



Solihull
Community Housing
Shaping our neighbourhoods

Chapelhouse Asset Management Waste Transfer Site

Environmental & Emergency
Management System

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1. Contact Details

Operational Working Plan : Solihull Community Housing (SCH) Chapelhouse
Road Asset Management Hub Waste Transfer
Station

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Signed on behalf of: Solihull Community Housing

Name	Position	Signature
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Name	Position	Signature
Stuart Shannon	Logistics Co-Ordinator	<i>Stuart Shannon</i>

2. Environmental Permit

- The Chapelhouse Road Asset Management Hub waste transfer site currently holds both an Environmental Permit and waste carrier's certificate. The site has been operating since 1999 and is fully compliant with all Environment Agency legislation and guidelines. **(See appendices – 1.13,1.14 & 1.15)**
- Solihull Community Housing decided in 2009 to apply to the Environment Agency (E.A) to vary the current waste transfer site Environmental Permit **SL40002 (see appendix – 1.15)** The reason for this variation was to allow the removal of small quantities of asbestos based materials and electrical & electronic equipment (WEEE).The application was successfully granted by the E.A, who subsequently issued a variation to the Environmental Permit and assigned a revised permit number to **EPR/PP3692F2(see appendix – 1.14)**
- A detailed Fire Prevention Plan (FPP) is in force for the site. It has been prepared by SCH in accordance with Environment Agency guidance 'Fire prevention plans: environmental permits', which was most recently updated on 11 January 2021. The Logistics Manager, Logistics Co-ordinator and trained Fire Wardens ensure compliance with the FPP.

3. Site Staff Qualifications

- There are two WAMITAB Level 4 (**Managing Treatment Operations-Managing Transfer Hazardous**) qualified persons who have sole responsibility to manage the SCH Waste Transfer Site (**Environmental Permit Number: PP3692FS**). **(See appendices – 1.10 & 1.11)**
- The WAMITAB Level 4 (**Managing Treatment Operations-Managing Transfer Hazardous**) **managers** have attended Continuing Competence Certificate courses **(See appendices – 1.10 & 1.11)**
- There is one WAMITAB Level 2 (**Treatment**) qualified person who has the responsibility of the day-to-day operations of the site ensuring all site users comply with the SCH Waste Transfer Site Health & Safety Procedures and Environment Agency legislation & guidelines. **(See appendices – 1.12)**

4. Site Development

- The Chapelhouse Road Asset Management Hub depot was built by Birmingham City Council during the 1960's as part of the Chelmsley Wood overspill development. It has remained in this use ever since. In 2014 the site underwent a twelve-month refurbishment programme to its main offices, stores and yard areas. The original offices and stores buildings were both demolished and rebuilt creating a new two storey office building with integral stores. However, the waste transfer site area layout has remained the same.
- The waste transfer site at Chapelhouse Road Asset Management Hub has been operating since 1999, the operations undertaken at the facility are mainly stores and stock holding of equipment for use in the modernisation and refurbishment of the authorities housing stock.
- With the modernisation and refurbishment of the housing stock there is a requirement to remove all wastes and materials discarded by the outgoing tenants. The Void house clearance procedures include the inspection and validation of repairs to be carried out, the inspection and validation of wastes, and the removal of all materials discarded by the tenant /

occupier. These materials range from household wastes to garden, garage and shed clearance.

- Any waste generated by the refurbishment of these properties and any surplus are also removed.

5. Site Infrastructure

- Chapelhouse Road Asset Management Hub is adopted and maintained by the Solihull Community Housing, with access to the depot gained over an existing footpath crossing. The boundary fencing comprises of 2.50-metre-high hit and miss steel palisade fencing all around the site with the exception of that elevation adjoining the Boys Club which consists of a 6 metre plus high steel frame and metal clad wall, and 2.70-metre-high hit and miss steel palisade fencing. A pair of 2.50-metre-high hit and miss lockable palisade gates give access & egress to Chapelhouse Road.
- The Chapelhouse Road Asset Management Hub comprises of purpose-built metal cladding offices, mess and WC welfare facilities complete with an adjoining internal store, separate yard area and external outbuilding and LPG gas bottle compound.
- The internal stores yard boundary fencing comprises of 2.50 – 2.70-metre-high hit and miss steel palisade fencing complete with an integral fire exit gate, and 2.70 metre high hit and miss lockable palisade sliding gate, allowing access and egress to main yard area.
- Water, gas, electricity, and telephone services are available on site, together with WC and washing facilities; the latter all connect to the existing foul water system.
- 24-hour security is currently provided by eleven CCTV cameras, of which five are PTZ remote control, to cover office entrance, gates and main yard area and six are static cameras, to cover the compactor area and also yard entrance. **(See appendix –1.16)**
- There is a comprehensive external security lighting system throughout site main yard and waste transfer station area **(see appendix – 1.16)**
- Our waste transfer station comprises of a netted waste storage area approximately 5.00 metres high which contains a sprinkler system for dust suppression and waste which is contained within one 20 cubic yard and one 20/35 cubic yard skips located under this structure prior to transfer off site **(see appendix – 1.16)**. Permit condition 25b states that *‘an area not less than 1 metre wide shall be maintained between the bay walls and any adjacent structure or building’*. A structure is defined as ‘a construction with interrelated parts and a fixed location’. There are no buildings or fixed structures within 1m of the bay walls. Wastes stored inside the netted waste storage area are located in roll on roll off containers.
- Provision within the waste transfer site area has been provided for one 20 cubic yard skip for reclaimed mixed metals, one 20 cubic yard skip for mixed construction waste, one 20 cubic yard skip for domestic seating (pops), one 8cubic yard WEEE skip, one maximum size 30 cubic yard skip for wood wastes, four 1100Ltr lockable wheelie bins for confidential waste, three 1000Ltr IBC paint container , one plastic collapsible lamp ,fluorescent tube storage container and two battery storage container for storage of both lead acid and domestic type batteries.**(see appendix –1.16)**. Occasionally large domestic appliances such as ovens, washing machines, tumble dryers etc are received on site. Large domestic appliances are stored in a designated area of the site, the location of which is shown on Drawing ‘Site Layout and Storage’, DW01.

- There is also an electrically operated waste compactor that compacts waste into 35 cubic yard compactor bins, which are emptied at least twice per week. **(See appendix – 1.16).**
- Within the waste transfer site area, a lockable secure storage area has been provided for unclassified/hazardous waste, in the unlikely event that any is allowed on site, prior to urgent transportation off site. **(See appendix – 1.16)**
- Above ground level double banded fuel tank and pump that has the capacity to hold up to 10,000 Litres of diesel fuel tank. **(See appendix – 1.16).** The outer tank provides a minimum of 110% capacity of the inner tank. The double skinned tank has additional containment for attached ancillary equipment and pipework. It therefore provides both primary and secondary containment and meets the requirements of the Control of Pollution (Oil Storage) (England) Regulations 2001. Filling points are located at the top of the tank, within the containment. The tank has been independently assessed and complies with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).
- Surface water run-off from the site is drained to the local foul sewer, via an interceptor. The interceptor is subject to monthly inspection and is typically emptied twice per year (based on current operational experience). The interceptor is maintained in a good working condition at all times due to regular inspection and emptying.
- The whole site surface is concrete. Drainage of the waste storage area is via the existing interceptor and local foul water system.
- A control site booth is situated at the main entrance of the site to control all entries onto the site **(see appendix – 1.16).**

6. Site Operations

- Maximum hours of operation are **0800-1800 hours Monday to Saturday** with operations on Sundays, Bank and Public Holidays only in cases of emergency. Maintenance of plant, buildings and equipment, including lighting, involves daily inspections and safety checks at opening time with any remedial action taken as required. **(See appendix - 1. 7).**
- All vehicles entering waste transfer site, will be reversed to the various designated segregated unloading areas by site staff or banksman, and exit in a forward gear. **(See appendix – 2.1 & 2.2).**
- The Car parking facilities for employees and visitors are provided in the grounds of the adjacent previous **Conservative Club** and **Junction** during working hours.
- The transfer site has the car parking capacity to park up to **20** light commercial vehicles if required on site overnight. The vast majority of these vehicles are in full operational and use off-site during the day.
- Primarily, only household, commercial and industrial waste will be accepted. It is anticipated that around five tonnes will be accepted and stored per day from Council sources.
- The site staff will ensure that all waste is acceptable under the terms of the Environmental Permit and the quantity/cubic meter will be approximately measured upon deposit and recorded electronically via Tablet/PDA waste transfer note. **(See appendix – 1.8).** Any

unacceptable load will be refused entry to the site and directed by site staff to a suitable, authorised site.

- In the event of unacceptable waste being delivered on site, bearing in mind the initial scrutiny by the site staff, it would be deposited and secured in the unacceptable waste storage area (**see appendix – 1.16**) and arrangements put in hand immediately for a Registered Waste Carrier to transport it to an authorised facility off-site.
- All sorted waste will be removed from site and transferred by the designated SCH waste management contractor to an authorised waste facility for management in accordance with the waste hierarchy.
- The site operates a first in first out policy to ensure wastes are segregated, stored and dispatched from the facility as quickly as possible. Storage times vary depending on the quantities of wastes delivered to the site, e.g. typically only small quantities of waste oil are received at it may take several weeks to accumulate sufficient material to facilitate its removal by tanker, whereas compactor wastes are typically removed at least twice per week. All wastes are removed within at least 3 months of receipt, with the exception of asbestos, which may be stored on site for 6 months due to the very small quantities that are received at any one time. Asbestos is inherently non-combustible.
- As part of the first in first out policy, waste storage areas, including the corners, are regularly emptied and swept to ensure all materials, fluff and debris are removed. This prevents the potential for wastes, dust and fluffs to accumulate and build-up. The site is maintained in a very clear and tidy condition.

7. Site Waste Handling Procedure

- Designated contractors or SCH trade operatives arriving at site to deposit waste, must fully comply with the Site Safety Rules (**See appendix – 2.1 ,2.2,2.3,2.4 & 3.1,3.6**) and will be vetted initially at the control booth to ensure the waste is acceptable and submit an internal waste transfer note electronically via Tablet/ PDA (**See appendix – 1.8**) to site staff. The waste transfer note will confirm the address the waste was collected, types of waste & EWC code, waste cubic quantity and the duty to apply the waste hierarchy as required by **Regulation 12 of the Waste (England and Wales) Regulations 2011** has been fulfilled.
(1) Prevention (2) Prepare for Re-Use (3) Recycling (4) Recovery (5) Disposal. (See appendix – 3.8)
- When the waste materials are removed from the council properties, they are taken to the SCH waste transfer site **EPR/PP3692F2**. Competent site staff inspect and then direct the waste materials to the various segregated storage areas. No waste is tipped or sorted from the ground, it is all sorted from the delivery vehicles into designated containers and skips for recycling or, for residual wastes, into the waste compactor and 35 cubic yard containers. SCH has added an additional skip, up to 30 cubic yards capacity, to facilitate the separation of wood for recycling. The vast majority of wastes received on site, i.e. mixed construction waste, scrap metal, glass, confidential paper, waste oil, fluorescent tubes and lamps, LPG gas bottles, lead acid batteries, other batteries and accumulators, paints, TV/monitors, fridge/freezers, large domestic appliances (LDA) and small mixed WEEE is stored in designated containers and skips for recycling. Wastes deposited into the compactor container are transferred off site to a facility where further waste sorting and segregation is undertaken, thereby ensuring compliance with the waste hierarchy.

➤ Any cement bonded asbestos that arises from house clearance or renovation works undertaken by SCH or its appointed contractors is delivered to the site and stored in a 14 cubic yard enclosed and lockable container. The Environmental Permitting (England and Wales) Regulations 2016, Schedule 3, Part 5, Section 3 'Temporary storage of waste at a place controlled by the producer' authorises:

(1) The temporary storage of any waste, pending its collection, at a place controlled by the producer of the waste.

(2) For the purposes of this paragraph, the conditions are —

(a) the producer has control over the waste and the storage place,

(b) the waste does not contain or consist of — (i) unbonded asbestos

The removal of asbestos during house clearance and renovation works and its subsequent delivery to the site for safe storage in a fully enclosed and lockable skip removes any risks to residents and other members of the public, which would otherwise arise by leaving materials in residential areas.

The proposed application to vary the Environmental Permit will include the safe storage of asbestos on site. Further details on asbestos management are included in Section 8 below.

- All waste material received at the waste transfer site, will be contained within the agreed designated segregated storage areas. **(See appendix – 1.16).**
- Small WEEE waste will be stored in an 8 cubic yard skip within fully covered segregated storage area **(See appendix – 1.16)** and will be removed from site by an appointed contractor.
- Fridges/Freezers will be stored within fully covered segregated storage area **(See appendix – 1.16)** and will be removed from site by an appointed contractor. Where possible a maximum quantity of fridges and/or freezers on site at any one time shall not exceed **50 units.**
- Lead acid batteries will be stored in an acid and leak-proof container **(See appendix – 1.16)**. A specialist contractor will be designated to remove them from the site to an authorised off-site facility.
- Unsorted batteries and accumulators will be segregated, any loose terminals taped and stored in vermiculite in individual 30 Litre sealed drums within a leak-proof container **(see appendix – 1.16)**. A specialist contractor will be designated to remove them from the site to an authorised off-site facility.
- TV/Monitors will be stored in a fully enclosed storage containers within segregated storage area **(see appendix – 1.16)** and will be removed from site by an appointed contractor.
- Waste Oil will be stored within 1000Ltr bunded steel container **(See appendix – 1.16)** and will be removed from site by an appointed contractor. The 1,000 litres container is a purpose designed double skinned tank. The outer tank has the capacity to hold a minimum of 110% of the contents of the inner tank and meets the requirements of the Control of Pollution (Oil Storage) (England) Regulations 2001.
- Waste Paint will be stored in an IBC container within a designated fully covered storage areas **(See appendix – 1.16)** and will be removed from site by an appointed contractor.

- Domestic seating waste containing (POP's) will be segregated and stored within a designated 20/35 cubic yard skip **(See appendix – 1.16)** and will be removed from site by an appointed contractor.
- Site staff will ensure the appropriate PPE equipment is worn, adopt safe lifting techniques, such as two operation lift, use mechanical aids or forklift truck when manoeuvring heavy, large and awkward waste materials into the agreed designated storage containers or skip. **(See appendix 2.1,3.1,3.6)**
- The designated SCH waste management contractor will remove all the in-coming waste material from site to an authorised waste facility for recycling or recovery or end disposal, in accordance with the waste hierarchy.
- All in-coming waste streams are monitored electronically via internal Tablet/PDA waste transfer note and out-going waste recorded using out-coming waste summary sheet **(See appendix – 1.9)**.
- The SCH appointed waste management contractors' performance levels are continually monitored daily and through quarterly reviews meeting via set contractual key performance indicators (KPI's). These are based on service delivery and monthly submission of waste and recycling reports.
- To comply with Environmental Agency legislation and guidelines, SCH complete and submit quarterly waste returns documentation of all in-coming and out-going waste quantities permitted under the Environmental Permit to the national-operator-returns@environment-agency.gov.uk and HWEFASResponse@environment-agency.gov.uk

8. Site Asbestos

- As part of the waste acceptance procedure all asbestos based material that is identified and transferred to the waste transfer site will be double-bagged or wrapped in minimum 500-gauge polythene and sealed at the place of removal by competent SCH operatives. No loose material will be allowed.

Asbestos Storage Container (Skip)

- The Asbestos Storage Container (skip) has a capacity of 16 cubic yard/12.3 cubic metres and is totally enclosed and lockable. The amount of asbestos to be stored will not be greater than 9.5 tonnes. **(See appendix – 1.14)**.
- The storage container (skip) will be clearly signed with suitable warnings of asbestos content of the skip and will be kept locked at all times when not in use.
- The asbestos storage container (skip) is to be located on an impermeable surface sited within the marked zone within waste transfer site **(See appendix – 1.16)**.
- The fully competent SCH site staff will record a weekly Inspection of the skip and its designated area on PDA. **(See inspection sheet format appendix – 1.7)**.
- The asbestos storage container (skip) will be kept in good repair, in a secure and safe area of the site, the competent site staff and/or competent SCH operatives will check the asbestos storage container (skip) for damage each time it is returned to the site. No asbestos materials

will be placed into the asbestos storage container (skip) until any damage is suitably repaired or another skip is provided. **(See inspection sheet format appendix – 1.7)**

Asbestos Storage Container (Skip) security

- The skip will be locked at all times when not in use. Key holders are restricted to competent asbestos removal SCH operatives and site staff.
- The asbestos storage container (skip) is to be sited within its own designated secure lockable fenced area within the waste transfer site **(See appendix – 1.16)**
Key holders are restricted to fully trained competent SCH asbestos removal operatives and site staff.

Loading Asbestos Storage Container (Skip)

- The bagged asbestos material waste will be removed from the carrying vehicle by the fully trained competent SCH asbestos removal operatives only and be placed, not thrown, into the asbestos storage container (skip).
- Entering or climbing into the asbestos storage container (skip) is strictly forbidden.

Asbestos Storage Container (skip) Emergency Procedure

- In the event of the designated container (skip) being off site, damaged or full the asbestos removal team vehicle has an integral waste holding area to the rear. The vehicle has a capacity of 20 bags of waste. This equates to approx. 2 working days of waste. This time frame should allow for a new skip to be provided.
- In the event of the above not being an option then the bagged or wrapped asbestos containing material shall be securely stored in the area designated as '*unacceptable waste sealed storage area*', this is located within the Asbestos skip compound. yard **(see appendix – 1.16)**

Asbestos Storage Container (skip) Site Removal

- All asbestos based material will be removed from site by the designated SCH waste management contractor, to an authorised waste disposal site facility for end disposal.

9. Site Waste Electronic & Electrical Equipment (WEEE)

Refrigerators/freezers, Small WEEE, TV/Monitors and Fluorescent Tubes/Lamps Storage

- All refrigerators and freezers will be securely stored within a designated/segregated fully covered storage area within our waste transfer site within the yard. **(See appendix – 1.16)**
- Small WEEE waste will be stored in an 8 cubic yard skip within a designated/segregated fully covered storage area within our waste transfer site within the yard. **(See appendix – 1.16)**
- All mixed fluorescent tubes and lamps will be securely stored within a 6ft plastic fully enclosed collapsible lamp storage container (pallet) complete with lid at our waste transfer site. **(See appendix – 1.16)**

- The designated storage areas for refrigerators/freezers, TV/Monitors, small WEEE and fluorescent tubes/lamps containers will be clearly signed.
- All refrigerators and freezers will be stored in an upright position with doors facing each other, or where practicably possible either remove or close and tape refrigerators and freezers doors.
- Site staff will ensure the appropriate PPE equipment is worn and absorbing granules/pads to safeguard sealed coolant systems on all cooling/freezing unit spillages. Staff also must adopt safe lifting techniques, such as two operation lift or use mechanical aids when manoeuvring refrigerators/freezers into the designated storage container. **(see appendix – 3.1,) 2.1,3.5,3.6**

Refrigerators/Freezers, Small WEEE, TV/Monitors, Paint, Oil and Fluorescent Tubes/Lamps Site Container Removal

All refrigerators/freezers, Small WEEE, TV/Monitors, Paints, Oil and Fluorescent Tubes/Lamps will be removed from site by the designated SCH waste management contractor, to an authorised waste disposal site facility for further recycling.

10. Exemptions from Environmental Permitting

Hazardous wastes, other than lead acid batteries (which are received under the Environmental Permit) and asbestos (which is received under Environmental Permitting (England and Wales) Regulations 2016, Schedule 3, Part 5, Section 3 'Temporary storage of waste at a place controlled by the producer') are currently received under registered exemption from environmental permitting. S1 and S2 exemptions are registered for the site (registration number WEX424596) and authorise the safe storage in designated containers of waste oil, other hazardous batteries, hazardous paints and wood preservatives, hazardous WEEE etc.

The safe storage of these materials from the repair or refurbishment of properties rented and leased by Solihull MBC removes any risks to residents and other members of the public that would otherwise arise by leaving such wastes in residential areas.

As part of the proposed application to vary the Environmental Permit, wastes received under the S1 and S2 exemptions (and asbestos received under Schedule 3, Part 5, Section 3 of the Environmental Permitting (England and Wales) Regulations 2016) will be included in the Environmental Permit. It is proposed that immediately prior to issue of the permit variation, the S1 and S2 exemptions for the site will be deregistered.

The Environmental Permit currently limits waste storage at the site to 130 cubic yards. Additional storage capacity is afforded by hazardous wastes received under lawful exemption etc. The application to vary the Environmental Permit will seek to increase waste storage capacity to 300 cubic yards (i.e. 229m³).

11. Site Maintenance and Upkeep

Site, plant and equipment have regular inspection regimes as follows.

Site:

- Daily inspections of the site are conducted by site staff to highlight any potential safety or environmental problems. Checks on lighting, condition of fencing, sprinklers, etc., prior to commencement of operations. Detailed inspection of fencing, gates lighting, sprinkler systems all services and structures on a weekly basis. **(see appendix – 1.7).**

Plant: and Equipment:

- Daily inspections are conducted by site staff to highlight potential safety and mechanical maintenance issues, and any necessary action instigated **(See appendix – 1.7)**
- Plant and machinery have scheduled maintenance contracts ranging from quarterly for static operational machinery with mobile plant and vehicles maintained and serviced as per manufacturer's guidelines. In the event of a potential long-term non-availability, hire equipment would be obtained.
- All site Plant and Machinery can only be operated by fully qualified site staff.

Litter:

- Litter control is the responsibility of the site staff overseeing the reception of the waste, who will take appropriate action, either personally or by getting the culprit to act as required.

Pest Inspections etc:

Site operating staff will conduct regular site inspections to highlight any sources of pest infestation, odour or noise. If any remedial action is required the site staff will initially inform the **Site Logistics Co-ordinator**, who then would contact internal **SCH Better Places Pest Control Services Department (See appendix – 1.7)**

The **SCH Better Places Pest Control Services Department** conduct monthly site inspection to highlight any sources of pest infestation, odour or noise and address any remedial action required.

Spillages:

Site staff will regularly inspect the site for excessive dust, spillages and mud during the day-to-day site operations, relating to either waste management activities and/or skip container collections or deliveries. Site staff will remove, and/or cover with absorbing granules /pads or similar material as required, prior to removal for appropriate disposal or to an authorised waste disposal site facility for recycling or end disposal. **(See appendix – 2.6 , 3.11,3.10)**

Noise:

- All site machinery equipment such as the waste compactor and forklift truck will be regularly maintained and fitted with silencers where appropriate.

12. Site off-site Water Discharges

- Drainage for the Waste Storage Facility would be via the existing interceptor to the existing foul water system. Existing and proposed structures connected to existing surface water system for surface water disposal **(See appendix – 1.16)**

13. Site PPE Equipment

- To ensure full compliance with the SCH Waste Transfer Site Safety Rules and general Health & Safety legislation, SCH staff and other site visitors must wear the following PPE Equipment when attending the SCH Waste Transfer Site to off load waste or within the adjacent Yard area.
 - External high visibility waistcoat/jacket (minimum ENISO 20471).
 - Safety footwear with steel mid soles and steel toecaps (minimum ENISO 20345 S3).
 - Industrial quality glove where applicable (minimum EN388).
 - Safety eye goggles where applicable (minimum EN166).
 - Dust masks/respirators where applicable (minimum EN 149 FFP3).
 - Safety helmets where there is a risk of falling objects, moving equipment or projections or in a designated hard hat area. (minimum DIN EN 397)

14. Site Emergency Procedures

- A water supply via bib taps is provided for emergency and or wheel washing purposes located on the exterior canteen wall **(See appendix – 1.16)** There are also various fire extinguishers located internally and externally in accordance with the Health and Safety regulations, on site first aider facilities and telephones (for emergency calls if required) are all located in the main buildings. **(See appendix – 2.1 ,2.3 & 2.4)**
- Any emergency will be notified immediately to the Emergency Services or Environment Agency if required.
- Emergency Services fire hydrant is located in front of the main Chapelhouse Asset Management Hub building within the public footpath on the opposite side of the road.
- On discovery of a fire, SCH stores staff, SCH staff and contractors to notify emergency services by dialling 999 and follow “SCH Fire Evacuation Procedure” in the case of an emergency. **(See appendix – 2.4)**
- Fire extinguishers and spill kits are fitted/located at the waste compactor.
- To ensure the correct fire extinguisher is used for the type of fire, multi type fire extinguishers are provided, including for lithium battery fires.
- In the event of a fire, where operatives are safe and feel comfortable to do so they may attempt to extinguish a fire using the provided fire extinguishers.
- Only attempt to extinguish a fire using the fire extinguisher if you have undergone fire extinguisher training.
- Isolate the compactor prior to attempting to fight any fire.

- Only try to extinguish small fires (approximately 0.5-meter square) when you are not at risk of smoke inhalation or contact with the flames. Ensure you have a suitable escape route away from the fire. Staff are not expected to attempt to fight a fire if they are not comfortable.
- If at any point an employee feels unsafe using an extinguisher on a fire they must evacuate the area.

15. SCH Waste Compactor Procedures

General Safety and Rules

- Only SCH stores appropriately trained staff are authorised to operate the waste compactor.
- This procedure must be used in conjunction with the manufacturers operating procedures. **(See appendix – 3.2)**
- Smoking is prohibited around and while operating the waste compactor.
- SCH stores staff, SCH staff and contractors follow SCH Site Safety Instructions. **(See appendix – 2.1)**
- SCH stores staff, SCH staff and contractors adhere to all site health & safety, waste management safety awareness signage.
- SCH stores staff, SCH staff and contractors follow the SCH Traffic Management Procedure. **(See appendix – 2.2)**
- Stores staff adhere to all applicable health & safety, waste management and manual handling awareness signage.
- Appropriate lighting is provided in and around the waste compactor.
- The waste compactor is fitted with manufacturer's safety guarding, fail safe devices, emergency stop pushbuttons/bar including automatic doors and key start operation only. Operatives to familiarise themselves with the location and operation of these devices.
- The power switch to the waste compactor is secured by a locked cabinet.
- The waste compactor operational keys are kept within the stores department office overnight and within the on-site lockable portacabin throughout the working day, accessible by authorised SCH stores staff only.
- Operatives to always wear issued PPE when operating and working with the waste compactor.
- The waste compactor is to be supervised by stores staff throughout the working day between 8:00am and 4.30pm until close by the stores staff.

Appendix- 1

1. SCH Site Rejected Waste Note

Name: Solihull Community Housing

Site Licence Number: EPR/PP3692FS

Address:

Chapelhouse Asset Management Hub

Chapelhouse Road.

Chelmsley Wood.

Solihull.

B37 5HA

Tele: 0121-717-1637 **Fax:** 0121-717-1638

Waste Premise Code: NFN 202

Date:

Time:

In the event any waste is received or left at the **Chaplehouse Asset Management Hub Waste Transfer Site**, which is not permitted by the site licence. Site staff **Must** segregate the waste within the designated lockable secure storage area and/or flam-vault storage container.

The following document is required to be completed by site staff, prior to the transportation of the waste off site within 24 hours of receipt, by an authorised licensed carrier to an authorised disposal site.

COMPANY DETAILS:

Company Name:

Waste Carriers Registration Number:

Drivers Name:

Vehicle Type:

Vehicle Registration Number:

ADDRESS WASTE REMOVED:

WASTE:

Waste Type:

Waste Volume: ☐ Litre ☐ Kg ☐ Tonne

Reason Waste Rejected: **None Site Compliance** ☐

WASTE RE-DIRECTION DETAILS

Waste Site Address:

Site Contact Name

Telephone Number:

Site Licence Number:

Hazardous Waste Code Number:

Drivers Name:

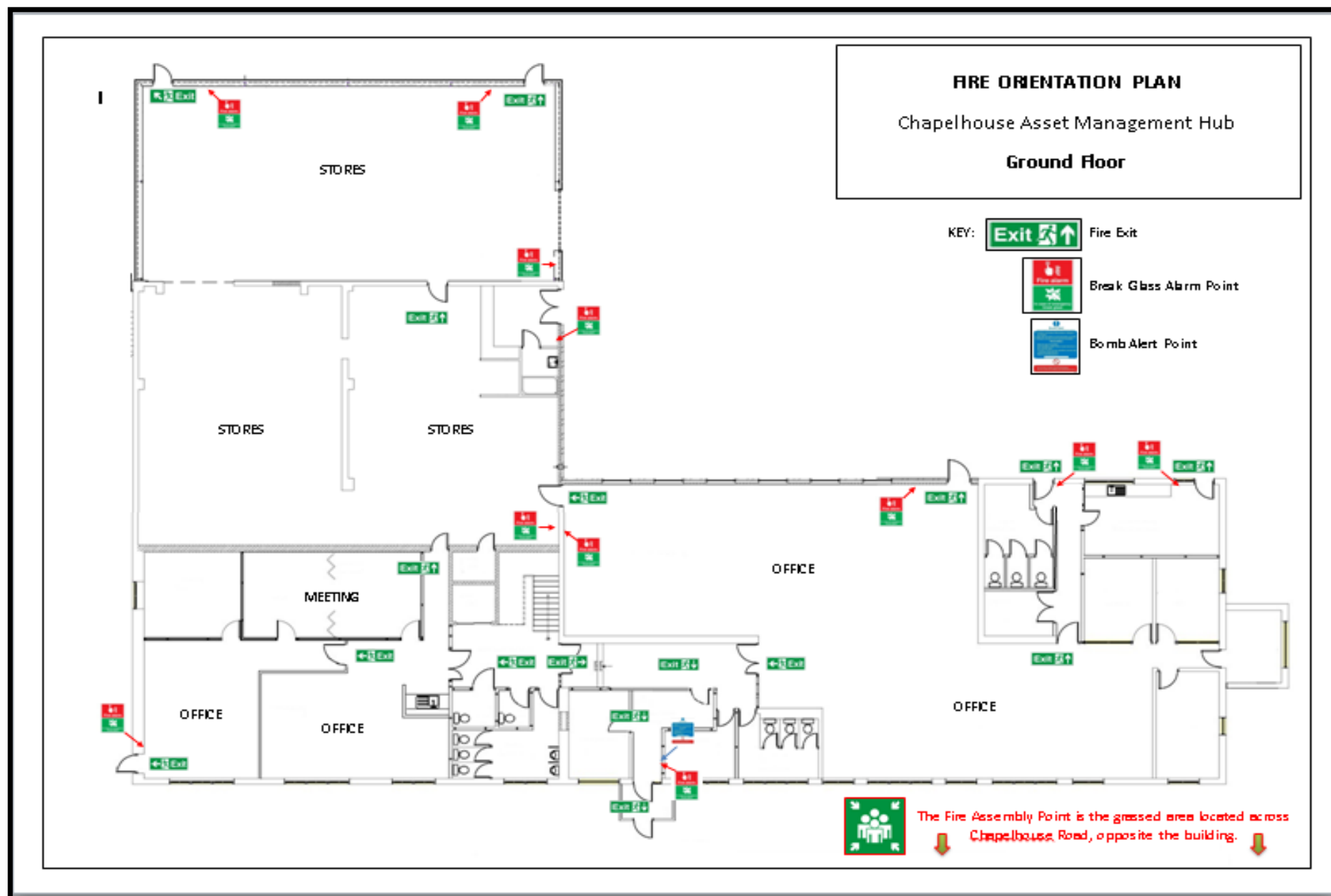
Drivers Signature:

SCH Site Staff Name:

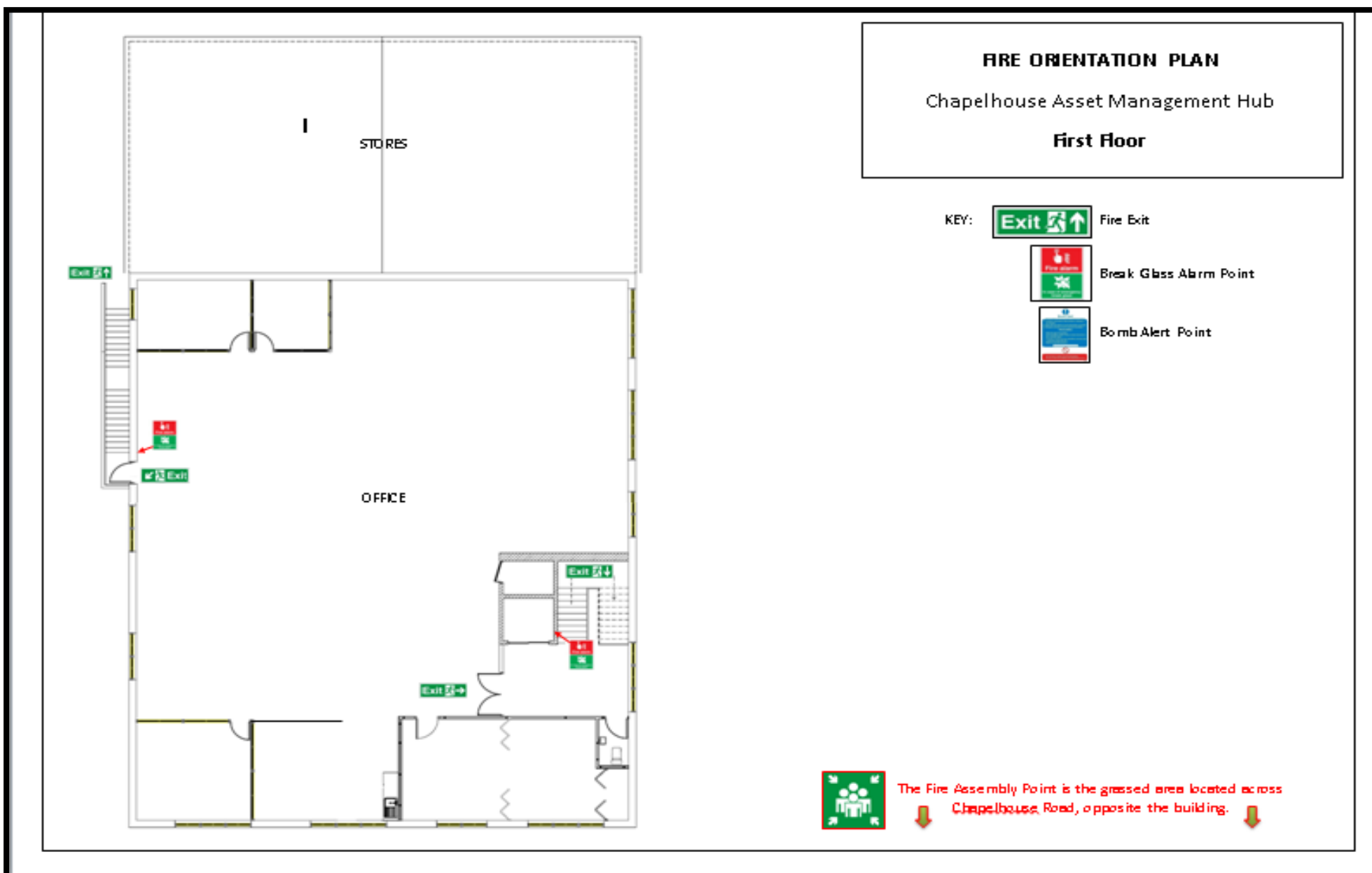
SCH Site Staff Signature:

Date:

2. FIRE OREINTATION PLAN-GROUND FLOOR



3. FIRE OREINTATION PLAN - FIRST FLOOR



4. RESPONSIBILITIES OF FIRE WARDENS

Fire wardens are under the direct control of the senior Fire Warden.

The **primary duty** of a Fire Warden is to ensure evacuation of that part of the building they are responsible for.

Must not put themselves at risk in carrying out their duties

Should check all areas such as rooms, toilets and storerooms within their designated area

Should encourage people to leave the building by the nearest available exit in an orderly manner and direct people to the appropriate assembly point (**Grassed Area Opposite the Depot**)

Should not use physical force or become involved in confrontation. If you are aware of somebody remaining in the building, then you are to inform the Emergency Services (Fire Brigade) on their arrival

Report any other problems associated with the evacuation process to the Senior Fire Warden, Emergency Services (Fire Brigade) or Line/ Senior Management present.

May have other duties related to your working practices and environments.

Day to Day Duties

All fire exits and routes to them remain unobstructed.

All fire door exits are closed at times.

Call points are visible and unobstructed

Fire extinguishers are not missing or obstructed

General housekeeping does not pose a fire risk e.g. storage of waste paper

Any evidence of smoking inside buildings is reported

Fire Safety Concerns

Report any fire safety concerns that you may have to either your Health & Safety Officer, Senior Fire Warden or Line/Senior Manager.

5. Chapelhouse Asset Management Hub

Fire Wardens

CHIEF FIRE WARDEN

FIRE WARDENS

Zone-1

Carl Wallace – Deputy Chief Fire Warden

Stuart Shannon

Ashley Williams

Zone-2

Laura Allsopp

Carl Chilton

Lloyd Sale

Mel Behan

Zone-3

Matt Dowery

Jake Jackson

Ian Hands

Jane Brentville

Zone-4

Julie Raybone

Nick Wood

Joe Coyle

Gavin Hooper

Laura Winnall

6. Chapel house Asset Management Hub

Fire Alarm Break & Bomb Alert

Activation Point Location



BOMB ALERT BREAK GLASS ACTIVATION POINTS – GROUND FLOOR

1. MAIN FRONT ENTRANCE DOOR



FIRE ALARM BREAK GLASS ACTIVATION POINTS – GROUND FLOOR

1. MAIN FRONT ENTRANCE DOOR
2. M&E OFFICE FIRE EXIT DOOR
3. D.T.D OFFICE FIRE EXIT DOOR
4. REAR FIRE EXIT DOOR TO YARD
5. KITCHEN FIRE EXIT DOOR
6. DEVELOPMENT OFFICE FIRE EXIT DOOR



FIRE ALARM BREAK GLASS ACTIVATION POINTS – STORES

7. STORES FIRE EXIT DOOR
8. STORES COUNTER AREA
9. STORES EXT RACKING AREA FIRE EXIT DOOR L/H
10. STORES EXT RACKING AREA FIRE EXIT DOOR R/H
11. STORES EXT RACKING AREA ROLLER SHUTTER
12. STORES FIRE EXIT DOOR PAINTING/DOOR STORAGE
13. STORES GLASS STORAGE



FIRE ALARM BREAK GLASS ACTIVATION POINTS – FIRST FLOOR

14. FIRE EXIT DOOR
15. STAIRWELL LANDING AREA

7. SCH WASTE TRANSFER SITE INSPECTION SHEET/PDA

WEEK COMMENCING: / /

	Mon	Tue	Wed	Thu	Fri
PERIMETER FENCE					
Are main gates in good condition?					
Is signage clearly visible?					
Are all hit & miss pales in good condition?					
Is perimeter fence clear of rubbish and vegetation?					
Is internal line of fence clear of rubbish & climbing items?					
BIN STORE AREA					
Is area clear of trip hazards?					
Are gully drains (2 No.) to interceptor tanks are clear of clear of debris & film of fuel?					
Are bolt fixings to steel structure in place and secure?					
Are railway sleepers securely in place?					
Is dust suppression sprinkler system working correctly? (physical check by waste compactor operator)					
Are the skips marked with type of waste allocated to it?					
FUEL TANK					
Is area clear of rubbish?					
Is tank 'well' clear of excess fuel & other debris?					
Is roller shutter in good condition?					
Is internal lighting in good working order?					
Is outer casing of tank in good order?					
LP GAS COMPOUND					
Are the gas cylinders stored upright?					
Is the gas cage easily accessible?					
Are empty gas cylinders clearly identified?					
Is gas cage secure? (padlocked, structure in good condition etc)					
Are the signs clearly visible?					
STORES FIRE ESCAPE					
Are the stairs clear of debris & Vegetation					
Is the passage way clear of debris & Vegetation					
LEAD ACID BATTERIES					
Any sign of leakage or spillage from lead acid battery store container?					
Are the batteries stored in an upright position within the battery storage container					
Is Lead acid battery store box in good order?					
FRIDGES AND FREEZERS					
Are waste fridges and freezers stored upright?					
WASTE CHEMICALS					
Are chemicals stored correctly in Flam Vault or Secure Area?					
Are padlocks securely in place?					

	Mon	Tue	Wed	Thu	Fri
WASTE OIL					
Is the 1000Ltr steel bunded container in good order?					
Is the area around the 1000Ltr steel bunded container clear of debris					
Any sign of leakage or spillage from the 1000Ltr steel bunded Oil Container?					
COMPACTOR AREA					
Are the Emergency Stop systems working correctly? (Physical check required by authorised user)					
Is retractable electric cable in good condition?					
Is area clear of trip hazards?					
Is authorised user sign clearly visible and up to date?					
Are locking pins to compactor bins secure and in place?					
Is Anti-slip paint in good order?					
SERCURITY LIGHTING					
Are they fully operational?					
Are they in good order?					
Are there any light bulbs not working?					
GLASS SKIP					
Is the skip in good order?					
Is signage in place and in good order?					
Is the secure skip area free of debris & vegetation?					
Is there any loose glass within the secured area?					
Are the secure glass skip area padlocks locked and in situ?					
ASBESTOS SKIP					
Is the skip in good order?					
Is signage in place and in good order?					
Is the secure skip area free of debris & vegetation?					
Is there any loose asbestos within the secured area?					
Are the secure asbestos skip area padlocks locked and in situ?					
SPILLAGE KIT					
Do the spill kit granules need replenishing / ordering					
ACTION SHEET					

SCH WASTE TRANSFER SITE STAFF SIGNATURE: _____

LOGISTICS CO-ORDINATOR SIGNATURE: _____

PLEASE NOTE: Complete 'Action' sheet where necessary

Duty of Care: Waste Transfer Note



Section A - Description of Waste

Vehicle Registration:	BJ72UHE	Vehicle Type:	Luton
Description of Waste:	Mixed Household 20:03:01 (3) (4) (5), Wood 20:01:38 (3)		
Hierarchy Key Applied:	1) Prevention 2) Reuse 3) Recycling 4) Recovery 5) Disposal		
Additional waste details:			
How is the waste contained:	Loose	TV/Monitor:	N/A
Total Quantity of Waste (m³):	Three Quarter Load (7.5M³)	Fridge/Freezer:	N/A
Total Quantity (Asbestos) Kg:	N/A	Multiple or Single:	N/A
		Job Number:	N/A

Section B - Current Holder of the Waste - Transferor

By signing in Section D below I confirm that I have fulfilled my duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011

Waste Management Hierarchy: 1) Prevention 2) Reuse 3) Recycling 4) Recovery 5) Disposal Yes ☒

Company Name:	ORBIS PROTECTION LIMITED	SIC Code:	80.10
Company Address:	Orbis Protection Limited, Beaufort House, Cricket Field Road, Uxbridge, U88 1QG		
Unitary authority or Council:	Solihull Metropolitan Borough Council		
Are you the local authority, producer or importer of the waste?	Producer of the waste		
Environmental Permit:	N/A	Issued By:	N/A
Registered Waste Exemption:	N/A	Registration:	N/A
Carrier, Broker or Dealer:	An Upper Tier Waste Carrier and Dealer	Registration:	CBU127751

Section C - Person collecting the waste - Transferee

Company Name:	Solihull Community Housing		
Company Address:	Chapelhouse Asset Management Hub, Chapelhouse Road, Chelmsley Wood, Solihull, B37 5HA		
Are you the local Authority:	☒ N/A		
Environmental Permit:	☒ PP3692FS	Issued By:	Environment Agency
Carrier, Broker or Dealer:	☒ An Upper Tier Waste Carrier, Broker and Dealer	Registration:	CBU68632
Waste Exemption:	☒	Registration:	WEX424596 - S1 & S2 & NWFD3

Section D (1) - The Transfer

Address of transfer or collection point	Job Category	Cubic Metres (Approx)	Transfer Date
9 Broomcroft Road Kingshurst Birmingham B37 6He	Void	7.5	13/02/2025
B6 Ipswich House 2 Ipswich Walk Chelmsley Wood Solihull B37 5Qx	Void	2	13/02/2025

Section D (2) - Broker or dealer who arranged this transfer (if applicable)

Name:	ORBIS PROTECTION LIMITED
Address:	ORBIS PROTECTION LIMITED, Unit 11 Vale Pits Road, Garretts Green, Birmingham, B33 0TD
Registration number:	CBU127751

Transferor's Signature

Name:	Neil Parker	Name:	Michael Fletcher
Representing:	ORBIS PROTECTION LIMITED	Representing:	Solihull Community Housing (Stores)

9.

 **CIWM**

Continuing Competence Certificate

This certificate confirms that

Carl Wallace

Has met the relevant requirements of the Continuing Competence scheme for the following award(s) which will remain current for two years from 28/02/2025

TSH	Transfer - Hazardous Waste
TSNH	Transfer - Non Hazardous Waste

Expiry Date:
28/02/2027

Verification date: 26/02/2025

Authorised:


Responsible Officer

Learner ID: 9026
Certificate No.: 5274798
Date of Issue: 28/02/2025


CIWM Chief Executive Officer


The Chartered Institution
of Wastes Management



Scan code on reverse to authenticate that this is a genuine paper



CIWM

Continuing Competence Certificate

This certificate confirms that

Stuart Shannon

Has met the relevant requirements of the Continuing Competence scheme for the following award(s) which will remain current for two years from 28/02/2025

TSH	Transfer - Hazardous Waste
TSNH	Transfer - Non Hazardous Waste

Expiry Date:
28/02/2027

Verification date: 26/02/2025

Authorised:

Responsible Officer

Learner ID: 29644

Certificate No.: 5274816

Date of Issue: 28/02/2025

CIWM Chief Executive Officer



The Chartered Institution
of Wastes Management





WAMITAB

Waste Management Industry
Training and Advisory Board

Certificate Number: WM/2/9679

CERTIFICATE OF COMPETENCE

This Certificate confirms that

Gerard Managhan

has demonstrated the standard of competence required for waste management operations
as set out in the Mandatory and Optional Units listed below

WASTE MANAGEMENT OPERATIONS LEVEL 2

Treatment

Mandatory Units

- WM-101 Promote and maintain quality of the organisation's work
- WM-102 Contribute to the maintenance of a healthy and safe working environment
- WM-103 Develop and maintain effective working relationships
- WM-104 Comply with emergency procedures
- WM-105 Work in a team
- WM-106 Maintain information systems to support work

Optional Units

- WT-103 Store wastes and operating materials within a waste facility
- WT-114 Perform safety in the working areas
- WT-118 Control the safety of vehicle movements on waste management facilities
- WT-125 Run waste treatment operation

Authorising signatures:

Director General

Director

Date of Issue

09/09/2009





WAMITAB

Waste Management Industry
Training and Advisory Board

Certificate Number: WM/2/9666

CERTIFICATE OF COMPETENCE

This Certificate confirms that

Philip Ellgood

has demonstrated the standard of competence required for waste management operations
as set out in the Mandatory and Optional Units listed below

WASTE MANAGEMENT OPERATIONS LEVEL 2

Treatment

Mandatory Units

- WM-101 Promote and maintain quality of the organisation's work
- WM-102 Contribute to the maintenance of a healthy and safe working environment
- WM-103 Develop and maintain effective working relationships
- WM-104 Comply with emergency procedures
- WM-105 Work in a team
- WM-106 Maintain information systems to support work

Optional Units

- WT-103 Store wastes and operating materials within a waste facility
- WT-114 Perform safely in the working areas
- WT-116 Control the safety of vehicle movements on waste management facilities
- WT-125 Run waste treatment operation

Authorising signatures:

Director General

Director

Date of Issue

09/09/2009



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

Regulation authority

Name	
Address	National Customer Contact Centre 99 Parkway Avenue Sheffield S9 4WF
Telephone number	03708 506506

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

Carriers details

Name of registered carrier	SOLIHULL COMMUNITY HOUSING LIMITED
Registered as	An upper tier waste carrier, broker and dealer
Registration number	CBDU68632
Address of place of business	SOLIHULL COMMUNITY HOUSING ENDEAVOUR HOUSE MERIDEN DRIVE BIRMINGHAM B37 6BX
Date of registration	3 October 2024
Expiry date of registration (unless revoked)	14 November 2027

This certificate was created on 3 October 2024. These details are correct at the time of certificate generation.

This copy has been issued under Regulation 6 of Waste (England and Wales) Amendment Act 2014 by the Environment Agency. This is copy number 1 of the certificate.

Making changes to your registration

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



ENVIRONMENT
AGENCY

ENVIRONMENTAL PROTECTION ACT 1990. WASTE MANAGEMENT LICENCE.

LICENCE NO. -SL 40002

TYPE: -KEEPING/TREATMENT

The Environment Agency, in pursuance of Part II of the Environmental Protection Act 1990, hereby grants a waste management licence authorising the keeping and treatment of controlled waste on the land specified in Schedule 1 to this licence to **Solihull Metropolitan Borough Council, Housing and Property Maintenance Department, Direct Maintenance Services, Chapelhouse Road Depot, Chapelhouse Road, Chelmsley Wood, Solihull, B37 5HA** those persons being in occupation of the said land, the said licence being subject to the Conditions specified in Schedule 3 to this licence.

SCHEDULE 1.- SPECIFIED LAND.

The licence relates to the land at (hereinafter called "the site") shown edged red on **Chapelhouse Road, Chelmsley Wood, Solihull, B37 5HA** Drawing Reference Number 40002/1 submitted with the application for the Waste Management Licence dated 30th March 1998 and attached to this licence.

Signed: 

Name: Ian Bradley

Team Leader - Waste Licensing

Dated 30 SEPTEMBER 1999

In this licence the words and expressions contained in Schedule 2 shall have the meaning assigned to them therein.

FOR ENVIRONMENT AGENCY OFFICIAL USE ONLY

YOUR ATTENTION IS DRAWN TO THE RIGHTS OF APPEAL DETAILED IN THE NOTES AT
THE END OF THIS LICENCE.

Environment Agency, Upper Trent Area, Sentinel House, Wellington Crescent, Fradley Park, Lichfield, WS13 8RR.



Notice of variation: EPR/PP3682FS/0001

Environmental Permitting
(England and Wales) Regulations 2007

Permit number
EPR/PP3682FS

The Environment Agency in exercise of its powers under Regulation 20 of the Environmental Permitting (England and Wales) Regulations 2007 (SI 2000 No 3538) varies the permit as set out below.

Solihull Metropolitan Borough Council ("the operator"),
whose principal office is

**Solihull Metropolitan Borough Council,
The Council House,
Solihull,
West Midlands,
B91 3QT**

holds a permit to operate at

**Solihull Community Housing Maintenance Service Team,
Chapelhouse Road Depot,
Chapelhouse Road,
Chelmsley Wood,
Solihull,
B37 5HA**

and that permit is varied to the extent set out in Schedules 1 to 3 of this notice.

The notice shall take effect from 03/04/09

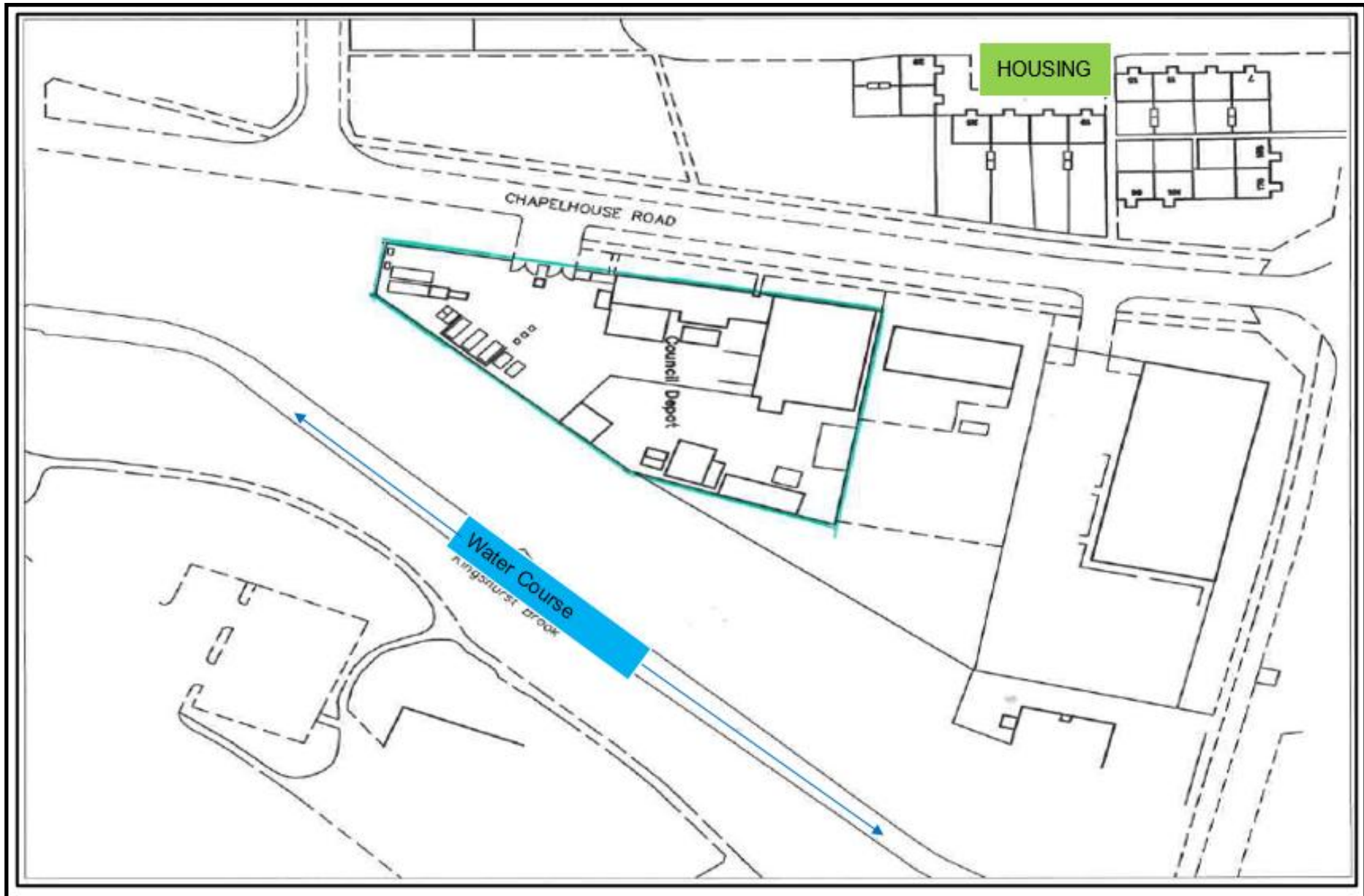
Name	Date
	3 rd April 2009

Jane McNamara Authorised on behalf of the Agency

16. Chapelhouse Asset Management Hub Depot & Waste Transfer Site Plan/Layout & Storage



16. Location Plan Showing: Adjacent **Housing** & **Water Course (Kinghurst Brook)**



DOCUMENT VERSION CONTROL TABLE:

VERSION	DATE	AUTHOR	SENT TO	REASON
1.0	SEPTEMBER 2016	CARL WALLACE STUART SHANNON	LOGISTICS MANAGER LOGISTICS CO ORDINATOR	REVIEW AND APPROVED AMENDMENTS
1.1	FEBRUARY 2017	CARL WALLACE STUART SHANNON	LOGISTICS MANAGER LOGISTICS CO ORDINATOR	REVIEW AND APPROVED AMENDMENTS
1.2	SEPTEMBER 2018	CARL WALLACE STUART SHANNON	LOGISTICS MANAGER LOGISTICS CO ORDINATOR	REVIEW AND APPROVED AMENDMENTS
1.3	JANUARY 2019	CARL WALLACE STUART SHANNON	LOGISTICS MANAGER LOGISTICS CO ORDINATOR	REVIEW AND APPROVED AMENDMENTS
1.4	MAY 2019	CARL WALLACE STUART SHANNON	LOGISTICS MANAGER LOGISTICS CO ORDINATOR	REVIEW AND APPROVED AMENDMENTS
1.5	FEBRUARY 2020	CARL WALLACE STUART SHANNON	LOGISTICS MANAGER LOGISTICS CO ORDINATOR	REVIEW AND APPROVED AMENDMENTS
1.6	JULY 2020	CARL WALLACE STUART SHANNON	LOGISTICS MANAGER LOGISTICS CO ORDINATOR	REVIEW AND APPROVED AMENDMENTS
1.7	FEBRUARY 2021	CARL WALLACE STUART SHANNON	LOGISTICS MANAGER LOGISTICS CO ORDINATOR	REVIEW AND APPROVED AMENDMENTS
1.8	DECEMBER 2022	CARL WALLACE STUART SHANNON	LOGISTICS MANAGER LOGISTICS CO ORDINATOR	REVIEW AND APPROVED AMENDMENTS
1.9	JANUARY 2023	CARL WALLACE STUART SHANNON	LOGISTICS MANAGER LOGISTICS CO ORDINATOR	REVIEW AND APPROVED AMENDMENTS
2.0	MARCH 2024	CARL WALLACE STUART SHANNON BRUCE JOUBERT	LOGISTICS MANAGER LOGISTICS CO ORDINATOR SMBC HEALTH & SAFETY	REVIEW AND APPROVED AMENDMENTS

VERSION	DATE	AUTHOR	SENT TO	REASON
2.1	JANUARY 2025	CARL WALLACE STUART SHANNON	LOGISTICS MANAGER LOGISTICS CO ORDINATOR	REVIEW AND APPROVED AMENDMENTS
2.2	FEBRUARY 2025	CARL WALLACE STUART SHANNON	LOGISTICS MANAGER LOGISTICS CO ORDINATOR	REVIEW AND APPROVED AMENDMENTS
2.3	MARCH 2025	CARL WALLACE STUART SHANNON	LOGISTICS MANAGER LOGISTICS CO ORDINATOR	REVIEW AND APPROVED AMENDMENTS
2.4	JANUARY 2026	STEPHEN BARNES CARL WALLACE	CONSULTANT LOGISTICS MANAGER	REVIEW AND APPROVED AMENDMENTS
2.5	FEBRUARY 2026	STEPHEN BARNES CARL WALLACE	CONSULTANT LOGISTICS MANAGER	REVIEW AND APPROVED AMENDMENTS

