

Recovercyl	Environmental Management System		
	EM 01-003 FIRE PREVENTION PLAN	Version No:	1
		Issue Date:	Draft
		Page 1 of 11	

Introduction

This Fire Prevention Plan (FPP) has been developed following the Environment Agency's (EA) Fire Prevention Plans guidance document ref: (<https://www.gov.uk/government/publications/fire-prevention-plans-environmental-permits/fire-prevention-plans-environmental-permits>) (updated 11/01/21) for the following site:

Table 1 - Site Details	
Site Name	AIRE VALLEY GAS LTD
Site Dress	Stanley Road, Bradford, England, BD2 1AS
Operator Name	Recovercyl

The Environmental Manage System (EMS) documents referenced throughout the FPP (i.e. EM 05-002 Waste Schedule), forms part of the site-specific EMS.

Objectives

The FPP is based upon the nature and scale of the waste management activities undertaken on site and the associated risks, in order to:

- minimise the likelihood of a fire happening, thus preventing environmental harm.
- aim for a fire to be extinguished within 4 hours.
- minimise the spread of fire within the site and to neighbouring sites.

Who this plan is for?

This plan will be made available to:

- Aire Valley Gas Directors.
- Site Manager and TCM.
- All Site Operatives.
- Contractors Working on-site.
- Local Fire and Rescue Service.
- Environment Agency.

FPP Content Map

The tables below follow the framework as set out in the EA's Fire Prevention Plans guidance document, as referenced above.

Table 2 - Content Map	
EA Guidance Content Heading	FPP Corresponding Table No
Section 4 - Types of combustible materials	3
Section 5 - Using this fire prevention plan	4
Section 6 - Fire prevention plan contents	5
Section 7 - Manage common causes of fire	6

Recoveryyl	Environmental Management System		
	EM 01-003 FIRE PREVENTION PLAN	Version No:	1
		Issue Date:	Draft
		Page 2 of 11	

Table 2 - Content Map	
EA Guidance Content Heading	FFP Corresponding Table No
Section 8 - Prevent self-combustion	7
Section 9 - Manage waste piles	8
Section 10 - Where maximum pile sizes do not apply	9
Section 11 - Prevent fire spreading	10
Section 12 - Quarantine area	11
Section 13 - Detecting fires	12
Section 14 - Suppressing fires	13
Section 15 - Firefighting techniques	14
Section 16 - Water supplies	15
Section 17 - Managing fire water	16
Section 18 - During and after an incident	17

Table 3 - Combustible Wastes
Types of Combustible Wastes
The EM 05-002 Waste Schedule includes the following details for all combustible wastes accepted and stored on site. • The amount and type of waste received daily and how it is managed. • The total amount of waste and the types and forms that are stored on site at any one time. • The maximum period of time each type of waste will be stored on site and how it will be managed. • How each type of waste will be stored. • The maximum volume of each waste stored - no waste is stockpiled. • The location within the site where each type of waste is stored. • The minimum separation (fire break) distance between waste storage areas where applicable.
Persistent Organic Pollutants
No wastes containing persistent organic pollutants (POPs) will be accepted on site.
Other Combustible Materials
No other combustible materials will be stored within the Permitted Area.

Table 4 – Using This Fire Prevention Plan
Where The Plan Is Kept And How Staff Know How To Use It
This FPP is stored in the following locations where all staff have access to it– - Hard copy in the Site Office. - Electronically on the Company Cloud System.

Recovercyl	Environmental Management System		
	EM 01-003 FIRE PREVENTION PLAN	Version No:	1
		Issue Date:	Draft
		Page 3 of 11	

Table 4 – Using This Fire Prevention Plan
EM 07-001 Training Matrix: Identifies the staff and their training needs in terms of the FPP. EM 07-002 Training Record: Records detail training individuals receive and is used to confirm understanding of the training provided.
Testing The Plan and Staff Training
Staff competence and compliance with the FPP and other associated EMS procedures is constantly monitored by Site Management in terms recorded formal Site Inspections / daily site 'walk rounds'. Any nonconformances observed will result in corrective action being undertake and recorded using EM 03-001 - Incident and Corrective Action Report Form.
FPP Review
As a minimum, the FPP will be reviewed on an annual basis and: • Following a fire on site. • Upon the addition of a waste stream to the site's accepted list of wastes. • Following changes to building(s) / site layout, introduction of new activities or process or following a change in building / site use. • When a change in site operations requires a permit variation to be submitted to the Environment Agency. • Following the issue of new regulatory guidance or when the EA request a revision. Whenever the FPP is updated, it will be issued to the Environment Agency for approval. When approved, a copy of the revised FPP will be formerly issued to the local Fire and Rescue Service and refresher training delivered to site staff and contractors regarding the revised FPP.

Table 5 – FPP Contents
Activities At The Site
The site is to be Permitted to allow the storage, transfer and treatment of hazardous and non-hazardous wastes, in the form of gas canisters and cartridges. The main shift patterns are 6am-5pm (Mon-Fri) and 6am-1pm (Sat). Wastes passing pre-acceptance checks are to be delivered to site in well-ventilated metal caged IBCs on medium sized lorries. Upon passing 'site' pre-acceptance checks, wastes are unloaded in the 'waste reception area', prior to transfer to dedicated waste specific storage areas, as detailed on the Site Layout Plan. All wastes are stored under cover in well vented storage locations to ensure they are not subject to extreme temperatures, direct sunlight and to prevent rainwater collecting on the containers. Waste treatment of gas cartridges on site is limited to physical treatment of only those containers which contain residual gas / shown as empty on the container's contents gauge / determined by weighing. Full / or partially full containers will not be treated and will be bulked and sent off site as the same waste code as assigned on arrival at the Site. This is to ensure that only minimal residual gas is released to atmosphere. Physical treatment will be undertaken as follows:

Recovercyl	Environmental Management System		
	EM 01-003 FIRE PREVENTION PLAN	Version No:	1
		Issue Date:	Draft
		Page 4 of 11	

Table 5 – FPP Contents

Gas Cannisters / Cartridges

- Depressurising of gas cannisters by manual removal of the containers valve. This is limited to gas containers containing air or its constituents.
- Depressurising of gas cartridges through piercing of cartridges.

Fire Extinguishers

- Treatment operations permit the manual discharge of specific fire extinguishers into suitable containers.

Residual Wastes

- Empty casings and components are then divided into ferrous and non-ferrous metal types, to enable improved recycling options and stored in suitably sized containers prior to dispatch off Site.
- Separately collected fractions from the discharge of the fire extinguishers will be held separately and stored in suitably sized containers prior to dispatch off Site.

The Permitted yard area has an impermeable concrete surface. No wastes are tipped onto the yard surface, and all wastes delivered to site are stored in metal caged IBCs on 'Spill Pallet Bunds'.

Site Plan

EM 06-002 - Site Layout and Boundary Plan forms part of the EMS and the relevant detail it contains has been listed below –

- Building(s) layout and waste storage areas, within the Permitted area.
- Hazardous and flammable material storage areas within the Permitted Area.
- Hazardous and flammable material storage separation distances.
- Main access routes for fire engines and any alternative access. Emergency services site access routes.
- Secondary access points around the site perimeter to assist firefighting / evacuation.
- Hydrants and water supplies.
- Storage areas detailing maximum capacities.
- Location of emergency equipment - spill kits, FFE.
- the quarantine area.

The following items are not present on site, however, would be added to this plan where they present -

- permanent ignition sources.

Plan of Sensitive Receptors Near The Site

EM 05-005 Sensitive Receptor Schedule – lists all sensitive receptors within a 1km radius of site that could be affected by a fire.

EM 06-001 Sensitive Receptor Plan – shows all sensitive receptors within a 1km radius of site that could be affected by a fire. The prevailing wind direction is shown on the EM 06-002 - Site Layout and Boundary Plan

Recovercyl	Environmental Management System		
	EM 01-003 FIRE PREVENTION PLAN	Version No:	1
		Issue Date:	Draft
		Page 5 of 11	

Table 6 – Manage Common Causes Of Fire
Arson
Site security is achieved by means of a high security perimeter fence / gate, intruder alarm and CCTV – the intruder alarm is linked to the CCTV. When activated outside working hours, the alarm triggers an intruder message sent to remote devices (phones), monitored by Site Management.
Plant and Equipment
Site vehicles are maintained under service contract and are fitted with fire extinguishers. The EM 01-009 Planned Preventative Maintenance System details the requirement to ensure critical equipment such as firefighting equipment is serviced / maintained in line with manufactures instructions. When not in use, vehicles are stored outside the Permitted area, well away from combustible waste. If safe to do so, trained staff will tackle fires using the equipment provided, potentially minimising any impact of a fire. Firefighting equipment is maintained under service contract to ensure it remains fit for use and is subject to regular inspection by Site Management.
Electrical Faults Including Damaged or Exposed Electrical Cables
No electrical equipment / cables are allowed within the Permitted area.
Discarded Smoking Materials
The site 'No Smoking' policy is rigorously implemented by Site Management. Site Management ensure visitors including contractors are accompanied at all times while on site to ensure they follow the correct safety and fire prevention procedures.
Hot Works Safe Working Practices
No hot works are undertaken on site. Therefore, there is no potential for stored waste to catch fire as a result of 'hot work' activities.
Industrial Heaters
No Industrial Heaters within or in close proximity to the Permitted Area. Therefore, there is no potential for stored waste to catch fire as a result of the use of industrial heaters.
Hot Exhausts and Engine Parts
Authorised vehicles and mobile plant are stored outside the Permitted area when not in use and closely supervised by Site Management when in use i.e. delivery / collection.
Fire Watch Procedures
Self-combustible wastes are not stored on site, therefore fire watch procedure not deemed necessary.
Ignition Sources
There are no ignition sources within 6m of combustible and flammable waste.
Batteries
No batteries are stored / processed on site.
Leaks and Spillages of Oils and Fuels

Recovercyl	Environmental Management System		
	EM 01-003 FIRE PREVENTION PLAN	Version No:	1
		Issue Date:	Draft
		Page 6 of 11	

Table 6 – Manage Common Causes Of Fire
The only source of oils and fuels leaks / spillages are from site and collection / delivery vehicles. Site vehicles are maintained under service contract and the Permitted area is inspected following any deliveries / collection by authorised vehicles. Any spillages would be dealt with following EM 02-003 Spill Control Procedure.
Build-up Of Loose Combustible Waste, Dust and Fluff
Deemed a simple storage, transfer and treatment operation, no combustible waste is stored loose on site. Housekeeping and inspection regimes implemented under EM 01-005 Fugitive Emissions Monitoring Programme to ensure site and site machinery are kept clean and free from any build-up of loose combustible waste, dust and fluff.
Reactions Between Wastes
Different categories of combustible wastes are not mixed together.
Waste Acceptance and Deposited Hot Loads
No hot loads accepted on site. EM 02-004 Waste Pre-Acceptance Procedure and EM 02-005 Waste Storage Procedure ensure hot loads are not accepted on site.
Hot and Dry Weather
The nature of the wastes and the method of external storage employed on site minimises the potential for waste to ignite due to solar gains.

Table 7 – Prevent Self-Combustion
Self-Combustion
Self-combustible materials are not accepted on site. EM 02-004 Waste Pre-Acceptance Procedure and EM 02-005 Waste Storage Procedure ensure self-combustible wastes are not accepted on site.
Storage Time / Stock Rotation
Self-combustible wastes are not accepted on site. EM 02-004 Waste Pre-Acceptance Procedure and EM 02-005 Waste Storage Procedure ensure self-combustible wastes are not accepted on site.
Combustible waste storage quantities and storage times are detailed within the EM 05-002 Waste Storage Schedule. Storage times are less than one month and given the nature of the operation, the older waste would always be removed from site first. All waste deliveries to and from site would be recorded, which provides full traceability of when a waste is delivered and removed from site, which would evidence storage times.

Table 8 – Manage Waste Piles
Stock Piles
Wastes are not stockpiled on site.

Recovery	Environmental Management System		
	EM 01-003 FIRE PREVENTION PLAN	Version No:	1
		Issue Date:	Draft
		Page 7 of 11	

Table 9 – Where Maximum Pile Sizes Do Not Apply
Waste Stored In Containers
Waste is stored in moveable containers; therefore, maximum pile sizes do not apply. In terms of firefighting each container can be accessible from at least one side, being moveable, containers can be easily moved in the event of a fire.

Table 10 – Prevent Fire Spreading
Separation Distances
To prevent fire spread there is a minimum separation distance of 6m between waste containers, the site perimeter fence and site buildings / structures.
Fire Wall Construction Standard
No fire walls on site - minimum separation distance between storage containers of 6m.
Storing Waste In Bays
No waste bays on site – all waste stored in containers with a minimum separation distance between storage containers of 6m.

Table 11 – Quarantine Area Location And Size
Quarantine Area Location And Size
A dedicated quarantine / emergency area has been established on site to assist with firefighting in a major incident. The quarantine area is: - Large enough to hold 2 x 40yd³ skips = c.60 m³ of waste. (40yd³ skips are the largest deployed on site). - Designed to meet current guidance requirements i.e. ‘the quarantine area to hold ‘50% of the largest container on your site’. - The volumes of wastes stored are minimal in comparison to the volumes allowed per stock pile as detailed in current EA guidance. - The length of time all wastes are stored on site is significantly less than the maximum period of 6 months as detailed in current EA guidance for combustible materials. - Waste quarantine area is positioned away from any combustible materials and potential sources of ignition.
How to Use The Quarantine Area If There Is A Fire
The quarantine area would be used to isolate either container(s) on fire / not on fire, as circumstances dictate to facilitate firefighting operations / prevent the fire spreading. Containers would be moved only if safe to do so, by forklift.
Procedure To Remove Material Stored Temporarily If There Is A Fire
EM 02-009 Waste Procedure – details how waste materials would be removed from the quarantine area following a fire.

Recovercyl	Environmental Management System		
	EM 01-003 FIRE PREVENTION PLAN	Version No:	1
		Issue Date:	Draft
		Page 8 of 11	

Table 12 – Detecting Fires

Detection Systems and Certification

Due to the simple nature of the site and processes undertaken, a dedicated certified fire detection system is not deemed necessary. The three objectives of the FPP have been met given:

- Objective 1 - minimise the likelihood of a fire occurring: suitable storage / handling procedures and physical storage arrangement prevent waste being exposed to sources of ignition.
- Objective 2 - aim for a fire to be extinguished within 4 hours: the volume and types of waste stored on site, stored in individual containers, coupled with procedures / training implemented on site and the close liaison with the local Emergency Services, will ensure that any fire would be extinguished within 4 hours.
- FPP Objective 3 - minimise the spread of fire within the site and to neighbouring sites: site layout, procedures and controls implemented onsite prevent the spread of fire within site / to a neighbouring site.

Table 13 – Suppressing Fires

Suppression Systems In Use

Due to the simple nature of the site and processes undertaken, and that waste is store in the open air fire suppression system is not feasible and a a dedicated certified fire detection system is not deemed necessary.

Table 14 – Fire Fighting Techniques

Active Firefighting

Site Management ensure adequately trained staff and resources (i.e. correct type of FFE, serviceable hydrants / hoses etc), are available during working hours to fight a fire if safe to do so.

The sites fire 'prevention' strategy is summarised below:

- Implementation of EM 02-002: Emergency, Incident & Non-conformance Procedure - details the steps to be taken in the event of an emergency e.g. to ensure emergency services / regulators contacted.
- Maintaining up to date EM 05-001 Emergency Contact List: lists the contact details for staff / emergency services / regulators / specialist approved contracts etc; that may be needed event of an emergency.
- Minimal quantities of wastes stored on site for the minimum possible time.
- Wastes / raw materials segregated from sources of ignition / incompatible materials.
- Regular documented inspection / monitoring by Site Management of waste stores and site infrastructure to ensure high standards both in terms of housekeeping and site maintenance is maintained.

Recovery	Environmental Management System		
	EM 01-003 FIRE PREVENTION PLAN	Version No:	1
		Issue Date:	Draft
		Page 9 of 11	

Table 14 – Fire Fighting Techniques

- Robust and documented maintenance regime implemented on site in terms of site infrastructure, plant / equipment and emergency equipment.
- All staff trained to perform their tasks safely and understand the FPP.
- Current FPP issued to the local Fire Station – listing materials stored on site.
- Representatives from the local Fire Station encourage to visit site regularly on familiarisation visits.

The site's fire 'fighting' strategy is summarised below:

Small fires:

- For small scale fires and only when safe to do so, the fire will be tackled by trained site staff using firefighting equipment held on site.
- If there is any doubt or the fire spreads the Emergency Services will be immediately contacted.
- A fire watch will be maintained for at least one hour after the fire has been extinguished.

Site staff unable to tackle a fire:

- Emergency Services will be immediately contacted.
- Member of staff sent to meet and guide the Fire Crew from the main gate:
- Upon arrival of the Fire Crew, Site Management will liaise with them to ensure where possible:
 - Guidance is given as to the situation on site e.g. any associated hazards associated with the material on fire.
 - Request that sprays and fogs are used to tackle the fire rather than jets in order to minimise the volume of fire water produced.
 - Site provide assistance if requested by the Senior Fire Officer on site to remove material separating unburned material from the fire using site plant.
 - Site provide assistance if requested by the Senior Fire Officer on site to remove materials out of unaffected areas to limit the amount of material that could escalate the fire.
 - Cool water is applied to unburned material and other hazards, taking care to prevent this water causing or adding to water pollution and/or increasing air pollution.
 - A controlled burn under the direction of Senior Fire Officer on site to limited quantities of water or foam to minimise impacts on human health and the environment (Note only allowed with prior agreement from the Environment Agency and Public Health England).

Table 15 – Water Supplies

Available Water Supply

Mains water with a flow rate of 1,200 l / minute is permanently available on site. Additional supply if required would be provided by a Fire and Rescue Service Pump Appliance.

Calculation For Your Required Water Supply

Recovery	Environmental Management System		
	EM 01-003 FIRE PREVENTION PLAN	Version No:	1
		Issue Date:	Draft
		Page 10 of 11	

Table 15 – Water Supplies

Current EA guidance states that a 300m³ pile of combustible material would normally require a water supply of at least 2,000 litres / minute, for a minimum of 3 hours'. Also, as per current EA guidance, a worst-case scenario is classified as the largest waste pile that could catch fire'.

As per the Waste Schedule, the largest storage container for a waste stream stored on site is 40 yd³ skips, (c.30 / m³ of waste capacity). Thus, the worst-case scenario for site is based on 40 yd³ skips, (c.30 / m³ of waste capacity), therefore based on current EA guidance c.200 litres a minute of water for a minimum of 3 hours (36,000 litres / 36 m³) is required.

Clearly, the above calculation and the available permanent source of water supply available onsite is more than adequate to manage the sites worst-case scenario.

Table 16 – Managing Fire Water

Containing the Run-off from Fire Water

Fire water generated on site will be contained on site as follows:

- Given the nature of the wastes and scale of the processes, fires are likely to be contained within an individual IBC / group of IBCs. Preference given to letting the fire to self-extinguish where possible to minimise the potential for firewater to be generated.
- Based on worst-case water supply calculation (ref Table 15 above), only 36 m³ of fire water would be generated.
- Fire Service permitting, sprays and fogs are used as opposed to water jets in order to minimise the volume of fire water produced.
- Fire Service permitting unburned material separated from the fire using site plant to minimise the potential for firewater to be generated.
- Site provide assistance by separating burning material from the fire to quench it with hoses or in pools or tanks of water (this will reduce the amount of firewater produced).
- Site provide assistance to take materials out of unaffected areas to limit the amount of flammable material that could escalate the fire and therefore reducing the potential of firewater generated.
- If appropriate damping water is applied to material and other hazards to prevent combustion, reducing the volume of fire water produced or adding to water pollution and/or increasing air pollution.
- Operations on site are undertaken on an impermeable surface.
- Spill control booms are available on site and would be deployed to contain / direct the flow of any firewater.
- Groundwater vulnerability on site and surrounding areas is considered low risk, given site and surrounding areas are:
 - Not within a Source Protection Zone.
 - Not located on a Principal Aquifer.
 - Not located within 100 meters of a drinking water abstraction.

Recovercyl	Environmental Management System		
	EM 01-003 FIRE PREVENTION PLAN	Version No:	1
		Issue Date:	Draft
		Page 11 of 11	

Table 17 – During And After An Incident
Dealing With Issues During a Fire
No further wastes would be accepted on site during a fire and would be returned to the originator or diverted to suitably licensed facilities details of which are held on the emergency contact list ref EM 05-001 Emergency Contact List.
Notifying Residents And Businesses
Should there be the potential for surrounding residents / businesses to be impacted, Site Management will proactively notify them and Staff members will be made available to liaise with nearby residents and businesses as appropriate.
Clearing and Decontamination After A Fire
Following a fire, the site will be cleaned downed and decontaminated under the direct supervision of Site Management. All waste materials arising from the fire / decontamination process will be identified using the EM 02-009 Waste Procedure and sent to suitably licensed facilities for recovery / disposal.
Making The Site Operational After A Fire
Following site cleaning and decontamination works all buildings, site infrastructure, plant and equipment impacted by the fire will be inspected, repaired and tested as appropriate. All FFE and spill kits will be replenished / replace as required. The Environment Agency will be informed prior to operations recommencing following a major fire on site.

Recoverycyl	Environmental Management System		
	EM 01-005 FUGITIVE EMISSIONS MONITORING PROGRAMME	Version No:	1
		Issue Date:	draft
		Page 1 of 1	

Purpose - The purpose of the Fugitive Emissions Monitoring Programme (FEMP) is to ensure that infrastructure monitoring provides a robust mechanism that ensures fugitive emissions to land and controlled waters are kept to a minimum.

After periodic review, where necessary amendments to the inspection, testing and maintenance programme for pollution prevention infrastructure at the site will be made to ensure their continued integrity.

Fugitive Emissions Monitoring Programme - The FEMP will be incorporated into the facility's Environmental Management System (EMS). The EM 05-002 Maintenance & Fugitive Emissions Monitoring Programme Schedule outlines the frequency of inspections and monitoring.

Audits and review of the monitoring programme may lead to revisions of the monitoring plan in terms of frequency and the level of detail required. FEMP monitoring records will be kept for the Environmental Permit lifetime.

The FEMP incorporates the elements listed below and, where deficiencies are found, these will be reported on the EM 03-001 Incident and Corrective Action Report Form. This will ensure deficiencies are rectified by instigating the appropriate level of management involvement and ensuring corrective actions are implemented.

The inspection and maintenance of operational equipment and process machinery, whose failure could have an impact upon the environment, will be covered by the Planned Preventative Maintenance systems on site e.g. back generator inspections at manufacturers service intervals.

Storage of Materials - The site uses dedicated containers for storing materials that have potential to impact negatively on the environment. This includes waste materials. Storage vessels and associated infrastructure will be inspected for signs of deterioration, damage and leaks and the inspection recorded on the EM 03-007 Site Inspection Form. Where deficiencies are encountered these will be reported using the incident and corrective action structure and repairs instigated.

Deliveries and Collections - All material deliveries and collections will contact Site Management prior to arrival at / collection from site. Drivers are instructed to sign in and where to make their delivery to / collection from.

Corrective Action Structure - Any faults or deficiencies encountered by the monitoring programme will be detailed within the EM 03-001 Incident and Corrective Action Report Form. These documents will instigate the appropriate level of management commitment to ensure any repairs are commissioned and undertaken. A review of the corrective action will be included to ensure satisfactory completion.

Training - Personnel responsible for the inspection, testing and maintenance of pollution prevention infrastructure are to be trained to an appropriate level to ensure compliance with the infrastructure monitoring programme. A record of training provided is documented on the EM 07-002 Training Record.

Recoverycl	Environmental Management System		
	EM 01-009 PLANNED PREVENTATIVE MAINTENANCE	Version No:	1
		Issue Date:	draft
		Page 1 of 2	

Purpose

Identify items of equipment on site that require inspections and maintenance to ensure that environmental impacts are controlled, reduced or eliminated.

Definition of Environmentally Critical Item

Any items on site that could result in an impact on the environment or whose operation controls possible impacts on the environment. This can be static or mechanical equipment, or instrumentation, and includes impacts from the function or contents of the equipment, both during normal and failure mode operations.

Methodology

The following table details the environmentally critical equipment. The main plant items and the key items related to the plant that offer control or abatement have been identified during the Environmental Permit application process. The table below summarises the reasons why these particular items are deemed environmentally critical and the particular controls they offer. The final column links to the maintenance requirements for these items. Elements of the EMS and maintenance systems are listed, which ensure suitable inspections and maintenance regimes are implemented to either optimise their performance, prevent the failure of the environmentally critical items identified and/or identify early onset of failure in order to reduce environmental impacts.

Management systems

All plant and equipment detailed in the table below are either inspected as part of the Fugitive Emissions Monitoring Programme (FEMP) and / or subject to the planned preventative maintenance regime. The table details which of these two management controls are appropriate for each plant/equipment item. Further details on the inspections and maintenance regimes is provided in the FEMP or Maintenance System, as appropriate.

Process or Plant Change

Any new items of plant or equipment that is to be introduced to site which may be deemed environmentally critical items will be added to the list below and inspection/maintenance regime as required. Each new item will be subject to environmental risk analysis in line with procedure New Projects Procedure EM 02-020. In this way, prior to installation and operation of the new equipment, the determination can be made as to whether the equipment is deemed to be environmentally critical and suitable maintenance/inspection requirements implemented.

Recovercyl	Environmental Management System		
	EM 01-009 PLANNED PREVENTATIVE MAINTENANCE	Version No:	1
		Issue Date:	draft
		Page 2 of 2	

Environmentally Critical Plant				
Plant	Key item(s)	Reason environmentally critical	Critical Controls	Maintenance / Inspection requirements
Fire Detection / Fire Fighting Systems	Fire Extinguishers	Where possible suitably trained site staff will be able to tackle fires using the equipment provided, potentially minimising any impact of a fire.	Extinguishers to be 'charged' and suitably positioned.	Maintained in line with manufacturer's instructions.

Recovery	Environmental Management System		
	EM 02-002 EMERGENCY, INCIDENT & NON- CONFORMANCE PROCEDURE	Version No:	1
		Issue Date:	draft
		Page 1 of 2	

1. Purpose:

- Prevent and mitigate the environmental impacts associated with emergency, incident and near miss situations. The definitions of emergency / incident and near miss are provided within the EM 01-004, Environmental Accident Management Plan.
- Ensure appropriate investigation and corrective action for non-conformances in relation to environmental matters. For this facility it has been determined that a Non Conformance Situation is a non fulfilment of a requirement within the Environmental Management System.
- Ensure appropriate investigation and corrective action upon receipts of complaints regarding activities or emissions at the facility from public, regulator or other interested parties.

2. Procedure:

In the event of an environmental emergency or incident:-

- I. Whilst following site safety rules and safety procedures at all times, where safe to do so, it is the responsibility of the member of staff witnessing the event to:
 - a. Inform a member of Site Management;
 - b. contain the incident and prevent further spread, &/or;
 - c. turn off the supply of the material at its source, &/or;
 - d. If feasible contain the discharge and prevent it from entering drains or water courses using the spill kits provided;
 - e. The staff member is responsible for shutting down any equipment and plugging the emission point if possible
- II. Where the situation is unsafe, immediately contact Site Management, who will contact all relevant authorities detailed on the Emergency Contact List and follow any instructions given by the authorities;
- III. The member of staff dealing with the event will try to contain the discharge and prevent it from entering water courses using the spill kits provided following the EM 02-012 Spill Control Procedure;
- IV. Site Management will note the type of material involved, approximately how much was released into the environment and all receiving receptors;

In the event of an emergency fire, serious accident, natural disaster, explosion, or any other such emergency, the alarm should be raised as follows:

- Dial 999;
- Give the nature of the emergency, i.e. fire, etc;
- Give the location of the emergency;
- Give your name;
- Sound alarm.

On hearing the evacuation siren, all employees, visitors and contractors must:

- Stop work immediately;
- Leave immediately by the nearest exit point and follow the designated route which will have signs;

Recoveryyl	Environmental Management System		
	EM 02-002 EMERGENCY, INCIDENT & NON- CONFORMANCE PROCEDURE	Version No:	1
		Issue Date:	draft
		Page 2 of 2	

- Do not stop for personal belongings;
 - Go to the designated assembly point and report to your Manager;
 - All visitors are the responsibility of their host and should assemble at the assembly point;
 - Await instructions from the site management;
- V. Site Management will contact all relevant authorities detailed on the Emergency Contact List, as necessary, and follow any instructions given;
- VI. Site Management will complete an Incident & Corrective Action Report Form (EM03-001) and ensuring corrective actions are instigated where required.
- VII. Site Management is responsible for assessing the situations and reviewing the Incident and Corrective Action Form immediately to determine what actions are needed and whether notification is required to the Environmental Agency.

Following a Near Miss:-

- I. Inform a member of Site Management;
- II. Where appropriate render the area safe;
- III. Complete an Incident & Corrective Action Report Form (EM 03-001);

Following an Internal/ External Audit Non Conformance:-

- I. Inform a member of Site Management;
- II. Complete an Incident & Corrective Action Report Form (EM03-001)
- III. Review Non Conformance records in Site Management meetings.

Following a Complaint:-

- I. Inform a member of Site Management;
- II. Follow the Communication and Complaints Procedure (EM02-010);
- III. Complete an Incident & Corrective Action Report Form (EM03-001);
- IV. Review Complaints records in the Site Management meetings.

Testing and Updating:-

Site Management are responsible for the implementation, testing and updating of the incident, emergency and non-conformance procedure.

Site Management are also responsible for adapting this procedure in order to meet site / services specific needs and ensuring that all relevant staff are aware of the procedure.

Recovery	Environmental Management System		
	EM 02-003 SPILL CONTROL PROCEDURE	Version No:	1
		Issue Date:	draft
		Page 1 of 1	

1. **Purpose** - Control and mitigate the clean-up of spills and / or leaks of wastes or other potentially hazardous substances.

2. **Procedure:**

In the event of a spill / leak:

- I. The member of staff / contractor witnessing the spill is responsible for informing a member of Site Management;
- II. If safe to do so and wearing appropriate personal protective equipment, the member of staff / contractor is to stop the leak / spill at source if possible;
- III. If safe to do so and wearing appropriate personal protective equipment, the member of staff / contractor is responsible for trying to contain the spill using any spill kits provided and for soaking up the spill and transferring it to a container if possible.
- IV. Site Management will determine if the material can be returned to the storage vessel or is to be classified as hazardous or non-hazardous waste by following the EM 02-009 Waste Procedure;
- V. Site Management will arrange for the clean-up and collection of the waste stream as appropriate. Waste streams that have been cleaned up will be placed in a suitable container which will be labelled appropriately.
- VI. Any wastes collected by site from the deployment location / permitted site may be taken back to head office to await collection by a suitably licensed waste contractor.
- VII. Site Management are responsible for noting the type of material involved, approximately how much was spilt and how much may have escaped into the surrounding environment.
- VIII. Site Management will ensure that an Incident Report & Corrective Action Form (EM 03-001) is completed and will inform the relevant authorities, where necessary;
- IX. Site Management will ensure that the corrective actions detailed within the Incident & Corrective Action Form have been instigated;
- X. Site Management will determine if spill control equipment requires replenishment.

3. **Equipment Required:**

- Spill control equipment –squeegee, bucket and shovels will be carried on all delivery vehicles. For any minor spillages at stores, surrounding substrates such as soils will be used to absorb the spills.
- PPE.

Recovercyl	Environmental Management System		
	EM 02-004 WASTE PRE-ACCEPTANCE	Version No:	1
		Issue Date:	draft
		Page 1 of 1	

1. Purpose:

Outline the steps to be taken in order to prevent the acceptance of unsuitable / unpermitted wastes at site.

2. Procedure:

- I. For all new waste streams to be accepted on site, the following information needs to be assessed and recorded. This detail is required in order to demonstrate that the waste can be accepted at site and processed in accordance with the site's permit.
 - List of Waste Code of the waste stream against the sites list of acceptable waste;
 - The type of process producing the waste;
 - The specific process from which the waste derives;
 - The quantity of waste to be accepted against permitted limits;
 - Where applicable - chemical analysis of the waste (individual constituents and as a minimum their percentage compositions);
 - The form the waste takes (solid, liquid, sludge etc);
 - Hazards associated with the waste;
 - Description and costing of proposed processing method and onward recovery / disposal route;
 - Review of existing EMS documents including the Fire Prevention Plan to ensure all environmental risks associated with the waste stream are suitably controlled if brought onto site.

3. Records:

All records relating to waste pre-acceptance checks to be kept for a minimum of 3 years.

Recovercyl	Environmental Management System		
	EM 02-005 WASTE STORAGE PROCEDURE	Version No:	1
		Issue Date:	draft
		Page 1 of 1	

1. Purpose:

To control the storage of waste streams at site.

2. Procedure:

- I. All wastes delivered to site will be logged into the internal tracking system as set out in the Waste Acceptance Procedure;
- II. The tracking system will 'follow' the waste during its acceptance, storage, treatment and removal off-site;
- III. Once accepted at site the waste will be directed to the dedicated storage area as detailed on the Site Storage and Layout Plan;
- IV. Combustible wastes must be stored away from sources of ignition and oxidising agents;
- V. Containers holding liquid wastes are to be stored on drip trays and provided with secondary containment;
- VI. Storage areas should be clearly marked and signed with the quantity and hazardous characteristics of the wastes stored therein;
- VII. Storage areas will be labelled with the maximum quantity of waste to be stored in the area as specified within the Waste Schedule;
- VIII. All containers should be clearly labelled with the date of arrival, relevant hazard code(s), chemical identity and composition of the waste and a unique reference number or code enabling identification through stock control and cross-reference to pre-acceptance and acceptance records.

3. Monitoring and Records:

- Waste stores areas are to be inspected at the start and at the end of each working day;
- Waste storage vessels and secondary containment systems will be inspected in line with the Fugitive Emissions Monitoring Programme;
- The internal tracking system will be monitored on an ongoing basis to ensure the storage of waste does not exceed the time frames specified within the Waste Schedule.

Recovercyl	Environmental Management System		
	EM 02-008 WASTE PROCEDURE	Version No:	1
		Issue Date:	Draft
		Page 1 of 3	

1. Purpose:

To control the recovery / disposal of waste.

2. Procedure:

On- Site Handling and Disposal

- I. In order to determine the appropriate (European Waste Catalogue) EWC code for each waste stream, the waste produced by the site will be assessed by the Managing Director with reference to material safety data sheets and Technical Guidance WM3. Alternatively, material will be discussed with waste contractors, external consultants, or the regulator to determine the appropriate EWC code;
- II. Site Management are responsible for ensuring sufficient and correct vessels for each waste stream are provided;
- III. All staff will ensure that all wastes are disposed of in the correct containers;
- IV. Management are to be informed immediately if waste vessels are full or there are insufficient numbers of vessels to dispose of waste;
- V. Management will arrange for waste collections for off-site recovery / disposal at a frequency which prevents a shortage of waste vessel capacity;

Waste Documentation

- I. All waste being transferred from site must be accompanied by a Waste Transfer Note (WTN), or a Consignment Note (CN) if the waste is classified as hazardous;
- II. The WTN and CN must detail information as follows:

Waste transfer notes (for non hazardous waste streams) need to provide the following information:

WTN requirement	Example info to provide / Guidance on what is expected
Origin of the waste	Your site address
Quantity	For example, If skip/bins/dolavs – specify max volume it can hold; for drums – x No. 205 litres; or weight from weighbridge records
Transport Date	Date of collection and removal from site (include year!)
Carrier Details	The name of the Waste Carrier company and Carrier Registration Number.
Recipients Details	The name of the Waste Receiver company – this may have to be completed by the Waste Carrier and returned to site at some stage in future
Waste Description	You should never rely on waste carriers or waste management contractors to describe your waste for you. As the producer, you are most able to describe your waste accurately. It is not acceptable to use non-specific terms such as 'general waste'.

Recovercyl	Environmental Management System		
	EM 02-008 WASTE PROCEDURE	Version No:	1
		Issue Date:	Draft
		Page 2 of 3	

WTN requirement	Example info to provide / Guidance on what is expected
EWC Codes	European Waste Catalogue code.
Handling Requirements	Specify any specific requirements of your waste stream
Packaging/Storage Arrangements	Specify any specific requirements of your waste stream
Signed by Site and Carrier	Essential – do not allow waste to be transferred without both parties signatures
Confirmation of / details on the waste hierarchy consideration for the treatment / disposal option	This is a tick box which must be adhered to. The Managing Director will have the records to ensure it has been complied with
The SIC for your Company from the 2007 list)	Standard Industrial Classification SIC 2007 code of the process that created the waste.

Consignment Notes (for hazardous waste streams) need to provide the following information:

CN requirement	Example info to provide
Consignment Note Code;	You are to specify this – The format for the consignment note code must be 'XXXXXX/YYYYY'. The: 'XXXXXX' is the first 6 letters/numbers (not symbols or spaces) of the name of the company entered in part A2 of the consignment note and must be followed by '/' 'YYYYY' is exactly 5 numbers or letters (not symbols or spaces) you choose. You must also assign an additional letter at the end of the consignment note code for certain types of consignment. Add: a 'V' to waste removed from ships - 'XXXXXX/YYYYYV' an 'F' to fly-tipped waste - 'XXXXXX/YYYYYF' a 'D' to waste moving under a consignee return derogation - 'XXXXXX/YYYYYD' a 'P' to continuous piped waste,
Producer details;	Name, address, postcode, telephone, email, facsimile. You may only omit telephone, email or facsimile if you do not have them - in which case you should enter 'N/A'
Waste will be taken to (Consignee);	You must enter the name, address and postcode of the place your waste is to be taken to (the consignee). You should first check that the consignee holds an environmental permit, or exemption from a permit, that allows them to accept the type(s) of waste being consigned.
Waste Arising Process;	For example , maintenance
The SIC for your Company from the 2007 list)	You must provide a full written description and the Standard Industrial Classification SIC 2007 code of the process that created the waste.
EWC Code;	See European Waste Catalogue

Recoverycyl	Environmental Management System		
	EM 02-008 WASTE PROCEDURE	Version No:	1
		Issue Date:	Draft
		Page 3 of 3	

CN requirement	Example info to provide
Quantity;	This has to be in kilograms (kg)
Physical Form;	Liquid / Solid / Gas / Powder / Sludge / Mixed
Chem. & Bio Constituents;	For example , “cleaning chemical name” – 20% caustic.
Hazard Codes;	Specify which of H1-H15
Container Type/ No.;	For example , 6x205 litre drums
Carrier Name & Address;	The name & address of the Waste Carrier company
Registration No.;	Waste Carriers registration number – for them to provide
Reason for Exemption if applicable;	Waste Carrier to provide information
Confirmation of waste hierarchy consideration	This is a tick box which must be adhered to. Your Managing Director will have the records to ensure it has been complied with
Sections on :- ‘UN identification number(s)’, ‘Proper shipping name(s)’, ‘UN Class(es)’, ‘Packing group(s)’ and ‘Special handling requirements’	The consignment note must give these details if the waste is ‘dangerous for carriage’ . This responsibility falls to the carrier of dangerous goods , whether they move them for themselves or for some other person or business. However, if the waste moves under a contract for carriage, the consignor named in the contract takes responsibility. Be aware the term ‘consignor’ may be different from that used for the Hazardous Waste Regulations. You can get more information on carriage of dangerous goods from Health and Safety Executive website http://www.hse.gov.uk/cdg/manual/index.htm .

- III. The WTN’s and CN’s must be signed by site (this is a legal requirement) and the haulier taking the waste, upon collection;
- IV. All waste contractors will have appropriate licences and certification. Copies of the original documents will be requested by the Environmental Manager and held on-site. The status of all licences and certification will be reviewed on an annual basis;
- V. Receipt documentation will be kept to further account for the waste volumes sent for recycling/ disposal.

3. Records:

Duty of Care records (Waste Transfer Notes) for non hazardous wastes must be held for a minimum of 2 years and consignment notes for hazardous wastes must be kept for a minimum of 3 years.

Recoveryyl	Environmental Management System		
	EM 03-001 INCIDENT & CORRECTIVE ACTION FORM	Version No:	1
		Issue Date:	draft
		Page 1 of 2	

Location on Site:		Date & time of Incident:	
Team / Staff involved:			
Incident / Non-Conformance / Complaint <i>(Delete as appropriate)</i>			
1. What happened?		2. What caused it?	
Member of Site Management (SM) informed: Name:		[Tick] ☐ .	
3. Immediate Correction required / taken			
Designated SM / staff member to deal with incident resolution			
Corrective Action Required	Yes/No	Implemented by:	
4. Is an EA notification required to be sent to the Environment Agency?		Yes* / No	
		*EA Notification Form ref:	
Incident report signed by Director or SM:			Date:
5. Corrective action			
Target date corrective action to be completed:			
Corrective action agreed & signed by Site Management:			Date:
Corrective action confirmed as completed by:			Date:

EM03-001 Incident & Corrective Action Form - Guidance

AS SOON AS YOU HAVE COMPLETED THE FORM, HAND IT IMMEDIATELY TO A MEMBER OF SITE MANAGEMENT

Related Procedures

For further clarification, definitions or details please refer as necessary to:

- EM 01-002 –Environmental Accident Management Plan
- EM 02-002 – Emergency & Incident Procedure
- EM 02-003 – Spill Procedure
- EM 02-007 – Communications and Complaints Procedure

Form - Page 1 guidance notes

Note, where necessary, when completing the form overleaf, continue on separate sheet & add Incident Date, Time and your Name to each page. Attach any further sheets to this one.

Section of form		Guidelines
1	Incident (includes permit beaches, spills and leaks)	Description of the environmental emergency, incident or near miss. Refer to EM 02-002 if required for definition. Please detail what happened including, <u>as appropriate</u> , what & how much material was involved, where did the material go, who was involved, equipment/machinery involved, materials lost, detail emissions that went off site, who was contacted and any other information you consider relevant.
	Non-conformance	If the issue relates to a non conformance with the EMS – detail the errors in “what happened” (could include: not following procedures, incorrect completion for forms, errors on schedules, issues identified by audits)
	Complaint	Upon on receipt of a complaint relating to environmental issues (e.g. noise/dust/odour/litter) – provide the following details in “what happened”:- name of complainant; date and time of complaint; contact details for complainant; location of complaint; description of complaint. Also add weather conditions at time of complaint (temp, wind speed and direction, cloudy/raining), activities on site that might relate to complaint (eg delivery of waste materials to field storage tank). Where appropriate, include actions required and record of feedback to complainant.
2	What caused it	This should attempt to identify what is the root cause of the issue that has been listed in the “what happened” section
3	Immediate correction	Detail what action was taken, what procedures were followed
4	EA Notification requirements	EA to be informed without delay following the detection of 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. Written confirmation to be provided to the EA using EM 04-001 within 24 hours of the issue being identified.
5	Corrective Action	Provide a description of corrective actions to be undertaken, resources required, desired outcomes following implementation of actions

Recovercyl	Environmental Management System			
	EM 03-005 SITE INSPECTION FORM		Version No:	1
			Issue Date:	Draft
			Page 1 of 1	

W / c:	Monday				Tuesday				Wednesday				Thursday				Friday			
Question	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Permitted Area																				
Permitted Site																				
Answer Q's Yes / No (Y / N) based on the questions set out below for each site area.																				
Q 1 -Areas / Infrastructure free from spillages any other noticeable causes for concern such as pests?																				
Q 2 – Confirm no issue with Primary or Secondary Containment Infrastructure?																				
Q 3 – Wastes store in correct containers and location?																				
Q 4 – Spill kits in place?																				
Notes: 1. The member of staff undertaking the inspections is responsible for instigating corrective actions immediately where practicable as part of their job duties and noting these in the comments section below. Where unable to instigate corrective actions, complete the EM 03-001 Incident and Corrective Action Report Form.																				
Comments:																				

Recoverycyl	Environmental Management System		
	EM 05-001 EMERGENCY CONTACT LIST	Version No:	1
		Issue Date:	draft
		Page 1 of 1	

Emergency Contact Listing

Name (of Service)	Contact	Telephone No.
Site Manager / TCM	Charles Southern	07450 638340
Ambulance	Switch Board	999
Fire Brigade	Switch Board	999
Police	Switch Board	999
Environment Agency	24-7 Pollution Hotline	0800 807060 (24 Hours)
Environmental Manager / TCM	Edward Bennett	07946 038550
HSE	Helpline	0845 300 99 23

Recovercyl	Environmental Management System		
	EM 05-002 WASTE SCHEDULE	Version No:	1
		Issue Date:	Draft
		Page 1 of 2	

Waste Type	Form	Daily Throughput (tonnes) ^{1/2}	Waste Handling and Storage Details	Storage Vessel Type and Size	Maximum Quantity Stored On Site at Any one Time ²	Maximum Length of Time Waste Stored On Site	Location Plan Reference ³	Waste Pile Maximum Height / Length and Width (metres)	Minimum separation (fire break) distance between waste piles or storage areas
Hazardous Wastes									
Gas canisters / cartridges	Gas	3	Manual / Forklift	Caged 1000 litre IBC.	No more than 15 tonnes stored on site at anyone time.	No longer than 1 month. Loads bulked and dispatched from site ASAP.	'Hazardous'	Materials are hazardous, therefore, not limited under the FPP. However, care must be taken to ensure the storage of these materials does not impact upon the effective management of other materials stored under the FPP.	
Non-Hazardous									
Gas canisters / cartridges	Gas	3	Manual / Forklift	Caged 1000 litre IBC.	No more than 15 tonnes stored on site at anyone time.	No longer than 1 month. Loads bulked and dispatched from site ASAP.	'Non-Hazardous'	As the materials are not stockpiled the maximum volume / dimension of the stockpile has not been stated. The maximum volume stored at any one time is listed under the column titled 'Maximum Quantity Stored On Site at Any one Time.' The volumes listed are less than the applicable volume permitted to be stored in a stockpile as detailed within the Environment Agency's (EA) Fire Prevention Plans guidance document.	
Metal	Solid	3		External 40 yd ³ skips.			'Scrap Metal Skip'		
Fire Extinguisher Contents	Foam / Water / Powders	3	Manual	Caged 1000 litre IBC provided with secondary containment.			'Scrap Fire Extinguishers'		

Recovercyl	Environmental Management System		
	EM 05-002 WASTE SCHEDULE	Version No:	1
		Issue Date:	Draft
		Page 2 of 2	

Waste Type	Form	Daily Throughput (tonnes) ^{1/2}	Waste Handling and Storage Details	Storage Vessel Type and Size	Maximum Quantity Stored On Site at Any one Time ²	Maximum Length of Time Waste Stored On Site	Location Plan Reference ³	Waste Pile Maximum Height / Length and Width (metres)	Minimum separation (fire break) distance between waste piles or storage areas
Notes: - Maximum daily throughput based on normal operations; - Hazardous wastes not covered under EA Fire Prevention Plan Guidance. Site Permitted limits are < 10 tonnes / day of hazardous waste for treatment and no more than 15 tonnes combined total of all hazardous wastes stored on site at any one time. The maximum total volume of all wastes stored on site at any one time = 30 m³; - See EM 06-001 Site Storage and Layout Plan.									

Recovercyl	Environmental Management System		
	EM 05-005 SENSITIVE RECEPTOR SCHEDULE	Version No:	1
		Issue Date:	draft
		Page 1 of 2	

Sensitive Receptor Schedule

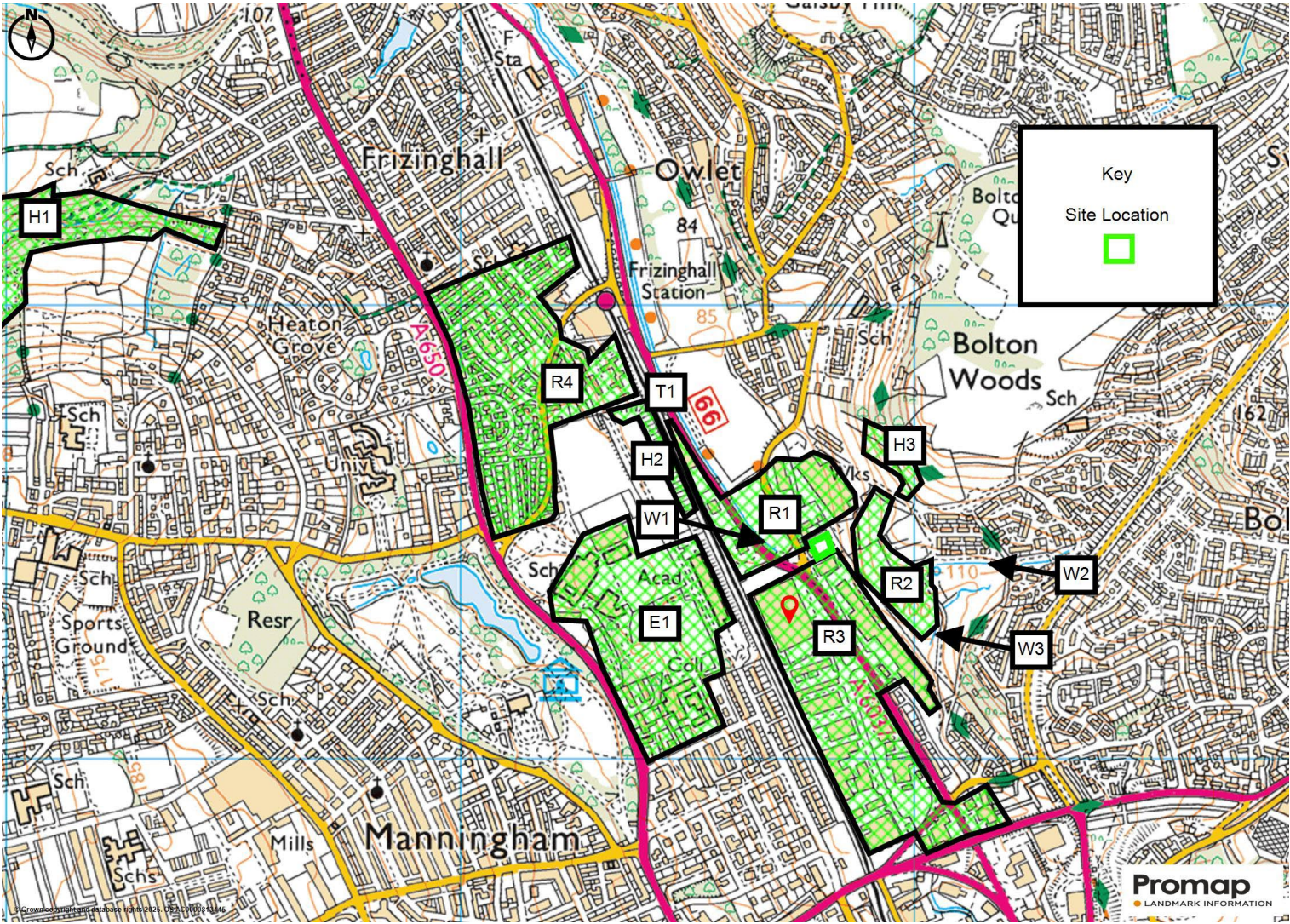
Table1 below details sensitive receptors identified within a 2-kilometre radius (unless otherwise specified), of the proposed site boundaries. For clarity only the closest receptor in each direction is listed.

Table 1 - Sensitive Receptors			
Receptor Classification	Compass Direction	Approx Distance from the Proposed Installation ¹	Plan Reference ²
Human Occupied Receptors (within 1 km)			
Residential / Industrial / Commercial / Offices	N & W	c. 0.04 km	R1
	E	c. 0.05 km	R2
	S	c. 0.01 km	R3
Educational Facilities.	W	c. 0.24 km	E1
Habitat Receptors ³			
Ramsar (England) (within 5km).	None identified within 5 km.		
Trench Meadows SSSI - SSSI (England) (within 5km).	NW	c. 4km	Not marked on plan due to distance from site.
Special Areas of Conservation (England) (within 5km).	None identified within 5 km.		
Special Protection Areas (England) (within 5km).	None identified within 5 km.		
Local Nature Reserve (England).	None identified within 2 km.		
Ancient Woodland.	NW	1.45km	H1
Priority Habitat Deciduous Woodlands	NW	0.29km	H2
	E	0.19km	H3
Water Resource Receptors (within 1 km)			
Bradford Beck.	W	c. 0.09km	W1
Land Drain.	SE	c. 0.23 km	W2
Land Drains.	S	c. 0.27 km	W3
Ground Water ³ .	The site is located on a Secondary Aquifer.		
	The site is not within a Source Protection Zone or a Drinking Water Safeguard Zone or a Nitrate Vulnerable Zone.		
Flood Risk.	Flood zone 1 = Locations in flood zone 1 have a low probability of flooding. This means in any year land has a less than 0.1% chance of flooding from rivers or the sea		
Other Receptors			
Highways and Transportation ⁴ .	W	c. 0.03 km	T1
Air Quality Management Areas ⁵ .	Site is not located within an Air Quality Management Area.		

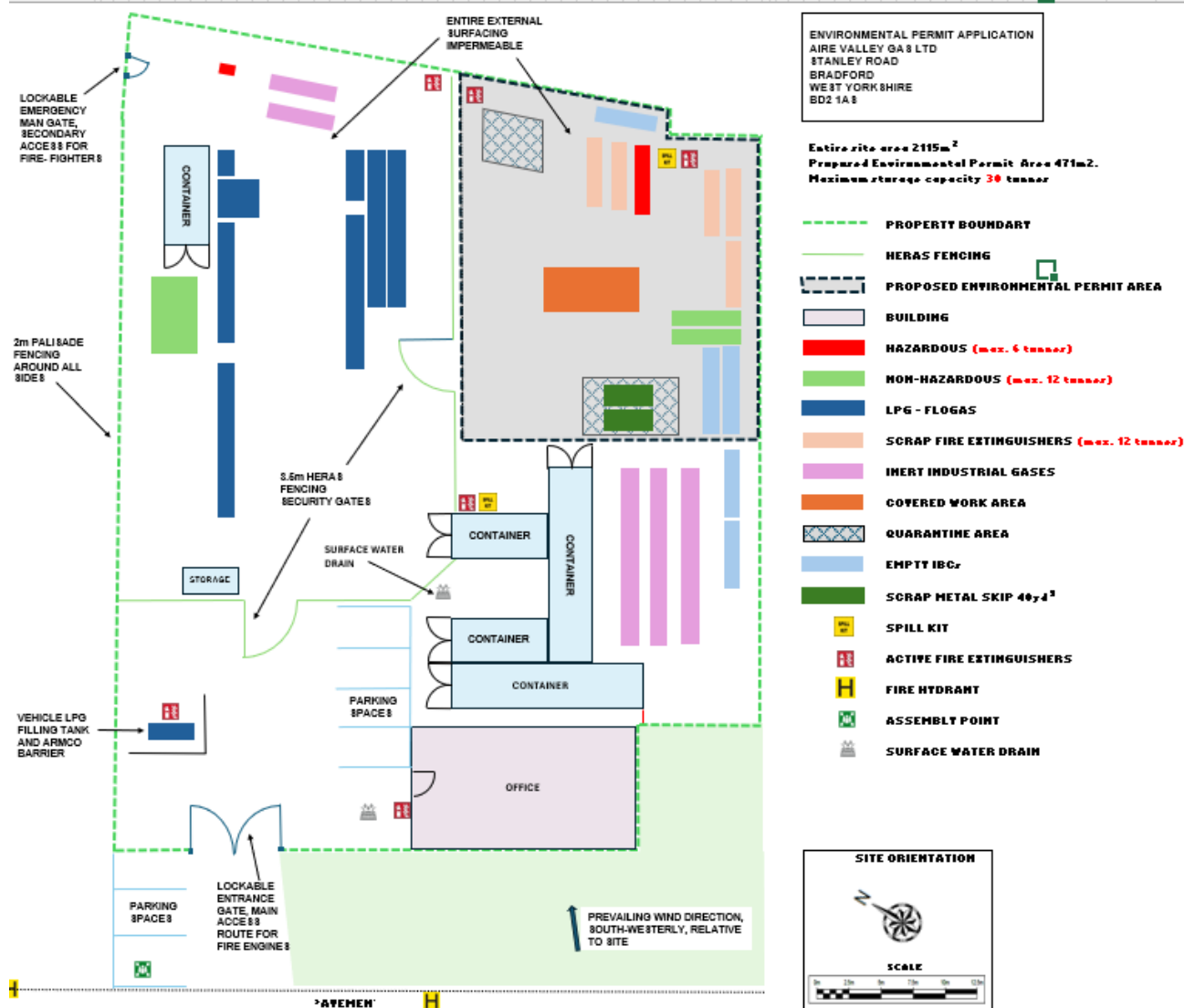
Recovercyl	Environmental Management System		
	EM 05-005 SENSITIVE RECEPTOR SCHEDULE	Version No:	1
		Issue Date:	draft
		Page 2 of 2	

Table 1 - Sensitive Receptors			
Receptor Classification	Compass Direction	Approx Distance from the Proposed Installation ¹	Plan Reference ²
Scheduled Monuments (within 1km).	None identified within 1 km.		
Table Notes: *: Closest receptor identified from the proposed Permit Boundary. 1: Distance shown measured using Ordnance Survey data provided by Promap. 2: Locations shown on Sensitive Receptor Plan within document Ref EM 06-001 Sensitive Receptor Plan. 3: Habitat / Groundwater Source Protection Zones areas identified using the MAGIC Website, May 2025. 4: Closest local road network only. 5: AQMA locations reviewed through DEFRA’s website – May 2025.			

Recovercyl	Environmental Management System		
	EM 06-001 SENSITIVE RECEPTOR PLAN	Version No:	1
		Issue Date:	draft
		Page 1 of 1	



Recovercyl	Environmental Management System		
	EM 06-002 SITE LAYOUT & BOUNDARY PLAN	Version No:	1
		Issue Date:	draft
		Page 1 of 1	



Recoverycyl	Environmental Management System		
	EM 07-001 TRAINING MATRIX	Version No:	1
		Issue Date:	draft
		Page 1 of 1	

Introduction - The Training Matrix below outlines the Environmental Management System (EMS) documents that staff will be trained in. Training Records will be held either in hard copy in the individuals Personnel File or electronically

Number	Title	Director	Environmental Manager / TCMs	Operatives
EM 00	System Index	✓	✓	-
EM 01-001	Environmental Policy	✓	✓	-
EM 01-002	Environmental Accident Management Plan	✓	✓	-
EM 01-003	Fire Prevention Plan	✓	✓	-
EM 01-004	Organisation Structure and Responsibilities	✓	✓	-
EM 01-005	Fugitive Emissions Monitoring Programme	✓	✓	-
EM 01-006	Site Closure Plan	✓	✓	-
EM 01-007	Climate Change Adaption Risk Assessment	✓	✓	-
EM 02-001	Overarching Procedure Requirements	✓	✓	✓
EM 02-002	Emergency and Incident Procedure	✓	✓	✓
EM 02-003	Spill Procedure	✓	✓	✓
EM 02-004	Waste Pre-Acceptance Procedures	✓	✓	✓
EM 02-005	Waste Storage Procedure	✓	✓	✓
EM 02-006	Communication and Complaints Procedure	✓	✓	✓
EM 02-007	Document Control Procedure	✓	✓	✓
EM 02-008	Waste Procedure	✓	✓	✓
EM 03-001	Incident and Corrective Action Report Form	✓	✓	-
EM 03-002	Document Control Update Form	✓	✓	-
EM 03-003	Complaint Handling Form	✓	✓	-
EM 03-004	Audit and Document Review Form	✓	✓	-
EM 03-005	Site Inspection Form	✓	✓	✓
EM 03-006		✓	✓	-
EM 04-001	Environment Agency Notification Form	✓	✓	-
EM 05-001	Emergency Contact List	✓	✓	✓
EM 05-002	Waste Schedule	✓	✓	-
EM 05-003	Waste Written Information Schedule	✓	✓	-
EM 05-004	Fugitive Emissions Monitoring Programme Schedule	✓	✓	-
EM 05-005	Sensitive Receptor Schedule	✓	✓	-
EM 07-001	Training Matrix	✓	✓	-
EM 07-002	Training Records	✓	✓	-

Recovercyl	Environmental Management System		
	EM 07-002 TRAINING RECORD	Version No:	1
		Issue Date:	draft
		Page 1 of 1	

Name						
Position						
EMS Document Reference	EMS Document Title	Issue Number	Issue Date	Date of Training	Signature to confirm understanding and implications of the documentation / completion of training.	
					Trainee	Management