

ENVIRONMENTAL MANAGEMENT SYSTEM

Farm Warley Hall Ln, Little Warley Hall Ln, West Horndon, Upminster CM13 3EN

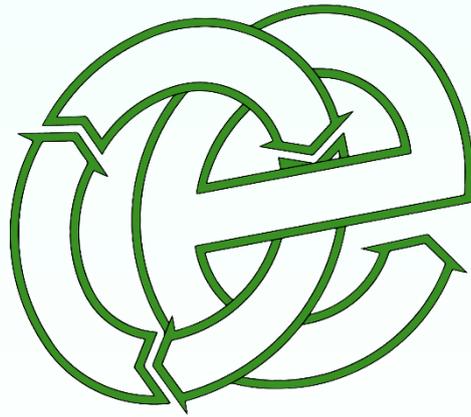
Martin Chinnery T/A A and C Tyres Collection Services

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Oaktree Environmental

Waste, Planning & Environmental Consultants



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Drawing No. 3594-LWHF-02 – Permit Boundary Plan

Drawing No. 3594-LWHF-03 – Site Layout Plan

Drawing No. 3594-LWHF-04 – Receptor Plan

Appendix II - Record Keeping Forms (advisory only)

LWHF-RF-1 - Waste Input Record Form

LWHF-RF-2 - Rejected Waste

LWHF-RF-3 - Waste Output Record Form

LWHF-RF-4 - Site Diary/Inspection Form

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

LWHF-RF-7 - Complaints Form

LWHF-RF-8 - Site Information & Key Contacts

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

Appendix III - Environmental Permit

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

Site Information & Key Contacts List

Site Address:	Farm Warley Hall Ln, Little Warley Hall Ln, West Horndon, Upminster CM13 3EN		
Site Operator:	Martin Chinnery T/A A and C Tyres Collection Services	National Grid Ref:	TQ 60634 88481

Contact	Description	Office Hours	Out of Hours
Martin Chinnery	Proprietor	01277 812931	07970 575828
Nnabugo Chukwuebuka	Site Manager	01277 812931	01277 812931
Tarahnath Pandey	TCM	01277 812931	01277 812931
Nuffield Health Brentwood Hospital Nuffield Hospital, Nuffield Health Brentwood Hospital, Shenfield Rd, Shenfield, Brentwood CM15 8EH	Local NHS Hospital (Main)	01277 695695	999
	Accident & Emergency (A&E)	999	999
Billet Lane Medical Practice The Medical Centre, 58b Billet Ln, Essex, Hornchurch RM11 1XA	Local Doctor Surgery (GP)	01708 442377	999 or 112
Essex Police Service- Hornchurch Police Station 74 Station Ln, Hornchurch RM12 6NA	Local Police Non-Emergency	020 7230 1212	999 or 112
	Police Emergency	999 or 112	999 or 112
Essex County Fire Rescue Service Hogg Ln, Grays RM17 5QS	Fire and Rescue Service (in Emergency Dial 999)	01376 576000	999 or 112
Environment Agency Brook End Rd S, Chelmsford CM2 6NU	Local Environment Agency Office	03708 506506	0800 80 70 60
Brentwood Borough Council Town Hall, Ingrave Rd, Brentwood CM15 8AY	County Council General Enquiries	0300 123 8123	999 or 112
Essex & Suffolk Water	Mains Water Supplier	0345 782 0111	0345 782 0111
Oaktree Environmental Ltd Lime House, 2 Road Two, Winsford, Cheshire CW7 3QZ	Secondary specialist waste and permitting compliance advisors	01606 558833	n/a

1 Introduction

1.1 General

1.1.1 Oaktree Environmental Ltd have been instructed by Martin Chinnery T/A A and C Tyres Collection Services (the Operator) to prepare this Environmental Management System (EMS).

1.1.2 This EMS has been prepared in relation to waste operations undertaken at Farm Warley Hall Ln, Little Warley Hall Ln, West Horndon, Upminster CM13 3EN. This new bespoke permit (BP) application will authorise the site for the storage and mechanical of end-of-life tyres (ELTs) for recovery.

1.1.3 Developments in legislation and the regular increases in Landfill Tax have increased the need for effectiveness and scope of operations at waste transfer and recycling centres, leading to greater recovery rates for recyclable waste.

1.1.4 The purpose of an EMS is to give instructions to all staff specifying how the site is managed and has been revised with emphasis on managing the waste storage and incoming / outgoing procedures on site.

1.1.5 This EMS has been prepared in accordance with the following guidance:

- a) The Environmental Permitting (England and Wales) Regulations 2016.
- b) Develop a management system: environmental permits.
- c) Technical Guidance WM3: Waste Classification - Guidance on the classification and assessment of waste.
- d) The Waste duty of care: code of practice – 2018.
- e) Non-hazardous and inert waste: appropriate measures for permitted facilities published 01/08/2023.
- f) Climate change: risk assessment and adaption planning in your management system.

1.1.6 A copy of this EMS and the Environmental Permit will be kept in the site office and made available at all times on site.

1.2 EMS Review

- 1.2.1 A member of senior management will review this EMS on an annual basis to ensure it is suitable and continues to accurately reflect the operations and systems undertaken on site and evaluate if these are still effective.
- 1.2.2 If upon review the EMS is considered to not suitably reflect operations or systems / processes undertaken, the relevant procedures will be updated where necessary. The EMS will be reviewed sooner in the event of any of the following:
- a) Changes in operations i.e. processes or equipment.
 - b) Changes / variations to the permit (including the permit boundary).
 - c) Changes to site infrastructure i.e. buildings.
 - d) Changes to Environmental Legislation.
 - e) A pollution incident.

1.3 Relevant Contacts

1.3.1 The contact details for the operator are as follows:

Martin Chinnery T/A A and C Tyres Collection Services Farm Warley Hall Lane Little Warley Hall Lane West Horndon Upminster CM13 3EN	Contact: Position: Email: Tel:	Martin Chinnery Director anctyres@hotmail.co.uk 07973 708715
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1.3.2 Contact details for Oaktree Environmental are as follows:

Oaktree Environmental Ltd Lime House Road Two Winsford Cheshire CW7 3QZ	Contact: Position: Tel: E-mail:	Joshua Ulyatt Consultant 01606 558833 josh@oaktree-environmental.co.uk
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1.3.3 A full list of relevant contacts including emergency contact numbers are provided in the Site Information & Key Contacts List section in the pre-pages of this document.

1.4 Site Location

1.4.1 The site is located at Farm Warley Hall Ln, Little Warley Hall Ln, West Horndon, Upminster CM13 3EN as shown on Drawing Nos. 3594-LWHF-02 & 03. The national grid reference for the site is TQ 60634 88481.

1.4.2 The Land use surrounding the site is predominantly commercial and industrial premises located south of the A127. The nearest residential receptors are located to the north on Little Warley Hall Lane approximately 30m away.

1.4.3 A full list of receptors within 1km of the site has been included in Table 1.1 overleaf. A Receptor Plan illustrating these receptors is included in Appendix I, see Drawing No. 3594-LWHF-04 – Receptor Plan.

Table 1.1 - Sensitive Receptors

Receptor	Direction from Site	Approx distance from the site boundary to the receptor boundary (m)
Commercial / Industrial		
Elite MOT	East	0
TPH Machine Tools	South	0
Virgin Active	North	90
Esso	North	265
Storage and Distribution Hub	South	145
JL Motors Services	South	395
E2 Joinery	South	428
Lock and Stock Storage	South	380
7 Days Services	South	426
Cheale Meats	South	453
Residential Dwellings		
Little Warley Hall Lane	North	28
Watercourses / Surface Water Features		
Unnamed Waterbody	South	535
Unnamed Waterbody	North	908
Infrastructure (major roads and transport links)		
A127 Southend Arterial Road	North	262
Little Warley Hall Lane	West	56
Upminster Railway Line	South	645
Ecological Sites		
Priority Habitat Inventory- Deciduous Woodland	North	424
Ancient Replanted Woodland	North	424

1.5 Permit Area/ Waste Management Operations

1.5.1 The permit boundary is outlined in green on Drawing No. 3594-LWHF-02. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant and equipment. This EMS should be read in conjunction with the site's Fire Prevention Plan (FPP) which is referenced as 3594-LWHF-FPP.

1.5.2 The EP is required for the storage (keeping) prior to removal, and treatment (all types of handling/processing) of waste. Waste treatment processes to be carried out on site may include the following:

- a) Compacting (by baler)
- b) Cutting (by hand tools)
- c) Sorting (with loading shovel/forklift or by hand)
- d) Separation (with a forklift or by hand)
- e) Baling (by baler)

1.5.3 Specified waste management activities and associated limits (including storage and waste recovery operations) are listed in the table below:

Table 1.2 - Permitted Operations

Description of activities	Limits of activities
R3: Recycling/reclamation of organic substances which are not used as solvents	Tyre Recycling - Treatment consisting of sorting, cutting, separating, baling, compacting for recovery. Waste types as specified in the EP. Wastes shall be stored for no longer than 3 years prior to recovery. All cutting of tyres will take place inside a building. All baling and storage of tyres will take place on an impermeable or hardstanding surface.
R4: Recycling/reclamation of metals and metal compounds	
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)	

1.6 Hours of Operation

1.6.1 The site will be open during the following hours for waste operations including the delivery, receipt, and processing of waste:

Monday to Friday 07:00 – 17:00
Saturdays, Sundays, Bank/Public holidays Closed

1.6.2 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.

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

1.7 Staffing and Management

1.7.1 Table 1.3 below details the staff structure for the site and information on roles and responsibilities for staff involved in waste operations.

1.7.2 The roles included in Table 1.3 below are used throughout the EMS to demonstrate the responsibilities for each staffing role.

Table 1.3 - Staffing Levels

Position	Employees	Responsibilities
Site manager / TCM	1	Overseeing all activities. Ensuring that the site is being operated in accordance with the Environmental Permit and in-line with attendant regulations
Office / Administrative Staff	2	Office/administrative duties
Machine / Plant Operators / General Site Operatives	3	Waste handling/processing, reception and plant operation

1.8 Fit and Proper Persons

- 1.8.1 Site operations will be supervised by a Technically Competent Manager (TCM) who holds the relevant CIWM/WAMITAB qualification, including a Continuing Competence Certificate, where appropriate. The EA will be notified of changes to the TCM or appointment of temporary replacements before the changes come into effect. The TCM attendance hours per week will be agreed with the EA following issue of the permit but before operations commence.
- 1.8.2 A record of the TCM attendance, including start and finish times will be recorded in the site diary. These records will be made available to the Environment Agency for inspection on request.
- 1.8.3 The operator will ensure that in the absence of the TCM a nominated person will take on the appropriate responsibilities and act as competent person. The Environment Agency will be informed of any changes to the TCM and relevant replacement details.

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 V. 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 Exempt Activities

- 1.10.1 Activities which are outside the scope of the Environmental Permit for the site (listed in Schedule 3 of The Environmental Permitting (England and Wales) Regulations 2016) will be carried out at the recycling centre and the relevant details have been registered with the EA prior to commencement.
- 1.10.2 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.
- 1.10.3 Wastes brought onto site as part of any exempt waste activities will be kept clearly segregated and identified from those wastes imported for the specified waste management operations as shown on Drawing No. 3594-LWHF-03.

1.11 Convictions

- 1.11.1 At the time of application, neither Martin Chinnery T/A A and C Tyres Collection Services 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 infrastructure is clearly detailed on Drawing No. 3594-LWHF-03. The drawing illustrates the following areas on site:

- a) Different surfaces i.e. concrete, hardstanding etc.
- b) Location of buildings
- c) Height/type of perimeter fencing
- d) Reception and storage areas of waste
- e) Location of fixed plant/equipment i.e. loading hoppers, trommel, conveyors etc..

2.1.2 Access to the site is gained by turning east from Little Warley Hall Lane. The site will retain the existing access as shown on 3594-LWHF-02.

2.2 Access and parking

2.2.1 Access and egress to/from the site is via Little Warley Hall Lane and ample parking is available adjacent to the main offices for Martin Chinnery T/A A and C Tyres Collection Services.

2.3 Site Office

2.3.1 The site office is located as shown on Drawing No. 3594-LWHF-03, there is also a secondary office located off-site, the documents listed below will be retained in one of the site offices.

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

2.4 Weighing and Categorising Loads

2.4.1 There is a weighbridge on site adjacent to the site office, the weighbridge will be used for accurate weighing of loads coming onto and being removed from site. During instances where the weighbridge is out of action, the weight of each load into and out of the site will also be estimated using the standard EA/WRAP agreed volume-to-weight conversion factors or HGV load capacities.

2.5 Notice Board and Signs

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

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

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.

2.5.3 The notice board will be inspected once per week. In the event of any damage or effectiveness, the board shall be repaired or replaced within 1 week.

2.6 Site Security

- 2.6.1 The sites boundary is predominantly surrounded by 2.5m high palisade fencing. The entrance to the site is secured with automatic lockable steel palisade gates which remain locked whenever the site is unmanned / outside of operational hours.
- 2.6.2 In addition to the above, the site has 24-hour CCTV footage available covering all internal and external operational and storage areas. All cameras are pan, tilt and zoom 360-degree coverage over a 50m distance meaning all areas of the site are monitored. Any unusual or suspicious activity picked up which is not in line with site specific procedures will mean a call to the emergency services.
- 2.6.3 The above site security measures/infrastructure is considered suitable to prevent unauthorised access. There have been no incidents of unauthorised access on the site since operations began.
- 2.6.4 The site security measures will be inspected on a weekly basis and any defects which impair the effectiveness of the security will be repaired to the same or better standard within a suitable timescale. All repairs will be noted on the site diary repaired as soon as practically possible. The checklist in Appendix II provides further information.
- 2.6.5 If unauthorised access becomes apparent as a problem at the site, the security measures will be reviewed, and improvements implemented.

2.7 Fuel and Hazardous Substance Storage

- 2.7.1 No gas cylinders or aerosols will be accepted for storage at the site, nor will there be any chemicals present on site.
- 2.7.2 Oil and lubricants are stored on site for everyday maintenance of vehicles and plant. These are kept in secure containers off site.
- 2.7.3 Fuel is stored on the site in the form of a 2000-litre tank as shown on Drawing No. 3594-LWHF-03. The fuel is stored in accordance with the following procedures:
- a) Tanks will be surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.
 - b) All pipework and associated infrastructure will be enclosed within the bund.
 - c) A lock will be fitted to the tank valve to prevent unauthorised operation.
 - d) Any storage of oil will comply with the Control of Pollution (Oil Storage) (England) Regulations 2001 SI No.2954 or any subsequent legislation.
 - e) All valves and gauges on the tank will be constructed to prevent damage caused by frost.
 - f) The tanks will be clearly marked showing their capacity and product within.

2.8 Rejected Waste

- 2.8.1 Any waste which is rejected will be stored in a quarantine skip / area and removed from site within 5 working days. The location of this skip may vary as operating conditions permit (i.e. to permit the loading of rejected wastes but clear labelling and management control will ensure its use as specified). Rejected waste will be recorded on form LWHF/RF/2 or similar.

2.9 Drainage

- 2.9.1 The drainage for the site is clearly shown on Drawing No. 3594-LWHF-03 and in summary:
- a) The building storing incoming tyres benefits from having an impermeable surface.
 - b) The external yard where tyres are baled and store comprises a mixture of impermeable and hardstanding surfaces, this area is not fully sealed but due to the nature of the wastes being stored and treated, it is considered surface water can freely drain to the ground or evaporate
- 2.9.2 Inspection of the surface water on site will be carried out throughout the day using inspection forms by site staff and in the event of surface water pooling from heavy rainfall events, the operator will inspect the water by eye and any distinctive colouring from either oil or potentially contaminated wastes will be pumped out using a hired in tanker. If the water is suitable for suppression techniques, it will be scoped and doused on external stockpiles.

2.10 Vehicles, Plant and Equipment

- 2.10.1 Waste will be handled using the plant listed in Table 2.1. Only trained operatives will be permitted to drive/operate the plant listed below. Any changes to the list will be notified to the EA prior to implementation.

Table 2.1 - Plant & Equipment

Item	Number	Function
Baler	3	Compaction, baling of waste
Forklift trucks	2	Loading/unloading/movement/sorting of waste
Tyre cutter / de-rimmer	1	Removal of inner wheel of tyre
Tyre Popper	1	Removal of rims

Note: The plant/equipment on site may vary and additional equipment may be hired-in to cope with larger jobs, jobs with specific requirements or to prevent over stockpiling leading to a breach of permitting conditions.

2.11 Preventative Maintenance

- 2.11.1 Plant and vehicles (including engines) will be maintained and serviced in line with manufacturers recommendations. The preventative maintenance checklist included in Appendix II will be populated with all items required to be maintained. Any defects and actions taken as part of inspections and maintenance will be recorded.
- 2.11.2 Site operatives will undertake preventative maintenance checks i.e. before, during and 1 hour before the end of each working day to ensure the following:
- Machinery is mechanically sound for use and no presence of black fumes or trailing liquids visible prior to use or following shutoff of plant/equipment.
 - Plant which is not in use for any extended period is stored at least 6 metres from combustible waste in the out of hours plant storage area shown on Drawing No. 3594-LWHF-03.
 - All plant and equipment vehicles are fitted with fire extinguishers.

- d) Dust from processing/treatment operations on site can settle throughout the working day but the operator has a continuous training regime to prevent this happening. The plant will be cleaned at least once every 12 hours.

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 Martin Chinnery T/A A and C Tyres Collection Services'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 For in-house collections, the driver employed by the permit holder will arrive at the waste producer's premises he/she will inspect the load for conformity with relevant regulations and safety procedures.

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

3.2 Checking & 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 agreed WRAP conversion weights for loads where the weight is not known upon receipt at the site. The average incoming load equates to approximately 150-350 tyres which equates to 1,200kg (1.2 tonnes) to 2,800kg (2.8 tonnes) of ELTs accepted per load given the average weight of an individual tyre is 8kg. Any deviation from these procedures or problems with any loads will be reported to the site manager.
- 3.2.2 Once a load has been accepted the driver, 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.
- 3.2.3 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.
- 3.2.4 If hazardous waste or suspected hazardous waste is deposited on the site the material will be isolated 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

- 3.3.1 All incoming vehicles upon arrival are required to report to the person in charge of waste acceptance at the site. The details of the load will be recorded, and the duty of care note/company documentation will be further checked by the operator to ensure that the load is acceptable at the site, including a visual check prior to the vehicle proceeding to the

tipping area. Any deviation from the procedures or problems with any loads will result in tipping facilities being suspended for the offending company. Loads which are not acceptable within the above terms will be rejected.

3.4 Weighing and Categorising Loads

3.4.1 The weights of loads will be estimated using the EA and WRAP agreed volume-to-weight conversion factors.

3.5 Waste deposit

3.5.1 Once a load has been accepted by the operator, the contents will be discharged into the appropriate reception, storage and treatment area as shown on Drawing No. 3594-LWHF-03. The site will not receive mixed waste, and all proposed waste will be separated at source.

3.5.2 All waste accepted will be deposited inside the building by commercial vans or lorries which on average hold between 150 – 350 tyres depending on the type of the vehicle.

3.6 Waste treatment and handling

3.6.1 Once the waste has been tipped, staff will be trained to inspect which tyres can be re-used and which are waste. Tyres which can be re-used (thread limit of >1.6mm) will be bulked and sold and tyres which are deemed waste will be manually fed into the baler where the vertical baling press machine which will be used to compact recycled tyres into dense bales. Once a bale stack has been produced, it will be temporarily stored in AREAS 1-4. Each baler is capable of processing 2-3 tonnes of ELTs per hour (approximately 250-350 tyres).

3.7 Waste removal & Export

3.7.1 When a collection vehicle arrives at the site the driver will be instructed to report to the site office on arrival. All relevant documentation will be completed and the vehicle will be passed to pick up the load and take it to the designated end user/recycler/disposal site. The product

or waste material will be loaded using the forklift truck; the car bales weight approximately 800kg and the truck bales weigh approximately 950kg, so the weight of the trailer will be based on the number of bales.

3.8 Waste Storage, Types and Quantities

- 3.8.1 The locations of waste types and volumes stored on site will be maintained with those outlined in at the end of this procedure, waste storage locations are illustrated on Drawing No. 3594-LWHF-03.
- 3.8.2 The annual throughput of waste at the site will not exceed 25,000 tonnes.
- 3.8.3 The maximum daily throughput is estimated at 2-3 tonnes per hour for each baler, which equates to 90 tonnes per day, 450 tonnes per week and 23,400 tonnes per annum. This calculation assumes that the site will be operated at full capacity which is highly unlikely.
- 3.8.4 In the event of the site reaching maximum storage capacity, no further waste will be accepted, and all incoming loads will be diverted to an alternative site until waste has been removed from the site and there is sufficient storage available.
- 3.8.5 Waste storage areas are inspected on a regular basis as part of the inspection checklist with care being taken to ensure stockpile sizes are not exceeded and stockpiles do not block drainage paths.
- 3.8.6 The site manager will consider access and egress of emergency service vehicles and the potential for double handling of waste when planning the position and location of storage areas.

Table 3.1 - Waste Storage Table

Waste Storage Area Details Table												
Plan Ref	Description	Storage form / containment	Height & width of firewall (m)	Max. Width (m)	Max. Length (m)	Height (m)	Max. Area (m2)	Conversion factor used	Max. Volume (m3)	Approx. tonnage	Max. Duration of storage (worst case scenario)	Comments
AREA 1	Baled tyre stack	Freestanding bale stack	N/A	4	12	3	48	1	144	150	<12 weeks	Stored three bales high and duration based on worst case scenario, tyres usually removed every 2 - 4 weeks
AREA 2	Baled tyre stack	Freestanding bale stack	N/A	4	12	3	48	1	144	150	<12 weeks	As above
AREA 3	Baled tyre stack	Freestanding bale stack	N/A	4	12	3	48	1	144	150	<12 weeks	As above
AREA 4	Baled tyre stack	Freestanding bale stack	N/A	4	12	3	48	1	144	150	<12 weeks	As above

3.9 Tyre removal & export

3.9.1 The operator has existing outlets in the UK where tyre bales can be removed for further recycling and also the site may export tyres to sites outside of the UK via an Annex VII form in line with Article 18. This demonstrates the operator has already achieved several contacts in place to avoid backlog of tyres.

3.10 Record keeping

3.10.1 Martin Chinnery T/A A and C Tyres Collection Services use detailed waste transfer and product notes in paper and electronic form to ensure compliance with the Waste Duty of Care Code of Practice - March 2016 (Section 34(9) of the Environmental Protection Act 1990). The following points detail the correct information required in order to comply with the Waste Duty of Care Code of Practice which the operator will provide on all documentation:

- a) 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.
- b) A statement confirming that the operator has fulfilled the 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)
- c) The description of the waste is accurate and contains all the information required 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.
- d) The quantity and nature and whether it is loose or in a container, if in a container, the type of container.
- e) The time and place of transfer.
- f) The SIC code of the transferor (current holder of the waste).

- g) 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).
- h) 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) a paper WTN and form to fill in or alternative documentation e.g. an invoice, as long as it contains all the required information.
- b) 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, 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, transfer/treatment areas, storage areas, drainage, infrastructure etc., will be recorded on-site inspection form and detailed comments will be entered into the site diary (including action taken or proposed). LWHF/RF/4 (or similar).

3.10.7 Visitors to the site will sign the sites visitor's book located in the site office upon arrival stating the purpose of their visit and whom they represent.

3.10.8 Complaints will be recorded; LWHF/RF/7 is included as an advisory. Section 4.9 demonstrates further action on the event of any complaints received.

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 this EMS and EP 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 will ensure:

- 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 despatch 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.

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 5.4.

4.1.4 All wastes liable to give rise to contamination will be removed from the site if the site is not secure or if operations cease or are temporarily suspended.

4.2 Site Inspections and Maintenance

4.2.1 The type and inspection frequencies for maintenance/housekeeping are listed on record form LWHF/RF/4 as an advisory. 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 a site diary. All repairs will be carried out as soon as practically possible.

4.2.2 All repairs to site security will take place as soon as practically possible and the site will be made secure until the repair has been carried out. Any major defects found during the daily site inspection will be repaired as soon as practically possible.

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, the EA will be contacted to agree a suitable timescale for repair.

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 from the wheels or bodies of vehicles and HGVs. Visual inspections of the vehicle running surfaces at the site will be carried out daily (see LWHF/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 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.

4.4 Dust Control

4.4.1 Due to the waste types handled and processed on site, it is not envisaged that dust will be problematic for adjacent businesses. However, the operator is aware that the containment of dust on site and the prevention of its escape is paramount to operational compatibility with these residents and businesses.

4.4.2 The baling of tyres is carried out within the external yard, and the cutting is carried out inside the building.

4.4.3 Vehicle speed on site is restricted to 5 miles per hour. Signs will be erected to advise drivers of the speed limit. Vehicle drivers will be instructed to ensure they use main access routes on site and avoid areas which harbour excessive mud/dust build-up.

4.4.4 A continuous supply of water will be available for dust suppression in all dry/hot weather conditions. Water pipes will be lagged to prevent frost damage during winter months.

4.4.5 The site manager or designated operative will carry out regular visual inspection for dust emissions and record any findings and action taken in the site diary and/or on inspection form LWHF/RF/4.

4.5 Odour Control

4.5.1 No malodorous materials will be accepted at the site. However, the TCM or designated operative (s) will carry out regular inspections for odour emissions via olfactory assessment and record any findings and action taken in the site diary and on inspection forms LWHF/RF/4.

4.5.2 In the unlikely event that any wastes are identified as having the potential to give rise to odour they will be quarantined (where possible) and removed from site immediately where practicable.

4.5.3 If malodorous waste is deposited on site, it will be consigned to the skip for rejected waste or removed from the site immediately.

4.5.4 The complaints procedure in record form LWHF/RF/7 will be rigorously enforced should a third-party complaint be received.

4.6 Litter Control

4.6.1 Due to the waste types handled and processed on site, it is not envisaged that any litter will be generated on site, however, the operator is aware that the containment of litter on site

and the prevention of its escape is paramount to operational compatibility with these residents and businesses.

4.7 Control of Pests, Birds, and Other Scavengers

4.7.1 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, an approved pest controller will be called to site to eradicate the problem.

4.8 Control and monitoring of noise & vibration

4.8.1 A site-specific Noise Impact Assessment (NIA) & Noise Management Plan (NMP) has been prepared as part of this EP application and a summary is shown in the table overleaf. These measures will ensure the noise levels at the site are managed appropriately by identifying: the likely sources of noise arising from the development; and, the actions to be taken / procedures to be followed or planned in order to prevent or minimise levels.

Table 4.1 - Noise Management Table

Potential Noise Source	Action to be taken to prevent or minimise noise
HGVs travelling to and from the site for delivery/collection of wastes/products.	<ul style="list-style-type: none"> All vehicles are required to be driven onto and off site with due consideration for neighbouring premises. HGV movements will be spread out evenly throughout the day.
Loading/unloading of waste delivery vehicles	<ul style="list-style-type: none"> Vehicles must be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around the site (5mph site speed limit). Engines to be switched off when not in use. Reversing alarms to be preferentially fitted with white noise alarms to minimise impacts on neighbouring sites. No shaking of vehicle bodies whilst raised.
Operation of mechanical treatment plant i.e. baler	<ul style="list-style-type: none"> Engines to be switched off when not in use. Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated. Operation of the mechanical treatment plant in strict accordance with the hours set out in Section 1.6 of this EMS will ensure no impact on the surrounding area during 'unsociable' hours when surrounding industrial operations are less intensive or dormant. Operation of mechanical treatment plant will be carried out within a building. If mechanical treatment plant is causing a noise nuisance due to a malfunction, the plant will be shut down until the problem is rectified.
Small vehicles travelling to and from the site (e.g. staff and visitor's cars, courier van deliveries etc.)	<ul style="list-style-type: none"> All those working on and visiting the site to be made aware of need for considerate driving and keeping vehicles well maintained. Small vehicles will arrive marginally earlier than the main site operating hours.

4.8.2 A separate NIA and NMP will be submitted as part of this application. The conclusions of the assessment were that the dominant noise sources on site were the cutting operations which had meant that the resultant impact for the existing site on those sensitive receptors is a significantly adverse effect. However, within the noise impact assessment the mitigation suggested for the hand and plant cutting operations is to have this further away from the receptors and therefore located all cutting operations at the eastern boundary. Additionally, to the above the site will include the construction of a physical barrier 2.4m high around the cutting operations which reduces the resultant impact to low at the nearest sensitive receptors. For full details of the mitigation and conclusions refer to the separate NIA document.

4.9 Complaint's Procedure

- 4.9.1 Any third-party complaints received will be recorded on form LWHF/RF/7 and will include a record of the complaint, particulars of the complainant and details of any action taken to alleviate the problem to ensure the likelihood of a future third party complaint is minimised.

5 Emergency & 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 EA of any serious injuries to employees of Martin Chinnery T/A A and C Tyres Collection Services, 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 recording who is on site at all times.

5.2 Fire

- 5.2.1 The site will be operated in accordance 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 ref. 3594-LWHF-FPP). The FPP should be referred to as the main site management document pertaining to fire-related issues and management, control and emergency procedures for fire on site.

5.2.2 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 AND SOURCE OF THE FIRE
- e) LEAVE THE SITE USING THE MAIN ACCESS GATES AS QUICKLY AND AS ORDERLY AS POSSIBLE
- f) ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT WHICH IS LOCATED BY THE SITE ACCESS GATES.
- g) THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON "999" AND ENSURING THAT ALL PERSONS WHO WERE WORKING ON THE SITE OR WHO SIGNED IN TO THE VISITOR'S BOOK ARE ASSEMBLED SAFELY
- h) INFORM ALL NEIGHBOURING PREMISES WHO ARE LIKELY TO BE AFFECTED
- i) INFORM THE ENVIRONMENT AGENCY
- j) DO NOT RETURN TO THE SITE UNTIL YOU HAVE BEEN GIVEN THE ALL CLEAR BY THE EMERGENCY SERVICES AND THE SITE MANAGER

5.3 Breakdowns

5.3.1 In the event of plant breakdowns, alternative plant will be sourced until the existing plant is repaired to prevent potential over stockpiling of waste. If an alternative plant cannot be used then waste will be stored securely until the plant is repaired and if necessary, waste will be diverted to an alternative site. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages.

5.3.2 Essential spares for plant maintenance are kept on site to ensure a repair can be carried out efficiently.

5.4 Spillages

- 5.4.1 Fuel stored on site will be contained within a bunded container which will hold any primary leaks. If any oil and or vehicle maintenance chemicals are kept on site, they will be stored securely. In the event of a spillage, spill containment kits (absorbent pads, booms or granules) will be used to prevent further spillage and the contaminated absorbents placed in a skip for disposal at a suitably permitted facility.
- 5.4.2 Any wastes which would be classified as having the potential to cause polluting runoff are stored within the concrete area which has a sealed drainage system.
- 5.4.3 All site surfaces will be inspected daily for the presence of spillages when the site is in operation. Debris will be swept as required and placed in a skip for further processing on site and sent to a suitably permitted site.
- 5.4.4 All wastes liable to give rise to contamination will be removed from the site within an EA agreed timescale.

5.5 Drums

- 5.5.1 The deposit of drummed waste will not be allowed at the site. If a drum is concealed within a load and is not observed until the load is deposited in the waste reception / tipping 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 EA will be contacted for advice and further information if necessary and both will be informed that a breach of the Duty of Care and site permit conditions has occurred as the result of the unauthorised deposit.
 - d) No further waste will be deposited until the emergency has been dealt with.

- e) All spillages will be cleared using a spill containment kit and all contaminated absorbents placed in a skip for disposal to a suitably permitted waste management site.
- f) If the deposit results in serious reactions with other waste or harmful emissions or the drum contents cannot be identified, then the emergency services and/or specialist waste contractors will be brought in to assist. If necessary, staff will be evacuated from the site or to a safe area within the site and all occupants of neighbouring properties will be informed.

5.6 Adverse Reactions

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

5.7 Staff Shortages

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

5.8 Operational Failure

- 5.8.1 The site 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.

5.9 Closure of Destination Sites

- 5.9.1 In the event of destination site closures or seasonal demands for wastes leading to a longer storage duration, the operator can divert incoming waste and send stored waste to

alternative sites or use the EA's public register to search for alternative sites who could take this material and then contact the destination site. The operator has more than one contract set up for outlets of material to plan for this event.

5.10 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 EA will be kept informed of the events on site.

6 Adapting to climate change & weather conditions

6.1 Climate change

6.1.1 The Met Office UK Climate Projections (UKCIP) has developed scenarios of climate change summarised below:

- Warmer, wetter winters
- Hotter, drier summers
- Increased frequency and intensity of extreme weather (storms, droughts, intense downpours)

6.1.2 Reflecting these, the UK Climate Change Risk Assessment (CCRA) identifies a number of priority risks and opportunities. The likely direct climate change-related threats that can be considered to be of most relevance to minerals planning and management are:

- Increases in the probability and severity of flooding (fluvial, groundwater, surface);
- Exposure to high temperatures and heatwaves; and
- Shortages in availability of water

6.2 Flood Risk / Increased Rainfall

6.2.1 The site is located within Flood Zone 1, which is classified as having a low probability of flooding from rivers and seas.

6.2.2 The existing site surface water drainage system includes areas of impermeable surface and hardstanding material. It is not considered the site will be affected by increased rainfall due to the residence times of waste storage.

6.2.3 Therefore, it is considered that the proposed operations would not likely be at risk from flooding and would not increase the risk of flooding elsewhere.

6.3 High temperatures and heatwaves

6.3.1 Staff operating outside or within the building would be potentially vulnerable to high temperatures and heatwaves. The building is open fronted to enable access and egress by vehicles delivering tyres. The open fronted entrance to the building provides a flow of air through the building for staff. Being within a building will provide shelter from direct sunlight for site operatives.

6.3.2 In terms of increased winter temperatures which could exacerbate odour, the operator does not accept malodorous wastes on site therefore this is not considered to present an issue and the risk is very low.

6.4 Availability of Water

6.4.1 As discussed throughout this EMS, waste operations are undertaken within a building and therefore it is not considered the site will be impacted by increases in temperature causing waste to become dry and friable. There is access to mains water on site and external access roads will be dampened down in hot and dry conditions.

6.5 Conclusion

6.5.1 The options to mitigate and adapt to climate change are also limited. The options identified in this section are considered to be proportionate, practicable and deliverable and it is considered this site would not be affected by climate change or adverse weather conditions.

7 Training for Site Staff

7.1 Training needs assessment

7.1.1 All new and existing site staff are subject to a specific training regime based on their responsibilities 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.

7.1.2 An employee training record LWHF/RF/6 is provided in Appendix II which details a list of 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.

7.2 Site Rules and Infrastructure Training

7.2.1 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.

7.2.2 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.

7.3 Emergency Procedures Training

7.3.1 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.

7.3.2 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.

7.4 Fire safety / firefighting training

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

7.4.2 Emergency procedures detailing what measures employees should adopt should a fire occur at the site are detailed in Section 5.2 and are covered by the 'emergency procedures' training (see Section 7.3).

7.4.3 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 7.1.

7.4.4 All training in relation to fire will be undertaken by site management who have been trained by a suitable Fire Risk Consultant. All training records will be kept within the site office.

7.5 Recognition of waste types training

7.5.1 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.

7.5.2 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.

7.6 Storage areas / limits training

7.6.1 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.

7.6.2 Employees in these roles must also be trained to recognize storage limits to ensure that they are in accordance with those specified in Section 3.8.

7.7 Vehicle / plant preventative maintenance training

7.7.1 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.

7.7.2 Training will be in accordance with Section 2.10 of this document and will be based on the preventative maintenance schedule supplied by the plant/equipment manufacturer.

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

7.8 Duty of Care Training

7.8.1 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.

7.9 Plant Operation Training

7.9.1 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.

7.9.2 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.

7.10 Permit / Management System training

7.10.1 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.

7.11 Training for Contractors

7.11.1 General site training will be provided to any contractors who are working on the site on a temporary basis.

7.11.2 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 permit conditions will be provided to prevent any adverse impacts on the environment.

Appendix I

Drawings

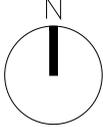


NOTES
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REVISION HISTORY			
Rev:	Date:	Init:	Description:
-	01.10.25	JH	Initial drawing

KEY:

 Permit boundary



Scale Bar (1:1,000)



TITLE:
 PERMIT BOUNDARY PLAN

CLIENT:
 A & C Tyres Collection Services Ltd

PROJECT/SITE:
 Little Warley Hall Lane, West Horndon,
 Upminster CM13 3EN

SCALE @ A4: 1:1,000	CLIENT NO: 3594	JOB NO: 001
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DRAWING NO: 3594-LWHF-02	REV: -	STATUS: Issued
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DATE: 01.10.25	DRAWN: JH	CHECKED: CP
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NOTES
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REVISION HISTORY

Rev:	Date:	Init:	Description:
-	15.10.25	JH	Initial drawing
A	07.01.25	JH	Amendment

- KEY:**
- Permit boundary
 - Waste storage areas
 - Non-waste fuel, fluids
 - Non-waste storage areas
 - Temporary waste storage areas (clear out-of-hours)
 - Covered area
 - Waste recycling / storage buildings (impermeable concrete floor)
 - Other buildings i.e. workshops/offices
 - Impermeable surface
 - Quarantine area
 - Mixture of impermeable and hardstanding surface (areas do not benefit from sealed drainage)
 - Mains water
 - Designated smoking area
 - Firefighting equipment/extinguishers (indicative locations)
 - Fire alarms (indicative locations)
 - Spill kits (indicative locations)
 - Plant shut off
 - Access route for emergency services
 - Fire hydrant
 - Fire assembly point
 - Pan, tilt & zone cameras with 360° & 50m coverage
 - Out-of-hours plant storage
 - Fire water boom deployment location



Waste Storage Area Details Table

Plan Ref	Description	Storage form / containment	Height & width of firewall (m)	Max. Width (m)	Max. Length (m)	Height (m)	Max. Area (m2)	Conversion factor used	Max. Volume (m3)	Approx. tonnage	Max. Duration of storage (worst case scenario)	Comments
AREA 1	Baled tyre stack	Freestanding bale stack	N/A	4	12	3	48	1	144	150	< 12 weeks	Stored three bales high and duration based on worst case scenario, tyres usually removed every 2 - 4 weeks
AREA 2	Baled tyre stack	Freestanding bale stack	N/A	4	12	3	48	1	144	150	< 12 weeks	As above
AREA 3	Baled tyre stack	Freestanding bale stack	N/A	4	12	3	48	1	144	150	< 12 weeks	As above
AREA 4	Baled tyre stack	Freestanding bale stack	N/A	4	12	3	48	1	144	150	< 12 weeks	As above



TITLE:
SITE LAYOUT & FIRE PLAN

CLIENT:
A & C Tyres Collection Services Ltd

PROJECT/SITE:
Little Warley Hall Lane, West Horndon, Upminster CM13 3EN

SCALE @ A2: 1:200 **CLIENT NO:** 3594 **JOB NO:** 001

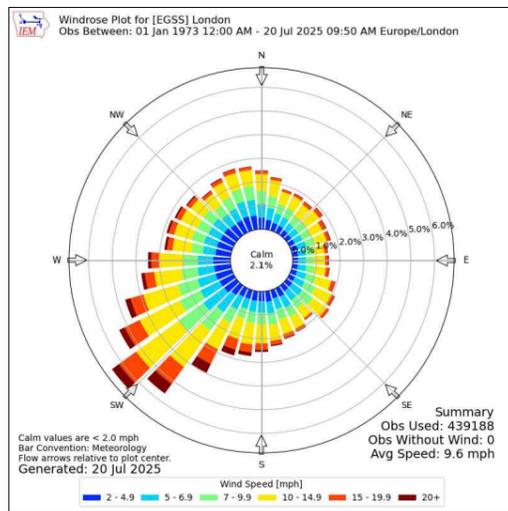
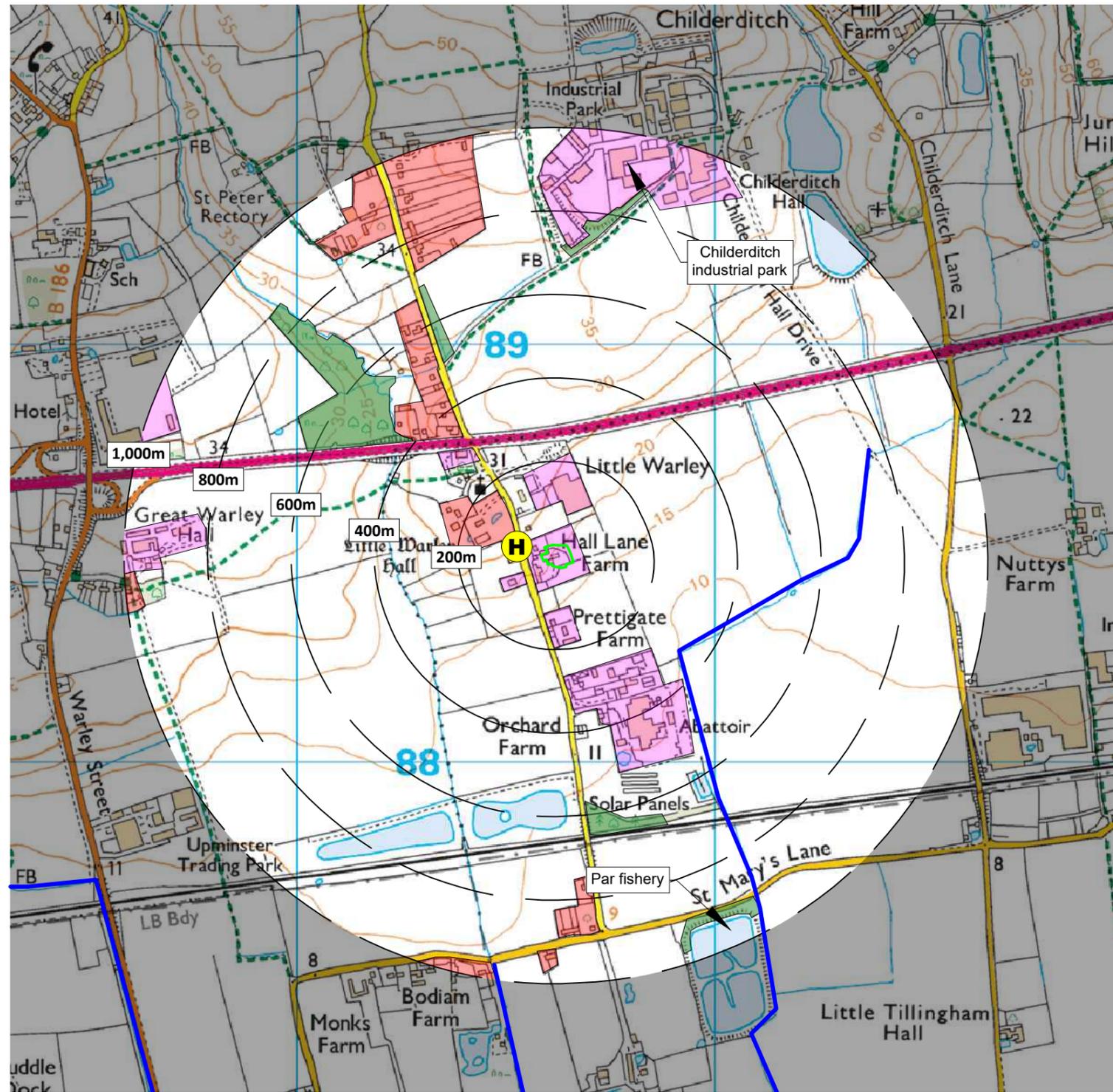
DRAWING NO: 3594-LWHF-03 **REV:** A **STATUS:** Issued

DATE: 07.01.25 **DRAWN:** JH **CHECKED:** CP



KEY:

- Permit boundary
- Main River
- Surface water body (river / stream / pond / pool / lake)
- Workplaces (includes agriculture industry, commerce and retail)
- Residential blocks
- Class A, B, C roads
- H Nearest fire hydrant
- Railway line
- Woodland areas
- Priority habitat inventory (deciduous woodland)



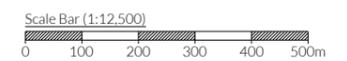
Compass Wind Rose for (EGSS) London
 Period 1973-2025
 - source: Iowa State University

NOTES

1. Boundaries are shown indicatively.
 2. Wind rose data shows the prevailing wind direction to be Southerly.
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REVISION HISTORY

Rev:	Date:	Init:	Description:
-	02.10.25	JH	Initial drawing



TITLE: RECEPTOR PLAN		
CLIENT: A & C Tyres Collection Services Ltd		
PROJECT/SITE: Little Warley Hall Lane, West Horndon, Upminster CM13 3EN		
SCALE @ A3: 1:12,500	CLIENT NO: 3594	JOB NO: 001
DRAWING NO: 3594-LWHF-04	REV: -	STATUS: Issued
DATE: 02.10.25	DRAWN: JH	CHECKED: CP



Appendix II

Record Keeping Forms

MARTIN CHINNERY T/A A AND C TYRES COLLECTION SERVICES
REJECTED WASTE - RECORD FORM LWHF/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	

MARTIN CHINNERY T/A A AND C TYRES COLLECTION SERVICES
 SITE INSPECTION FORM – LWHF/RF/4

WEEK STARTING										
TYPE OF INSPECTION		FREQ	DAY						S	S
			M	T	W	T	F	S		
SITE ENTRANCE/NOTICE BOARD		WEEKLY								
SECURITY - GATES		WEEKLY								
SECURITY - FENCING		WEEKLY								
SITE ROADS (CLEAR FROM HAZARDS)		DAILY								
WATER DRAINING (FUNCTIONING)		DAILY								
WASTE CONTAINERS		DAILY								
WASTE STORAGE LIMITS	TYRES	WEEKLY								
REJECTED WASTE TYPES / STORAGE		WEEKLY								
NOISE LEVELS		DAILY								
FIRES (ANY INCIDENTS REPORTED)		DAILY								
NO SMOKING SIGNS IN PLACE		MONTHLY								
SPILLAGES & ABSORBENTS		DAILY								
FUEL TANK/BUND INTEGRITY		WEEKLY								
LITTER		DAILY								
DUST		DAILY								
ODOUR		DAILY								
VERMIN		DAILY								
RECORDS		WEEKLY								
COMPLAINTS RECEIVED		AS REQUIRED								
OTHER (SEE NOTES BELOW)		AS REQUIRED								
INSPECTION CARRIED OUT BY										
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):										

CHECKED BY		SIGNATURE	
POSITION		DATE	
<i>Sheet</i>		<i>of</i>	

MARTIN CHINNERY T/A A AND C TYRES COLLECTION SERVICES
 EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - LWHF/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:							

MARTIN CHINNERY T/A A AND C TYRES COLLECTION SERVICES
 COMPLAINTS REPORT FORM (LWHF/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 (Print)		Signed	
Date Completed			

COMPLAINT RECORDING PROCEDURE:

Any complaints received will be recorded on form LWHF/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

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 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) will be 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 processing/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 Martin Chinnery T/A A and C Tyres Collection Services unless alternative instructions are given by the site manager. Access to fire exits and firefighting equipment must be kept clear at all times. If a 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 site will follow the instructions of the operator and only tip in the designated area, unless advised otherwise. No tipping will 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 ropes, hooks and sheets are in good condition.
- 17) Never travel with the vehicle body raised and ensure the maximum height of the raised body the vehicle is known.

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 Martin Chinnery T/A A and C Tyres Collection Services 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.