

ENVIRONMENTAL MANAGEMENT PLAN
FOR :

RJ SKIP HIRE LTD
GROVE FARM, BROOK
STREET, BRENTWOOD
ESSEX
CM14 5NG

ISSUE NUMBER 2 : RJ SKIPS/EMP/003
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PERMIT NUMBER: EPR/BB3431AE

ENVIRONMENTAL MANAGEMENT PLAN

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Chapter 1: Introduction

This document sets out how the operator RJ SKIPS LTD the permit holder/operator intends to manage the site to comply with the environmental permit.

Chapter 2: Site Description

2.1 Site History

The site is fully owned by the applicant and has previously been utilised for storage and distribution of various industrial uses.

2.2 Site Location

The site location is land to the North West of the Grove Farm complex (X Eastings 556434 – Y Northings 192537)

2.3 Site Purpose

The purpose of the site is to accept commercial/industrial and household waste within a building for recovery activities comprising of the importation, deposit, sorting, storing, physical treatment and recovery for recycling up to 110,000 tonnes per annum maximum.

This process will be achieved by manual and mechanical separating, sorting, storing and recovery of the permitted waste as specified in the Environmental Permit.

Storage of waste and recovered materials shall be stored in accordance with Operations plan RES 1172A and only on the concreted impermeable surface with positive drainage within the designated buildings and storage bays.

Chapter 3: Site Infrastructure and Engineering Works

3.1 Site Roads

Access to the commercial/industrial and household waste transfer station is from the only entrance into the site from the M25 access slip road in the South East corner of the site. The internal roads from the entrance from the South Eastern boundary to the North East of the site shall be constructed using hard standing crushed concrete. The roads from the North East to the operations area in the West including around the weighbridge are constructed from impermeable concrete. The area where waste shall be stored within the buildings shall be constructed using impermeable concrete surfacing with concrete kerbing to ensure there will be no impact on groundwater. The exit from the site is to the South West onto the A12 exit slip road.

3.2 Operations Area

The waste shall be deposited inside the purpose-built building 1 with concrete and kerbed surfaces. The waste shall be pre-sorted and then transferred to building 2 for processing by the loading shovel. The area between the building entrances is also concrete surfaced. All waste shall be manually and mechanically sorted and stored in steel skips and bays within building 2 prior to removal off site. Segregated concrete and hardcore shall be removed from the waste stream and stored in the designated bays to the West of building 1. The site has positive drainage to sealed tanks located to the North West of building 1 and South West of building 2 to ensure there is no ponding of water on the site where the disposal, recovery, sorting, transfer and storage of the waste is carried out in the buildings. The areas for disposal of incoming waste, processing and sorting, and the storage of recycled materials and waste residue are set out in the attached operations plan drawing RES 1172A.

3.3 Identification Board

An identification board is sited at the entrance to provide information to site users and the general public. Information covering the following will be displayed:

- : The permit holders name
- : The operators name if different
- : An emergency contact name and telephone number
- : A statement that the site is permitted by the Environment Agency and the permit number
- : Environment Agency national numbers 03708 506 506 and 0800 807 060 (incident hotline)
- : Opening hours

3.4 Fencing/ Gates and Security

The site is bordered by a 4 meter high steel mesh fence and steel security gates. The gates are locked outside of operating hours to prevent out of hours access. The site is monitored by security cameras inside and outside of the building 24 hours per day and has an alarm system. All fences and gates shall be checked daily and any remedial repairs carried out to ensure site security.

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3.5 Site Accommodation

The main office block is located to the East of the operational transfer station opposite the weighbridge. This comprises of standard porta cabin office and a training room to facilitate instruction for site staff on waste acceptance criteria in accordance with the permit, safety procedures and competence.

All duty of care transfer notes are completed in the main office adjacent to the weighbridge.

The main waste buildings are steel portal frame with tin sheet cladding and steel plate 2-meter-high internal push wall above the concrete kerb to protect the outside frame from damage by the loading shovel when pushing the waste into the loading bucket.

Bays to the West of the site are concrete floored and kerbed with a steel plate internal push wall. There are existing maintenance workshops made from steel portal with tin sheet cladding 127M to the South West of the site to carry out any repairs to plant and equipment.

3.6 Lighting

There are security lights on the outside of the main waste buildings that illuminate the approach to the building. Lighting is also mounted adjacent to the entrance road to the site, and within the buildings as shown on Operations plan RES1172A.

3.7 Maintenance

All internal and external roads will be kept free from any dusts or deposits by utilising a local road sweeper when necessary.

The site operative will monitor the internal roads and public highway, and all boundaries to ensure the site is kept tidy.

There shall be mobile bowser and fixed water sprays inside the buildings as shown on drawing RES1172B Drainage Plan.

Daily site inspections shall be carried out and recorded in the daily site diary to ensure the integrity of the site surface, storage bays and buildings is maintained and monitored.

Any remedial action required shall be carried out immediately following the closure of the area for repairs and recorded in the site diary.

A daily site diary will be kept to show frequency of site inspection.

All operations areas within the buildings and surrounding areas adjacent, are concrete surfaced up to and beyond the weighbridge.

The access road into the site from the public highway up to the North West corner of the site is compacted hardcore.

Any plant maintenance is carried out by qualified maintenance staff within the purpose-built workshop and welding building to the South of the site in the existing industrial units off site.

There shall be a stock of emergency spill kits and granules in case of a spillage stored within the main waste building at all times as shown on RES1172B Drainage Plan. All plant and equipment shall be maintained to manufacturer's specifications by the external maintenance staff.

The site operator shall oversee all maintenance carried out to ensure site rules and procedures are adhered to.

Chapter 4: Site Operations

4.1 Opening Hours

The operating hours will be displayed on the noticeboard as:

7.00am to 18.00pm Monday to Friday

7.00am to 13.00pm Saturdays

No processing operations will take place on Sundays and Bank holidays

4.2 Staff

The site has a total of 12 staff and operates with a minimum of 2 site staff at all times.

A suitably trained and competent waste reception operative will be present on site at all times to receive and inspect the waste and complete the duty of care transfer notes.

The site owner shall monitor all aspects of the waste transfer process for compliance with the waste acceptance criteria and ensure the waste complies with the transfer documentation and conforms to the list of waste EWC codes permitted by the environmental permit.

The site operator shall ensure sufficient capacity is available on site for waste reception within the designated building 1 within the building at a maximum height of 1.5 meters and control of the exchanging of recycled material on outgoing delivery vehicles and storage skips when required from building 2.

Training is given to all staff to ensure understanding of emergency procedures, environmental incidents and reception of waste.

A labourer/cleaner is employed to ensure the site and boundaries are monitored and maintained.

A COTC/WAMITAB holder to the required standard will attend the site in accordance with statutory guidance to ensure the site is operated in compliance with all legislation and permissions. The Environment Agency shall be notified of any change in the technical competence management of the site, including temporary cover due to holiday or sickness. A technically competent manager shall be in attendance on site for a minimum of 20% of the operating hours of the site.

The current technically competent manager is Gary East

4.3 Waste Reception/Acceptance

All waste reception and operatives shall be trained and competent and training records shall be maintained.

Training shall cover but not be limited to, duty of care procedures and carrier's registration details and responsibilities, procedures and site rules/instructions and the Company materials/waste reception procedures, Environmental Management Plan and Environmental Permit conditions.

All incoming and outgoing waste shall be recorded.

All deliveries will report to the site office and the driver will be asked to describe the nature of the waste on the delivery vehicle to check the description of the waste matches the documentation, and the site is permitted to accept the waste. The carriers license is also inspected at this point.

The vehicle is then weighed and a ticket is produced whilst the driver receives the sites safety rules and instructions if applicable. If the load does not match the description or the list of acceptable wastes within the sites environmental permit the load will be rejected and the Environment Agency will be informed.

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4.3 Waste Reception/Acceptance continued...

The vehicle is then directed to the site operative in the storage building 1 to discharge the load, at this point a visual inspection of the waste takes place to ensure the waste matches the description on the transfer note. The waste is also checked for non-conforming waste within the load whilst the driver of the delivery vehicle is on site. If the load contains non-conforming waste the waste will be reloaded if safe to do so and rejected and the Environment Agency shall be informed.

If the waste discharged correctly matches the transfer note description the vehicle will be directed back to the site office to complete the ticket/transfer note procedure.

Any non-conforming waste shall not be accepted at the site and shall be rejected in accordance with the non-conforming waste procedure.

4.4 Waste Recovery and Removal:

This will then be transferred by the wheeled loader and tipped into the hopper feeding the trommel and MRF within the adjacent waste sorting building 2 that contains the trommel and MRF picking line that will be in constant use during operational hours.

Vehicles to remove the segregated material stored within the purpose built storage bays and containers shall be planned by the site operator to ensure the waste within all storage bays is kept below the height of 1.5 meters, as marked on the bay wall. If the site is nearing capacity, the site shall cease to accept waste until the storage levels are within the 1.5-meter height and contained within the designated areas as shown on drawing RES 1172A Operations Plan.

Recovered waste stored within the buildings, bays and skips are shown on site plan RES1172A Operations Plan. Waste is progressively removed to a suitably licensed site throughout the working day. The storage capacities and maximum storage times and separation distances are as follows:

COMBUSTIBLE WASTE STORAGE IN THE BUILDING:

Mixed Waste Acceptance/Stock Building 17m x 10m x 1.5m high = 255m³ – 306 Tonnes waste maximum storage 48 hours.

Bay 1 Soil 2.m x 2.m x 1.5m high = 6m³ – 8 tonnes (NOT COMBUSTIBLE)

Bay 2 Card/Paper 2.m x 2.m x 1.5m high = 6m³ - 2 tonnes

Bay 3 Mixed waste residue 2.m x 2.m x 1.5m high = 6m³ - 4 tonnes

Bay 4 Mixed waste residue 2.m x 2.m x 1.5m high = 6m³ - 4 tonnes

Bay 5 Metal 2.m x 2.m x 1.5m high = 6m³ – 5.5 tonnes

Bay 6 Wood 2.m x 2.m x 1.5m high = 6m³ – 4 tonnes

Bay 7 Hardcore/Concrete 2.m x 2.m x 1.5m high = 6m³ - 8 tonnes (NOT COMBUSTIBLE)

Green Waste Skip (4yd) enclosed

1m x 1.3m x 1.85m high = 2.4m³ – 1.5 Tonnes waste maximum storage 48 hours.

Battery Box 1m x 2m x 0.5m = 1m – 0.5 Tonnes

The site layout of the Bay and skips above are shown on Operations Drawing RES1172A.

TOTAL 340M³ COMBUSTIBLE WASTE OR 306 Tonnes Building 1 (17m x 10m OVERALL BUILDING AREA)

TOTAL 33.4M³ COMBUSTIBLE WASTE OR 21.5 Tonnes Building 2 (19M X 34M OVERALL BUILDING AREA)

QUARANTINE AREA = 15M X 15M TO HOLD 255M³ LARGEST PILE AT 1.5M HIGH HAS ACTUAL CAPACITY 337M³ OF WASTE.

The soil and Hardcore bay to the West has the capacity for 100 tonnes of inert material only (50 tonnes hardcore/50 tonnes soil).

The Waste acceptance/stock building 1 located to the South of the site that has the capacity to hold a maximum of 255m³ or 306 Tonnes.

Any black bag waste shall be removed on the next designated landfill skip.

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Waste Recovery and Removal:

Green waste shall also be removed and deposited into the designated green waste container ready to transfer to a suitably licensed composting facility.

The ferrous and non-ferrous metals are manually segregated into the designated bay ready for removal to a suitably licensed re-processing facility on the skip that will be delivered to the next customer once it is emptied.

Any soil and hard-core/concrete will be removed by the loading shovel and placed into the designated bay to the West of the site ready for removal off site to a suitably licensed reprocessing facility on the skip that will be delivered to the next customer once it is emptied.

Paper/ Cardboard shall be manually removed into the designated bay ready for removal to a suitably licensed re-processing facility on the skip that will be delivered to the next customer once it is emptied.

Wood shall be manually removed and stored in bay ready for removal to a suitably licensed re-processing facility on the skip vehicle that will be delivered to the next customer once it is emptied.

When skips or bays of recovered material are nearing capacity a replacement or empty skip for loading is arranged by the site operator. Spare skips are always kept on site to ensure sufficient capacity is available. Vehicles to remove the segregated material stored within the purpose built storage bays shall be planned by the site operator to ensure the waste within the storage bays is kept below the height of 1.5 meters as marked on the bay walls. If the site is nearing capacity the site shall cease to accept waste until the storage levels are within the 1.5 meter height and contained within the designated areas as shown on drawing RES 1172A Operations Plan.

All waste removed from the site shall be accompanied by a waste transfer note.

Any segregated residual waste shall be removed progressively to a suitably licensed disposal site and be accompanied by a waste transfer note

All waste inputs and outputs shall be entered onto the quarterly and annual returns spreadsheet and submitted to the Environment Agency.

4.5 Vehicle Movements

All vehicle movements in and out of the site will be recorded on the electronic system for compliance with relevant planning conditions and all waste movements will be recorded in the quarterly and annual returns to the Environment Agency.

4.6 Plant and Equipment

All site staff responsible for operating plant and equipment shall be trained in accordance with industry standards and hold current competency certificates to do so.

All plant shall be inspected prior to use on a daily basis and defects shall be reported to the site supervisor and be recorded in the site daily check/defect sheet.

All training and competency records shall be maintained on site within the document and record control system within the main office.

The site has the following items of plant: Loading Shovel with a bucket for loading and a 360 degree grab/Excavator. A mobile water bowser. A Trommel within an MRF Picking Station and various Skip Lorries and Roll on/offers.

All plant and equipment is serviced and maintained to manufacturers recommended specifications in accordance with the company's service and maintenance agreement and records of maintenance and servicing is held within the main office.

If any plant or equipment becomes unserviceable a replacement shall be hired within 24 hours.

Plant and Equipment Continued:

If this cannot be achieved, then the site shall cease accepting waste until a backup machine is installed.

All fuels shall be stored within a bunded tank with the bund no less than 110% capacity of the tank and granules and spill kits shall be stored in close proximity to the tank.

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4.7 Site Safety

The site has a Health, Safety and Environmental policy statement and system.

Health and Safety training for site operatives shall be carried out by the responsible person/contractor and documented in the site staffs individual safety file.

All site staff are instructed on site safety during induction training prior to commencing work on the site.

Plant operators are trained and competent and records of training received are held within their personal safety training file within the main office.

An accident/incident book will be kept in the site office.

High visibility jackets/coats and safety boots must be worn at all times within the waste transfer station. Daily checks on plant and equipment by a suitably competent person must be carried out prior to work commencing.

Any accidents or incidents must be reported in the accident book at the site office.

Risk assessments and procedures must be documented, as well as training given to staff prior to work commencing.

Protective equipment and emergency kits required and distributed and any training in the use of personal protective equipment must be signed for as received by staff and records kept within the main office safety file.

Chapter 5: Environmental Controls

5.1 Dust and Windblown Materials

All site boundaries must be inspected daily. Any on-site dust on the concrete surface during normal operations shall be dampened and removed when necessary. Litter picking shall be carried out when necessary following daily inspection of the boundaries. All daily boundary checks must be recorded in the daily site diary.

5.2 Surface Water Management

The storage and operational areas of the site are within buildings, concreted and kerbed with positive drainage.

Integrity of the concrete surface and kerbing will take place through visual inspection on a daily basis and recorded in the site diary.

The attached Drainage plan RES1172B shows the onsite drainage and holding tanks with petrol oil interceptors and mobile 1125 litre water bowser. All foul surface water drains shall be marked red with clean water drains marked blue. The clean water that drains from roofs is discharged to the water storage tank to the West of building 1 and the North of building 2.

The surface water from areas that contain waste are collected in the designated separate tanks to the West of the buildings and removed from site by tanker to a suitably licensed site when required.

A weekly dip record shall be kept for the two 9,000 litre tanks. The petrol oil interceptor shall be monitored to ensure effectiveness and physically checked for flow to ensure efficiency. All results are recorded in the site diary.

5.3 Noise and Vibration

Operations will only take place within the specified hours in accordance with the Planning Permission and the Environmental Permit.

Any complaints regarding noise will be investigated and remedial action shall be implemented to ensure minimum disturbance on the nearest sensitive receptors. This may include reducing multiple operations that may create noise to operating one of the procedures at any one time.

Site staff are also made aware of the need to keep noise to a minimum when moving material into empty bins by keeping drop heights as low as practically possible and keeping on site speed limits to 5mph when moving empty bins on site.

Noise shall be maintained to within the limits set within the Planning Permission at the site boundary. All waste operations take place within the designated buildings.

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5.4 Housekeeping

The site and boundaries on the North, South, East and West will be inspected daily.

Litter picking around the boundary shall be carried out daily to ensure good housekeeping.

Any tools or equipment will be kept in the office lock up when not in use to avoid tripping hazards. Road sweeping shall be carried out when necessary following daily inspection on and off site.

All waste will be stored within the designated buildings, bays and skips as shown on drawing RES 1172A.

5.5 Odour

The waste is contained within the buildings and shall be conditioned using the water sprinklers.

Any waste containing black bag/ canteen waste, green waste and food are the most likely to be potentially odorous.

These waste types are tipped in the designated residual bays 3 and 4 within building 2 for landfill as shown in the attached Operations Plan RES 1172A and removed on the next skip collecting residual waste. Any green waste will also be tipped into the designated bin for removal to a suitably licensed composting facility.

Any load collected from customers that have strong odour emissions, will be reported by the driver collecting the bin, back to the transport office and be redirected to landfill.

Chapter 6: Emergency Procedures

6.1 Fires/Accident and Emergency/Spillages

A no smoking policy is operated on site, and no fires are permitted on site.

In the case of an emergency the fire service will be called immediately and the Fire Prevention Plan shall be implemented.

Any person that discovers a small fire will only tackle a fire if safe to do so. If it is a major fire they must raise the alarm, evacuate the site and call the fire brigade.

Fire extinguishers will be kept in the office to the East and main waste buildings on the North wall in building 1, and West wall in building 2 in case of small fires.

There are three fire hoses on site as shown on RES1172A and RES1172B. There is also a mobile water bowser adjacent to building 2 to the North West.

A fire assembly point is located to the East of the site, away from the operational area. Regular fire drills shall be carried out and recorded within the Health, Safety & Environment management files.

The fire prevention plan sets out how the site controls fire risk.

All fire extinguishers shall be serviced and checked in accordance with the fire regulations.

Staff will receive training on emergency and fire procedures as part of the Safety/Environmental training.

All non-compliances and procedures will be recorded in the site diary and on the incident report forms.

The Environment Agency will be informed of any rejected loads and non-conforming waste.

6.2 Unauthorized Waste

Only waste specified within the Environmental Permit correctly packaged and accompanied by the correct documentation in accordance with waste acceptance criteria and permit conditions shall be accepted on site.

All other waste will be rejected and the Environment Agency contacted. Any rejected waste will be recorded in the site diary.

Any non- conforming waste discovered within the load will be removed back to the waste producer or to a suitably licensed site following consultation with the Environment Agency.

A record of the details of the non- conforming waste shall be recorded in the site diary for inspection at any time by the Environment Agency.

6.3 Adverse Weather Conditions

In the event of adverse weather where operations are likely to have a negative impact on the environment, health and safety or local residents and businesses, operations will cease immediately until weather stabilizes.

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6.4 Storage Capacity

In the event of breakdowns of HGV vehicles leading to insufficient storage capacity, the site will cease to accept waste until sufficient capacity is restored.

Waste shall be stored within the designated bays and skips within the buildings as shown on drawing RES 1172A detailed as follows :

Mixed Waste Acceptance/Stock Building 17m x 10m x 1.5m high = 255m³ – 306 Tonnes waste maximum storage 48 hours.

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The soil and Hardcore bay to the West has the capacity for 100 tonnes of inert material only (50 tonnes hardcore/50 tonnes soil.

The Waste acceptance/stock building 1 located to the South of the site that has the capacity to hold a maximum of 255m³ or 306 Tonnes.

Recovered waste and residue stored within the bays and skips is progressively removed to a suitably licensed site throughout the working day on skips and roll on/off on route to delivery of empty skips. If for any reason the bays became full to capacity the site would cease accepting waste until sufficient capacity is restored.

Chapter 7: Site Records

Duty of care transfer notes/weighbridge tickets shall be maintained and made available for inspection at any time.

Quarterly and annual waste returns shall be completed within the permitted timescales.

All other documents will be held within the main office block, and will be available on request. The site diary will be maintained, and will remain onsite at all times.

7.1 Competencies/Training

WAMITAB/COTC certificates for the technically competent manager/ person shall be submitted to the Environment Agency prior to operations commencing.

If the technically competent person is changed or is required for sickness/holiday cover prior notice will be given in advance to the Environment Agency.

All continued competence certificates will also be sent to the Environment Agency upon receipt.

All staff shall complete Environmental Awareness training including site specific training on waste acceptance criteria and the site Permit conditions. Staff also receive monthly refresher training as part of the ongoing implementation of the Safety Health and Environment system.

All plant and machinery operators are trained and competent to industry standards and copies of competencies are held within the personnel files in the main office block.

Plant operators on the site have received industry competence training as well as ongoing in house training as part of the implementation of the Safety, Health and Environment management system.

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All records of all staff training and competencies are held within the main office block. Industry certificates are renewed as and when required and are managed by the external safety contractor.

7.2 Complaints

All complaints will be investigated and recorded in the daily site diary. Any remedial action shall be implemented, and the Environment Agency will be notified.

If the complaint is received regarding litter off site, the Site Supervisor shall instruct a member of staff to check all around the boundaries to ensure any litter is collected and report the findings within the site diary.

If the complaint is received regarding noise the Site Supervisor will investigate the complaint immediately and validate the complaint prior to commencing remedial action. This may be as simple as stopping certain operations running at the same time for example if the prevailing wind is towards a sensitive receptor such as domestic housing.

If the complaint is regarding dust a damping down of the waste and yard surface shall be carried out to control emissions in accordance with the dust management plan.

If the complaint is due to odour a sniff test will be carried out at all of the site boundaries and on site to source the cause and gauge the intensity and offensiveness of the odour and the offending waste will be removed to a suitably licensed site and an odour management plan shall be implemented.

7.3 Prevention of Fly tipping

The security cameras monitoring 24 hours per day will stop and catch any potential fly tipping. All gates and building doors shall be secured at the end of each working day to prevent access to the site.

7.4 Reporting

The technically competent manager or site supervisor shall ensure the Environment Agency are notified without delay of any malfunction, breakdown or failure of equipment or techniques, accident or emission of a substance not controlled by an emission limit which, caused or is causing or may cause significant pollution and any breach of a limit specified within the permit or any significant adverse environmental effects.

8. Site Plan

The attached drawing RES 1172A shows the layout within the commercial/industrial/household skip waste transfer buildings and associated storage bays and containers. RES1172B shows the associated site water and drainage details.

The site shall be operated in accordance with the site plans and layout.

Any changes to the layout or operations shall be documented within the Environmental Management Plan and the issue number will be revised.

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NOTES:

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<h2 style="margin: 0;">DAILY CHECK SHEET</h2> <h3 style="margin: 0;">SITE SAFETY INSPECTION FOR R J SKIPS LTD</h3> <p>Supervisor signature..... Print name.....</p>	<p>Date:.....</p> <p>Inspection carried out by:.....</p> <p>Signature:.....</p>
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No:		✓ X	No:		✓ X
1	Radiators for vent/mesh blockages				
2	Exhaust housing manifolds/ledges dust and fluff				
3	Dust suppression				
4	Fire hoses				
5	Hydraulic hoses				
6	Machine guards				
7	Oil/Fuel leaks				
8	Oil levels				
9	Water levels				
10	Flashing beacon				
11	Mirrors/Reversing aids				
12	Handrails/Platforms/Ladders				
13	Emergency stops				
14	Belts and bearing (static plant)				
15	General housekeeping				
16	Personal Protective Equipment				
17	Tyre condition/pressure				
18	Brake air pressure				
19	Parking brake				
20	Horn				
21	Steering				
22	Reversing bleeper				
23	Seat belt				
24	Greasing of all bearings				
25	Inspect working area surfaces				
26	Notable defects				
27	Fire extinguishers				
28	Stock of inert material in situ				
29	Water build up around static plant				
30	Plant washed down at end of each shift, including exhaust and engine housing and radiators				
	DEFECTS:				

