

ENVIRONMENTAL MANAGEMENT SYSTEM - EPR/FB3801TR

Moss Road, Lyon Road Industrial Estate, Kearsley, Bolton, Lancashire BL4 8NB

Circle Recycling Ltd

Version:	1.2	Date:	18 April 2023		
Doc. Ref:	LRIE-2948-A	Author(s):	CP	Checked:	CRL
Client No:	2948	Job No:	001		



Oaktree Environmental Ltd

Waste, Planning & Environmental Consultants



Document History:

Version	Issue date	Author	Checked	Description
1.0	12/10/2021	CP	--	Draft for client
1.1	12/11/2021	CP	CNW	Application copy
1.2	18/04/2023	CP	CRL	Operator name change

THIS DOCUMENT IS DUE FOR REVIEW IN **JULY 2025** OR AS A RESULT OF ANY INCIDENTS WHICH MAY LEAD TO THE REQUIREMENT FOR IMMEDIATE REVIEW, WHICHEVER IS THE SOONER

CONTENTS

DOCUMENT HISTORY:	I
CONTENTS	II
LIST OF TABLES	IV
LIST OF APPENDICES:	V
SITE INFORMATION & KEY CONTACTS LIST	VI
1 GENERAL CONSIDERATIONS	1
1.1 SITE OPERATOR/PERMIT HOLDER.....	1
1.2 RELEVANT CONTACTS.....	1
1.3 SITE LOCATION	2
1.4 PERMIT AREA/WASTE MANAGEMENT OPERATIONS	2
1.5 HOURS OF OPERATION	4
1.6 WASTE STORAGE, TYPES AND QUANTITIES	4
1.7 EXEMPT ACTIVITIES	6
1.8 STAFFING AND MANAGEMENT	7
1.9 HEALTH AND SAFETY.....	7
1.10 FIT AND PROPER PERSONS.....	8
1.11 CONVICTIONS.....	8
2 SITE ENGINEERING AND INFRASTRUCTURE	9
2.1 SITE DESCRIPTION	9
2.2 ACCESS AND PARKING	9
2.3 SITE OFFICE.....	10
2.4 WEIGHBRIDGE	10
2.5 NOTICE BOARD AND SIGNS.....	11
2.6 SITE SECURITY	11
2.7 FUEL STORAGE	12
2.8 DRAINAGE.....	13
2.9 VEHICLES, PLANT AND EQUIPMENT	14
3 SITE OPERATIONS	15
3.1 PRELIMINARY PROCEDURES.....	15
3.2 CHECKING IN & INSPECTION OF LOADS	15
3.3 WASTE ACCEPTANCE PROCEDURE (WM3 ASSESSMENT).....	16
3.4 WASTE DEPOSIT & HANDLING	18
3.5 WASTE TREATMENT PROCEDURE (HCI WASTE)	19
3.6 TREATMENT/STORAGE OF SOILS/AGGREGATES.....	20
3.7 AGGREGATE'S PROTOCOL	21
3.8 WASTE/PRODUCT REMOVAL AND EXPORT.....	21
3.9 REJECTED WASTES.....	23
3.10 RECORD KEEPING	23
3.11 MANAGEMENT TECHNIQUES	25
3.12 SITE CLOSURE PLAN	26
4 ENVIRONMENTAL CONTROL, MONITORING AND REPORTING	27
4.1 BREAKDOWNS AND SPILLAGES	27
4.2 SITE INSPECTIONS AND MAINTENANCE.....	28
4.3 CONTROL OF MUD AND DEBRIS	28

4.4	CONTROL OF DUST	29
4.5	ODOUR CONTROL	29
4.6	LITTER CONTROL	29
4.7	CONTROL OF PESTS, BIRDS AND OTHER SCAVENGERS	30
4.8	CONTROL AND MONITORING OF NOISE & VIBRATION.....	30
4.9	COMPLAINT'S PROCEDURE	30
5	EMERGENCY, ACCIDENT & CONTINGENCY PROCEDURES	31
5.1	GENERAL	31
5.2	FIRE	31
5.3	SPILLAGES	32
5.4	DRUMS.....	33
5.5	ADVERSE REACTIONS	34
5.6	STAFF SHORTAGES.....	34
5.7	WEATHER CONDITIONS	34
5.8	CLIMATE CHANGE	36
5.9	OPERATIONAL FAILURE/ENFORCED SHUTDOWNS	36
5.10	BOMB SCARE	36
5.11	EMERGENCY MITIGATION PROCEDURES	37
6	TRAINING FOR SITE STAFF	38
6.1	TRAINING NEEDS ASSESSMENT	38
6.2	SITE RULES AND INFRASTRUCTURE TRAINING.....	38
6.3	EMERGENCY PROCEDURES TRAINING.....	38
6.4	FIRE SAFETY / FIREFIGHTING TRAINING	39
6.5	RECOGNITION OF WASTE TYPES TRAINING	39
6.6	STORAGE AREAS / LIMITS TRAINING	40
6.7	VEHICLE / PLANT PREVENTATIVE MAINTENANCE TRAINING.....	40
6.8	DUTY OF CARE TRAINING	40
6.9	PLANT OPERATION TRAINING.....	41
6.10	PERMIT / MANAGEMENT SYSTEM / FIRE PREVENTION PLAN TRAINING.....	41
6.11	TRAINING FOR CONTRACTORS.....	41

List of Tables

Table 1.1 - Description & Limits of Activities	3
Table 1.2 - Waste Storage Area Details for Permitted Wastes.....	5
Table 1.3 - Staffing Levels	7
Table 2.1 – Site Office Documentation	10
Table 2.2 - Plant & Equipment	14

List of Appendices:

Appendix I - Drawings

Drawing No. LRIE/2948/01 – Site Location Map

Drawing No. LRIE/2948/02 – Permit Boundary Plan

Drawing No. LRIE/2948/03 – Site Layout and Fire Plan

Appendix II - Record Keeping Forms (advisory only)

CNW/RF/2 - Rejected Waste

CNW/RF/4 - Site Diary/Inspection Form

CNW/RF/6 - Employee Training Needs Assessment / Review

CNW/RF/7 - Complaints Form

****The above forms are advisory only; alternative forms of the operator may be used electronically**

Appendix III - Copy of Issued Permit

Appendix IV - Health & Safety – Conditions of Site Use for Staff and Visitors

Site Information & Key Contacts List

Site Address:	Moss Road, Lyon Road Industrial Estate, Kearsley, Bolton, Lancashire BL4 8NB		
Site Operator:	Circle Recycling Ltd	National Grid Ref:	SD 74429 44360

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Matthew Cook Robert Bint	Director & Secretary Director	01204 570615 01204 570615	07779 561457 07779 561457
Robert Bint	Technically Competent Manager	01204 570615	07779 561457
Royal Bolton Hospital Minerva Riad, Farnworth, Bolton BL4 0JR	Local NHS Hospital (Main)	01204 390390	999
	Accident & Emergency (A&E)	999	999
Kearsley Medical Centre Kearsley Medical Centre, Jackson St, Kearsley, Bolton BL4 8EP	Local Doctor Surgery (GP)	01204 462200	999 or 112
Greater Manchester Police – Little Hulton Police Station Bridgewater Street, Little Hulton, Manchester M38 9LG	Local Police Non- Emergency	0161 856 5229	999 or 112
	Police Emergency	999 or 112	999 or 112
Greater Manchester Fire and Rescue Service – Farnworth Fire Station Albert Road, Farnworth, Bolton BL4 9HF	Fire and Rescue Service (in Emergency Dial 999)	01204 909503	999 or 112
Environment Agency (Preston Office) Lutra House, Dodd Way, Walton Summit Centre, Preston PR5 8BX	Environmental Regulator	03708 506506	0800 80 70 60
Bolton Metropolitan Borough Council Development Management Town Hall, Bolton BL1 1RU	Local Council General Enquiries	01204 336000	01204 336900 or 999
United Utilities	Mains Water Supplier	0345 672 3723	0345 672 3723
Iconic Recycling 45 Canal Bank, Eccles, Manchester, M30 8AA	Primary specialist waste and permitting compliance advisors	01204 282429	
Oaktree Environmental Ltd Lime House, 2 Road Two, Winsford, Cheshire CW7 3QZ	Secondary specialist waste and permitting compliance advisors	01606 558833	999 or 112

1 General Considerations

1.1 Site operator/permit holder

1.1.1 Circle Recycling Ltd (the operator) operate Environmental Permit (EP) Ref EPR/FB3801TR which will be a household, commercial & industrial (HCI) waste transfer station with treatment. The permit was originally issued on 26/10/2018 as a SR2015No4.

1.1.2 Developments in legislation and the regular increases in the Landfill Tax have increased the need for effectiveness and scope of operations at waste transfer and recycling centres, leading to greater recovery rates for recyclable waste therefore the operator is looking to install a mechanical treatment plant in order to recycle more waste in the Borough and surrounding areas.

1.2 Relevant contacts

1.2.1 The registered office contact details for the operator are as follows:

Circle Recycling Ltd
Seddon Building
Plodder Lane, Edge Fold
Farnworth
Bolton BL4 0NN

Contact: Robert Bint/Matthew Cook
Position: Director/s
Tel: 01204 570615

1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for Circle Recycling Ltd to assist in the preparation of this Environmental Management System - EPR/FB3801TR (EMS). This EMS has been prepared to meet the requirements of The Environmental Permitting (England and Wales) Regulations 2016 and the Environment Agency's (EA's) Guidance: "*Develop a management system: environmental permits*".

1.2.3 Contact details for Oaktree Environmental are as follows:

Oaktree Environmental Ltd	Contact: Chris Parry
Lime House	Position: Senior Consultant
2 Road Two	Tel: 01606 558833
Winsford	E-mail: chris@oaktree-environmental.co.uk
Cheshire CW7 3QZ	

1.2.4 A full list of relevant contacts (including key emergency contact numbers) are provided in the Site Information & Key Contacts List section in the pre-pages of this document.

1.2.5 This EMS should be read in conjunction with the site's Fire Prevention Plan (FPP); Document Ref. LRIE-2948-B.

1.3 Site location

1.3.1 The site is located on Land at Moss Road, Lyon Road Industrial Estate, Kearsley, Bolton, Lancashire BL4 8NB as shown on Drawing Nos. LRIE/2948/01 & 02. The national grid reference for the site is SD 74429 44360.

1.3.2 The site is accessed from Moss Road off the Lyon Industrial Estate. Surrounding land uses are predominantly industrial to the north, east and south; the site also borders the M61 to the west. The nearest residential receptors are approximately 250m to the east of the site.

1.4 Permit area/waste management operations

1.4.1 The permit boundary is outlined in green on Drawing No. LRIE/2948/02. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant and equipment.

1.4.2 The EP is required for the storage (keeping) prior to removal, and treatment (all types of handling/processing) of waste. Specified waste management activities and associated limits (including waste disposal and waste recovery operations) are listed in the table 1.2 below:

Table 1.1 - Description & Limits of Activities

Description of activities	Limits of activities
<p>D9: Physico-chemical treatment not specified elsewhere in Annex IIA which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D8 and D10 to D12</p> <p>D14: Repackaging prior to submission to any of the operations numbered D1 to 13</p> <p>D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)</p> <p>R3: Recycling/reclamation of organic substances which are not used as solvents</p> <p>R4: Recycling/reclamation of metals and metal compounds</p> <p>R5: Recycling/reclamation of other inorganic materials</p> <p>R13: Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)</p>	<p>Non-Hazardous mixed waste: Treatment consisting only manual and mechanical sorting, separation, drying, screening, baling, wrapping, shredding, crushing, or compaction of non-hazardous waste into different components for disposal, (no more than 50 tonnes per day) or recovery.</p>

1.5 Hours of operation

1.5.1 The site is operated according to the hours specified below:

Monday to Friday	06:00 - 20:00
Saturday	06:00 - 14:00
Sundays, Bank/Public holidays	Closed

1.5.2 The only activities on site which will be permitted outside of these hours are onsite maintenance works, emergency deliveries of waste/plant/machinery and general office use. During times where the site is closed or not in operation, the site will be locked and secured to prevent unauthorised vehicular and/or pedestrian access.

1.6 Waste Storage, Types and Quantities

1.6.1 The locations of the operational and storage areas are shown on Drawing No. LRIE/2948/03.

1.6.2 The site will accept <150,000 tonnes of waste per annum.

1.6.3 The waste types handled on site will be household, commercial and industrial wastes as defined in the Controlled Waste (England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990. A detailed breakdown of the waste types allowed for acceptance at the site is shown in Appendix III of this EMS.

1.6.4 A maximum of 100 loads could be tipped at the site in any one working day. Such loads will be delivered to and removed from the site by way of fixed body, 8-wheeled tipper vehicles which can carry loads of up to 18-20 tonnes.

1.6.5 The table shown overleaf details the wastes which are stored at the site which is also shown on Drawing No. LRIE/2948/03.

Table 1.2 - Waste Storage Area Details for Permitted Wastes

Storage Area Details													
Plan Ref	Description	Storage type	Containment / type	Height of firewall (m)	Max width of pile (m)	Max length of pile (m)	Max height of pile (m)	Approx. area (m2)	Conversion factor used	Approx. volume (m3)	Average storage time	Max storage time	Comments
AREA 1	Mixed waste reception area (HCI waste)	Unprocessed	Free standing pile / three-sided concrete interlocking block fire wall	4	15	10	3	150	0.75	338	<2 hours	<48 hours	48 hours is based on Sat - Mon; storage time likely to be less as the pile will continually move throughout the day
AREA 2	Trommel fines	Sorted by trommel screen	Free standing pile / two-sided concrete panel fire wall	3	6.5	6	2	39	0.75	59	<2 hours	<48 hours	As above
AREAS 3 -6	Hand-picked wastes from picking line comprising wood, residual, plastic, paper & cardboard	Processed (by hand)	As above	3	6.5	6	2	39	0.75	59	<2 hours	<48 hours	As above and volume is based on each storage bay. Once bays are full the waste will be transferred to the external overflow bays (AREAS 13 - 19)
AREA 7	Scrap metal	Processed (magnet)	40 cubic yard skip	3	2.5	6.1	2.62	15.25	1	40	<12 hours	1 week	Skip removed when full and replaced with empty skip; timescale dependent on metal content in waste
AREA 8	Hardcore / rubble	Sorted via treatment plant	Free standing pile / two-sided concrete panel fire wall	3	10	6	2	60	0.75	90	<2 hours	<48 hours	See AREA 1 comments
AREA 9	Baled paper & cardboard	Processed, sorted & baled	Bales within three-sided concrete panel fire wall	3	2.5	5	2	12.5	0.75	19	<2 hours	<48 hours	See AREA 3 - 6 comments
AREA 10	Miscellaneous bay i.e. non-conforming waste	Unprocessed (hand sorted)	Free standing pile / three-sided concrete panel & interlocking block fire wall	3	6	6	2	36	0.75	54	<48 hours	<48 hours	See AREA 1 comments
AREA 11	Plasterboard	Unprocessed (hand sorted)	As above	3	6	6	2	36	0.75	54	<2 hours	<48 hours	See AREA 1 comments
AREA 12	Residual waste	Processed, hand sorted by treatment plant	As above	N/A	15	6	2	90	1	180	<48 hours	<48 hours	Acting as overflow bay from AREAS 3 - 6; pile removed sooner if full
AREAS 13 - 18	Overflow storage bays from wastes recycled inside the building	Processed, hand sorted by treatment plant	Free standing pile / three-sided concrete interlocking block fire wall	4	8	8	3	64	0.75	144	<48 hours	<1 week	As above and pile size based on each bay
AREA 19	Soils & stone	As above	As above	4	8	8	3	64	0.75	144	<48 hours	<1 week	As above
AREAS 20 & 21	Hardcore & crushed stone	As above and crushed	As above	4	8	8	3	64	0.75	144	<48 hours	<1 week	As above

- 1.6.6 If the maximum storage capacity of the site is reached then no further waste will be accepted until waste can be removed from the site and taken to a suitably permitted or exempt site.

1.7 Exempt activities

- 1.7.1 Activities which are outside the scope of the EP for the site (listed in Schedule 3 of The Environmental Permitting (England and Wales) Regulations 2016) may be carried out at the recycling centre and the relevant details would be registered with the EA prior to commencement.
- 1.7.2 Registration - Current and future exemption notifications and register entries are held in the site office. Registered exemptions are valid for a period of 3 years. If the activity is to be carried on after 3 years, a renewal will be submitted to the EA.
- 1.7.3 Any exemptions which are registered at the site will be kept clearly segregated from any permitted operations.

1.8 Staffing and management

1.8.1 The site will open for the deposit of waste or for other essential operations during the hours listed in Section 1.5.

1.8.2 Table 1.5 below details the staff structure of the site when operating at full capacity. Positions in bold italic print below are the minimum staff requirements when the site is open for the reception of waste:

Table 1.3 - Staffing Levels

Position	Employees	Responsibilities
Site manager/s	3 <i>(1)</i>	Overseeing and co-ordinating all activities which take place at the site
TCM (weekly)	1 <i>(1)</i>	Ensuring that the site is being operated in accordance with Health & Safety Legislation
<i>The above comprise site management who operatives will report to</i>		
Machine / Plant Operator's /	2 <i>(1)</i>	Waste handling/processing, reception and plant operation
General operatives	2 <i>(1)</i>	To conduct site patrols when the site is not manned / operational
Administration staff	1 <i>(1)</i>	Office/administrative duties

1.9 Health and safety

1.9.1 All operations on site will be carried out in accordance with the relevant requirements of the Health and Safety at Work Act 1974. Conditions of site use for employees, visitors and contractors are shown in Appendix IV. These conditions will be shown to all site users and must be signed prior to using the site. Anyone refusing to comply with the conditions of use will be asked to leave the site.

1.10 Fit and proper persons

- 1.10.1 The site's current assigned a Technically Competent Manager (TCM) is Robert Bint who holds a 6-unit, level 4 award for non-hazardous waste transfer and treatment. Robert will provide the required attendance time at the facility as required by guidance periodically issued by the Environment Agency (EA). A copy of the appointed TCM's Certificate of Technical Competence (COTC) will always be made available in the site office.
- 1.10.2 The company, through the TCM, will ensure that a nominated deputy is sufficiently trained and familiar with the EP and this EMS document in addition to all relevant company procedures who, in the absence of the TCM, will act the competent person. If either the TCM or deputy is changed, the EA will be informed of the change and the relevant details of the replacement as soon as possible.

1.11 Convictions

- 1.11.1 At the time of application, neither Circle Recycling Ltd nor any of the relevant people within the company had been convicted of a relevant offence.

2 Site Engineering and Infrastructure

2.1 Site description

- 2.1.1 The site itself covers an area of approximately 9,585m² and comprises a waste transfer building including office block measuring approximately 1,350m². The remaining part of the site comprises mainly an impermeable concrete surface with sealed drainage which will be used for the storage and transfer of recyclable waste. There are also unsurfaced areas of the site which will store empty skips and car parking.
- 2.1.2 The location of the operational, treatment and storage areas are shown on Drawing No. LRIE/2948/03.

2.2 Access and parking

- 2.2.1 The site is located as shown on Drawing Nos. LRIE/2948/01 and LRIE/2948/02 and access to the site is gained from the north-east of the site off Moss Road.
- 2.2.2 The site is well equipped with parking for site staff, visitors, HGVs and plant/equipment as shown on Drawing No. LRIE/2948/03.

2.3 Site office

2.3.1 The site offices are located as shown on Drawing No. LRIE/2948/03. The documents listed below will be retained in the site office.

Table 2.1 – Site Office Documentation

Documents to be retained in site office
The Environmental Permit (original & any subsequent variations)
This Environmental Management System (EA agreed document)
Fire Prevention Plan (EA agreed document)
Odour Management Plan (EA agreed document)
Dust Management Plan (EA agreed document)
Pest Management Plan (EA agreed document)
Noise Impact Assessment / Management Plan (EA agreed document)
Environment Agency inspection (CAR) forms
In-house inspection sheets/recording forms
Duty of care transfer notes (for 2 years minimum)
Hazardous waste consignment notes (kept for 3 years)
Waste delivery tickets
Accident book (& 1st aid kit)

2.4 Weighbridge

2.4.1 There will be two weighbridges on site as shown on Drawing No. LRIE/2948/03. All incoming and outgoing wastes will be calculated using the weighbridges or by using conversion factors and/or HGV load capacities if the weighbridges are not working.

2.5 Notice board and signs

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

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

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

2.6 Site security

2.6.1 The site security infrastructure is clearly shown on Drawing No LRIE/2948/03 and considered suitable to prevent trespassers which is mainly via 2.4m high steel palisade fencing.

2.6.2 In addition to the above, the site also benefits from 24/7 remotely accessible CCTV fitted with full on and off-site coverage. The types of CCTV on site are:

- i) A 50m radius pan, tilt and zoom (PTZ) camera located near the site access to monitor all vehicles which access/egress the site including this area out-of-hours to prevent intruders
- ii) External fixed CCTV cameras strategically located around the site to provide full coverage
- iii) Internal fixed CCTV cameras inside the transfer building providing full coverage of internal waste storage area

iv) Internal infra-red cameras consisting of beams which detect smoke. During operational hours the beams are switched off to prevent false alarms taking place.

2.6.3 All CCTV cameras were installed and are monitored 24/7, 365 days per year by Security Monitoring Centres Ltd (Custodian Monitoring) who are UKAS accredited who would contact the up to 5 members of staff in the event of the following:

2.6.4 **Suspicious activity during operational hours:** staff negligence, intrusions of the site perimeter, flames, smoke, accidents leading to a fire

2.6.5 **Out-of-hours incidents:** smoke detection inside transfer building, intrusions (human only), unusual movement throughout the site.

2.6.6 Custodian monitoring will contact the operator with a text or ring alert in the event of one of the above incidents in order to contact the emergency services, receptors, EA, staff and attend the site to prevent a large-scale incident happening.

2.6.7 The site security measures (fencing/gates) will be inspected on a daily basis and any defects which impair the effectiveness of the security will be repaired to the same or better standard within 7 working days. All repairs will be noted on the site diary within 24 hours of the event.

2.6.8 If unauthorised access becomes apparent as a problem at the site the security measures will be reviewed and improvements implemented.

2.7 Fuel storage

2.7.1 Fuel storage for the site's fleet of vehicles is located as shown on Drawing No. LRIE/2948/03.

2.7.2 All fuel/oil tanks stored on site will be surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank. All pipework and associated infrastructure will be enclosed within the bund. A lock will be fitted to the tank valve to prevent unauthorised operation. All valves and gauges on the bund will be constructed to

prevent damage caused by frost. The tank will be clearly marked showing the product within and also its capacity.

2.8 Drainage

- 2.8.1 The drainage arrangements for the site are clearly shown on Drawing No. LRIE/2948/03 and as all of the site operational area is concreted, essentially all surface (rain) water falls generally to the south and south west into a full retention interceptor before entering the combined sewer system. The interceptor is serviced annually will be monitored at least weekly or daily during heavy rainfall events so a drainage contractor can be called in advance to empty the tank if it becomes close to capacity.
- 2.8.2 Foul water drains directly underground into the foul sewer system also via a full retention interceptor.
- 2.8.3 Unsurfaced areas of the site drain naturally i.e. soak through the ground or evaporate.

2.9 Vehicles, plant and equipment

2.9.1 Waste will be handled using the plant listed on the next page. Only trained operators will be permitted to drive/operate the plant listed below.

Table 2.2 - Plant & Equipment

Item	Number	Function
<i>Loading shovel</i>	3	Collection/deposit of skips
360° excavator	2	Collection/deposit of roll on roll off skips
Forklift truck	3	Loading/unloading/movement/sorting
Hopper, conveyor, trommel, picking line and magnet	1	Mechanical treatment/sorting of mixed waste
Weighbridge	2	Accurately weighing of loads
Crusher	1	Size reduction of inert waste
Baler	1	Baling/compaction of light waste

Note: The plant/equipment on site is at the time of this EMS production and may vary to cope with busy periods, larger jobs or jobs with specific requirements.

2.9.2 Maintenance of all site plant is described in Section 3.11 of this EMS.

3 Site Operations

3.1 Preliminary procedures

3.1.1 Guidance will be given by the site management to all employees, sub-contractors, other waste carriers and customers regarding the waste types and operations which are acceptable at the site i.e. a copy of Appendix III of this document. The site will be used for the acceptance, storage and processing of waste using Circle Recycling Ltd's own vehicles/contracts and also for third-party users/hauliers whose details would be checked prior to the delivery/collection of waste.

3.1.2 The procedures below would be followed prior to the receipt of waste on site.

3.1.3 When a driver employed by the permit holder arrives at the waste producers premises he/she will inspect the load for conformity with relevant regulations and safety procedures.

- a) If the load is satisfactory the driver will sign the relevant paperwork (Duty of Care transfer note/delivery ticket) and remove the load from the premises.
- b) If the waste does not meet the description stated on the controlled waste transfer note the customer is advised to check the note and give a more detailed description of the waste.
- c) If the more detailed description of the waste reveals that the waste is not/permitted at the recycling centre then the customer is advised that the waste must be taken to another site which is appropriately permitted to accept the waste(s).

3.1.4 If further instructions are needed the driver may also report back to the site manager.

3.2 Checking in & inspection of loads

3.2.1 All incoming vehicles are required to report to the site office. The details of the load will be recorded and the transfer note and company documentation will be further checked by the operator to ensure that the load is acceptable at the site. The weight of all loads will be recorded using the weighbridge or agreed WRAP conversion weights for loads where the

weight is not known upon receipt at the site. Any deviation from these procedures or problems with any loads will be reported to the site manager.

- 3.2.2 All vehicle drivers must report to the site/weighbridge office upon arrival at the site. Each load will be weighed, recorded and its contents inspected. All waste accepted on site will be directed to the appropriate reception area. In addition, the waste supplier will be made aware of what waste is accepted at the site prior to delivery.
- 3.2.3 Once a load has been accepted the driver will be asked to unsheet the vehicle (if it is sheeted) and a visual inspection of the contents will be carried out to ensure that the material complies with the EP. If non-compliant waste is discovered before deposit, the load will not be accepted and disposed of at an approved facility. In cases where the presence of unauthorised waste is likely to lead to a breach of permit conditions, the EA will be contacted immediately to agree a course of action.
- 3.2.4 Loads are also examined at the point of unloading. If they are found to be unacceptable at this point the load will be reloaded and returned to source. If small levels of contamination are noted they are handpicked and reject material placed in a skip for safe disposal.
- 3.2.5 If hazardous waste or suspected hazardous waste is deposited on the site the material will be left alone with precautions taken to absorb any spillages and the area cordoned off. The EA will be contacted as a matter of urgency and the material left in situ until removed under the EA's instruction.

3.3 Waste acceptance procedure (WM3 assessment)

- 3.3.1 All mixed loads of waste or waste with mirror non-hazardous EWC codes i.e. 17 05 04, 17 09 04 or 19 12 12 arising from construction, demolition and excavation (CDE) or third party waste sites will undergo a full inspection **AREA 1** as shown Drawing No. LRIE/2948/03 to demonstrate that the waste is not contaminated by way in line with the EA's Technical Guidance WM3 "Guidance on the classification and assessment of waste (1st Edition v1.1)". Any material found in the load which could lead contamination of other wastes on site will

be loaded back into the skip or delivery vehicle and removed off site as soon as practicable. If the load is acceptable then it should be considered non-hazardous in line with WM3.

3.3.2 To ensure that only non-hazardous wastes are accepted, the following information (dependant on the source of the waste) will be requested from waste producers at the start of each contract to ensure compliance with the EP and WM3:

- i) A desk survey and/or site condition report which has identified past uses of the excavation/construction site.
- ii) A ground sampling plan including both surface and sub-surface sampling.
- iii) Following analysis of the samples, an environmental / human health risk assessment which identifies areas of the site that require remediation or soil removal will be undertaken.
- iv) Waste soil classification in line with WM3
- v) All information relating to the site investigation was retained and passed to subsequent holders of waste.
- vi) Name and address of the site where the waste was excavated/produced from
- vii) Detailed waste description, including EWC code

3.3.3 The operator will reserve right to refuse such loads if there is risk of the material being contaminated with hazardous material.

3.3.4 All incoming vehicles upon arrival are required to report to the person in charge of waste acceptance at the site. The details of the load will be recorded and the duty of care note/company documentation will be further checked by the operator to ensure that the load is acceptable at the site, including a visual check prior to the vehicle proceeding to the tipping area. Any deviation from the procedures or problems with any loads will result in tipping facilities being suspended for the offending company. Loads which are not acceptable within the above terms will be rejected.

3.4 Waste deposit & handling

3.4.1 Once a load has been accepted by the operator, the contents will be discharged into the appropriate reception, storage and treatments area as shown on Drawing No. LRIE/2948/03.

3.4.2 The majority of wastes will be accepted under EWC codes and tipped into the following areas on site:

- **AREAS 19 - 21 = 17 01 07** - mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06 (**Inert waste tipping & inspection area**)
- **AREAS 19 - 21 = 17 05 04** - soil and stones other than those mentioned in 17 05 03 (**Inert waste tipping & inspection area**)
- **AREA 1 = 17 09 04** - mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03 (**Mixed waste tipping & inspection area**)
- **AREA 1 = 19 12 12** -mechanically treated or residual waste (**Mixed waste tipping & inspection area**)
- **AREA 1 = 20 03 01** - mixed municipal waste (**Mixed waste tipping & inspection area**)

3.4.3 On average, the site will look to accept 10,000 tonnes of waste per month and 2,500 tonnes per week. The operator will accept approximately 80% of waste from builders on behalf of householders and 20% from third party sites. The operator informs the waste producer it is their responsibility to ensure anything which is disposed in the skip or container is suitable and once the producer has possession of the waste, an agreement between them and the operator will take place ensuring the following:

- The operator has informed the customer of their duty to make sure all the waste received is non-hazardous
- Any skips hired out to builders to make sure no asbestos is disposed into the skip; usually a builder would inform you if there was asbestos present in the property/site
- The waste once collected by the driver is checked along with written/verbal confirmation the waste is non-hazardous from the producer

- Once the load has been tipped, it is checked by staff for any signs of contamination, if suitable sorted and deposited to the relevant recyclable pile on site.

3.5 Waste treatment procedure (HCl waste)

3.5.1 Waste will be delivered in fixed body tippers, skip wagons or hook loaders and once a load has been accepted by the operator the contents of the delivery vehicles is discharged into the reception area (**AREA 1**) to await processing in accordance with the following procedures:

- a) All mixed loads are deposited in the mixed waste reception area (**AREA 1**) and crudely sorted by hand into recyclable materials such as paper/ cardboard, plastics, wood/timber, metals and green waste and transferred into the appropriate recycling skips or storage bays.
- b) The mixed waste is then loaded into a hopper using a loading shovel. The hopper then transports the material into a an enclosed trommel screen inside the building via a conveyor using or 360° grab for mechanical sorting.
- c) The trommel separates the fines material i.e. <40mm and discharges them in the below bay (**AREA 2**).
- d) Any waste >40mm will then pass through the screen onto a conveyor into a picking line with 4 chutes for removal of recyclable materials. Materials picked from the line are stored in the bays below (**AREAS 3 - 6**).
- e) The resultant material from the mechanical processing should be heavy bulky inert waste or scrap metal. The scrap metal is collected by overband magnet and deposited into a container below (**AREA 7**).
- f) The bulkier / inert material will fall into a pile at the end of the process run (**AREA 8**). Any waste which falls off the line and isn't bulky inert will be immediately transferred to **AREA 1** to undergo the same process.
- g) Waste for landfill which is not suitable for recycling is bulked up and stored in the waste for landfill bay inside the transfer building (**AREA 12**) to await removal off site for disposal at an appropriately permitted facility.

- h) Recyclables i.e. wood, plastic, soils, etc.. from the treatment line will be transferred to external bays (**AREAS 13 – 21**) to await onward distribution to an appropriate recycling/recovery facility.
- i) Certain recyclable fractions (i.e. plastics, paper and card) may undergo baling (**AREA 9**) to facilitate more efficient handling and onward transportation of these materials
- j) Loads which are delivered to the site and known to contain predominantly inert waste may be directed to **AREAS 19 – 21** for storage prior to processing or removal from the site.
- k) Bulky inert wastes will then be further processed to recover saleable aggregates (**AREA 21**)

3.6 Treatment/storage of soils/aggregates

3.6.1 On site processing using mobile plant a crusher will be required to produce recovered aggregates to the desired specification for re-sale on the commercial market. The crushing process is described below:

- a) The stone/hardcore material will be loaded into the feed hopper of the crusher; this then passes into the crushing chamber which uses hydraulically operated jaws to reduce the size of the material.
- b) Small feed/fines pass through the grid bars/mesh at the base of the crushing chamber and out of the plant via a small side conveyor with a discharge height of between 1.5 - 3.0 metres. The larger crushed material falls onto the delivery conveyor which will discharge the material in one of two ways: either onto a conveyor feeding the grid of the mobile screen or onto the ground to form a stockpile.
- c) Before the crushed material exits the conveyor, metal is extracted using a permanent overband magnet. If the material requires further grading after crushing the mobile screening plant used will have up to 3 discharge conveyors, forming 3 stockpiles of different product sizes (<3 mm to 20 mm).
- d) The stockpiled material which is discharged from the crushing/screening plant will be transferred to the appropriate storage areas by loading shovel.

3.7 Aggregate's protocol

- 3.7.1 Any inert material treated to a product will be done so in accordance with an aggregates protocol which will be kept on site at all times and sent to any customers/regulators upon request. All product/aggregates leaving the site will be accompanied with a product note.
- 3.7.2 To be able to demonstrate compliance with the Aggregates from Inert Waste Quality Protocol, the site will retain all documentation for every load of recycled aggregates sent out of the site and the correct information will be included. If information is missed or documentation not retained then the material will remain a waste and be sent to a suitably permitted site.
- 3.7.3 The inspection and testing including frequency and methods of tests for finished product shall be detailed and appropriate to the material end use, the quality of input material and the complexity of the waste recovery process. The stockpiles will be sampled and tested in accordance with sections B2.8 and B2.9 of WRAP Aggregate Quality Protocol and may be varied to ensure a controlled process depending on the amount of waste received i.e. daily.
- 3.7.4 Results of tests are required to meet the customer's specification and will be forwarded upon request. If further tests are required for assessment of suitability for a customer's specific end use, then the results shall also be retained.
- 3.7.5 **Mechanically processed soil** – As there is no end of waste for mechanically processed soil, every load of processed soil (arising from screening) leaving the site will have an accompanying waste transfer note with all recorded details shown in 3.10 below. Mechanically processed soil will be sent to suitably permitted disposal or recovery / restoration site.

3.8 Waste/product removal and export

- 3.8.1 When a collection vehicle arrives at the site to remove waste material or product, the driver will be instructed to report to the site office to confirm their identity. All relevant documentation will be completed and the vehicle will be passed to pick up the load and take

it to the designated recycler/disposal site (if the outgoing material has not been fully recovered on site). The product or waste will then be loaded using the loading shovel.

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

- a) Brick/rubble - for crushing to produce 6F5 aggregate or similar product at an aggregates processing site.
- b) Some materials will not be recovered after processing (or will not be fit for use at recovery sites) such as clays and some soils. These materials may be disposed at suitably permitted landfill site.
- c) Fines - as material for site restoration works on site or used as landfill cover.
- d) Soils - used on site for site restoration works or blend with compost for topsoil creation for re-sale.
- e) Metals – metals removed will be taken to a suitably permitted site for further recovery.
- f) Rejected material will be removed from site as detailed in Section 2.8.
- g) Waste unsuitable for processing will be sent to a suitably permitted site.
- h) Recycled plasterboard (PAS 109 standard) will be sent for bandspreading

3.8.3 The operator will produce the following MNH waste codes on site:

- Bulked up soils/stone = 17 05 04
- Bulked up aggregate = 17 01 07
- Crushed stone/aggregates = 19 12 12
- Trommel fines = 19 12 12
- Wood 19 12 07

3.8.4 In order to demonstrate the above codes are non-hazardous leaving the site, basic characterisation testing will take place of the above wastes initially and assuming they are non-hazardous, the operator will drop to compliance testing; the initial frequency of the testing will be agreed with the EA. After compliance testing has demonstrated the waste is non-hazardous, the site will move to monthly sampling and testing or as otherwise agreed

in writing with the EA. This testing may decrease once a full analysis has confirmed it is non-hazardous. If any new MNH codes are produced, the same testing procedure will take place.

3.9 Rejected wastes

3.9.1 Rejected wastes will be deposited in the quarantine skip provided for non-conforming wastes. This will occur when non-conforming waste is discovered after the deposit of a load or where the removal off-site of the waste may cause further problems. The EA will then be contacted to agree a course of action where necessary. The contents of the skip will be recorded in the site diary.

3.10 Record keeping

3.10.1 The details below shall be recorded on all waste transfer notes, internal invoices, alternative documentation for all incoming and outgoing loads in line with the Waste Duty of Care: Code of Practice:

- a written description of the waste which has been agreed and signed by the operator and the next holder. The description is part of the waste information the operator will provide.
- a statement confirming that you have fulfilled your duty to apply the waste hierarchy as required by regulation 12 of the Waste (England and Wales) Regulations 2011 (see Waste Hierarchy Guidance for England and Wales)
- the description of the waste is accurate and contains all the information you are reasonably in a position to provide to ensure the lawful and safe handling, transport, treatment, recovery or disposal by subsequent holders, including classification of the waste by using the appropriate codes (referred to as the List of Wastes (LoW) or European Waste Catalogue (EWC)) - Appendix A of the Waste Classification Technical Guidance provides a list of the codes as well as advice on how to assess and classify waste.
- the quantity and nature and whether it is loose or in a container, if in a container, the type of container

- the time and place of transfer
- the SIC code of the transferor (current holder of the waste)
- the name and address of the transferor and transferee (person receiving the waste) and their signatures (the signature can be electronic as long as an enforcement officer can view it)
- the capacity in which the transferor and transferee are acting (e.g. as a producer, importer or registered waste carrier, broker or dealer) and their relevant authorisation to act in that capacity (e.g. their permit number or registration number)

3.10.2 For non-hazardous waste this will be done by using:

- a paper WTN and form to fill in or alternative documentation e.g. an invoice, as long as it contains all the required information.
- a season ticket which is a single waste transfer note that covers a series of non-hazardous waste transfers. The season ticket will last up to one year and be used for regular transfers of the same type of non-hazardous waste with the same carrier. If the operator has several sites serviced by the same carrier with the same types of waste collected, these can be listed in a schedule to the season ticket. The operator will keep a record of the collection times and the quantity of waste.

3.10.3 A waste information note will not be required for non-hazardous waste if the waste holder does not change on the transfer of waste e.g. the waste is moved to other premises belonging to the same business. However, it is best practice that the business understands who has responsibility for that waste and a record is kept of internal transfers for audit purposes.

3.10.4 **Hazardous waste:** The site will not be accepting any hazardous waste into the site and if any hazardous waste or non-conforming waste is to be removed, it will be done so using a fully completed hazardous waste consignment note and sent to a suitably permitted site. The records of which will be kept for 5 years.

3.10.5 A summary of waste types and quantities deposited at and removed from the site and origin and destination details are then forwarded to the EA using the standard Generic Operator

Returns electronic spreadsheet(s), with submission due within one month of the end of each quarter as below:

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

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

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

3.11 Management techniques

3.11.1 All measures necessary to achieve a high level of protection of the environment and to ensure that the site is operated in accordance with the various management systems and permit conditions will be strictly adhered to.

3.11.2 The manner in which the facility is managed is a critical element in ensuring emissions from the site operations are minimised. Therefore, management of this facility ensures:

- a) staff are competent to manage and operate the facility i.e. fit and proper persons;
- b) waste acceptance procedures are in place;
- c) appropriate storage and handling procedures are in place;
- d) waste/product dispatch procedures are in place;
- e) procedures and control techniques in place to minimise potential emissions to air, land and water;
- f) there is an EMS, i.e. this document, in place to ensure standards are maintained, including incidents and complaints management procedures;

- g) a communication programme is in place; and,
- h) a health and safety programme is in place and is coherently conveyed to all staff and rigorously enforced throughout the whole of the organisation.

3.12 Site closure plan

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

- a) Contact the EA to advise the Environment Officer(s) that the site is planned to cease / has ceased the acceptance of wastes under the permit.
- b) The amount of residual processed and unprocessed waste on site will be assessed by the TCM to set a timetable for the final processing and timely removal of waste from site.
- c) Following removal of all waste, plant and machinery from site a Site Investigation will be undertaken to ascertain the ground conditions of the land to which the site relates.
- d) A surrender application will then be submitted to the EA for determination.

4 Environmental Control, Monitoring and Reporting

4.1 Breakdowns and spillages

- 4.1.1 In the event of breakdown of the loading plant, an alternative machine will be brought on site until it is repaired. If an alternative machine cannot be used then waste will be stored securely until the plant is repaired. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages.
- 4.1.2 All site surfaces will be inspected daily when the site is in operation. Debris will be swept as required and placed in a skip for disposal to a suitably permitted site.
- 4.1.3 Any spillages of fuel/oil will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will be placed in a skip to be taken to a suitably permitted site for disposal. All spillages of waste and windblown litter will be cleared by the end of the working day in which they occur. Spillage clearance procedures are detailed in Section 5.3.
- 4.1.4 All wastes liable to give rise to contamination will be removed from the site if the site is not secure or if operations cease or are temporarily suspended.
- 4.1.5 The relevant procedure for handling spillages of waste containing asbestos are described below:
- a) All vehicles carrying waste containing asbestos will be equipped with a Type H asbestos vacuum on board.
 - b) If any spillage of asbestos waste occurs during the movement of the waste additional warning signs will be placed around the spill area and the debris will be vacuumed immediately with the use of the Type H vacuum in the van.
 - c) Once the debris has been vacuumed the area will be wiped using damp rags.
 - d) Any spillages of asbestos waste (however small) should be recorded in the site diary.

4.2 Site inspections and maintenance

- 4.2.1 The inspection frequencies for maintenance/housekeeping are listed on record form CNW/RF/4. The inspection form will be completed by a person who is familiar with the requirements of the EMS and EP for the site. All details of defects, problems and repairs carried out will be recorded on the form on the day that each event occurs. Detailed comments may also be recorded in the site diary. All repairs will be carried out within 5 working days unless agreed otherwise with the EA.
- 4.2.2 All repairs to site security will be made within 5 working days of the discovery of the damage and the site will be made secure until the repair has been carried out.
- 4.2.3 Any major defects found during the daily site inspection which are likely to lead to a breach of permit conditions will be repaired by the end of the working day in which they are found, where possible. If a repair is not possible by the end of the working day and a potential breach of permit conditions may occur, the EA will be contacted to agree a suitable timescale for repair.
- 4.2.4 All defects and problems likely to give rise to pollution will be recorded on the form CNW/RF/4 with repairs/solutions being carried out immediately.
- 4.2.5 Essential spares for plant maintenance are kept on site in the workshop which is located at the Circle Recycling Ltd operating hub site to the south of the site (i.e. not within the permitted site).

4.3 Control of mud and debris

- 4.3.1 Vehicles will be visually inspected before exit to check that loads are safe and that no mud is carried out onto the site's access road or onto Park Road (A590) on the wheels or bodies of HGVs. Visual inspections of the vehicle running surfaces at the site will be carried out daily (see CNW/RF/4), however, staff will report any problems with mud or debris on the site roads immediately to the site manager.

- 4.3.2 The deposit of material on the access road or public highway will be treated as an emergency and will be cleared immediately by the operator using either a brush and shovel or vacuum tanker/road sweeper if necessary. Silt will not be washed into roadside drains or gullies.

4.4 Control of dust

- 4.4.1 The site will operate in accordance with an approved Dust Management Plan (LRIE-2948-F) which will cover all aspects of dust sources and mitigation on site.
- 4.4.2 The complaints procedure in record form CNW/RF/7 will be rigorously enforced should a third-party complaint be received from a public or private source.

4.5 Odour control

- 4.5.1 A stand-alone Odour Management Plan exists for the site (Document Reference LRIE-2948-F) which details all measures required to monitor and control any potential odours from the site.
- 4.5.2 The complaints procedure in record form CNW/RF/7 will be rigorously enforced should a third-party complaint be received from a public or private source.

4.6 Litter control

- 4.6.1 Daily inspections for litter will be carried out for the presence of windblown litter and operatives will be instructed to collect the litter and place it in a skip for disposal/recovery before the end of the working day. In any event, all light waste will be placed in a designated skip/container before the end of the working day. Regular checks of the areas immediately beyond the site boundary will be carried out by site operatives.

4.7 Control of pests, birds and other scavengers

- 4.7.1 The site will operate in accordance with an approved Pests Management Plan (LRIE-2948-J) which will cover all aspects of pest's sources and mitigation on site.
- 4.7.2 The site will be inspected daily for the presence of vermin and the results of the inspection noted in the site diary or site inspection form. If any occurrences are noted, a pest controller will be called to site to eradicate the problem.

4.8 Control and monitoring of noise & vibration

- 4.8.1 The site will operate in accordance with an approved Noise Management Plan (LRIE-2948-GB) which will cover all aspects of noise sources and mitigation on site.

4.9 Complaint's procedure

- 4.9.1 All complaints are recorded on form CNW/RF/7 and will include a record of the complaint, particulars of the complainant and details of any action taken to alleviate the problem.

5 Emergency, Accident & Contingency Procedures

5.1 General

5.1.1 In addition to obligations imposed by RIDDOR '13 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) the permit holder will notify the Environment Agency of any serious injuries to employees of Circle Recycling Ltd, other site users or members of the public arising as a result of operations on site. Minor injuries such as cuts and grazes etc. will be recorded in the accident book on site. Separate procedures will be used for different types of emergencies. An emergency at the site is defined by the site management as follows:

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

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

5.2 Fire

5.2.1 The site will be operated in accordance with an approved FPP which is a stand-alone document dealing with the prevention, mitigation and handling of any fires on site (please refer to Document Reference LRIE-2948-B). Please refer to this FPP as the main site management document pertaining to fire-related issues and management, control and emergency procedures for fires on site.

5.2.2 No waste will be burnt on site other than in plant specifically designed for the purpose and in accordance with the relevant statutory instruments. In the event of a fire occurring on site, the operator/site supervisor will exercise his judgement and extinguish the fire with the water hose or suitable fire extinguisher and/or call the fire service for assistance. Any fires will be reported to the EA on the working day that they occur. All staff will be evacuated from the site if necessary. Smoking is not permitted on site. Firefighting residues will be disposed of to a permitted waste management facility.

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

- a) DON=T PANIC
- b) RAISE THE ALARM (IF NOT DONE SO ALREADY)
- c) NOTIFY THE SITE MANAGER (IF SAFE TO DO SO)
- d) **DO NOT TRY TO TACKLE THE FIRE YOURSELF UNLESS YOU ARE TRAINED IN DOING SO AND YOU ARE SURE OF THE NATURE OF THE FIRE**
- e) LEAVE THE USING THE MAIN ACCESS GATES AS QUICKLY AND AS ORDERLY AS POSSIBLE
- f) ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT WHICH IS LOCATED BY THE SITE ACCESS GATES.
- g) THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON A999" AND ENSURING THAT ALL PERSONS WHO WERE WORKING ON THE SITE OR WHO SIGNED IN TO THE VISITOR'S BOOK ARE ASSEMBLED SAFELY
- h) INFORM ALL NEIGHBOURING PREMISES WHO ARE LIKELY TO BE AFFECTED
- i) INFORM THE ENVIRONMENT AGENCY
- j) DO NOT RETURN TO THE SITE UNTIL YOU HAVE BEEN GIVEN THE >ALL CLEAR= BY THE EMERGENCY SERVICES AND THE SITE MANAGER

5.3 Spillages

5.3.1 All fuel stored on site is banded to contain any fuel leaks. If any oil and vehicle maintenance chemicals are kept on site, they will be stored securely. If any spills occur a spill containment

kit (absorbent pads, booms or granules) will be used to prevent further spillage and the contaminated absorbents placed in a skip for disposal to a suitably permitted landfill. No chemical leaks are expected in the waste handling area but should they occur the procedures outlined in Section 5.4 will apply.

5.3.2 Any wastes which would be classified as having the potential to cause polluting runoff are stored within the concrete area which is a sealed drainage system.

5.4 Drums

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

- a) The staff member will visually check the condition of the drum from a safe distance, noting any labels referring to the possible contents or hazards.
- b) The site manager will be contacted to verify the observations and to decide on further action.
- c) The producer of the waste and the Environment Agency will be contacted for advice and further information if necessary and both will be informed that a breach of the Duty of Care and site permit conditions has occurred as the result of the unauthorised deposit.
- d) No further waste will be deposited until the emergency has been dealt with.
- e) All spillages will be cleared using a spill containment kit and all contaminated absorbents placed in a skip for disposal to a suitably permitted waste management site.
- f) If the deposit results in serious reactions with other waste or harmful emissions or the drum contents cannot be identified, then the emergency services and/or specialist waste contractors will be brought in to assist. If necessary, staff will be evacuated from the site or to a safe area within the site and all occupants of neighbouring properties will be informed.

5.5 Adverse reactions

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

5.6 Staff shortages

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

5.7 Weather conditions

5.7.1 The site is set up to receive weather alerts from the Met Office for the following weather conditions which could cause a potential complaint off site or potential breach of permit:

- i) Prolonged periods of heavy rainfall causing mud and surface water ponding; this could also lead to waste becoming wet and causing odour
- ii) Periods of cold weather leading to stockpiles freezing reducing processing operations causing over stockpiling of waste
- iii) High winds creating a risk of litter and dust escaping beyond the site boundary
- iv) Droughts or periods of hot weather which could lead to heating of combustible waste, water shortages, hosepipe bans and excessive dust.
- v) Dense fog leading to poor visibility causing accidents.

5.7.2 The site will install the following preventative measures to ensure the above do not hinder operations:

HEAVY RAINFALL

- Vehicles exiting the site will undergo a more thorough check to ensure mud is not tracked off site.
- Should long periods of rainfall be likely, the site may consider hiring (as a result of daily inspections) a third-party road sweeper to cover the wet period to ensure surfaces are swept thoroughly throughout the day.

HIGH WINDS

- There will be no sorting, processing or treatment of any wastes which are likely to be blown around during conditions of high winds.
- Vehicles leaving the site will be sheeted to comply with the requirements of the Duty of Care legislation.
- Stockpiles will be reduced to a suitable height to prevent the material escaping beyond the site boundary.
- Stockpiles may be covered with tarpaulin in the event the above procedures are not considered effective.
- In the event of gale force winds, the site will deploy the above measures and may be forced to close operations until conditions have improved.

DROUGHTS/WARM, DRY WEATHER

- In extreme cases such as a hosepipe ban or water shortage, the site will ensure there is additional water available i.e. tanks which can be used for filling the mobile bowser to ensure suppression techniques can still function.
- For periods of prolonged dry conditions, stockpiles and processing heights may be reduced to a suitable level to reduce the risk of dust.
- If the above measures are not suitable, the site will look install further dust netting in a timescale agreed with the EA.
- Where dust is becoming a major concern then the operator will stop processing the material and cover the piles using tarpaulin until conditions or dust suppression techniques are considered effective.

DENSE FOG (POOR VISIBILITY)

- The site will not operate in conditions of poor visibility such as dense fog to reduce the risk of vehicle collisions or other potential accidents.

5.8 Climate change

5.8.1 The site is situated outside of a flood zone and not at risk of tidal flooding so it is considered that rising sea levels, changes in rainfall patterns and storm intensity should not affect normal working operations.

5.9 Operational failure/enforced shutdowns

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

5.10 Bomb scare

5.10.1 In the unlikely event of a bomb scare, the site will be evacuated and the police contacted. The police will then assume control of the site until the threat has been verified or the device defused and removed. The Environment Agency will be kept informed of the events on site.

5.11 Emergency mitigation procedures

5.11.1 The site is operated in line with an approved Fire Prevention Plan (FPP) which is a stand-alone document dealing with the prevention, mitigation and handling of any fires on site (please refer to Document Reference LRIE-2948-B), this contains detailed information regarding the emergency procedure in the event of a fire. However, the general actions in the event of; fire, flood etc. would include:

- a) Contact waste suppliers to inform them that the acceptance of waste has ceased until the emergency has been resolved. Alternative recovery/disposal routes would be contacted whilst the site ceases to accept waste.
- b) In the event of mechanical breakdown, the site would immediately cease accepting further waste until machinery has been fixed/replaced or situation has been resolved. Maintenance/calibration programs will be in place and hire contracts to replace broken equipment.

6 Training for Site Staff

6.1 Training needs assessment

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

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

6.2 Site rules and infrastructure training

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

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

6.3 Emergency procedures training

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

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

6.4 Fire safety / firefighting training

6.4.1 Management must provide all employees with appropriate fire safety training with regard to their individual responsibilities as detailed in the site's Fire Prevention Plan (FPP).

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

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

6.5 Recognition of waste types training

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

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

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

6.6 Storage areas / limits training

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

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

6.7 Vehicle / plant preventative maintenance training

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

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

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

6.8 Duty of care training

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

6.9 Plant operation training

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

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

6.10 Permit / Management System / Fire Prevention Plan training

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

6.11 Training for contractors

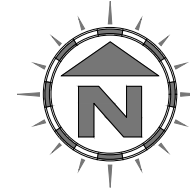
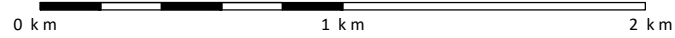
6.11.1 General site training will be provided to any contractors who are working on the site on a temporary basis as described in Sections 6.2, 6.3 and 6.4 above.

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

Appendix I

Drawings

Scale Bar (1:25,000)



NOTES

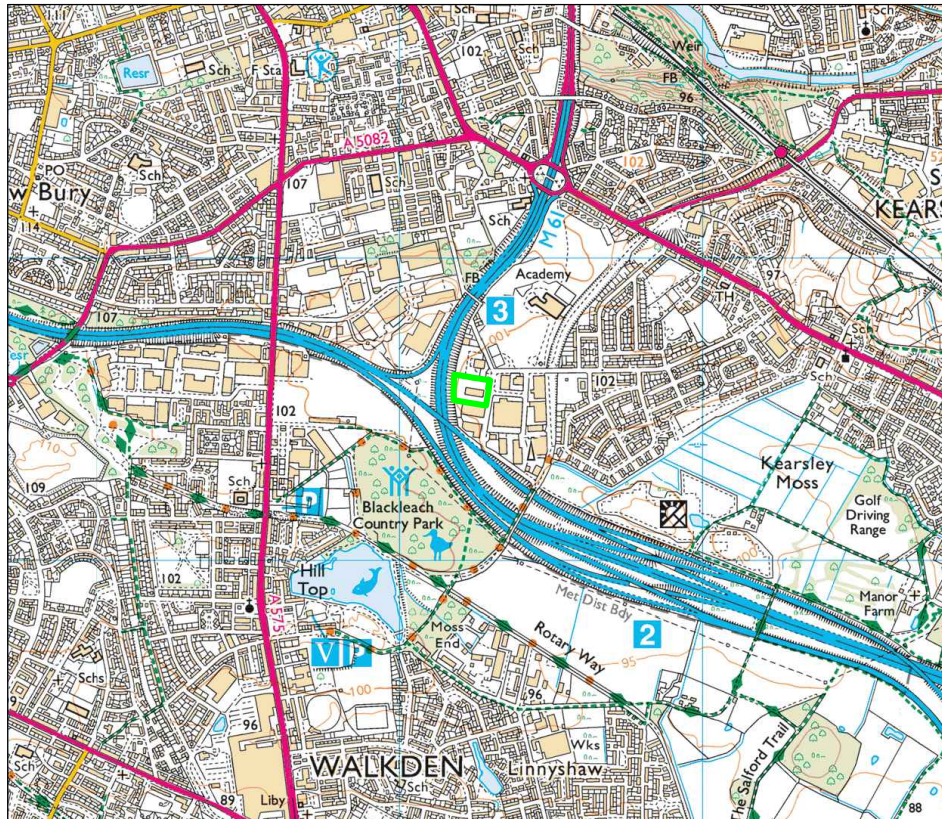
Drawing for indication only. Reproduced with the permission of the controller of H.M.S.O. Crown copyright licence No. 100022432. This drawing is copyright and property of Oaktree Environmental Ltd.

REVISION HISTORY

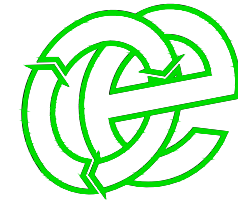
Rev:	Date:	Init:	Description:
-	12.10.21	CP	Initial drawing
A	18.04.23	CP	Operator name change

KEY:

Site location



Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
SITE LOCATION MAP

CLIENT
Circle Recycling Ltd

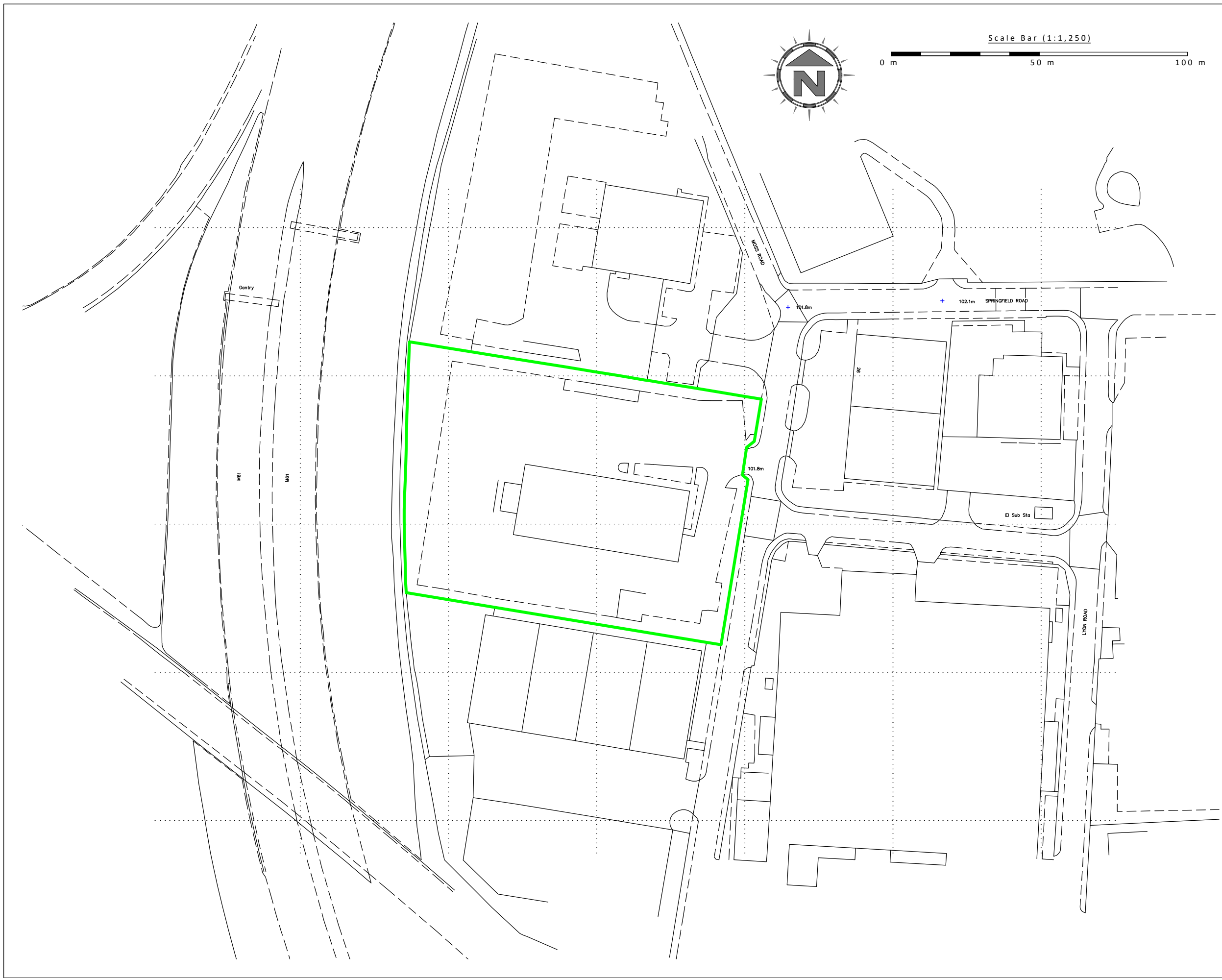
PROJECT/SITE
Lyon Road Industrial Estate, Kearsley,
Bolton, Lancashire BL4 8NB

SCALE @ A4	CLIENT NO	JOB NO
1:25,000	2948	001

DRAWING NUMBER	REV	STATUS
LRIE/2948/01	A	Issued

DRAWN BY	CHECKED	DATE
CP	--	18.04.23


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



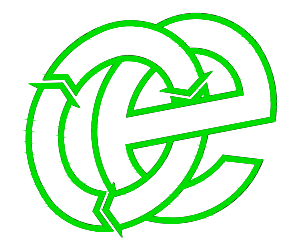
NOTES
 Drawing for indication only. Reproduced with the permission of the controller of H.M.S.O. Crown copyright licence No. 100022432. This drawing is copyright and property of Oaktree Environmental Ltd.

REVISION HISTORY

Rev:	Date:	Init:	Description:
-	21.09.21	CP	Initial drawing
A	18.04.23	CP	Operator name change

KEY:
 Permit boundary

Oaktree Environmental Ltd
 Waste, Planning and Environmental Consultants



DRAWING TITLE
 PERMIT BOUNDARY PLAN

CLIENT
 Circle Recycling Ltd

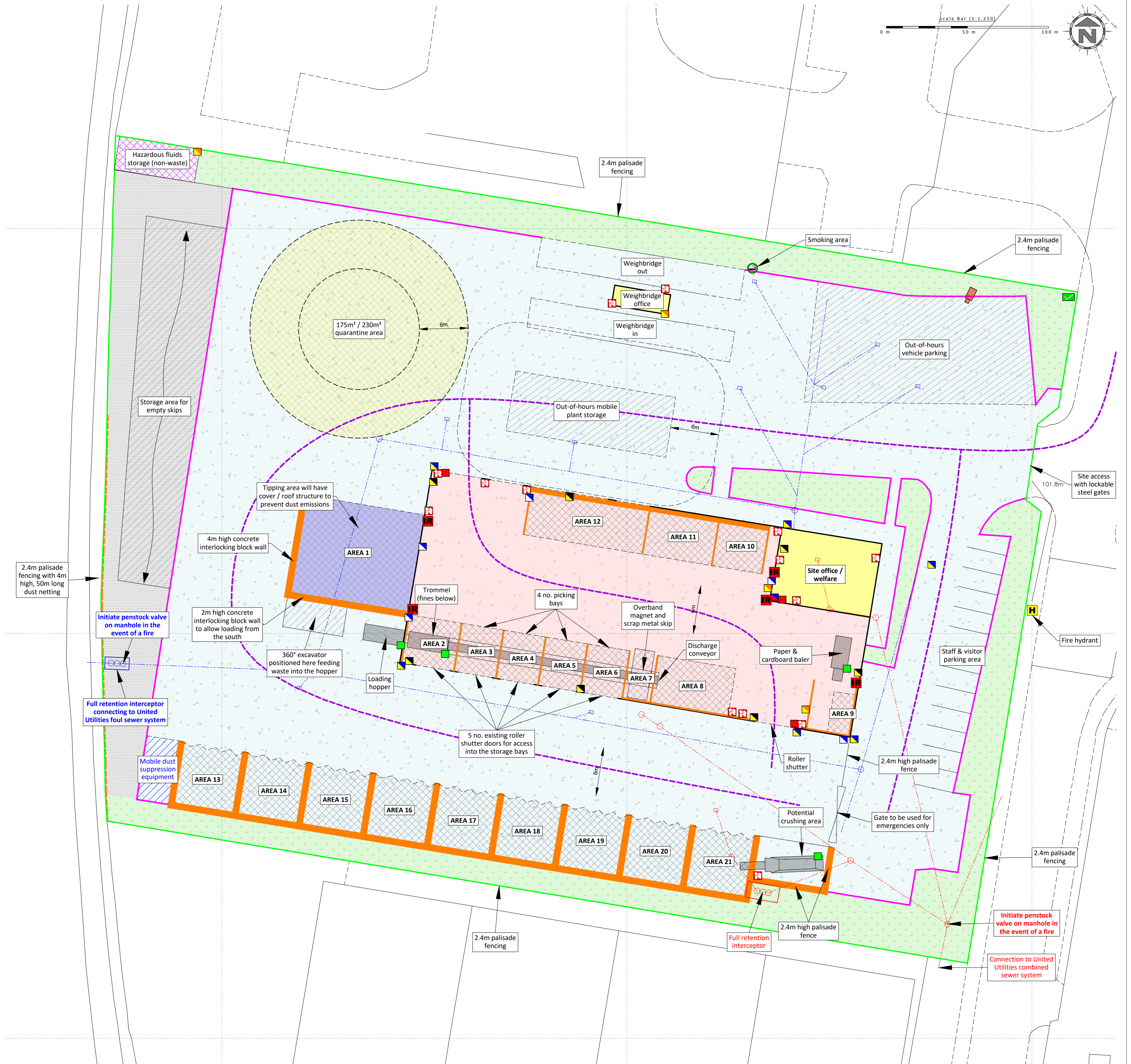
PROJECT/SITE
 Lyon Road Industrial Estate, Kearsley, Bolton, Lancashire BL4 8NB

SCALE @ A3	CLIENT NO	JOB NO
1:1,250	2948	001

DRAWING NUMBER	REV	STATUS
LRIE/2948/02	A	Issued

DRAWN BY	CHECKED	DATE
CP	--	18.04.23

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



Storage Area Details

Plan Ref	Description	Storage type	Containment / type	Height of firewall (m)	Max width of pile (m)	Max length of pile (m)	Max height of pile (m)	Approx. area (m ²)	Conversion factor used	Approx. volume (m ³)	Average storage time	Max storage time	Comments
AREA 1	Mixed waste reception area (HCI waste)	Unprocessed	Free standing pile / three-sided concrete interlocking block fire wall	4	15	12.5	3	187.5	0.75	422	<2 hours	<48 hours	48 hours is based on Sat - Mon; storage time likely to be less as the pile will continually move throughout the day
AREA 2	Trommel fines	Sorted by trommel screen	Free standing pile / two-sided concrete panel fire wall	3	6.5	6	2	39	0.75	59	<2 hours	<48 hours	As above
AREAS 3 - 6	Hand picked wastes from picking line comprising wood, residual, plastic, paper & cardboard	Processed (by hand)	As above	3	6.5	6	2	39	0.75	59	<2 hours	<48 hours	As above and volume is based on each storage bay. Once bays are full the waste will be transferred to the external overflow bays (AREAS 13 - 19)
AREA 7	Scrap metal	Processed (magnet)	40 cubic yard skip	3	2.5	6.1	2.62	15.25	1	40	<12 hours	1 week	Skip removed when full and replaced with empty skip; timescale dependent on metal content in waste
AREA 8	Hardcore / rubble	Sorted via treatment plant	Free standing pile / two-sided concrete panel fire wall	3	10	6	2	60	0.75	90	<2 hours	<48 hours	See AREA 1 comments
AREA 9	Baled paper & cardboard	Processed, sorted & baled	Bales within three-sided concrete panel fire wall	3	2.5	5	2	12.5	0.75	19	<2 hours	<48 hours	See AREA 3 - 6 comments
AREA 10	Miscellaneous bay i.e. non-conforming waste	Unprocessed (hand sorted)	Free standing pile / three-sided concrete panel & interlocking block fire wall	3	6	6	2	36	0.75	54	<48 hours	<48 hours	See AREA 1 comments
AREA 11	Plasterboard	Unprocessed (hand sorted)	As above	3	6	6	2	36	0.75	54	<2 hours	<48 hours	See AREA 1 comments
AREA 12	Residual waste	Processed, hand sorted by treatment plant	As above	N/A	15	6	2	90	1	180	<48 hours	<48 hours	Acting as overflow bay from AREAS 3 - 6; pile removed sooner if full
AREAS 13 - 18	Overflow storage bays from wastes recycled inside the building	Processed, hand sorted by treatment plant	Free standing pile / three-sided concrete interlocking block fire wall	4	8	8	3	64	0.75	144	<48 hours	<1 week	As above and pile size based on each bay
AREA 19	Soils & stone	As above	As above	4	8	8	3	64	0.75	144	<48 hours	<1 week	As above
AREAS 20 & 21	Hardcore & crushed stone	As above and crushed	As above	4	8	8	3	64	0.75	144	<48 hours	<1 week	As above

CONVERSION FACTORS
 Conversion factors for waste piles are worked out using the following methods set out by The Environment Agency
 The maximum length width pile is based on the largest dimension - the volume of the pile has been calculated using the area x height x relevant conversion factor
 Conversion of 1 for materials stored within containers, area of storage in stackable containers and waste/bale stacks
 Conversion of 0.75 for waste stored within a bay based on volume of pyramid x rectangle x height
 Conversion of 0.333 for waste stored in a free-standing stockpile
 For areas containing skips, conversion is calculated by volume of each skip x number of skips

Oaktree Environmental Ltd
 Waste, Planning and Environmental Consultants

DRAWING TITLE
SITE LAYOUT & FIRE PLAN

CLIENT
Circle Recycling Ltd

PROJECT/SITE
Lyon Road Industrial Estate, Kearsley, Bolton, Lancashire BL4 8NB

SCALE @ A1
1:250

CLIENT NO
2948

JOB NO
001

DRAWING NUMBER
LR/E/2498/03

REV
C

STATUS
Issued

DRAWN BY
CP

CHECKED

DATE
18.04.23

KEY:

- Permit boundary
- Waste storage areas
- Non-waste hazardous fluid storage (i.e. diesel, AdBlue etc.)
- Waste recycling building (concrete floor with sealed drainage)
- Other buildings i.e. workshops/offices
- Impermeable concrete with sealed drainage
- 0.15m high concrete kerb
- 0.6m - 0.8m thick concrete interlocking block firewall
- 0.15m wide concrete panel firewall
- Surface water gully's & manholes
- Foul water gully's & manholes
- Underground surface water drainage
- Underground foul water drainage
- Quarantine area
- Fire water containment equipment
- Fire extinguisher locations
- Plant shut off points
- Fire alarms
- Spill kits
- Water points
- Access route for emergency services
- Surface water gully's
- Fire hydrant
- Fire assembly point
- Flame/heat detection cameras
- CCTV cameras (internal & external)
- Pan, tilt & zoom camera (50m coverage)

NOTES
 Drawing for indication only. Reproduced with the permission of the controller of H.M.S.O. Crown copyright licence No. 100022432. This drawing is copyright and property of Oaktree Environmental Ltd.

REVISION HISTORY

Rev:	Date:	Init:	Description:
-	06.10.21	CP	Initial drawing
A	07.10.21	CP	Client comments
B	12.10.21	CP	Client comments
C	18.04.23	CP	Operator name change

Appendix II

Record Keeping Forms

**CIRCLE RECYCLING LTD
REJECTED WASTE - RECORD FORM CNW/RF/2**

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

CIRCLE RECYCLING LTD
SITE INSPECTION FORM (DAILY INSPECTIONS) – CNW/RF/4

WEEK STARTING							
TYPE OF INSPECTION	DAY						
	M	T	W	T	F	S	S
SITE ENTRANCE/NOTICE BOARD							
SECURITY - GATES							
SECURITY - FENCING							
SITE ROADS (CLEAR FROM HAZARDS)							
IMPERMEABLE CONCRETE AREAS (INTEGRITY)							
DRAINAGE SYSTEM FOR CONCRETE PADS							
WASTE CONTAINERS & BAY WALLS							
WASTE STORAGE LIMITS	MIXED						
WASTE STORAGE LIMITS	SORTED RECYCLABLE BAYS						
WASTE STORAGE LIMITS	INERTS						
WASTE STORAGE LIMITS	NON-RECYCLABLE						
CONTAINMENT OF REJECTED WASTE							
NOISE LEVELS							
FIRES (ANY INCIDENTS REPORTED)							
NO SMOKING SIGNS IN PLACE							
FUEL TANK/BUND							
LITTER (ON SITE AND OUTSIDE SITE BOUNDARY)							
DUST (VISUAL INSPECTIONS)							
ODOUR (OLFACTORY INSPECTIONS - ODOUR MANAGEMENT PLAN)							
VERMIN							
RECORDS							
COMPLAINTS RECEIVED							
OTHER (SEE NOTES BELOW)							
INSPECTION CARRIED OUT BY							
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):							
CHECKED BY		SIGNATURE					
POSITION		DATE					
<i>Sheet</i>		<i>of</i>					

CIRCLE RECYCLING LTD
EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - CNW/RF/6

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

**CIRCLE RECYCLING LTD
COMPLAINTS REPORT FORM (CNW/RF/7)**

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

COMPLAINT RECORDING PROCEDURE:

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

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

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

Appendix III

Environmental Permit & Accepted Waste Types

Appendix IV

Health & Safety – Conditions of Site Use

HEALTH AND SAFETY - CONDITIONS OF SITE USE

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

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

Declaration: To be completed by site users

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

Signed.....

Print name.....

Company/Organisation.....

Date.....

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