
Loading shovel	2	Loading/unloading/movement/sorting
360° excavator (rubber wheeled)	3	Loading/unloading/movement/sorting
Shredder	3	Size reduction of residual waste
Eddy current separator	1	Removal of metals from mixed waste
Blower	1	Separation of light waste from mixed streams

2.10.2 **Note:** The plant/equipment on site will vary depending on the amount of waste accepted at the site. The permit allows for mechanical processing of waste but there are currently no mechanical processing plant/equipment installed at the site apart from the handling equipment detailed in

3 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 and operations which are acceptable at the site i.e. a copy of Appendix III of this document. The site will be used for the waste collection by Kiely Bros. Ltd's own skip hire operations and for waste from third-party users, whose details will be checked prior to delivery of waste to the site. The procedures below are followed prior to the receipt of waste on site.

3.1.2 For in-house collections, the driver employed by the permit holder will arrive at the waste producer's premises he/she will inspect the load for conformity with relevant regulations and safety procedures.

- a) If the load is satisfactory the driver will sign the relevant paperwork (Duty of Care transfer note/delivery ticket) and remove the load from the premises.
- b) If the waste does not meet the description stated on the controlled waste transfer note the customer is advised to check the note and give a more detailed description of the waste.
- c) If the more detailed description of the waste reveals that the waste is not permitted at the recycling centre then the customer is advised that the waste must be taken to another site which is appropriately permitted to accept the waste(s).
- d) If further instructions are needed the driver may also report back to the site manager.
- e) Where it is suspected that the details given on the transfer note are incorrect the EA may be contacted for advice.
- f) Where the load contains soil from an industrial site the EA may be contacted for advice to ensure that the load to be removed does not contain contaminated soil.

3.2 Checking in & inspection of loads

- 3.2.1 All incoming vehicles are required to report to the site office. The details of the load will be recorded and the Duty of Care transfer note and company documentation will be further checked by the operator to ensure that the load is acceptable at the site. Any deviation from these procedures or problems with any loads will be reported to the site manager.
- 3.2.2 Once a load has been accepted by the operator, 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 EP. If non-compliant waste is discovered before deposit, the load will not be accepted, the driver will be informed to leave the site and dispose of the material at alternative facility. In cases where the presence of unauthorised or unusual waste is discovered during initial inspection, the EA will be contacted immediately to agree a course of action.
- 3.2.3 The nature of bulk loads makes full inspection difficult until the load is deposited. If the load is acceptable the driver will be instructed to deposit it within the waste reception bay as shown on Drawing No. AMI/918/03. If the load is unacceptable following deposit, it will be reloaded and removed from the site or quarantined and removed within a timescale agreed with the EA.

3.3 Waste acceptance procedure (general)

- 3.3.1 All incoming vehicles upon arrival are required to report to the person in charge of waste acceptance at the 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 site, including a visual check prior to the vehicle proceeding to the tipping area. Any deviation from the procedures or problems with any loads will result in tipping facilities being suspended for the offending company. Loads which are not acceptable within the above terms will be rejected.

3.4 Weighing and categorising loads

3.4.1 The weight of each load into and out of the site will be weighed using the weighbridge at the Speedwell Road recycling facility to obtain accurate data for the purposes of providing waste returns and tracking the annual throughput of waste.

3.4.2 Should the Speedwell Road weighbridge be off-line for any reason (fault/maintenance/failure/etc.), the weights of loads will be estimated using the standard EA and WRAP agreed volume-to-weight conversion factors as found in Table 3.1 below:

Table 3.1 - Weight-Volume Conversion Factors for Typical Wastes Accepted at the Site

Waste type	Conversion Factors	
	Tonnes/m3	Tonnes/yd3
Foundry Sand	1.60	1.22
Topsoil/subsoil	1.30	1.00
Clay	1.60	1.22
'Light' loads	0.46	0.35
Metals	0.42	0.32
Mixed builder's skips	1.20	0.92
Paper/cardboard	0.20	0.15
Tree cuttings	0.20	0.15
Glass	0.75	0.57
Industrial sweepings/general rubbish	0.63	0.48
Commercial sweepings/general rubbish	0.33	0.24
Waste packaging/containers	0.20	0.15
Wood	0.70	0.53
Green waste	0.75	0.58

3.5 Waste acceptance / POPs assessment

3.5.1 Staff will be trained in the identification of any waste which could contain POPs which will include the following:

- sofas
- sofa beds
- armchairs

- kitchen and dining room chairs
- stools and foot stools
- home office chairs
- futons
- bean bags, floor and sofa cushions

3.5.2 If any of the above wastes are identified in the waste tipping and sorting area and contain leather, synthetic leather, other fabric, or foam, the items will be segregated and stored in AREA 4.

3.5.3 If there is a risk of contamination from the identified POPs waste i.e. if pieces of foam, cover, lining or wadding material are released from the item the whole load will be classified as POPs waste and stored in a segregate bay on site.

3.5.4 The site has an agreement with the destination site that POPs can be blended with SRF where it is suitable for incineration. This is discussed in Section 3.9. This process has been agreed with EA during email correspondence dated 24/01/2023 and also provided to the Local Area Officer/Technical Specialist.

3.6 Waste deposit, treatment and storage (A11 activity)

3.6.1 The site will primarily be used as the Section 5.4 activity but in the event of breakdowns on the operator's other sites, the site may need an overflow to avoid over stockpiling. In summary, skips of waste arising from householders or businesses on behalf of householders will be tipped into AREA 3 where the wastes will be crudely sorted by hand or using mechanical grabs. Recyclable wastes will then be stored in adjacent skips. The skips would then be transferred back to the operator's other site and tipped prior to removal off site. The wastes which would be tipped would comprise mixed sources and only 17 09 04 and 20 03 01. There is a further overflow bay (AREA 9) which can also store this material in the event AREA 3 is at capacity.

3.7 Waste deposit, treatment and storage (S5.4)

- 3.7.1 The operator will ensure that all delivery loads of 19 12 12 are clearly defined on waste transfer notes which will include a full description of the material i.e. residual / non-recyclable waste
- 3.7.2 It is proposed the operator will not accept any third-party tips of 19 12 12 material and will comprise only of the operator's waste from their other two permitted sites; Speedwell Road - EPR/ NP3092FC/V003 and Cherrywood Road - EPR/HB3805FE. In the event third party tips of 19 12 12 are required, the EA will be informed of the nature of the material and proposed mitigation procedures.
- 3.7.3 All staff will be trained to identify the different types of 19 12 12 material which could be accepted at the site.

SRF PRODUCTION PROCEDURE

- 3.7.4 The waste imported to the site for this process will be tipped into the reception area for residual waste (**AREA 1**) which is in a covered area comprising an annex to the building. This material will then be subject to the following procedures:
- i) An initial visual inspection will take place by trained staff to remove any wastes not suitable for the production of SRF. This waste would be moved by hand or grabs to AREAS 3 or 4.
 - ii) Once the waste in **AREA 1** has passed inspection, the material in **AREA 1** will be loaded into a hopper using a 360⁰ grab, the hopper feeds an incline conveyor.
 - iii) The conveyor then deposits the waste directly into the jaws of the first shredder which produces a 150mm shred material which is discharged into **AREA 2** via the shredder output conveyor.
 - iv) The waste in **AREA 2** will then be loaded into two further shredders via a 360⁰ excavator which will reduce the material to <40mm in size.
 - v) The <40mm material is then directly fed into an eddy current separator which will remove any metal and other heavy fractions which will discharge the

material into skips (**AREAS A - B**). These skips will be monitored daily and removed to a suitably permitted site when full.

- vi) The eddy current separator then discharges the lighter <40mm shred material into a blower which discharges the now SRF waste into an adjacent bay (**AREA 10**).
- vii) The waste from **AREA 10** is then transferred to holding bays (**AREAS 5 – 9**) where it is dried ready to be loaded into a bulker and taken off site for incineration.
- viii) As mentioned in Section 3.5, the site may blend POPs waste with the above areas. The shredding of POPs would take place during a weekend period when no HCl waste is accepted to ensure it is a completely separate process and to prevent contamination of other wastes.

3.8 Waste removal & export

- 3.8.1 When a collection vehicle arrives at the site the driver will be instructed to report to the site office on arrival. 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 material will be loaded using the loading shovel or 360⁰ excavator and then weighed on the weighbridge prior to egress from the site.

3.9 Sampling and analysis

- 3.9.1 All outgoing wastes have been sampled in accordance with WM3 and the incineration site have confirmed they are happy to accept the material as 19 12 12 (SRF) as a non-hazardous waste. This compliance sampling was undertaken to detail the composition of the waste. Samples of the outgoing <40mm fines can be provided to the EA upon request but the site will continue to sample this material on a monthly basis. Any change in results and the operator will revert back to more frequent compliance sampling.

3.10 Record keeping

3.10.1 The details below shall be recorded on a combination of the record keeping forms listed in Appendix II, invoices, the site diary and controlled waste transfer notes.

3.10.2 The following details are recorded for every load deposited at the site:

- a) The date and time of delivery.
- b) The name and address of the waste producer.
- c) The detailed and accurate description of the waste including type, quantity (in tonnes or cubic metres) and EWC codes.
- d) How the waste is contained e.g. loose, container type.
- e) The carrier's name and address.
- f) Driver's name, signature and vehicle registration number.
- g) Signature or initials of person's producing/accepting/inspecting/carrying the waste.
- h) Additional handling details/notes made by the driver after inspection of the load.
- i) SIC code of the premises which produced the waste.
- j) Waste hierarchy declaration.

3.10.3 The following details are recorded for all deposits of non-conforming waste at the site and are forwarded to the EA, where required:

- a) Date and time of deposit.
- b) A description of the waste.
- c) The quantity of waste (in tonnes or cubic metres).
- d) Name, address and telephone No. of waste producer.
- e) The carrier's name, registration number and vehicle registration.
- f) Reason for the rejection of waste and action taken.

3.10.4 The following details are recorded for every load of waste leaving the site:

- a) The date and time of removal.
- b) The type and quantity of waste (in tonnes or cubic metres).

- c) The destination waste management site or exempt facility.
- d) The name and registration No. of the carrier or employee removing the waste (if applicable) and vehicle registration number.
- e) Signature or initials of persons i.e. transferor, transferee and carrier of the waste.
- f) SIC code of the premises transferring the waste.
- g) Waste hierarchy declaration.

3.10.5 A summary of waste types and quantities deposited at and removed from the site and origin and destination details are then forwarded to the EA using the standard Generic Operator Returns electronic spreadsheet(s), with submission due within one month of the end of each quarter as below:

- a) Quarter 1: January to March (due on or before 30th April)
- b) Quarter 2: April to June (due on or before 31st July)
- c) Quarter 3: July - September (due on or before 31st October)
- d) Quarter 4: October - December (due on or before 31st January of the following year)

3.10.6 Outcomes of inspections of waste types, hardstanding areas, transfer/treatment areas, storage areas, drainage channels, etc. are recorded using the site inspection form KBL/RF/4 or similar document and detailed comments are entered into the site's diary (including action taken or proposed).

3.10.7 Visitors to the site are made to sign the visitor's book upon arrival and exit stating the purpose of their visit and whom they represent.

3.11 Site closure plan

3.11.1 In the event that the site ceases to operate as a waste transfer/treatment facility as set out in the site's EP, the following steps will be followed to achieve site closure:

- i) Contact the EA to advise the Environment Officer(s) that the site is planned to cease / has ceased the acceptance of wastes under the EP.

- ii) The amount of residual processed and unprocessed waste on site will be assessed by the TCM to set a timetable for the final processing and timely removal of waste from site.
- iii) Following removal of all waste, plant and machinery from site a site investigation will be undertaken to ascertain the ground conditions of the land to which the site relates.
- iv) A surrender application will then be submitted to the EA for determination.

4 Environmental Control, Monitoring and Reporting

4.1 Breakdowns and spillages

- 4.1.1 In the event of breakdown of the loading 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 securely until the plant is repaired. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages.
- 4.1.2 All site surfaces will be inspected daily when the site is in operation. Debris will be swept as required and placed in a skip for disposal to a suitably permitted site.
- 4.1.3 Any spillages of fuel/oil 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 permitted 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 5.3.
- 4.1.4 All wastes liable to give rise to contamination will be removed from the site if the site is not secure or if operations cease or are temporarily suspended.

4.2 Site inspections and maintenance

- 4.2.1 The inspection frequencies for maintenance/housekeeping are listed on a record form similar to KBL/RF/4. The inspection form will be completed by a person who is familiar with the requirements of the EMS and EP 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 unless agreed otherwise with the EA.
- 4.2.2 All repairs to site security 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 carried out.

- 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 and a potential breach of permit conditions may occur, the EA will be contacted to agree a suitable timescale for repair.
- 4.2.4 All defects and problems likely to give rise to pollution will be recorded on the form KBL/RF/4 or the operators own recording procedures with repairs/solutions being carried out immediately.
- 4.2.5 Essential spares for plant maintenance are kept on site in a workshop which is located on the adjacent recycling site (i.e. not within the permitted site).

4.3 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 roads are carried out daily; however, staff will report any problems with mud or debris on the site roads immediately to the site manager.
- 4.3.2 The deposit of material on the access road or public highway will be treated as an emergency and will be cleared immediately by the operator using either a brush and shovel or vacuum tanker/road sweeper if necessary. Silt will not be washed into roadside drains or gullies.

4.4 Control of dust

- 4.4.1 The site has a dust management plan (DMP) in place which covers all potential dust sources and mitigation measures. The DMP is kept in the site office and referenced as AMI-918-H.

4.5 Odour control

- 4.5.1 The site has an odour management plan (OMP) in place which covers all potential odour sources and mitigation measures. The OMP is kept in the site office and referenced as AMI-918-l.

4.6 Litter control

- 4.6.1 Given the nature of wastes accepted at the site there is a risk of litter from the site and therefore careful management is required to reduce the risk to low/negligible.
- 4.6.2 The tipping and containment of all light waste inside the building reduces the risk of litter escaping the site. Daily inspections for litter will be carried out for the presence of windblown litter and operatives will be instructed to collect the litter and place it in a skip for disposal/recovery before the end of the working day. In any event, all light waste will be placed in skips before the end of the working day. Regular checks of the areas immediately beyond the site boundary will be carried out by site operatives.
- 4.6.3 All vehicles which either deposit or remove light waste will be sheeted.

4.7 Control of pests, birds and other scavengers

- 4.7.1 As per the above section, the containment of waste inside the building reduces the risk of vermin, pests and strict turnaround of waste which could attract such presence. The site will be inspected daily for the presence of vermin and the results of the inspection noted in the site diary or site inspection form. If any occurrences are noted, a pest controller will be called to site to eradicate the problem.

4.8 Control and monitoring of noise & vibration

- 4.8.1 The site has a noise & vibration management plan (NVMP) in place which covers all potential noise/vibration sources and mitigation measures. The NVMP is kept in the site office and referenced as AMI-918-H.

4.9 Complaints procedure

- 4.9.1 All complaints are recorded using a form similar to KBL/RF/7. The form as a minimum will include a record of the complaint, particulars of the complainant and details of any action taken to alleviate the problem.

5 Emergency Procedures

5.1 General

5.1.1 In addition to obligations imposed by RIDDOR '13 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) the permit holder will notify the EA of any serious injuries to employees of Kiely Bros. Ltd, other site users or members of the public arising as a result of operations on site. Minor injuries such as cuts and grazes etc. will be recorded in the accident book on site. 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 which is 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. A visitor's book will be kept to check who is on site at all times.

5.2 Fire

5.2.1 The site has a Fire Prevention Plan (FPP) in place which has been prepared to in accordance with EA guidance to meet the following three objectives:

- minimise the likelihood of a fire happening
- aim for a fire to be extinguished within 4 hours
- minimise the spread of fire within the site and to neighbouring sites

5.2.2 The FPP is referenced as AMI-918-B.

5.2.3 For quick reference, the following actions will be taken when fire is detected or suspected (Site operatives):

- a) DON'T PANIC
- b) RAISE THE ALARM (IF NOT DONE SO ALREADY)
- c) NOTIFY THE SITE MANAGER (IF SAFE TO DO SO)
- d) **DO NOT TRY TO TACKLE THE FIRE YOURSELF UNLESS YOU ARE TRAINED IN DOING SO AND YOU ARE SURE OF THE NATURE OF THE FIRE**
- e) LEAVE THE USING THE MAIN ACCESS GATES AS QUICKLY AND AS ORDERLY AS POSSIBLE
- f) ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT WHICH IS LOCATED BY THE SITE ACCESS GATES.
- g) THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON "999" AND ENSURING THAT ALL PERSONS WHO WERE WORKING ON THE SITE OR WHO SIGNED IN TO THE VISITOR'S BOOK ARE ASSEMBLED SAFELY
- h) INFORM ALL NEIGHBOURING PREMISES WHO ARE LIKELY TO BE AFFECTED
- i) INFORM THE ENVIRONMENT AGENCY
- j) DO NOT RETURN TO THE SITE UNTIL YOU HAVE BEEN GIVEN THE >ALL CLEAR BY THE EMERGENCY SERVICES AND THE SITE MANAGER

5.3 Spillages

- 5.3.1 Fuel which may be stored on site will be contained within a bunded receptacle/container to contain any primary leaks. If any oil and vehicle maintenance chemicals are kept on site, they will be stored securely. In the event of a spillage 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 permitted facility.
- 5.3.2 Any wastes which would be classified as having the potential to cause polluting runoff are stored within the concrete area which is a sealed drainage system.
- 5.3.3 All site surfaces will be inspected daily for the presence of spillages when the site is in operation. Debris will be swept as required and placed in a skip for further processing on site and sent to a suitably permitted site.
- 5.3.4 All wastes liable to give rise to contamination will be removed from the site within an EA agreed timescale.

5.4 Breakdowns

- 5.4.1 In the event of plant breakdowns, alternative plant will be sourced until the existing plant is repaired to prevent potential over stockpiling of waste. If an alternative plant cannot be used then waste will be stored securely until the plant is repaired and if necessary, waste will be diverted to an alternative site. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages; most likely on the concrete surface.
- 5.4.2 Essential spares for plant maintenance are kept on site to ensure a repair can be carried out efficiently.

5.5 Drums

5.5.1 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 deposited in the waste transfer area then the following procedure will apply:

- a) 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.
- b) The site manager will be contacted to verify the observations and to decide on further action.
- c) 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.
- d) No further waste will be deposited until the emergency has been dealt with.
- e) 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.
- f) 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 will be brought in to assist. If necessary, staff will be evacuated from the site or to a safe area within the site and all occupants of neighbouring properties will be informed.

5.6 Adverse reactions

5.6.1 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.

5.7 Staff shortages

5.7.1 In the event of unforeseen staff shortages arising from illness, suspension or no shows, the operator will make a judgement whether to reduce the number of incoming loads and divert material to an alternative site. The operator will then seek further employment within a timely manner to ensure the site can continue to operate at its required capacity.

5.8 Adverse weather conditions

5.8.1 **High winds** - There will be no sorting, processing or treatment of any wastes which are likely to be blown around during conditions of high winds. Vehicles leaving the site will be sheeted to comply with the requirements of the Duty of Care legislation.

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

5.8.3 **Droughts / warm weather** – There are procedures set out in the operator’s FPP which detail stock rotation procedures and how waste will be monitored during these events. The site would also source further dust suppression equipment such as bowsers, dust cannons if dust became a nuisance due to these weather conditions.

5.8.4 **Long periods of rainfall or flood events** – Due to the site’s concrete surface there is a low-risk of mud tracking off site. Vehicles will undergo a stringent check and vehicle chassis would be sprayed using hoses to reduce the risk of mud tracking off site. If these measures aren’t ample following inspections or complaints, the operator would source a road sweeper to clear the mud/debris from the road until weather conditions improve.

5.8.5 The operator will set up a notification alert with the Met Office to receive prior notifications of the above unforeseen adverse weather conditions to ensure mitigation can be put in place prior to the event. The site may be forced to close during events which could cause a significant risk to staff, human health or the environment.

5.9 Closure of destination sites

5.9.1 In the event of destination site closures or seasonal demands for wastes leading to a longer storage duration, the operator can divert incoming waste and send stored waste to one of alternative sites or use the EA's public register for alternative sites who could take this material and then contact the destination site. The operator has more than one contract set up for outlets of material to plan for this event.

5.10 Operational failure

5.10.1 The manager will be contacted by staff 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 recorded in the site diary.

5.11 Bomb scare

5.11.1 In the unlikely event of a bomb scare, 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. The EA will be kept informed of the events on site.

6 Training for Site Staff

6.1 Training needs assessment

6.1.1 All new and existing site staff are subject to a specific training regime based on their responsibilities at the site to ensure all operations are carried out without harm to the environment or amenity of the surrounding area. Training in all aspects of the site and waste operations at the site with regard to the individual responsibilities of the site staff will help to prevent incidents occurring which may have an adverse impact on the environment and/or the employees and their co-workers.

6.1.2 An employee training record will be available at the site detailing information similar to KBL/RF/6 in Appendix II and shall provide a comprehensive checklist for the training needs of all new site staff and also serves as a training review for existing site staff which will be carried out annually or a period set at the operator's preference.

6.2 Site rules and infrastructure training

6.2.1 This information is provided to all employees, visitors and contractors with a full understanding of the site's conditions of use, which is communicated and documented at induction for all staff with specific induction for visitors and contractors.

6.2.2 Competency should be demonstrated within this field to ensure the employee is fully aware of the site's surroundings and operations to ensure their safety and compliance with specific operating conditions at the site.

6.3 Emergency procedures training

6.3.1 All employees are required to be familiar with the Environmental Controls in Section 4.0 and the Emergency Procedures as detailed in the Section 5.0.

6.3.2 In addition to normal operating conditions as specified in the site rules, employees must also be trained in dealing with eventualities which may occur outside the scope of normal operating conditions, so they are aware of how to deal with these situations in advance of an occurrence.

6.4 Fire safety / firefighting training

6.4.1 Management must provide all employees with appropriate fire safety training with regard to their individual responsibilities.

6.4.2 Emergency procedures detailing what measures employees should adopt should a fire occur at the site are detailed in Section 5.2 and are covered by the 'emergency procedures' training (see Section 6.3).

6.4.3 Regular fire drills are undertaken by site management to ensure proper procedures are followed by employees in the unlikely event that a fire incident occurs. These will be unannounced drills and will not form part of the induction or review training as specified in Section 6.1.

6.5 Recognition of waste types training

6.5.1 All employees are given induction training and subsequent regular training to identify those waste types which are permitted for acceptance at the site under the site's EP and those wastes which are not. This will include specific training to identify those common wastes which may be found following deposit and are not permitted at the site and will also include more obscure wastes and how to handle these wastes safely. All employees are advised that they should refer any unrecognisable or unknown wastes to senior management, who should, in turn, follow procedures outlined in the EMS and/or contact the EA to agree a suitable method for removal.

6.5.2 Training is provided to all site users who handle waste on site and those in charge of administration and reporting. In-depth training will also be provided to drivers responsible

for collecting wastes from the site of production in accordance with Section 3.0. They will be trained to identify any wastes not covered by the EP for the site and inform the producer that an alternative facility must be sought for any non-compliant wastes.

6.6 Storage areas / limits training

6.6.1 Those employees who carry out their responsibilities at the site and those in senior posts must be trained to identify appropriate waste storage areas to ensure that waste storage operations comply with the requirements of the EP for the site.

6.6.2 Employees in these roles must also be trained to recognize storage limits to ensure that they are in accordance with those specified in Section 1.6

6.7 Vehicle / plant preventative maintenance training

6.7.1 This training is provided specifically for the vehicle and plant operators in order to ensure that all plant and machinery is checked regularly to prevent any occurrences which may lead to any adverse impacts on the environment or human health.

6.7.2 Training will be in accordance with Section 3.5 of this document and will be based on the preventative maintenance schedule supplied by the plant/equipment manufacturer.

6.7.3 The same training will be provided to senior management enabling a dual-level maintenance programme.

6.8 Duty of care training

6.8.1 All employees dealing with consignments of waste are trained in the completion of Duty of Care Waste Transfer Notes and the appropriate auditing of destination sites and/or contractors to ensure compliance.

6.9 Plant operation training

6.9.1 Any employees who are required to operate loading or treatment plant for the movement or processing of waste will be required to undertake the necessary qualifications for the operation of the specific item of plant in question. This will be required prior to operating the plant and will be obtained through necessary external certification programmes.

6.9.2 Regardless of general plant operation certification, all operatives will be fully inducted in the operation of the specific make and/or model of plant used on site.

6.10 Permit / management System

6.10.1 All employees will be inducted into the operating conditions as prescribed in the EP for the site. Whilst much of the above training will provide specific guidance on many aspects of these documents, all employees will be made aware of the location of the EP and EMS in the site office. All managerial positions will be made fully aware of the site's operating conditions.

6.11 Training for contractors

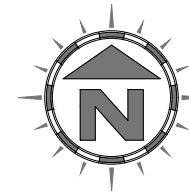
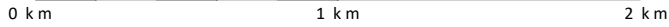
6.11.1 General site training will be provided to any contractors who are working on the site on a temporary basis as described in Sections 6.2, 6.3 and 6.4 above.

6.11.2 Additional training will be provided to contractors in their area of expertise. If they are dealing with specific items of plant/machinery, site operating conditions and a general understanding of the EP conditions will be provided to prevent any adverse impacts on the environment.

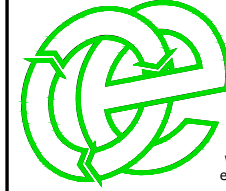
Appendix I

Drawings

Scale Bar (1:25,000)



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Drawing No:	AMI/918/01	Rev:	-
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Title:	SITE LOCATION MAP
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Site:	128 Amington Road, Birmingham B25 8EP
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Client:	Kiely Bros. Ltd
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Date:	10 January 2020	Job:	4146
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Drawn:	CP	Checked:	--	Client:	918
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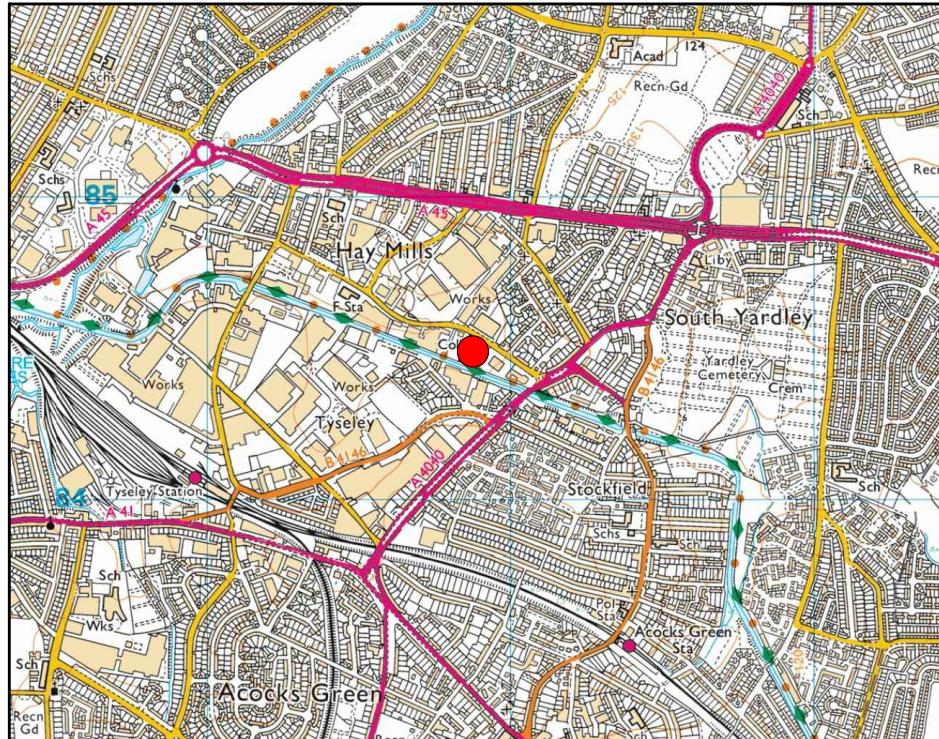
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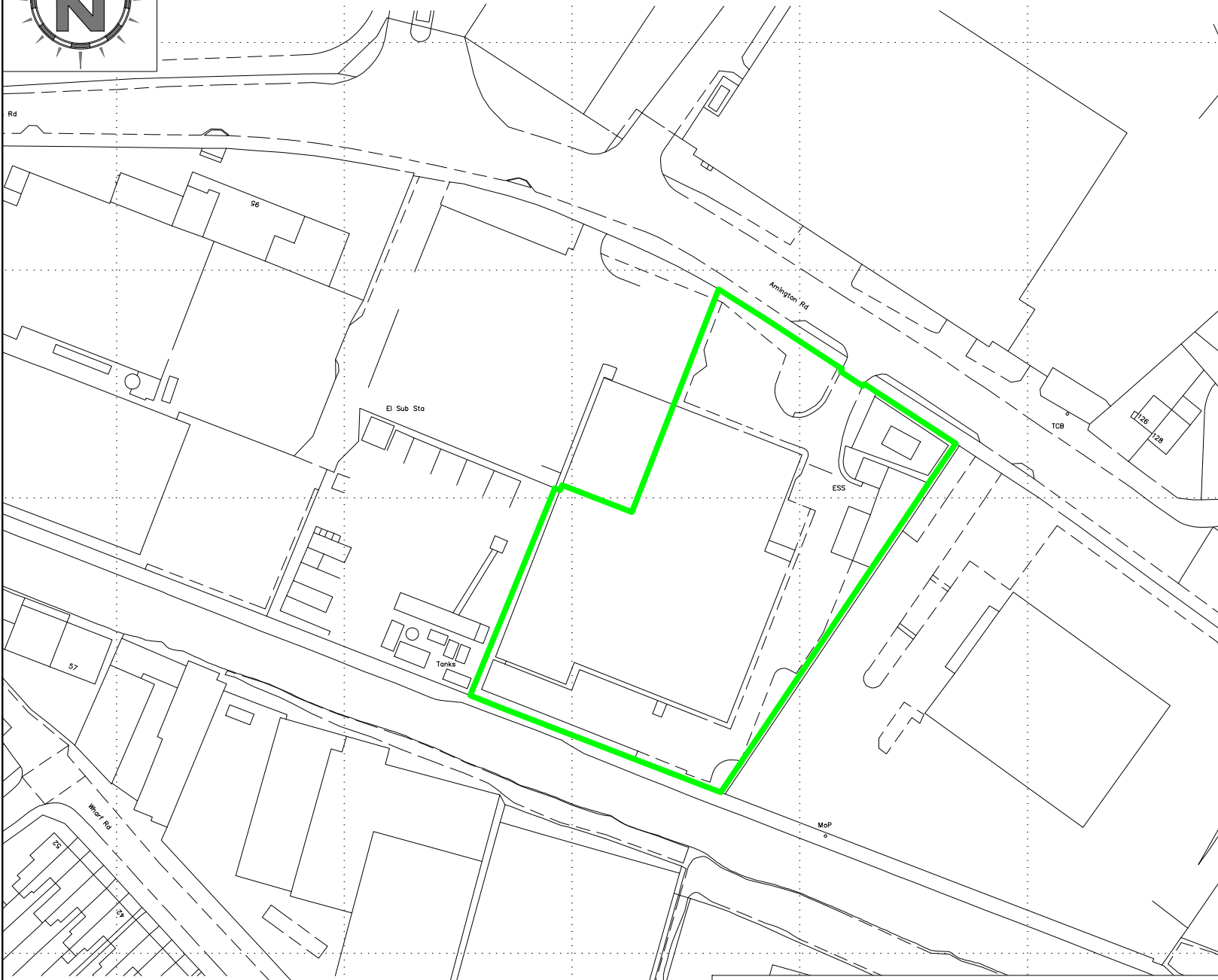
KEY:	 Site location
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Notes:	(1) Drawing for indication only.
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REVISION HISTORY

Rev:	Date:	Init:	Description:
-	10/01/20	CP	Initial drawing





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Drawing No: AMI/918/02		Rev: A
Title: PERMIT BOUNDARY PLAN		
Site: 101 Amington Road, Birmingham B25 8EP		
Client: Kiely Bros. Ltd		
Date: 17 September 2019	Job: 4146	
Drawn: CP	Checked: --	Client: 918
Scale: 1:1,250	Printed @: A4	

KEY:

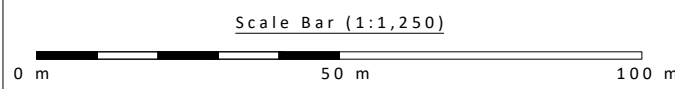
Proposed permit boundary

Notes:

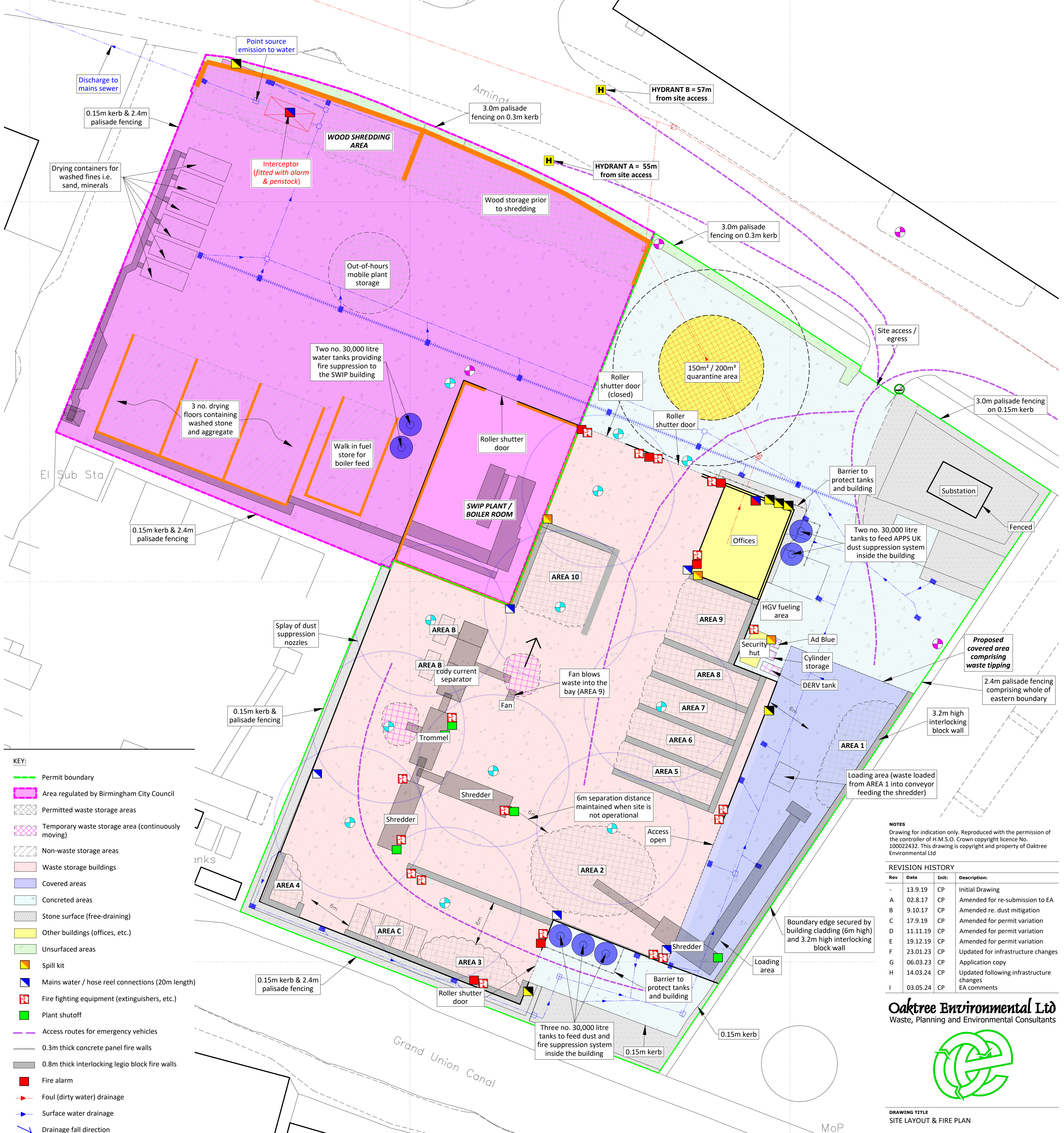
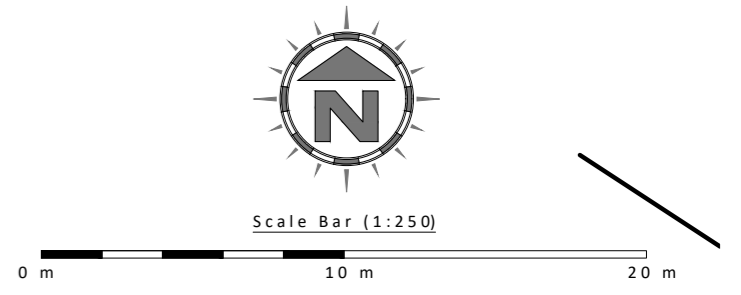
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REVISION HISTORY

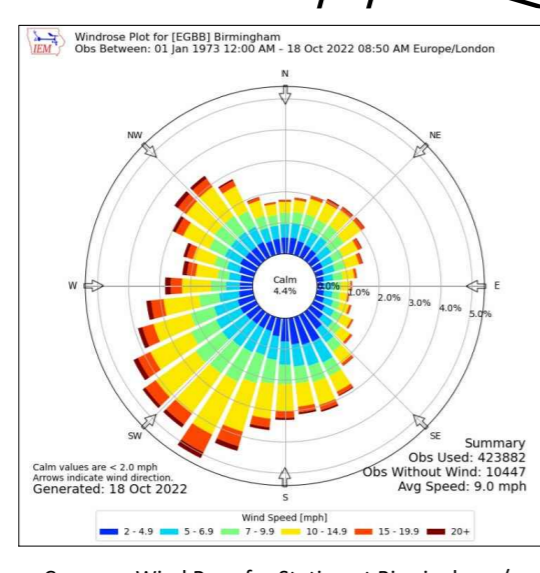
Rev:	Date:	Init:	Description:
-	20/11/17	CP	Initial drawing
A	17/09/19	CP	Permit boundary amended



Plan Ref	Description	Storage form/containment	Height, width (m) & type of fire wall	Max Length / Width (m)	Operational storage height (m)	Out-of-hours storage height (m)	Approx. Area (m ²)	Conversion factor used	Volume (m ³)	Tonnes (approx.)	Max storage duration	Comments
AREA 1	Tipping / reception area for residual waste (RDF material) >150mm	Free standing / fire wall	3.2m high, 0.8m thick interlocking concrete blocks	20	3	2.2	120	0.75	270	135	<24 hours	The entire pile would be processed during operational hours.
AREA 2	Shredded residual (RDF) waste <300mm	Free standing / fire wall	6, 0.15 / 0.8 & interlocking concrete blocks and concrete panel of building	20	2	2	250	0.5	250	125	<24 hours	The entire pile would be processed during operational hours.
AREA 3	Mixed HIC waste reception and sorting area	Free standing / fire wall	3.2, 1.5 & 0.8 interlocking concrete blocks	15	2	2	75	0.5	75	37.5	<72 hours	The entire pile would normally be processed during operational hours, 72 hours based on contingency
AREA 4	POPs/bulky waste	Free standing / fire wall	3.2m high, 0.8m thick interlocking concrete blocks	12	3	2	90	0.75	202.5	101.25	<24 hours	POPs would be removed from AREA 3 or segregated from AREA 1 following visual inspections
AREAS 5 - 8	Drying bays for SRF material awaiting removal from site	Free standing / fire wall	4, 0.8m & interlocking concrete blocks	14	4	3	50	0.75	150	75	<7 days	The nature of waste may change the bay. If the waste in the bays is wet, it may be stored for up to 7 days so it can dry naturally.
AREA 9	As above or either POPs / mixed HIC waste	Free standing / fire wall	As above	14	4	3	80	0.75	240	120	<7 days	Overflow drying bay from AREAS 5 - 8 but may also be used as overflow for wastes in AREAS 3 & 4.
AREA 10	Holding bay for processed SRF	Free standing / fire wall	As above	12	4	3	90	0.75	270	135	<7 days	Transferred to drying bays (AREAS 5-8) continuously.
AREAS A - B	Containers of non-ferrous metal removed via eddy current separator	12-cubic yard skips	N/A	3.7	1.86	1.86	10	1	20	10	<7 days	Containers usually removed weekly.
AREA C	Sorted waste containers arising from AREA 3	12-cubic yard skips	N/A	3.7	1.86	1.86	10	1	20	10	<7 days	Containers usually removed weekly.



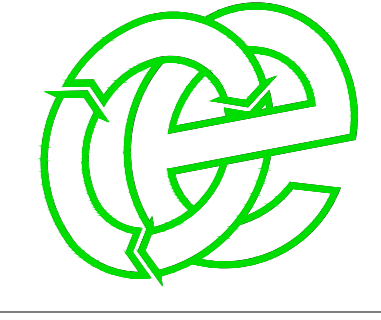
- KEY:**
- Permit boundary
 - Area regulated by Birmingham City Council
 - Permitted waste storage areas
 - Temporary waste storage area (continuously moving)
 - Non-waste storage areas
 - Waste storage buildings
 - Covered areas
 - Concrete areas
 - Stone surface (free-draining)
 - Other buildings (offices, etc.)
 - Unsurfaced areas
 - Spill kit
 - Mains water / hose reel connections (20m length)
 - Fire fighting equipment (extinguishers, etc.)
 - Plant shutoff
 - Access routes for emergency vehicles
 - 0.3m thick concrete panel fire walls
 - 0.8m thick interlocking legio block fire walls
 - Fire alarm
 - Foul (dirty water) drainage
 - Surface water drainage
 - ↘ Drainage fall direction
 - Designated smoking area
 - Fire water containment equipment
 - CCTV camera locations (locations indicative)
 - Smoke detection camera points
 - Dust & odour monitoring points
 - Dust suppression nozzles
 - Suppression system coverage/splay (indicative)
 - H Fire hydrant locations (indicative)



NOTES
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Rev	Date	Init	Description
-	13.9.19	CP	Initial Drawing
A	02.8.17	CP	Amended for re-submission to EA
B	9.10.17	CP	Amended re. dust mitigation
C	17.9.19	CP	Amended for permit variation
D	11.11.19	CP	Amended for permit variation
E	19.12.19	CP	Amended for permit variation
F	23.01.23	CP	Updated for infrastructure changes
G	06.03.23	CP	Application copy
H	14.03.24	CP	Updated following infrastructure changes
I	03.05.24	CP	EA comments

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
SITE LAYOUT & FIRE PLAN

CLIENT
Klyel Bros. Ltd

PROJECT/SITE
101 Amington Road, Birmingham B25 8EP

SCALE @ A1	JOB NO	CLIENT NO
1:250	012	918

DRAWING NUMBER	REV	STATUS
AMI/918/03	1	Issued

DRAWN	CHECKED	DATE
CP	--	03.05.24

Line House, Road Two, Winsford, Cheshire, CW7 3QZ
t: 01606 558833 | e: sales@oaktree-environmental.co.uk

Appendix II

Record Keeping Forms

REJECTED WASTE - RECORD FORM KBL/RF/2

DATE	
TIME	
WASTE DESCRIPTION	
QUANTITY OF WASTE	
PRODUCER/HOLDER'S NAME, ADDRESS & TELEPHONE No.	
NAME OF CARRIER	
VEHICLE REGISTRATION	
CARRIER REG. No.	
REASON FOR REJECTION OF WASTE	
ACTION TAKEN	

**KIELY BROS. LTD
SITE INSPECTION FORM (DAILY INSPECTIONS) – KBL/RF/4**

WEEK STARTING							
TYPE OF INSPECTION	DAY						
	M	T	W	T	F	S	S
SITE ENTRANCE/NOTICE BOARD							
SECURITY - GATES							
SECURITY - FENCING							
SITE ROADS (CLEAR FROM HAZARDS)							
IMPERMEABLE CONCRETE AREAS (INTEGRITY)							
INTERCEPTOR							
SITE DRAINS CLEAR / FUNCTIONING CORRECTLY							
WASTE CONTAINERS & BAY WALLS							
WASTE STORAGE LIMITS	MIXED WASTE						
WASTE STORAGE LIMITS	SORTED WASTE BAYS						
REJECTED WASTE TYPES / STORAGE							
NOISE LEVELS							
FIRES (ANY INCIDENTS REPORTED)							
QUARANTINE SKIP							
NO SMOKING SIGNS IN PLACE							
FIRE FIGHTING EQUIPMENT							
PLANT/EQUIPMENT MAINTENANCE CHECKS							
SPILL KITS							
OFFICE/WELFARE FIRE RISKS CHECKED							
FUEL TANK/BUND							
LITTER							
DUST							
ODOUR							
VERMIN							
RECORDS							
WEATHER CONDITIONS							
COMPLAINTS RECEIVED							
OTHER (SEE NOTES BELOW)							
INSPECTION CARRIED OUT BY							
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):							
CHECKED BY			SIGNATURE				
POSITION			DATE				
Sheet			<i>of</i>				

KIELY BROS. LTD

EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - KBL/RF/5

EMPLOYEE NAME				DATE COMPLETED			
POSITION				REVIEW DUE			
TRAINER				OUTCOME	PASSED		
POSITION					FURTHER TRAINING REQUIRED		
CARRIED OUT /SIGN OFF >	Y/N	SIGNED BY EMPLOYEE	SIGNED BY TRAINER		Y/N	SIGNED BY EMPLOYEE	SIGNED BY TRAINER
ENVIRONMENTAL PERMIT				FIRE PREVENTION PLAN			
MANAGEMENT SYSTEM				FIRE SAFETY			
SITE RULES				EMERGENCY PROCEDURES			
RECORD KEEPING / TRANSFER NOTES				STORAGE /PILE SIZE LIMITS			
RECOGNITION OF WASTE TYPES				STORAGE DURATION			
SECURITY				FIRE DETECTION			
VEHICLE CHECKS				FIRE ALARMS			
PLANT OPERATION				FIRE FIGHTING EQUIPMENT			
PLANT CHECKS				FIRE WATER CONTAINMENT MEASURES			
AMENITY - LITTER, ODOUR, PESTS etc.				SPILL CLEARANCE			
NOTES AND ACTIONS:							

KIELY BROS. LTD
COMPLAINTS REPORT FORM (KBL/RF/6)

Date Recorded:	Reference Number:
Name and address of caller	
Telephone number of caller	
Time and Date of call	
Nature of complaint (noise, odour, dust, other) (date, time, duration)	
Weather at the time of complaint (rain, snow, fog, etc.)	
Wind (strength, direction)	
Any other complaints relating to this report	
Any other relevant information	
Potential reasons for complaint	
The operations being carried out on site at the time of the complaint	
Follow Up	
Actions taken	
Date of call back to complainant	
Summary of call back conversation	
Recommendations	
Change in procedures	
Changes to Environmental Management System (EMS)	
Date changes implemented	
Form completed by	
Signed	
Date completed	

COMPLAINT RECORDING PROCEDURE:

Any complaints received will be recorded on form KBL/RF/7. This form will normally be completed, signed and dated by the Site Manager; if they are not available the Office Manager will complete the form.

- 1) The name, address and telephone number of the caller will be requested.
- 2) Each complaint will be given a reference number.
- 3) The caller will be asked to give details of:
 - a) the nature of the complaint;
 - b) the time;
 - c) how long it lasted;
 - d) how often it occurs;
 - e) Is this the first time the problem has been noticed; and
 - f) what prompted them to complain.
- 4) The person completing the form will then, if possible, make a note of:
 - a) the weather conditions at the time of the problem (rain, snow, fog etc.);
 - b) strength and direction of the wind; and
 - c) the activity or activities taken place on the site at the time the noise was detected, particularly anything unusual.
- 5) The reason for the complaint will be investigated and a note of the findings added to the report.
- 6) The caller will then be contacted with an explanation of the source of the complaint if identified and the action taken to prevent a recurrence of the problem in future.
- 7) If the caller is unhappy about the outcome or unwilling to identify themselves the caller will be invited to contact the Environment Agency and or the Local Authority.

Note: Following any complaint the relevant management plan(s) will be reviewed to ensure appropriate actions are in place to counter any problems.

Appendix III

Copy of Environmental Permits & EWC codes

Notice of variation with introductory note

The Environmental Permitting (England & Wales) Regulations 2016

Kiely Bros. Limited
Kiely Bros. Limited
101 Amington Road
Birmingham
West Midlands
B25 8EP

Variation application number

EPR/FB3403ZY/V003

Permit number

EPR/FB3403ZY

Notice of variation

The Environmental Permitting (England and Wales) Regulations 2016

The Environment Agency in exercise of its powers under regulation 20 of the Environmental Permitting (England and Wales) Regulations 2016 varies

Permit number

EPR/FB3403ZY

Issued to

Kiely Bros. Limited (“the operator”)

whose registered office is

**135 Cherrywood Road
Bordesley Green
Birmingham
B9 4XE**

company registration number 03487871

to operate a regulated facility at

**Kiely Bros. Limited
101 Amington Road
Birmingham
West Midlands
B25 8EP**

to the extent set out in the schedules.

The notice shall take effect from 03/01/2020

Name	Date
Ian Sinclair	03/01/2020

Authorised on behalf of the Environment Agency

Table S1.1 activities	
Description of activities for waste operations	Limits of activities
D14: Repackaging prior to submission to any of the operations numbered D1 to D13.	
D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where the waste is produced)	

Table S1.2 Operating techniques		
Description	Parts	Date Received
Response to Schedule 5 Notice dated 29/10/19	<p>Approved Fire Prevention Plan - version 1.9, dated 19 December 2019, document reference: AMI-918-B.</p> <p>Approved Noise and Vibration Management Plan – version 1.3, dated 19 December 2019, document reference: AMI-918-F.</p> <p>Approved Dust Management Plan – version 1.5, dated 19 December 2019, document reference: AMI-918-H</p> <p>Approved Odour Management Plan - version 1.4, dated 19 December 2019 , document reference: AMI-918-I</p>	20/12/19

Schedule 3 – conditions to be added

None

Kiely Bros. Limited

Permit number EPR/FB3403ZY

Introductory note

This introductory note does not form a part of the notice

The following notice gives notice of the variation of an environmental permit.

This variation is to add shredding to the A11 listed activities on site.

The schedules specify the changes made to the original permit.

The status log of a permit sets out the permitting history, including any changes to the permit reference number.

Status log of the permit		
Description	Date	Comments
Permit determined EPR/FB3403ZY	17/11/17	Permit issued to Kiely Bros. Limited.
Part Surrender determined EPR/FB3403ZY	10/09/19	Part surrender of land complete.
Application EPR/FB3403ZY/V003 (variation)	Duly made 17/09/19	Application to add shredding activity to the Household Commercial and Industrial waste transfer station (A11).
Additional Information Received	20/12/19	Response to Schedule 5 Notice dated 29/10/19: <ul style="list-style-type: none">- Odour Management Plan – version 1.4- Fire Prevention Plan – version 1.9- Noise and Vibration Management Plan – version 1.3- Dust Management Plan – version 1.5
Variation determined EPR/FB3403ZY	03/01/20	Varied permit issued.

End of introductory note

Permit

The Environmental Permitting (England and Wales) Regulations 2016

Permit number

EPR/FB3403ZY

The Environment Agency hereby authorises, under regulation 13 of the Environmental Permitting (England and Wales) Regulations 2016

Kiely Bros. Limited ("the operator"),

whose registered office is

**135 Cherrywood Road
Bordesley Green
Birmingham
B9 4XE**

company registration number 03487871

to operate waste operations at

**Kiely Bros. Limited
101 Amington Road
Birmingham
B25 8EP**

to the extent authorised by and subject to the conditions of this permit.

Name	Date
Dominiqua Drakeford-Allen	17/11/2017

Authorised on behalf of the Environment Agency

Conditions

1 Management

1.1 General management

- 1.1.1 The operator shall manage and operate the activities:
- (a) in accordance with a written management system that identifies and minimises risks of pollution, including those arising from operations, maintenance, accidents, incidents, non-conformances, closure and those drawn to the attention of the operator as a result of complaints; and
 - (b) using sufficient competent persons and resources.
- 1.1.2 Records demonstrating compliance with condition 1.1.1 shall be maintained.
- 1.1.3 Any person having duties that are or may be affected by the matters set out in this permit shall have convenient access to a copy of it kept at or near the place where those duties are carried out.
- 1.1.4 The operator shall comply with the requirements of an approved competence scheme.

1.2 Avoidance, recovery and disposal of wastes produced by the activities

- 1.2.1 The operator shall take appropriate measures to ensure that:
- (a) the waste hierarchy referred to in Article 4 of the Waste Framework Directive is applied to the generation of waste by the activities; and
 - (b) any waste generated by the activities is treated in accordance with the waste hierarchy referred to in Article 4 of the Waste Framework Directive; and
 - (c) where disposal is necessary, this is undertaken in a manner which minimises its impact on the environment.
- 1.2.2 The operator shall review and record at least every four years whether changes to those measures should be made and take any further appropriate measures identified by a review.

2 Operations

2.1 Permitted activities

- 2.1.1 The operator is only authorised to carry out the activities specified in schedule 1 table S1.1 (the "activities").

2.2 The site

- 2.2.1 The activities shall not extend beyond the site, being the land shown edged in green on the site plan at schedule 7 to this permit.

2.3 Operating techniques

- 2.3.1 The activities shall, subject to the conditions of this permit, be operated using the techniques and in the manner described in the documentation specified in schedule 1, table S1.2, unless otherwise agreed in writing by the Environment Agency.

- 2.3.2 If notified by the Environment Agency that the activities are giving rise to pollution, the operator shall submit to the Environment Agency for approval within the period specified, a revision of any plan or other documentation ("plan") specified in schedule 1, table S1.2 or otherwise required under this permit which identifies and minimises the risks of pollution relevant to that plan, and shall implement the approved revised plan in place of the original from the date of approval, unless otherwise agreed in writing by the Environment Agency.
- 2.3.3 Waste shall only be accepted if:
- (a) it is of a type and quantity listed in schedule 2 tables S2.1 and S2.2; and
 - (b) it conforms to the description in the documentation supplied by the producer and holder.

3 Emissions and monitoring

3.1 Emissions of substances not controlled by emission limits

- 3.1.1 Emissions of substances not controlled by emission limits (excluding odour) shall not cause pollution. The operator shall not be taken to have breached this condition if appropriate measures, including, but not limited to, those specified in any approved emissions management plan, have been taken to prevent or where that is not practicable, to minimise, those emissions.
- 3.1.2 The operator shall:
- (a) if notified by the Environment Agency that the activities are giving rise to pollution, submit to the Environment Agency for approval within the period specified, an emissions management plan which identifies and minimises the risks of pollution from emissions of substances not controlled by emission limits;
 - (b) implement the approved emissions management plan, from the date of approval, unless otherwise agreed in writing by the Environment Agency.
- 3.1.3 All liquids in containers, whose emission to water or land could cause pollution, shall be provided with secondary containment, unless the operator has used other appropriate measures to prevent or where that is not practicable, to minimise, leakage and spillage from the primary container.

3.2 Odour

- 3.2.1 Emissions from the activities shall be free from odour at levels likely to cause pollution outside the site, as perceived by an authorised officer of the Environment Agency, unless the operator has used appropriate measures, including, but not limited to, those specified in any approved odour management plan, to prevent or where that is not practicable to minimise the odour.
- 3.2.2 The operator shall:
- (a) if notified by the Environment Agency that the activities are giving rise to pollution outside the site due to odour, submit to the Environment Agency for approval within the period specified, an odour management plan which identifies and minimises the risks of pollution from odour;
 - (b) implement the approved odour management plan, from the date of approval, unless otherwise agreed in writing by the Environment Agency.

3.3 Noise and vibration

- 3.3.1 Emissions from the activities shall be free from noise and vibration at levels likely to cause pollution outside the site, as perceived by an authorised officer of the Environment Agency, unless the operator has used appropriate measures, including, but not limited to, those specified in any

approved noise and vibration management plan to prevent or where that is not practicable to minimise the noise and vibration.

3.3.2 The operator shall:

- (a) if notified by the Environment Agency that the activities are giving rise to pollution outside the site due to noise and vibration, submit to the Environment Agency for approval within the period specified, a noise and vibration management plan which identifies and minimises the risks of pollution from noise and vibration;
- (b) implement the approved noise and vibration management plan, from the date of approval, unless otherwise agreed in writing by the Environment Agency.

3.4 Pests

3.4.1 The activities shall not give rise to the presence of pests which are likely to cause pollution, hazard or annoyance outside the boundary of the site. The operator shall not be taken to have breached this condition if appropriate measures, including, but not limited to, those specified in any approved pests management plan, have been taken to prevent or where that is not practicable, to minimise the presence of pests on the site.

3.4.2 The operator shall:

- (a) if notified by the Environment Agency, submit to the Environment Agency for approval within the period specified, a pests management plan which identifies and minimises risks of pollution, hazard or annoyance from pests;
- (b) implement the pests management plan, from the date of approval, unless otherwise agreed in writing by the Environment Agency.

3.5 Fire prevention

3.5.1 The operator shall take all appropriate measures to prevent fires on site and minimise the risk of pollution from them including, but not limited to, those specified in any approved fire prevention plan.

4 Information

4.1 Records

4.1.1 All records required to be made by this permit shall:

- (a) be legible;
- (b) be made as soon as reasonably practicable;
- (c) if amended, be amended in such a way that the original and any subsequent amendments remain legible, or are capable of retrieval; and
- (d) be retained, unless otherwise agreed in writing by the Environment Agency, for at least 6 years from the date when the records were made, or in the case of the following records until permit surrender:
 - (i) off-site environmental effects; and
 - (ii) matters which affect the condition of the land and groundwater.

4.1.2 The operator shall keep on site all records, plans and the management system required to be maintained by this permit, unless otherwise agreed in writing by the Environment Agency.

4.2 Reporting

- 4.2.1 The operator shall send all reports and notifications required by the permit to the Environment Agency using the contact details supplied in writing by the Environment Agency.
- 4.2.2 Within one month of the end of each quarter, the operator shall submit to the Environment Agency using the form made available for the purpose, the information specified on the form relating to the site and the waste accepted and removed from it during the previous quarter.

4.3 Notifications

- 4.3.1 The Environment Agency shall be notified without delay following the detection of:
- (a) any malfunction, breakdown or failure of equipment or techniques, accident, or emission of a substance not controlled by an emission limit which has caused, is causing or may cause significant pollution;
 - (b) the breach of a limit specified in the permit; or
 - (c) any significant adverse environmental effects.
- 4.3.2 Any information provided under condition 4.3.1 shall be confirmed by sending the information listed in schedule 5 to this permit within the time period specified in that schedule.
- 4.3.3 Where the Environment Agency has requested in writing that it shall be notified when the operator is to undertake monitoring and/or spot sampling, the operator shall inform the Environment Agency when the relevant monitoring and/or spot sampling is to take place. The operator shall provide this information to the Environment Agency at least 14 days before the date the monitoring is to be undertaken.
- 4.3.4 The Environment Agency shall be notified within 14 days of the occurrence of the following matters, except where such disclosure is prohibited by Stock Exchange rules:
- Where the operator is a registered company:
- (a) any change in the operator's trading name, registered name or registered office address; and
 - (b) any steps taken with a view to the operator going into administration, entering into a company voluntary arrangement or being wound up.
- Where the operator is a corporate body other than a registered company:
- (a) any change in the operator's name or address; and
 - (b) any steps taken with a view to the dissolution of the operator.
- In any other case:
- (a) the death of any of the named operators (where the operator consists of more than one named individual);
 - (b) any change in the operator's name(s) or address(es); and
 - (c) any steps taken with a view to the operator, or any one of them, going into bankruptcy, entering into a composition or arrangement with creditors, or, in the case of them being in a partnership, dissolving the partnership.
- 4.3.5 Where the operator proposes to make a change in the nature or functioning, or an extension of the activities, which may have consequences for the environment and the change is not otherwise the subject of an application for approval under the Regulations or this permit:
- (a) the Environment Agency shall be notified at least 14 days before making the change; and
 - (b) the notification shall contain a description of the proposed change in operation.

4.4 Interpretation

- 4.4.1 In this permit the expressions listed in schedule 6 shall have the meaning given in that schedule.
- 4.4.2 In this permit references to reports and notifications mean written reports and notifications, except where reference is made to notification being made "without delay", in which case it may be provided by telephone.

Schedule 1 – conditions to be deleted

Schedule 2 – conditions to be amended

The following conditions are amended as a result of the application made by the operator.

Table S1.1 in Schedule 1 – Operations have been amended to include shredding to the list of A11 activities.

Table S1.1 activities	
Description of activities for waste operations	Limits of activities
A16 Activity - acceptance, storage and treatment of mechanically treated construction, demolition and excavation waste for washing and producing a secondary aggregate.	
<p>R3: Recycling/reclamation of organic substances which are not used as solvents.</p> <p>R5: Recycling/reclamation of other inorganic materials</p> <p>R13: Storage of waste pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where the waste is produced.</p>	<p>Physical treatment of waste listed in table S2.1 consisting only of sorting, separation, screening, crushing, blending and washing of waste for recovery.</p> <p>Subject to any other requirements of this permit wastes shall be stored for no longer than 3 years prior to recovery.</p> <p>The aggregate total of recovery of slags and ashes shall not exceed 75 tonnes per day (for the A16 and A11 activity combined).</p> <p>Waste types as specified in Table S2.1</p>
A11 Activity - acceptance, storage and treatment of mechanically treated household, commercial and industrial (HCI) waste for further recycling/recovery.	
<p>R3: Recycling/reclamation of organic substances which are not used as solvents</p> <p>R4: Recycling/reclamation of metals and metal compounds</p> <p>R5: Recycling/reclamation of other inorganic materials</p> <p>R13: Storage of waste pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where the waste is produced)</p> <p>D9: Physico-chemical treatment not specified elsewhere which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D12</p>	<p>Physical treatment of waste listed in table S2.2 including manual and mechanical sorting/separation, screening, baling, shredding, crushing or compaction of non-hazardous waste for disposal (no more than 50 tonnes per day) or recovery.</p> <p>Subject to any other requirements of this permit wastes shall be stored for no longer than 1 year prior to disposal or 3 years prior to recovery.</p> <p>The aggregate total of recovery of slags and ashes shall not exceed 75 tonnes per day (for the A16 and A11 activity combined).</p> <p>The total of disposal of slags and ashes shall not exceed 50 tonnes per day for disposal.</p> <p>Waste types as specified in Table S2.2.</p>

Schedule 2 – Waste types

Table S2.1 Permitted waste types and quantities for A16 activity	
Maximum quantity	The total quantity of waste accepted at the site for the above activity shall be less than 99,999 tonnes a year.
Waste code	Description
01	Wastes resulting from exploration, mining, quarrying, and physical and chemical treatment of minerals
01 04	wastes from physical and chemical processing of non-metalliferous minerals
01 04 08	waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	waste sand and clays
02	Wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing, food preparation and processing
02 02	wastes from the preparation and processing of meat, fish and other foods of animal origin
02 02 02	shellfish shells from which the soft tissue or flesh has been removed.
03	Wastes from wood processing and the production of panels and furniture, paper and cardboard
03 01	wastes from wood processing and the production of panels and furniture
03 01 01	waste bark and cork
03 03	wastes from pulp, paper and cardboard production and processing
03 03 01	waste bark and wood
10	Wastes from thermal processes
10 01	wastes from power stations and other combustion plants (except 19)
10 01 01	bottom ash and slag only
10 01 02	pulverised fuel ash only
10 01 05	gypsum (solid) only
10 01 07	gypsum (sludge) only
10 01 15	bottom ash and slag only from co in-incineration other than those mentioned in 10 01 14
10 11	wastes from manufacture of glass and glass products
10 11 12	waste glass other than those mentioned in 10 11 11
10 12	wastes from manufacture of ceramic goods, bricks, tiles and construction products
10 12 08	waste ceramics, bricks, tiles and construction products (after thermal processing)
10 13	wastes from manufacture of cement, lime and plaster and articles and products made from them
10 13 14	waste concrete and concrete sludge
15	Waste packaging, absorbents, wiping cloths, filter materials and protective clothing not otherwise specified
15 01	packaging (including separately collected municipal packaging waste)

Table S2.1 Permitted waste types and quantities for A16 activity	
Maximum quantity	The total quantity of waste accepted at the site for the above activity shall be less than 99,999 tonnes a year.
Waste code	Description
15 01 01	paper and cardboard packaging
15 01 07	clean glass packaging only
17	Construction and demolition wastes (including excavated soil from contaminated sites)
17 01	concrete, bricks, tiles and ceramics
17 01 01	concrete
17 01 02	bricks
17 01 03	tiles and ceramics
17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 02	wood, glass and plastic
17 02 02	glass
17 03	bituminous mixtures, coal tar and tarred products
17 03 02	road base and road planings (other than those containing coal tar) only
17 05	soil (including excavated soil from contaminated sites), stones and dredging spoil
17 05 04	soil and stones other than those mentioned in 17 05 03
17 05 06	dredging spoil other than those mentioned in 17 05 05
17 05 08	track ballast other than those mentioned in 17 05 07
17 08	gypsum-based construction material
17 08 02	gypsum only other than those mentioned in 17 08 01
19	Wastes from waste management facilities, off-site waste water treatment plants and the preparation of water intended for human consumption and water for industrial use
19 05	wastes from aerobic treatment of solid wastes
19 05 03	compost from source segregated biodegradable waste only
19 08	wastes from waste water treatment plants not otherwise specified
19 08 02	washed sewage grit (waste from desanding) free from sewage contamination only
19 08 99	stone filter media if free from sewage contamination only
19 09	wastes from the preparation of water intended for human consumption or water for industrial use
19 09 02	sludges from water clarification
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 05	clean glass only
19 12 09	minerals (for example sand, stones)
19 12 12	treated bottom ash including IBA and slag other than that containing dangerous substances only
19 13	wastes from soil and groundwater remediation

Table S2.1 Permitted waste types and quantities for A16 activity	
Maximum quantity	The total quantity of waste accepted at the site for the above activity shall be less than 99,999 tonnes a year.
Waste code	Description
19 13 02	solid wastes from soil remediation other than those mentioned in 19 13 01
19 13 04	sludges from soil remediation other than those mentioned in 19 13 03
20	Municipal wastes (household waste and similar commercial, industrial and institutional)
20 01	separately collected fractions (except 15 01)
20 01 02	clean glass only
20 02	garden and park wastes (including cemetery waste)
20 02 02	soil and stones

Table S2.2 Permitted waste types and quantities for A11 activity	
Maximum quantity	The total quantity of waste accepted at the site for the above activity shall be less than 100,000 tonnes a year.
Waste code	Description
01	Wastes resulting from exploration, mining, quarrying, and physical and chemical treatment of minerals
01 01	wastes from mineral excavation
01 01 01	wastes from mineral metalliferous excavation
01 01 02	wastes from mineral non-metalliferous excavation
01 03	wastes from physical and chemical processing of metalliferous minerals
01 03 06	tailings other than those mentioned in 01 03 04 and 01 03 05
01 03 09	red mud from alumina production other than the wastes mentioned in 01 03 10
01 04	wastes from physical and chemical processing of non-metalliferous minerals
01 04 08	waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	waste sand and clays
01 04 11	wastes from potash and rock salt processing other than those mentioned in 01 04 07
01 04 12	tailings and other wastes from washing and cleaning of minerals other than those mentioned in 01 04 07 and 01 04 11
01 04 13	wastes from stone cutting and sawing other than those mentioned in 01 04 07
02	Wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing, food preparation and processing
02 01	wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing
02 01 03	plant-tissue waste
02 01 04	waste plastics (except packaging)

Table S2.2 Permitted waste types and quantities for A11 activity	
Maximum quantity	The total quantity of waste accepted at the site for the above activity shall be less than 100,000 tonnes a year.
Waste code	Description
02 01 07	wastes from forestry
02 01 10	waste metal
02 02	wastes from the preparation and processing of meat, fish and other foods of animal origin
02 02 03	materials unsuitable for consumption or processing
02 03	wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco preparation and processing; conserve production; yeast and yeast extract production, molasses preparation and fermentation
02 03 04	materials unsuitable for consumption or processing
02 04	wastes from sugar processing
02 04 01	soil from cleaning and washing beet
02 04 02	off-specification calcium carbonate
02 05	wastes from the dairy products industry
02 05 01	materials unsuitable for consumption or processing
02 06	wastes from the baking and confectionery industry
02 06 01	materials unsuitable for consumption or processing
02 06 02	wastes from preserving agents
02 07	wastes from the production of alcoholic and non-alcoholic beverages (except coffee, tea and cocoa)
02 07 01	wastes from washing, cleaning and mechanical reduction of raw materials
02 07 02	wastes from spirits distillation
02 07 04	materials unsuitable for consumption or processing
03	Wastes from wood processing and the production of panels and furniture, pulp, paper and cardboard
03 01	wastes from wood processing and the production of panels and furniture
03 01 01	waste bark and cork
03 01 05	sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04
03 03	wastes from pulp, paper and cardboard production and processing
03 03 01	waste bark and wood
03 03 07	mechanically separated rejects from pulping of waste paper and cardboard
03 03 08	wastes from sorting of paper and cardboard destined for recycling
03 03 10	fibre rejects, fibre-, filler- and coating-sludges from mechanical separation
04	Wastes from the leather, fur and textile industries
04 01	wastes from the leather and fur industry
04 01 08	waste tanned leather (blue sheetings, shavings, cuttings, buffing dust) containing chromium
04 01 09	wastes from dressing and finishing

Table S2.2 Permitted waste types and quantities for A11 activity	
Maximum quantity	The total quantity of waste accepted at the site for the above activity shall be less than 100,000 tonnes a year.
Waste code	Description
04 02	wastes from the textile industry
04 02 21	wastes from unprocessed textile fibres
04 02 22	wastes from processed textile fibres
06	Wastes from inorganic chemical processes
06 09	wastes from the MSFU of phosphorous chemicals and phosphorous chemical processes
06 09 02	phosphorous slag
06 09 04	calcium-based reaction wastes other than those mentioned in 06 09 03
06 11	wastes from the manufacture of inorganic pigments and opacifiers
06 11 01	calcium-based reaction wastes from titanium dioxide production
07	Wastes from organic chemical processes
07 02	wastes from the MFSU of plastics, synthetic rubber and man-made fibres
07 02 13	waste plastic
09	Wastes from the photographic industry
09 01	wastes from the photographic industry
09 01 07	photographic film and paper containing silver or silver compounds
09 01 08	photographic film and paper free of silver or silver compounds
09 01 10	single-use cameras without batteries
09 01 12	single-use cameras containing batteries other than those mentioned in 09 01 11
10	Wastes from thermal processes
10 01	wastes from power stations and other combustion plants (except 19)
10 01 01	bottom ash, slag and boiler dust (excluding boiler dust mentioned in 10 01 04)
10 01 05	calcium-based reaction wastes from flue-gas desulphurisation in solid form
10 01 07	calcium-based reaction wastes from flue-gas desulphurisation in sludge form
10 01 15	bottom ash, slag and boiler dust from co-incineration other than those mentioned in 10 01 14
10 01 19	wastes from gas cleaning other than those mentioned in 10 01 05, 10 01 07 and 10 01 18
10 01 24	sands from fluidised beds
10 02	wastes from the iron and steel industry
10 02 01	wastes from the processing of slag
10 02 02	unprocessed slag
10 02 08	solid wastes from gas treatment other than those mentioned in 10 02 07
10 02 10	mill scales
10 02 14	sludges and filter cakes from gas treatment other than those mentioned in 10 02 13
10 02 15	other sludges and filter cakes
10 03	wastes from aluminium thermal metallurgy

Table S2.2 Permitted waste types and quantities for A11 activity	
Maximum quantity	The total quantity of waste accepted at the site for the above activity shall be less than 100,000 tonnes a year.
Waste code	Description
10 03 02	anode scraps
10 03 05	waste alumina
10 03 16	skimmings other than those mentioned in 10 03 15
10 03 18	carbon-containing wastes from anode manufacture other than those mentioned in 10 03 17
10 03 24	solid wastes from gas treatment other than those mentioned in 10 03 23
10 03 26	sludges and filter cakes from gas treatment other than those mentioned in 10 03 25
10 03 28	wastes from cooling-water treatment other than those mentioned in 10 03 27
10 03 30	wastes from treatment of salt slags and black drosses other than those mentioned in 10 03 29
10 04	wastes from lead thermal metallurgy
10 04 10	wastes from cooling-water treatment other than those mentioned in 10 04 09
10 05	wastes from zinc thermal metallurgy
10 05 01	slags from primary and secondary production
10 05 09	wastes from cooling-water treatment other than those mentioned in 10 05 08
10 05 11	dross and skimmings other than those mentioned in 10 05 10
10 06	wastes from copper thermal metallurgy
10 06 01	slags from primary and secondary production
10 06 02	dross and skimmings from primary and secondary production
10 06 10	wastes from cooling-water treatment other than those mentioned in 10 06 09
10 07	wastes from silver, gold and platinum thermal metallurgy
10 07 01	slags from primary and secondary production
10 07 02	dross and skimmings from primary and secondary production
10 07 03	solid wastes from gas treatment
10 07 05	sludges and filter cakes from gas treatment
10 07 08	wastes from cooling-water treatment other than those mentioned in 10 07 07
10 08	wastes from other non-ferrous thermal metallurgy
10 08 09	other slags
10 08 11	dross and skimmings other than those mentioned in 10 08 10
10 08 13	carbon-containing wastes from anode manufacture other than those mentioned in 10 08 12
10 08 14	anode scrap
10 08 18	sludges and filter cakes from flue-gas treatment other than those mentioned in 10 08 17
10 08 20	wastes from cooling-water treatment other than those mentioned in 10 08 19
10 09	wastes from casting of ferrous pieces
10 09 03	furnace slag

Table S2.2 Permitted waste types and quantities for A11 activity	
Maximum quantity	The total quantity of waste accepted at the site for the above activity shall be less than 100,000 tonnes a year.
Waste code	Description
10 09 06	casting cores and moulds which have not undergone pouring other than those mentioned in 10 09 05
10 09 08	casting cores and moulds which have undergone pouring other than those mentioned in 10 09 07
10 09 14	waste binders other than those mentioned in 10 09 13
10 09 16	waste crack-indicating agent other than those mentioned in 10 09 15
10 10	wastes from casting of non-ferrous pieces
10 10 03	furnace slag
10 10 06	casting cores and moulds which have not undergone pouring, other than those mentioned in 10 10 05
10 10 08	casting cores and moulds which have undergone pouring, other than those mentioned in 10 10 07
10 10 14	waste binders other than those mentioned in 10 10 13
10 10 16	waste crack-indicating agent other than those mentioned in 10 10 15
10 11	wastes from manufacture of glass and glass products
10 11 03	waste glass-based fibrous materials
10 11 10	waste preparation mixture before thermal processing, other than those mentioned in 10 11 09
10 11 12	waste glass other than those mentioned in 10 11 11
10 11 16	solid wastes from flue-gas treatment other than those mentioned in 10 11 15
10 11 18	sludges and filter cakes from flue-gas treatment other than those mentioned in 10 11 17
10 12	wastes from manufacture of ceramic goods, bricks, tiles and construction products
10 12 01	waste preparation mixture before thermal processing
10 12 05	sludges and filter cakes from gas treatment
10 12 06	discarded moulds
10 12 08	waste ceramics, bricks, tiles and construction products (after thermal processing)
10 12 10	solid wastes from gas treatment other than those mentioned in 10 12 09
10 12 12	wastes from glazing other than those mentioned in 10 12 11
10 13	wastes from manufacture of cement, lime and plaster and articles and products made from them
10 13 01	waste preparation mixture before thermal processing
10 13 04	wastes from calcination and hydration of lime
10 13 07	sludges and filter cakes from gas treatment
10 13 10	wastes from asbestos-cement manufacture other than those mentioned in 10 13 09
10 13 11	wastes from cement-based composite materials other than those mentioned in 10 13 09 and 10 13 10
10 13 13	solid wastes from gas treatment other than those mentioned in 10 13 12

Table S2.2 Permitted waste types and quantities for A11 activity	
Maximum quantity	The total quantity of waste accepted at the site for the above activity shall be less than 100,000 tonnes a year.
Waste code	Description
10 13 14	waste concrete and concrete sludge
11	Wastes from chemical surface treatment and coating of metals and other materials; non-ferrous hydro-metallurgy
11 01	wastes from chemical surface treatment and coating of metals and other materials (for example galvanic processes, zinc coating processes, pickling processes, etching, phosphating, alkaline degreasing, anodising)
11 01 10	sludges and filter cakes other than those mentioned in 11 01 09
11 01 14	degreasing wastes other than those mentioned in 11 01 13
11 02	wastes from non-ferrous hydrometallurgical processes
11 02 03	wastes from the production of anodes for aqueous electrolytical processes
11 02 06	wastes from copper hydrometallurgical processes other than those mentioned in 11 02 05
11 05	wastes from hot galvanising processes
11 05 01	hard zinc
11 05 02	zinc ash
12	Wastes from shaping and physical and mechanical surface treatment of metals and plastics
12 01	wastes from shaping and physical and mechanical surface treatment of metals and plastics
12 01 01	ferrous metal filings and turnings
12 01 03	non-ferrous metal filings and turnings
12 01 05	plastics shavings and turnings
12 01 13	welding wastes
12 01 17	waste blasting material other than those mentioned in 12 01 16
12 01 21	spent grinding bodies and grinding materials other than those mentioned in 12 01 20
15	Waste packaging, absorbents, wiping cloths, filter materials and protective clothing not otherwise specified
15 01	packaging (including separately collected municipal packaging waste)
15 01 01	paper and cardboard packaging
15 01 02	plastic packaging
15 01 03	wooden packaging
15 01 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
15 01 07	glass packaging
15 01 09	textile packaging
15 02	absorbents, filter materials, wiping cloths and protective clothing
15 02 03	absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02

Table S2.2 Permitted waste types and quantities for A11 activity	
Maximum quantity	The total quantity of waste accepted at the site for the above activity shall be less than 100,000 tonnes a year.
Waste code	Description
16	Wastes not otherwise specified in the list
16 01	end-of-life vehicles from different means of transport (including off-road machinery) and wastes from dismantling of end-of-life vehicles and vehicle maintenance (except 13, 14, 16 06 and 16 08)
16 01 03	end-of-life tyres
16 02	wastes from electrical and electronic equipment
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13
16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15
16 03	off-specification batches and unused products
16 03 04	inorganic wastes other than those mentioned in 16 03 03
16 03 06	organic wastes other than those mentioned in 16 03 05
16 06	batteries and accumulators
16 06 04	alkaline batteries (except 16 06 03)
16 06 05	other batteries and accumulators
16 11	waste linings and refractories
16 11 02	carbon-based linings and refractories from metallurgical processes others than those mentioned in 16 11 01
16 11 04	other linings and refractories from metallurgical processes other than those mentioned in 16 11 03
16 11 06	linings and refractories from non-metallurgical processes others than those mentioned in 16 11 05
17	Construction and demolition wastes (including excavated soil from contaminated sites)
17 01	concrete, bricks, tiles and ceramics
17 01 01	concrete
17 01 02	bricks
17 01 03	tiles and ceramics
17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 02	wood, glass and plastic
17 02 01	wood
17 02 02	glass
17 02 03	plastic
17 03	bituminous mixtures, coal tar and tarred products
17 03 02	bituminous mixtures other than those mentioned in 17 03 01
17 04	metals (including their alloys)
17 04 01	copper, bronze, brass
17 04 02	aluminium

Table S2.2 Permitted waste types and quantities for A11 activity	
Maximum quantity	The total quantity of waste accepted at the site for the above activity shall be less than 100,000 tonnes a year.
Waste code	Description
17 04 03	lead
17 04 04	zinc
17 04 05	iron and steel
17 04 06	tin
17 04 07	mixed metals
17 04 11	cables other than those mentioned in 17 04 10
17 05	soil (including excavated soil from contaminated sites), stones and dredging spoil
17 05 04	soil and stones other than those mentioned in 17 05 03
17 05 08	track ballast other than those mentioned in 17 05 07
17 06	insulation materials and asbestos-containing construction materials
17 06 04	insulation materials other than those mentioned in 17 06 01 and 17 06 03
17 08	gypsum-based construction material
17 08 02	gypsum-based construction materials other than those mentioned in 17 08 01
17 09	other construction and demolition wastes
17 09 04	mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
19	Wastes from waste management facilities, off-site waste water treatment plants and the preparation of water intended for human consumption and water for industrial use
19 01	wastes from incineration or pyrolysis of waste
19 01 02	ferrous materials removed from bottom ash
19 01 12	bottom ash and slag other than those mentioned in 19 01 11
19 01 18	pyrolysis wastes other than those mentioned in 19 01 17
19 01 19	sands from fluidised beds
19 02	wastes from physico/chemical treatments of waste (including dechromatation, decyanidation, neutralisation)
19 02 03	premixed wastes composed only of non-hazardous wastes
19 02 10	combustible wastes other than those mentioned in 19 02 08 and 19 02 09
19 04	vitrified waste and wastes from vitrification
19 04 01	vitrified waste
19 05	wastes from aerobic treatment of solid wastes
19 05 01	non-composted fraction of municipal and similar wastes
19 05 02	non-composted fraction of animal and vegetable waste
19 05 03	off-specification compost
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 01	paper and cardboard

Table S2.2 Permitted waste types and quantities for A11 activity	
Maximum quantity	The total quantity of waste accepted at the site for the above activity shall be less than 100,000 tonnes a year.
Waste code	Description
19 12 02	ferrous metal
19 12 03	non-ferrous metal
19 12 04	plastic and rubber
19 12 05	glass
19 12 07	wood other than that mentioned in 19 12 06
19 12 08	textiles
19 12 09	minerals (for example sand, stones)
19 12 10	combustible waste (refuse derived fuel)
19 12 12	other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11
19 13	wastes from soil and groundwater remediation
19 13 02	solid wastes from soil remediation other than those mentioned in 19 13 01
19 13 04	sludges from soil remediation other than those mentioned in 19 13 03
20	Municipal wastes (household waste and similar commercial, industrial and institutional wastes) including separately collected fractions
20 01	separately collected fractions (except 15 01)
20 01 01	paper and cardboard
20 01 02	glass
20 01 08	biodegradable kitchen and canteen waste
20 01 10	clothes
20 01 11	textiles
20 01 34	batteries and accumulators other than those mentioned in 20 01 33
20 01 36	discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35
20 01 38	wood other than that mentioned in 20 01 37
20 01 39	plastics
20 01 40	metals
20 01 41	wastes from chimney sweeping
20 02	garden and park wastes (including cemetery waste)
20 02 01	biodegradable waste
20 02 02	soil and stones
20 03	other municipal wastes
20 03 01	mixed municipal waste
20 03 02	waste from markets
20 03 03	street-cleaning residues
20 03 07	bulky waste

Schedule 3 – Emissions and monitoring

There are no emission limits or associated monitoring requirements.

Schedule 4 – Reporting

There is no reporting under this schedule.

Schedule 5 – Notification

These pages outline the information that the operator must provide.

Units of measurement used in information supplied under Part A and B requirements shall be appropriate to the circumstances of the emission. Where appropriate, a comparison should be made of actual emissions and authorised emission limits.

If any information is considered commercially confidential, it should be separated from non-confidential information, supplied on a separate sheet and accompanied by an application for commercial confidentiality under the provisions of the EP Regulations.

Part A

Permit Number	
Name of operator	
Location of Facility	
Time and date of the detection	

(a) Notification requirements for any malfunction, breakdown or failure of equipment or techniques, accident, or emission of a substance not controlled by an emission limit which has caused, is causing or may cause significant pollution	
To be notified within 24 hours of detection	
Date and time of the event	
Reference or description of the location of the event	
Description of where any release into the environment took place	
Substances(s) potentially released	
Best estimate of the quantity or rate of release of substances	
Measures taken, or intended to be taken, to stop any emission	
Description of the failure or accident.	

(b) Notification requirements for the breach of a limit	
To be notified within 24 hours of detection unless otherwise specified below	
Emission point reference/ source	
Parameter(s)	
Limit	
Measured value and uncertainty	
Date and time of monitoring	

(b) Notification requirements for the breach of a limit	
To be notified within 24 hours of detection unless otherwise specified below	
Measures taken, or intended to be taken, to stop the emission	

Time periods for notification following detection of a breach of a limit	
Parameter	Notification period

(c) Notification requirements for the detection of any significant adverse environmental effect	
To be notified within 24 hours of detection	
Description of where the effect on the environment was detected	
Substances(s) detected	
Concentrations of substances detected	
Date of monitoring/sampling	

Part B – to be submitted as soon as practicable

Any more accurate information on the matters for notification under Part A.	
Measures taken, or intended to be taken, to prevent a recurrence of the incident	
Measures taken, or intended to be taken, to rectify, limit or prevent any pollution of the environment which has been or may be caused by the emission	
The dates of any unauthorised emissions from the facility in the preceding 24 months.	

Name*	
Post	
Signature	
Date	

* authorised to sign on behalf of the operator

Schedule 6 – Interpretation

“accident” means an accident that may result in pollution.

“Annex I” means Annex I to Directive 2008/98/EC of the European Parliament and of the Council on waste.

“Annex II” means Annex II to Directive 2008/98/EC of the European Parliament and of the Council on waste.

“application” means the application for this permit, together with any additional information supplied by the operator as part of the application and any response to a notice served under Schedule 5 to the EP Regulations.

“authorised officer” means any person authorised by the Environment Agency under section 108(1) of The Environment Act 1995 to exercise, in accordance with the terms of any such authorisation, any power specified in section 108(4) of that Act.

“building” means a construction that has the objective of providing sheltering cover and minimising emissions of noise, particulate matter, odour and litter.

“D” means a disposal operation provided for in Annex I to Directive 2008/98/EC of the European Parliament and of the Council on waste.

“emissions to land” includes emissions to groundwater.

“emissions of substances not controlled by emission limits” means emissions of substances to air, water or land from the activities, either from the emission points specified in schedule 3 or from other localised or diffuse sources, which are not controlled by an emission limit.

“EP Regulations” means The Environmental Permitting (England and Wales) Regulations SI 2016 No.1154 and words and expressions used in this permit which are also used in the Regulations have the same meanings as in those Regulations.

“groundwater” means all water, which is below the surface of the ground in the saturation zone and in direct contact with the ground or subsoil.

“Hazardous waste” has the meaning given in the Hazardous Waste (England and Wales) Regulations 2005 (as amended).

“List of Wastes” means the list of wastes established by Commission Decision 2000/532/EC replacing Decision 94/3/EC establishing a list of wastes pursuant to Article 1(a) of Council Directive 75/442/EEC on waste and Council Decision 94/904/EC establishing a list of hazardous waste pursuant to Article 1(4) of Council Directive 91/689/EEC on hazardous waste, as amended from time to time.

“pests” means birds, vermin and insects.

“quarter” means a calendar year quarter commencing on 1 January, 1 April, 1 July or 1 October.

“R” means a recovery operation provided for in Annex II to Directive 2008/98/EC of the European Parliament and of the Council on waste.

“Waste code” means the six digit code referable to a type of waste in accordance with the List of Wastes and in relation to hazardous waste, includes the asterisk.

“Waste Framework Directive” or “WFD” means Waste Framework Directive 2008/98/EC of the European Parliament and of the Council on waste.

“year” means calendar year ending 31 December.

Appendix IV

Health & Safety – Conditions of Site Use

HEALTH AND SAFETY - CONDITIONS OF SITE USE

The following guidelines apply to all site personnel, contractors and visitors using the site (where applicable).

- 1) The site is covered by the Health and Safety at Work Act 1974 and its associated regulations and all users must abide by any relevant provisions. Any person found to be in contravention of the requirements of this Health and Safety Statement will be asked to leave the site.
- 2) All visitors and contractors must sign the visitor's book upon entry to and exit from the site. All vehicle drivers must report to the office and await instruction from the site manager/deputy before proceeding to deposit waste at the site.
- 3) All accidents, diseases, injuries or dangerous occurrences shall be reported to the site manager. All instructions issued by the site manager in respect of health and safety at the site must be followed by all site users.
- 4) A first aid box (including eye-wash bottles) is kept in the site office. If you are injured on site please alert a member of staff/trained first-aider for assistance.
- 5) All persons must wear the appropriate PPE on site including high visibility jackets and hard hat.
- 6) Safety boots must be worn by all persons in the waste sorting/storage areas.
- 7) Protective gloves must be worn for any operations which present a hazard of puncture to or laceration of the skin or for any manual handling work carried out on site.
- 8) Ear defenders, safety helmets (hard hats) and eye protection will be issued when deemed necessary and must be worn by all employees and contractors where required by the site manager or other site representatives.
- 9) Fire extinguishers are kept on site to deal with any fires - fires shall only be dealt with by employees of Kiely Bros. Ltd unless alternative instructions are given by the site manager. Access to fire exits and firefighting equipment must be kept clear at all times. When the fire alarm sounds please follow instructions and leave the site in an orderly fashion.
- 10) Persons who are suspected to be under the influence of drugs or alcohol will be removed from the site.
- 11) Smoking is not permitted on the site.
- 12) Observe and follow all traffic directions and traffic/safety signs.
- 13) Drivers must comply with all safety instructions given by the site manager or appointed deputy.
- 14) All drivers are responsible for ensuring that their vehicle is safely loaded. Unsafe loads will not be accepted at the site and will not be allowed to leave the site until they have been made safe.
- 15) Drivers waiting to tip at the recycling centre shall follow the instructions of the operator and shall only tip in the designated area, unless advised otherwise. No tipping shall take place over sorted stockpiles.
- 16) Drivers must remain in the cab or stand well clear of the vehicle during loading or tipping. Once the vehicle has been loaded it must be securely sheeted (if necessary) before leaving the site. When sheeting and unsheeting the vehicle ensure that the engine is switched off, the ignition key removed and the parking brake is on. Do not gain access using the mudguards and wheels. Ensure that your ropes, hooks and sheets are in good condition.
- 17) Never travel with the vehicle body raised. Ensure you know the maximum height of the raised body of your vehicle.

Declaration: To be completed by site users

I have read and understand the conditions of use for this site and agree to comply with them at all times. I accept that neither Kiely Bros. Ltd nor their employees shall be liable for any loss or injury arising from my non-compliance with the above conditions.

Signed.....

Print name.....

Company/Organisation.....

Date.....

Note: these conditions are included in the EMS for information only and may be revised regularly as part of the site health and safety policy.