

Environmental Management System

Canalside Materials Recycling Facility

Cheshire West Recycling

Plan version: Version 5

Date of plan: April 2025

Revision Table

Issue:	Issue Date	Details
1	March 2020	CWR New Permit
2	Nov 2021	Contingency Waste Tipping amendment & updated list of waste inputs and clarification on EWC for output materials.
3	Jan 2023	Interim plan whilst baler upgrade works are carried out
4	Feb 2024	Updated plan with new baling and sorting activities
5	Apr 2025	Review and update including pest management and drainage management updates

1. Introduction

The management system is certified to ISO 14001 refer to the CWR ISO Manual for full details on CWR's Environmental Management System.

This document is a summary of the Environmental Management System (EMS) for the Canalside Materials Recycling Facility operated by Cheshire West Recycling. The EMS has been prepared in accordance with the Environment Agency Guidance.

2. Site Activities

2.1 Site Summary

Site name: Canalside Operation Hub

Site address: Dock Yard Road, Ellesmere Port, Cheshire CH65 4EF

Operator name: Cheshire West Recycling Ltd

Environmental Permit: Bespoke Environmental Permit - EPR/JB3005CJ

The waste transfer station is a purpose-built facility for the storage, treatment (sorting and baling), and transfer of household commercial and industrial waste materials from the conurbation of Cheshire West and Chester.

Waste activities are permitted under a Bespoke Environmental Permit (EPR/JB3005CJ). The site also has an S1 and S2 exemption registrations to cover the storage of small quantities of some waste types.

2.2 Site Location

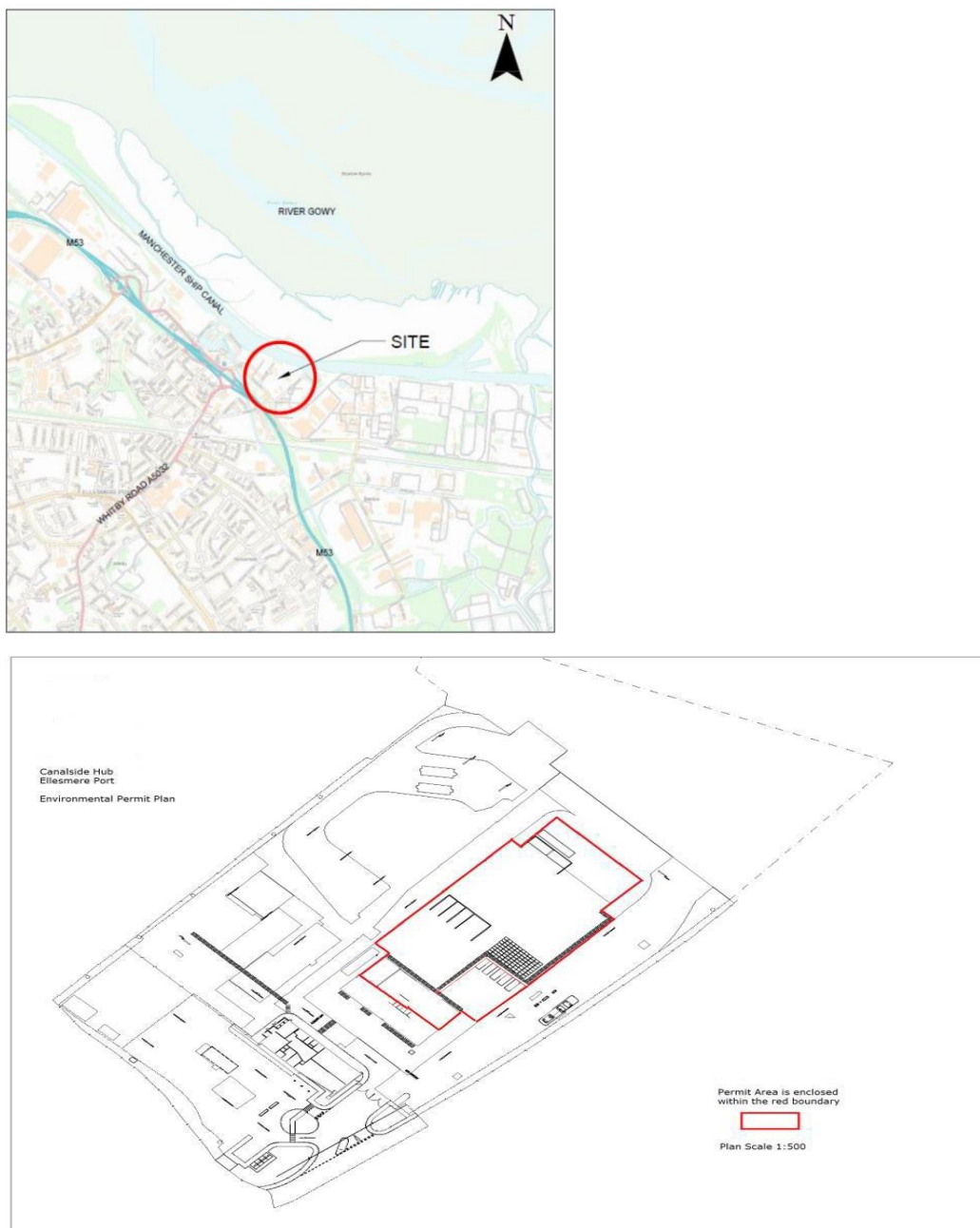
Canalside Operations Hub, Dock Yard Road, Ellesmere Port, Cheshire, CH65 4EF,

Grid Reference: SJ 40950 76883.

The site is located at the junction of Oil Sites Road and Dock Yard Road, Ellesmere Port, to the east of Junction 9 of the M53 and approximately 1km northeast of Ellesmere Port town centre. It is directly bordered to the north west by sewage works and to the north east by a strip of vacant land, with the Manchester Ship Canal beyond. The site is bordered to the south west and south east by Oil Sites Road and Dock Yard Road respectively. The Mersey Estuary SSSI, SPA and Ramsar site lies within approximately 112 metres of the site, on the other side of the Manchester Ship Canal.

Site plans and grid reference are retained on file for inspection.

Figure 1- Site Location and Boundary Plan



2.3 Waste Acceptance and Tipping

All vehicles enter via a dedicated entrance and follow the traffic management system signage around the sites until the appropriate area for tipping is reached. MRF site operatives are trained to direct vehicles to the correct tipping areas and monitor the quality of the waste discharged. Waste Operatives will ensure access to the tipping area and safe and that bay capacity is maintained to minimise bay size.

2.4 Waste Types Accepted

The following wastes are accepted at the site:

Table 1 - Waste Types Accepted

CWR Collections			
Waste Type	EWC	Additional information	Storage Description
Dry Mixed Recycling	20 03 01	Municipal collections by CWR crews from Cheshire West and Chester area of mixed recycling materials including glass, plastic, and cans/ packaging. • clean plastic bottles, lids, pots tubs, trays • glass bottles and jars (no broken glass, panes of glass or pyrex) • cans and tins (paint cans should be recycled at the recycling centres) • tin foil, foil trays • empty aerosols • black plastic packaging	Stored in bays within MRF tipping area with sealed drainage. This material is sorted and baled through the MRF sorting and baling plant.
Fibre	20 01 01	Municipal collections by CWR crews from Cheshire West and Chester area of paper and card: • corrugated card (large amounts should be flat and folded) • cardboard (e.g cereal boxes, tea bag boxes) • cartons (tetrapaks) • envelopes with windows • paper • shredded paper	Stored in bays within MRF building with sealed drainage.
Food Waste	20 01 08	Municipal food waste collections: • bread, cakes and pastries • dairy products (e.g. cheese and butter) • eggs and their shells • fruit and vegetables (raw and cooked) • meat and fish (raw and cooked including bones) • raw and cooked waste food • rice, pasta and beans • tea bags and coffee grounds • uneaten pet food	Stored in covered trailers, skips or Big Bite vehicles
Additional Recycling	20 01 34	Household Batteries – Where lithium-ion batteries are received these are recognised as a fire hazard and must be stored separately from other batteries. Storage should prevent contact with liquids and prevent damage.	1 m³ battery boxes stored within the Street Care storage building Stored in the designated battery box with vermiculite at base.
	20 01 35	Small WEEE accepted as part of household waste collections	Stored in designated contained WEEE skip

		- small electrical items (smaller than a toaster) - Mobile phones	
	Re-use	- small empty printer cartridges - spectacles	Separated and stored in secure containers for reuse collections. Designated 240ltr sealed wheelie bin for cartridges and box for spectacles.
		Stored on bund under cover to prevent water ingress.	1 m ² bund

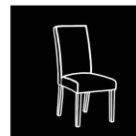
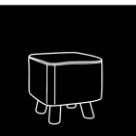
Street Care Waste			
Waste Type	EWC	Additional information	Storage Description
Street Sweepings	20 03 03	Stored in designated bay with sealed drainage	Metal bay
Fly Tipped Waste (Mixed Municipal)	20 03 01	Waste Liquids: Separated from mixed collections for safety.	Stored on a bund inside building for specialist collection
		Scrap Metal: Extracted from fly-tipped waste where possible for recycling.	Scrap metal skip
		Tyres: Collected as part of Street Care fly-tipped waste collections.	Stored within building.
		Gas Canisters & Pressurised Containers: Collected as part of fly-tipped waste collections. Removed from mixed waste for safety reasons.	Stored upright in gas cages under cover.
		Large WEEE (Waste Electrical and Electronic Equipment): Collected through Street Care fly-tipped waste collections.	Stored within building.
		Fridges & White Goods: Collected through Street Care fly-tipped waste collections.	Stored securely within the building to prevent damage to the coolant system.
		Vapes – removed from waste for safety	Designated container inside building

2.5 Additional Waste Management Guidance

Site operatives must carry out regular checks on the wastes that are being unloaded at the site to ensure the waste do not present additional hazards or require specialist treatment/management.

Table 2 - Wastes not accepted at site

Type	Description	Action if brought onto site
Asbestos		Isolate area and contact HSEQ or Operations manager who will inform relevant authorities and arrange for specialist collections.
Live fireworks, explosives and ammunition	Spent or used fireworks, must be fully soaked in water. Live ammunition or firearms must be securely stored by Operations Manager and reported to the police.	Ammunition: Spent – no action required; Live – follow the internal process and report via 101. Disposal via police or other following police guidance. Warning of a potential increase in such items when the lead ban takes effect. Firearms: Report via 101 and follow the internal process to manage and store safely. Hand into police. Explosives: Stop work immediately, evacuate the area, and call 999. Knives: We do not need to keep these or report to police unless they are illegal (zombie knives etc). Dispose of non-illegal knives into the metal skip.
Clinical Waste	Clinical waste includes human or animal tissue, blood or bodily fluids, excretions, drugs or other pharmaceutical products, swabs or dressings and syringes, needles, or other sharp instruments, which may pose a risk to human health. Do not touch items. Report immediately and use the designated sharps box.	Sharps box and yellow bin remove through specialist contractor.
EV Batteries	Lithium-ion traction batteries are high-capacity rechargeable batteries designed primarily to power electric vehicles (EVs). Lithium-ion traction batteries require careful handling due to fire and explosion risks, particularly if damaged or improperly stored. They are often classified as hazardous waste when disposed of.	Isolate and remove immediately inform the Environment Agency as not permitted on site.
Knives	Isolate and report add to designated box for safe disposal in the scrap metal skip	Scrap metal skip. Report any
WUDs (Waste Upholstered Seating)	Persistent Organic Pollutants (POPs) are chemicals that can cause damage to the environment. The POPs found in waste upholstered domestic seating (including sofas, armchairs, upholstered dining and	You must sort and store waste upholstered domestic

	office chairs etc.) are usually present as a result of a flame-retardant chemical, which is now banned but can be found in furniture that was made before 2019 so very likely in the waste that is being collected now. Upholstered seating for disposal includes:  sofas  sofa beds and futons  armchairs  kitchen and dining room chairs  stools and foot stools  home office chairs  bean bags, floor and sofa cushions  electrical recliner chairs This list includes any part made of or containing leather, synthetic leather, other fabric, or foam.	seating containing POPs in a way that prevents: • damaging it • release of POPs • contamination with other waste You must avoid mixing waste upholstered domestic seating containing POPs with other waste during waste. Street Care fly tipped waste containing POPs or bulky waste is not normally received on site however site staff need to be aware of the procedures to follow should waste
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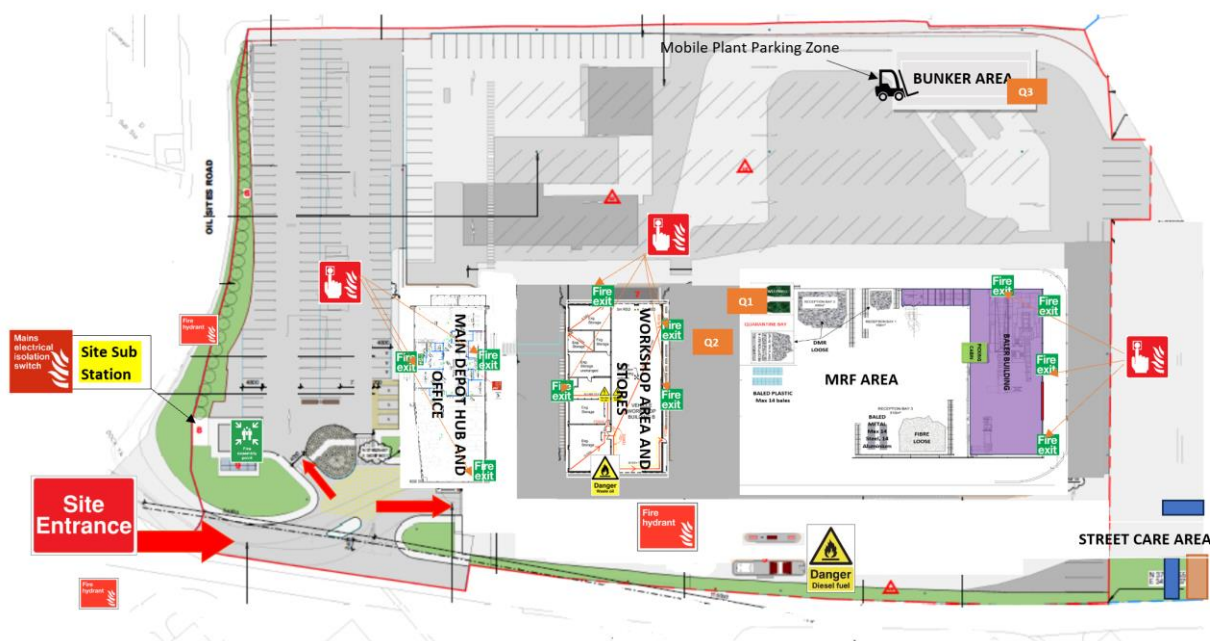
2.6 Waste Storage

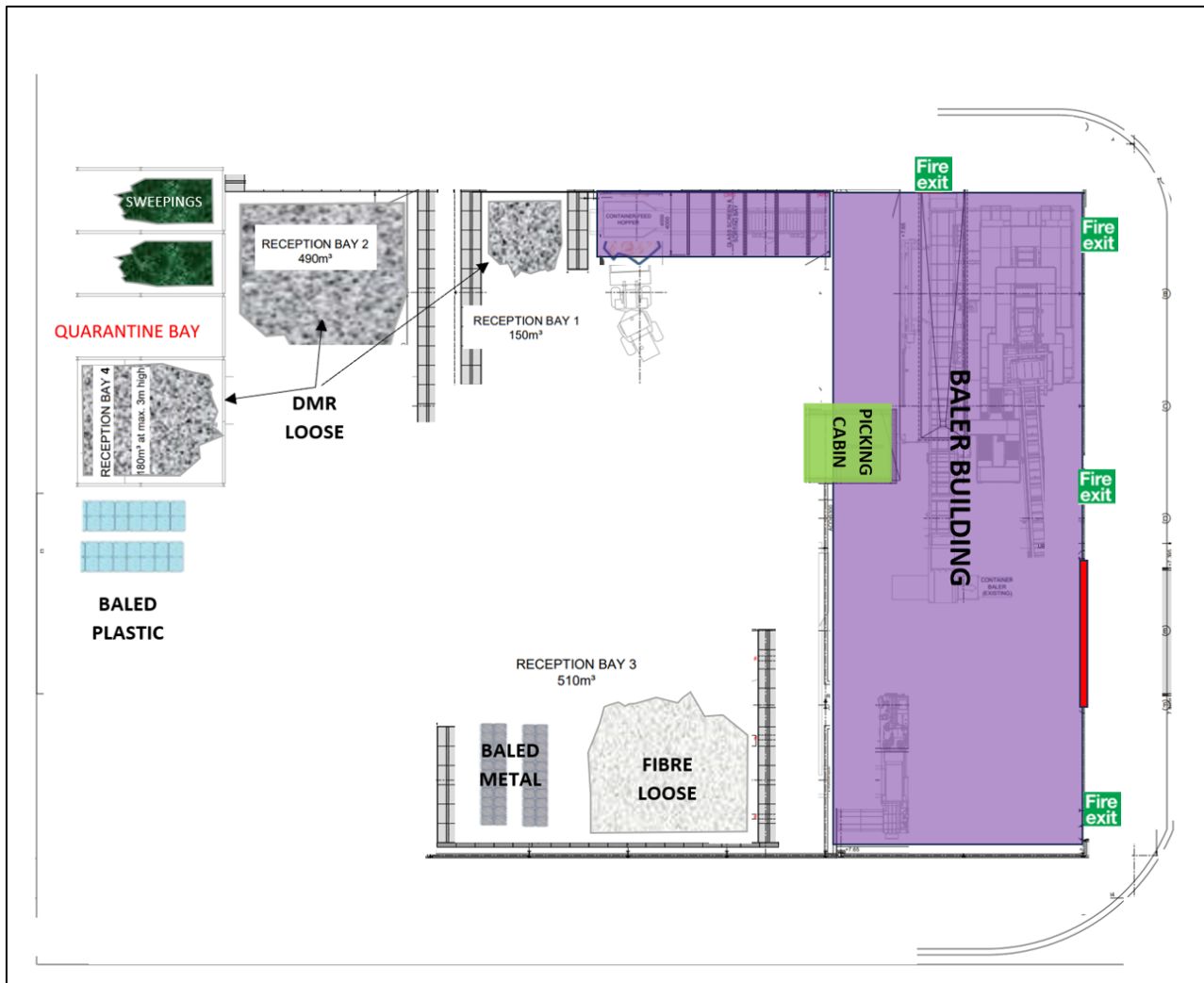
All wastes will be stored securely and in line with the maximum storage requirements set out in Table 1. All wastes are moved without delay, but no wastes will be stored on site for longer than 6 months. All storage containers will be inspected weekly (see Table 4). Waste storage areas will be inspected daily by the MRF supervisor any spills will be logged following the non-conformance procedure below.

Waste stream	Location	How it is stored	Storage Amount
Mixed Dry Recycling (plastic, cans & glass)	Baler reception area (Bay 1)	Operational Tipping bay (awaiting sorting & baling)	Operational tipping bay not for storage
Mixed Dry Recycling (plastic, cans & glass)	Baler reception area (Bay 2)	Loose in bay (awaiting sorting & baling)	490m ³
Fibre (paper and card)	Baler reception area (Bay 3)	Loose in bay (awaiting sorting & baling)	510m ³
Mixed Dry Recycling (plastic, cans & glass)	Baler reception area (Bay 4)	Loose in bay (awaiting sorting & baling)	180m ³
Baled Plastic	Bale storage area	Outside area	14 bales max

Waste stream	Location	How it is stored	Storage Amount
Baled Ferrous metals	Bay 3	Covered bay	14 bales max
Baled Non-Ferrous metals	Bay 3	Covered bay	14 bales max
Large WEEE	Street Care Area	Container	20 ft container
Batteries	Street Care Area	Battery box	1m ³
Small WEEE	Street Care Area	Covered skip	40 yd
Scrap Metals	Street Care Area	Metal Skip	40 yd
Waste gas canisters	Street Care Area	Gas Cages	Gas cage
Food Waste	Food waste area	Covered skips	1-2 skips

Figure 2- Site Layout Plans





2.7 Waste Sorting and Baling

Reception: Incoming DMR materials are delivered by collection vehicles and tipped into the designated reception bays. Loads are visually inspected for obvious contamination or non-conforming materials.

Glass Breaker: Material is loaded into the hopper using a loading shovel and travels up the inclined conveyor to the glass breaker, where glass is separated from the remaining materials. The recovered glass drops into the bay below, where it is bulked before being dispatched loose to the re-processor.

Picking Station: After the glass is removed, the material passes through a staffed picking station. Operatives manually remove film, oversized items, and other visible contamination.

Metal Separation

- **Ferrous Metals:** An over-band magnet extracts ferrous materials (e.g. steel cans) from the stream and deposits them into a dedicated bay.
- **Non-Ferrous Metals:** An eddy current separator then removes non-ferrous metals (e.g. aluminium), which are collected in a separate bay.

Final Material Streams and Baling: The three final waste streams - ferrous metals, non-ferrous metals, and plastics - are stored in designated bays. Each material is selected for baling by opening the bay door, allowing material to be fed onto a conveyor leading to the baler.

2.8 Waste Sampling

All sampling must be carried out as per the MRF Operator Guide for Sampling which meets the MF sampling requirements (Oct 2024). The site carries out four different types of sampling.

- Input,
- Plastic,
- Aluminium
- Steel.

All staff carrying out sampling must be trained on the MRF sampling guide which should be read in conjunction with the Risk Assessment and Safe Working Procedure for sampling.

Glass samples are taken from the re-processors sampling system.

2.9 Waste Dispatch

Plan B manages all the approved sites used to dispatch waste to. An approval process for new sites is agreed with the CWR Managing Director. The Yard Supervisor is responsible for contacting Plan B to arrange collections of waste. Waste Transfer Notes are used to record all non-hazardous waste dispatch and Consignment Notes are used for hazardous wastes (see below). Weighbridge records are being used to verify actual weights of dispatched waste. This information will be used to produce quarterly summaries for submission to the Environment Agency. Collection vehicles will not be allowed to leave the site if their maximum gross vehicle weight is exceeded; this is checked by a calibrated weighbridge. All waste removal operations will be closely supervised by the MRF Operatives who will also ensure that vehicles which leave the site are suitable for road transport and are fully covered.

The CWR will maintain all documentation relating to waste transfer including registration of carrier's certificates, waste transfer notes and environmental permits. These records will be kept for a minimum of two years. It is important that the wastes are correctly described in the Waste Transfer Document.

2.10 Dispatching Hazardous Wastes

Some of the waste CWR collects, receive, or generate are classed as hazardous. It is important that these are correctly understood so that the wastes can be handled correctly; we also have a legal duty to ensure the waste is sent to a correctly authorised person with the correct paperwork. Hazardous waste consignment notes (HWCN) ensure that there is a clear audit trail from when the waste is produced until it is disposed of. This is a legal requirement.

A Hazardous Waste Consignment note (HWCN) is a document that details the transfer of hazardous waste from one person to another. A note is needed for all movements of hazardous waste from site. HWCN replaces the waste transfer note, you don't need to complete both.

The HWCN can be provided from the carrier or from the producer (us) and a copy is available on the shared drive P:\Company Wide\Forms\All Forms - 103-FM-Hazardous Waste Consignment Note or on the link below:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/512167/LIT_6872.pdf.

A consignment note is made up of five parts, A-E, and each part of the form requires different people to fill them in. Each part will match the responsibilities of each person involved in the waste management process.

Parts A and B to be completed by CWR before or during collection.

Part A details the waste's origin and destination, along with full contact information including address and contact email (admin@cwrecycling.co.uk). Part B deals with the description of the waste itself. Both parts must be completed by the producer or holder of the waste before the waste is removed from the site. The note is then passed on to the carrier.

The Consignment Note number should be:

CHESHI/CS001 for Canalside (000 unique number for each load)

Each number should be taken from the Hazardous Waste Log:

P:\Company Wide\Forms\Hazardous Waste Log

Part C to be completed by the waste carrier at collection

Part D to be completed by CWR at the time of collection

Keep a copy of the form and give a copy to the waste carrier.

Part E is to be completed when the waste is accepted at the destination site.

Closing out the Consignment Note – Part E

It is important that completed Part Es from consignment notes are received from ALL the 3rd parties. To ensure this happens, CWR has a general email for returns to be sent to:

admin@cwrecycling.co.uk

CWR will carry out a check every quarter to ensure all the documents are up to date, and all of the Part Es have been received. The Operations Manager will follow up any missing returns.

3. Management

3.1 Technical Competence and Training.

The site is certified to the Competence Management System - Energy & Utility Skills (Private Standard). The Operations Manager will ensure that the site has the correct level of technical competence to ensure all activities are carried out correctly and comply with the requirements of an approved competence scheme.

A training programme will ensure that all site personnel are competent in the activities that they do as part of the operation. Each person's necessary competence and level of supervision is stated in the site training file together with a record of communication of awareness of the relevance and importance of his/her activities.

Training needs are assessed for each person's position and are planned and reviewed by the Operations Manager regularly in line with the site's Technical Competence Policy, considering the requirements of the EMS and other statutory requirements.

Meetings will be held on a regular basis to discuss operational and environmental performance and targets. Additional training and communication will be carried out using toolbox talks to continually update and refresh all site operatives.

3.2 Communications

It is the responsibility of the Operations Manager / HSEQ Manager to communicate any issues or relevant changes to the Environment Agency.

It is the responsibility of the HSEQ Manager to ensure follow-up actions, including informing any relevant parties of the actions taken.

A site identification board will be displayed at the entrance and includes the following details:

- The name, address and permit number of the facility
- the name, address and telephone number of the permit holder
- opening hours
- Emergency telephone number(s) including the emergency telephone number of the Environment Agency.

The board will be maintained in a legible state throughout the duration of operations at the sites.

3.3 Documentation and Record Keeping

All documents relating to site operations will be held centrally on the shared system and in the site office/noticeboard. Copies of the permit and this EMS will also be on site and are made available to all site personnel.

All records will be legible be retained, unless otherwise agreed in writing by the Environment Agency, for at least 6 years from the date when the records were made, or in the case of the following records until permit surrender:

- off-site environmental effects; and
- matters which affect the condition of the land and groundwater.

All completed Waste Transfer Notes will be held for two years, and Hazardous Waste Consignment Notes will be held for three years.

Document control will be demonstrated. Site documents and monitoring forms will include the title, version number and issue date. Older versions will be removed from the site office and archived.

A summary of the relevant documents and their location is given in the table below:

Table 3- Document Register

Document Type	Location	Person Responsible
Environmental Permit	Shared Drive and Site noticeboard	MRF Supervisor
Technical Competence Policy	Shared Drive and Site noticeboard	HSEQ Manager
EMS	Shared Drive and Site noticeboard	HSEQ Manager
Waste Returns	Shared Drive	HSEQ Manager
Hazardous Consignment Notes	Shared Drive and Site file	MRF Supervisor
Waste Transfer Documents	Shared Drive and site files	MRF Supervisor

4. Site Infrastructure

4.1 Site Infrastructure Summary

The waste transfer station is a purpose-built facility for the storage, treatment and transfer of household commercial and industrial waste materials from the conurbation of Cheshire West and Chester.

The entire site comprises of approximately 37,763m² of land comprising of the following:

Staff Car Park: Staff/visitor parking areas (tarmacked) with bike shed and sub-station.

HGV Parking Area: including parking for all collection fleet vehicles, waste storage bunkers for contingency storage.

Building A: Main Hub Building Single storey/welfare office building near the main entrance with, includes lockers, toilets, mess facilities, showers, meeting room and office space for 36 desks covering an approximate area of 600m².

Building B – Encompassing a large fleet workshop along with two smaller vehicle workshops, this building is central to the maintenance and readiness of the waste collection fleet. Additionally, it provides storage area for the council's operations.

Building C: Materials Recycling Area comprising an open fronted building with sorting and baler equipment, an open yard for vehicle movements and additional waste storage areas.

Food Waste tipping Area: Including street sweepings tipping bunker, quarantined area and food waste trailers and skips.

Street Care Waste Transfer Area: WEEE skip, container for large WEEE storage, gas cages, battery box, tyres and scrap metal skip.

In addition to these core buildings, the site also includes:

- Vehicle fuel area: - 2 x diesel tanks and 1x AdBlue tank
- Vehicle wash down area with a handheld pressure lance.
- Vehicle weighbridge
- Bunker additional storage area
- Water hydrant
- 3 x interceptors (2 x foul, 1 x surface) on site

4.2 Site Drainage

The drainage system incorporates a separate foul and surface water system, the foul discharges (gravity flow over most of the site and finally pumped over an existing surface water pipe) to United Utilities sewer in the south west of the site and surface water discharges into the Manchester Ship Canal. Within this system, the following three Kingspan Klargest separators have been installed to treat water prior to discharge:

- For the treatment of run-off water- model NSBDO36 class 1 bypass separator (capacity 4100 litres) which is designed to achieve a concentration of less than 5mg/l of oil under standard test conditions; will remove very small oil droplets.
- For the treatment of wastewater (near diesel refuelling area)-model NS20 full retention forecourt separator which is designed to retain the maximum spillage likely to occur within the refuelling area. This separator will treat spillages occurring during vehicle refuelling and road tanker delivery. The size of the separator is increased to retain the possible loss of the contents of one compartment of a road tanker, which may be up to 7,600 litres.
- For the treatment of wastewater from the vehicle wash-down area - model 6000l wash-down and silt separator

Figure 2 - Drainage Inspection Plan

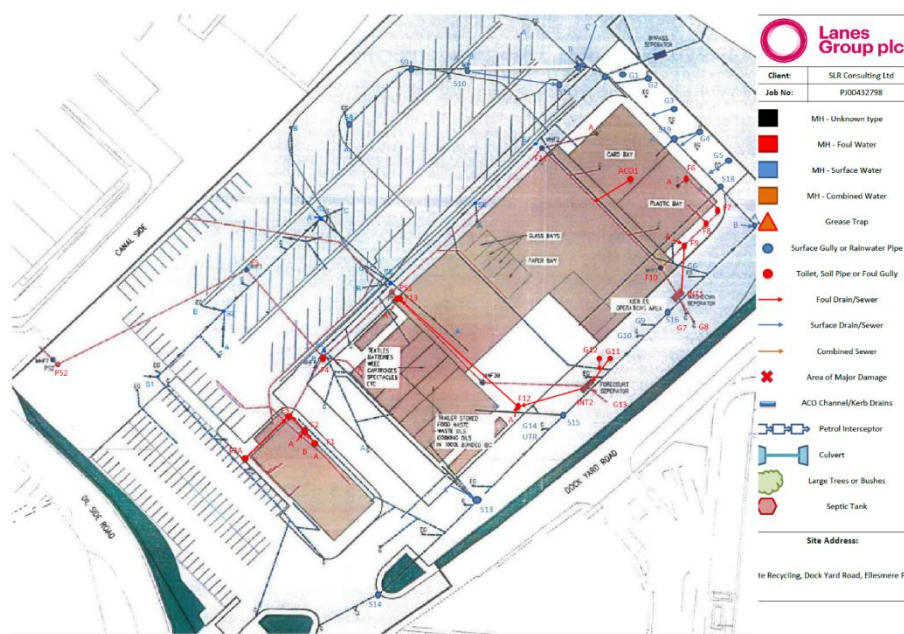


Table 4 - Drainage Inspection Plan

Type	Details, including inspections/maintenance	Frequency	Responsibility	Records (type and location)
Surface Water Drains	Check all waste is fully contained and that there is no run-off into surface water.	Daily	MRF Supervisor	Daily Checks T100
	Ensure all clean, uncontaminated water is collected and discharged via the surface water drains. Check all surface drains are clear of debris and contamination.	Weekly	MRF Supervisor	Daily Checks T100
	Gully pits checked and cleaned	Quarterly	CSG	T100 Records
	Check all drains marked blue, Check all spill kits correct and stocked. Check training records of staff. Check drainage plan is available to all staff. Check all inspection records are correct and up to date.	6 month	HSEQ Supervisor	T100 Records
Interceptor 1 - Single stage interceptor.	Interceptors to be inspected and cleared every 6 months by a competent person.	6 month	CSG	Service report logged in T100 Asset Register
Interceptor 2 - Single stage fuel interceptor.	Single stage fuel interceptor with filter, probe, and alarm also single stage, located by the fuelling point.	6 month	CSG	Service report logged in T100 Asset Register
Foul water drainage /Discharge Consent	Consent details / water samples are collected monthly by UU to ensure discharge limits are met.	Monthly Sampling	United Utilities	Only informed if breach.
Pump 1 - Foul Water System (staff car pack)	Visual check that system is in operation and light is on and door secured.	Daily	MRF Supervisor	Daily Checks T100

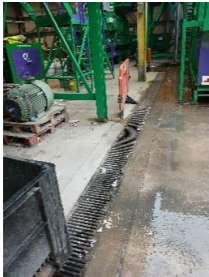
	Servicing and cleaned by competent person.	Annual	Flowtek	Service report logged on T100 in asset
Pump 2 - Foul Water System (weighbridge)	Visual check that system is in operation and light is on and door secured.	Daily	MRF Supervisor	Daily Checks T100
	Servicing and cleaned by competent person.	Annual	Flowtek	Service report logged on T100 in asset
MRF Drains	Drains outside glass bay cleaned. 	Weekly	MRF Staff	T100 Checks
Weighbridge Drain	Checked monthly and emptied as required by CSG on quarterly work. 	Monthly	MRF Staff	T100 WB Check

Table 5 - Drainage Emergency Contacts

Details	Action	Contact
Emergency Procedure (spills etc)	Contain spill. For large spills contain using spill kits.	<u>In hours – Monday to Friday 08:00 – 17:00</u> Call national account help desk team – 01622 885847.
Interceptor failure. Excessive rainfall,	Contact contractor to inspect, clear, repair.	Email information of spill – see attached sheet for required information.

Fire	Contain fire water using the hydrosnake at rear roller shutter door.	Provide photographs, if possible. Team will liaise with the local depot to facilitate a response. <u>Out of hours – Monday to Friday 17:00 – 08:00, Weekends and Bank Holidays</u> Call national account help desk team – 01622 885847/0800 587 3133, this number automatically redirects to our out of hours team. They will ask for the PIN and the post code of the site where the spill has taken place and put you through to the relevant on call depot contract. They will advise the ETA of the tanker. PIN: 16465
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Dealing with Spills

Guidance



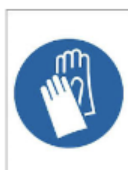
Be Prepared



- Know where your spill kits are located.
- Use drip trays or absorbent materials under leaking vehicles or equipment.
- Use bunds to store any oils or chemicals
- Check, tanks and containers for leaks.

Be Safe

Know what substances you are dealing with and the precautions to take - check your COSHH assessments.
Shut off the source of the spill, if it's safe to do so.
Always wear PPE - gloves, goggles etc
Keep people away from the area and get help if you need it.
Never leave a spill, keep everyone safe from slips.



Protect



- Contain the spill using the spill kit's absorbent pads, granules or booms.
- Always clean up and dispose of any contaminated materials in the correct way. Use the bags in the spill kits.
- Work from the outside of the spill inwards.
- Never wash spills into drains

Report and Replenish

Report the incident to your supervisor and ensure it is logged on T100.
Make sure the spill kit stock is replenished.



4.3 Site Security

Security measures include 3 metres palisade security fencing around the whole perimeter of the site, intruder alarms and 24-hour CCTV to prevent arson and vandalism.

Double metal security gates will be provided to entrance/exit, which shall be locked outside normal working hours. Security barrier is accessed using a fob.

The site is located at the junction of Oil Sites Road and Dock Yard Road, Ellesmere Port, the entrance to the staff carpark and front of Building A is protected with a height barrier which can be opened using a pin code (provided to the FRS). The main site entrance/exit is secured by double metal security gates which are be locked outside normal working hours using a Kasp padlock, all site supervisor staff are issued with a key for this lock. Inside the gates there is a barrier which can be opened using a fob.

Site lighting will be provided by floodlights which are linked to a timer/sensor controlled within the transfer station. An approved electrician is on standby to attend site if any lighting fails.

The site office is located close to the entrance gate and has full view of the entry/exit gates and waste storage areas. A large, clearly visible sign is affixed to the boundary fence adjacent to the entrance gate, displaying the name and address of the site and the EA's incident hotline telephone numbers, the site opening hours, and the details of the Environment Agency as the Licensing Authority.

Table 6 – Site Security Management

Type	Details	Inspection	Defect actions	Records
Security fencing	2 metre fencing located around the perimeter of the site	Daily visual check	Report to Depot Manager	T100
Security gates	Security gates to entrance/exits, which will be locked outside normal working hours	Daily visual check	Report to Depot Manager	Defects reported via T100 system
Security Barrier	Security barrier with fob access for all depot vehicles protects the site from unauthorised access during site operational hours.	Daily visual check	Report to Depot Manager	Defects reported via T100 system
CCTV	CCTV is used to monitor the site which records 24hrs for a rolling 30-day period is at all sites unless specified	Externally monitored via contract with Secure IT	Report to Depot Manager	Defects reported via T100 system

5. Emergency Preparedness and Control

The site has a fire prevention plan (FPP) and fire risk assessment all Emergency/fire procedures in and emergency response plan are included in the FPP. Battle boxes are located in the office and in electrical substation at staff carpark entrance, these include copies of these documents and emergency equipment.

6. Emissions

6.1 Control of Site Emissions

All sites have impermeable hardstanding and a traffic management system. All wastes are stored in the designated containers and any spills are cleared immediately. The site has a cleaning schedule and is regularly swept clean. Checks are carried out daily to ensure housekeeping standards are met. Road sweeper vehicles are available for the site to use if required.

Litter control is achieved through the design of the facility, the storage of wastes in appropriate containers.

Bulk waste vehicles leaving the site will be adequately sheeted or otherwise contained. Regular inspections are made for litter as part of the Daily Checks procedure and remedial action is taken as necessary, in any event, the windblown litter will be cleared by the end of the working day.

Any liquid waste, such as used diesel oil, is stored in a designated tank which is double bunded and meets the oil storage requirements. The tanks are in positions that minimise the risk of damage by impact. Levels in the tanks are monitored daily to prevent any risk of overfilling. All operatives are trained in spill management and spill kits are always available on the sites.

The nature of the waste accepted at the site does not generally give rise to odour problems. Monitoring for odours is carried out subjectively, and any problems are noted as part of the Daily Checks procedure.

6.2 Odour and Emissions Management

All activities will be free from odour at levels to cause pollution outside the site. The site has limited waste that could cause odour. The storage of food waste will be in a sealed container and removed off-site within 72 hours. Any spillage of food waste will be cleaned up as soon as it is reported.

The MRF Supervisor will undertake daily checks around site, any odours will be identified, and investigation will be carried out and control measures put in place.

6.3 Noise and Vibration Management

Emissions from the site activities shall be free from noise and vibration that would cause pollution beyond the site boundary. Waste operatives will undertake daily inspections for noise. Immediate neighbours are industrial and commercial, so it is not therefore identified as a particularly noise-sensitive area. Wherever necessary, site operations will be reorganised to eliminate or reduce noise levels, the Environment Agency advised.

6.4 Dust and Litter

Site operatives will undertake daily inspections to ensure dust is not an issue. A mobile sweeper and hand-held hose will be provided to wash down surfaces to control dust, fibres, and particulates on site.

Various control methods exist to prevent litter escaping or migrating off site, including the sheeting of containers, provision of perimeter fencing to prevent the escape of litter onto adjacent

areas. Site operatives will undertake daily and weekly inspections to identify litter. Any accumulations will be removed as soon as they are reported. Wherever necessary, site operations will be reorganised, the Environment Agency/Local Authority advised.

6.5 Pest Management Plan

The site has an active pest control contract which includes weekly inspections, bait station maintenance, and reactive treatments. Staff report sightings immediately to the MRF Supervisor. Specific controls are in place for rats, scavenging birds (via hawk control), and flies within the MRF

Key Pest Risks

Pest Type	Associated Risk
Rats (rodents)	Disease spread, damage to waste containers and site infrastructure
Birds (gulls/corvids)	Scavenging food waste, nuisance, droppings, odour and public complaints
Flies	Breeding in food and biodegradable waste; nuisance to nearby properties

Control Measures

Contracted Pest Control

We hold a current contract for regular pest control services, including:

- Weekly site inspections
- Bait box maintenance and monitoring
- Targeted treatments in known hotspots

Housekeeping and Waste Management

All waste is tipped, processed, or bulked within designated operational areas.

- Food waste is tipped in the bay and moved without delay to the covered skips
- The site is cleared daily of loose waste to prevent attractants.

Rodent Control (Rats)

Bait stations are placed strategically around food waste storage and loading zones.

Frequent inspections are undertaken in areas where rat activity has historically been noted (e.g. around container storage).

Waste storage times are kept to a minimum, especially for organics.

Bird Management (Seagulls)

Scavenging birds, particularly gulls and crows, are attracted to food waste deliveries.

The site uses a trained bird of prey (hawk) operated under a pest control contract to deter bird activity.

Daily inspections of bird activity are carried out during food waste delivery windows.

Fly Control

Primary issue noted in MRF baler shed, especially in warmer months.

Electric fly killers (EFKs) and baits are installed and maintained in key areas.

Additional insecticide treatment is carried out in summer if fly levels increase beyond tolerance.

Monitoring and Reporting

Pest activity is recorded on the pest control contractor's inspection reports.

Any pest sightings by staff must be reported to the MRF supervisor immediately and logged.

6.6 Cleaning, Spill and Litter Management

Site cleanliness and 'housekeeping' is an essential part of running the site.

Each site operator will be responsible for any cleaning involved in the activity they are working on. The Site Supervisor will be responsible for overseeing all cleaning and recording details in the daily check sheets.

The MRF Supervisor shall carry out routine checks on the effectiveness of all cleaning and site hygiene activities. These checks will be based on a walk-over inspection of the entire site and the results will be recorded on the CWR compliance system.

Spill kits including absorbents, pads, booms and degreasers are located across the site and maintained regularly.