ENVIRONMENTAL MANAGEMENT SYSTEM

Arnolds Farm, Ongar Road, Stapleford Tawney, Romford, Essex, RM4 1RD

Essex Grab Hire Limited

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THIS DOCUMENT IS DUE FOR REVIEW IN **September 2022** OR AS A RESULT OF ANY INCIDENTS WHICH MAY LEAD TO THE REQUIREMENT FOR IMMEDIATE REVIEW, WHICHEVER IS THE SOONER

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EGH/RF/4	-	Site Diary/Inspection Form
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****The above forms are advisory only, alternative forms of the operator may be used electronically**

Appendix III - Environmental Permit

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Site Information & Key Contacts List

Site Address:	Arnolds Farm, Ongar Road, Stapleford Tawney, Romford, Essex, RM4 1RD		
Site Operator:	Essex Grab Hire Limited	**National Grid Ref:**	TQ 49324 97662

CONTACT	**DESCRIPTION**	**OFFICE HOURS**	**OUT OF HOURS**
David Cook	Director / Site Manager	07740724601	07740724601
Donna Cook	Director / TCM	07885503114	07885503114
St Margaret's Hospital The Plain, Epping, Essex, CM16 6TN	Local NHS Hospital (Main)	01992 561666	999
Abridge Surgery 37 Ongar Road, Abridge , Romford, Essex, RM4 1UH	Local Doctor Surgery (GP)	01992 812961	999
Essex Police Loughton Police Station, 158 High Road, Loughton Essex IG10 1BE	Local Police Non-Emergency	0300 333 4444 or 101	999 or 112
	Police Emergency	999 or 112	999 or 112
Essex County Fire & Rescue Service Loughton Fire Station Old Station Road, Loughton, Essex, IG10 4PE	Fire and Rescue Service (in Emergency Dial 999)	01376 576800	999
Environment Agency	Environmental Regulator	03708 506506	0800 807060
Essex County Council 19 Market Road, Chelmsford CM1 1QH	County Council General Enquiries	0345 743 0430	999 or 112
Affinity Water	Mains water provider	0345 357 2407	0345 357 2407
Thames Water	Sewerage provider	0800 3169800	0800 3169800 or 999 or 112
Oaktree Environmental Ltd Lime House, 2 Road 2, Winsford, Cheshire CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	999 or 112 or 0800 807060

1 General Considerations

1.1 Site operator/permit holder

1.1.1 Essex Grab Hire Limited will operate a recycling centre that allows for the reception, storage, sorting and treatment of Inert and construction, demolition and excavation (CDE) waste. The EP will be regulated by the EA under the Environmental Permitting (England & Wales) Regulations 2016. The site will operate under a SR2010 No.12 permit for the treatment of waste to produce soil, soil substitutes and aggregate. The operations on site will include:

i) The importation of Inert & CDE wastes; and,
ii) Separation of different elements of Inert & CDE waste into the various fractions which will be stored on site pending removal.

1.1.2 Waste will be accepted from members of the public and from the commercial and industrial sector.

1.1.3 The site will be permitted for the acceptance of up to 75,000 tonnes a year of waste.

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

1.2 Relevant contacts

1.2.1 The contact details for the operator are as follows:

Essex Grab Hire Limited Arnolds Farm, Ongar Road, Stapleford Tawney, Romford, Essex, RM4 1RD	**Contact:**	David Cook
	Position:	Director
	Tel:	07740724601

1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for Essex Grab Hire Limited to assist in the preparation of this Environmental Management System (EMS). This

EMS has been prepared to meet the requirements of the Environmental Permitting (England and Wales) Regulations 2016.

1.2.3 Contact details for Oaktree Environmental are as follows:

Oaktree Environmental Ltd Lime House 2 Road Two Winsford Cheshire CW7 3QZ	**Contact:**	Isaac Allen
	Position:	Consultant
	Tel:	01606 558833
	E-mail:	isaac@oaktree-environmental.co.uk

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

1.3 Site location

1.3.1 The site is located on Land at Arnolds Farm, Ongar Road, Stapleford Tawney, Romford, Essex, RM4 1RD as shown on Drawing No. 3074-ARN-AGG-02. The national grid reference for the site is TQ 49324 97662.

1.4 Permit area/waste management operations

1.4.1 The permit boundary is outlined in green on Drawing No. 3074-ARN-AGG-02. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant and equipment.

1.4.2 The EP is required for the storage (keeping) prior to removal, and treatment (all types of handling/processing) of waste. Waste treatment processes which can be carried out on site are summarised on the next page:

- Compacting (by loading shovel)
- Sorting (with loading shovel/excavator or by hand)
- Screening (by using appropriate mechanical screening plant and equipment)
- Separation (by using appropriate mechanical screening plant and equipment)

- Crushing (by using appropriate plant and equipment)
- Blending (by loading shovel and trommel)

1.4.3 Specified waste management activities and associated limits (including waste disposal and waste recovery operations) are listed below:

- **R13**: Storage of wastes pending any of the operations numbered R3 to R5
- **R3**: Recycling/reclamation of organic substances which are not used as solvents
- **R5**: Recycling/reclamation of other inorganic materials

1.5 Hours of operation

1.5.1 The site will be open during the following hours for the delivery and receipt of waste on site; including depositing, sorting, moving, storing and removing waste:

Monday to Friday	07:00 – 18:00
Saturday	07:00 – 14:00
Sundays, Bank/Public holidays	No operations

1.5.2 The only other 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.

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

1.6 Waste Storage, Types and Quantities

1.6.1 The locations of the operational and storage areas are shown on Drawing No. 3074-ARN-AGG-03. The nature of operations at waste facilities means that certain operational areas may change depending on processing requirements.

1.6.2 The waste types handled on site will consist of dry, inert and non-hazardous waste arising from activities within the surrounding area. This is as defined in the Controlled Waste

(England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990.

1.6.3 A detailed breakdown of the waste types allowed for acceptance at the site will be shown in the environmental permit. No hazardous, clinical or liquid wastes will be accepted at the site.

1.6.4 The throughput of the site is limited to <75,000 tonnes per annum. The type and type and volume of waste to be stored on site is also clearly outlined on Drawing No. 3074-ARN-AGG-03.

1.7 Exempt activities

1.7.1 Activities which are outside the scope of the EP for the site (listed in Schedule 3 of The Environmental Permitting (England and Wales) Regulations 2016) may be carried out at the recycling centre and the relevant details would be registered with the EA prior to commencement.

1.7.2 Registration - Current and future exemption notifications and register entries will be held in the site office. Registered exemptions are valid for a period of 3 years. If the activity is to be carried on after 3 years, a renewal will be submitted to the EA.

1.7.3 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. 3074-ARN-AGG-03.

1.8 Staffing and management

1.8.1 The site will open for the deposit of waste or for other essential operations during the hours listed in Section 1.5. Table 1.2 below details the staff required when the site is operating at full capacity.

Table 1.1 - Staffing Levels

Position	Employees	Responsibilities
Site Manager	1	Overseeing and co-ordinating activities which take place at the site
Yard/ Machine Operatives/ Drivers	2	Traffic marshals, mobile plant drivers, general operatives/housekeeping
Office/Administration Staff	1	Office/administrative duties

1.8.2 Additional temporary staff may be employed on site during busy periods to carry out site maintenance works, plant maintenance, administration and record keeping.

1.9 Health and safety

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

1.10 Fit and proper persons

1.10.1 The site will assign a Technically Competent Manager (TCM) who provide the required attendance time at the facility as required by guidance periodically issued by the EA. A copy of the appointed TCM's Certificate of Technical Competence (COTC) will always be made available in the site office.

1.10.2 The company, through the TCM, will ensure that a nominated deputy is sufficiently trained and familiar with the EP and this EMS document in addition to all relevant company procedures who, in the absence of the TCM, will act the competent person. If either the

TCM or deputy is changed, the EA will be informed of the change and the relevant details of the replacement as soon as possible.

1.11 Convictions

1.11.1 Essex Grab Hire Limited nor any of the relevant people within the company have been convicted of a relevant offence.

1.12 Waste carriers

1.12.1 Essex Grab Hire Limited hold an upper tier waste carrier; Ref. CBDU74379.

2 Site Engineering and Infrastructure

2.1 Site description

2.1.1 The site is located as shown on Drawing Nos. 3074-ARN-AGG-01 and 3074-ARN-AGG-02. The site benefits from a number of parking spaces for staff, visitors, HGV's and trailers, as shown on Drawing No. 3074-ARN-AGG-03.

2.2 Access and parking

2.2.1 The site is accessed from Ongar Road and parking is also available on site as shown on Drawing Nos. 3074-ARN-AGG-03.

2.3 Site office

2.3.1 The site office will be located as shown on Drawing No. 3074-ARN-AGG-03. The documents listed below will be retained in the site office.

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)]
Hazardous waste consignment notes (rejected waste, etc., kept for 5 years)
Waste delivery tickets
Accident book (& 1st aid kit)

2.4 Weighbridge

2.4.1 The site does not have a weighbridge available on site. All wastes will either be weighed at the site of production of using the conversion factors provided in Section 3.2 of this EMS.

2.5 Notice board and signs

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

- The site name and address.
- The name of the permit holder and operator.
- The Environmental Permit number and accompanying statement stating that the site is permitted by the EA
- Environment Agency contact details, Emergency No. 0800 80 70 60 and
- General Enquires No. 03708 506 506.
- Operator's "out of hours" emergency contact details (07740724601 & 07885503114).
- 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.

2.6 Site security

2.6.1 The site has suitable perimeter security i.e. 2.4m palisade fencing and bunding along the northern and western perimeter. The perimeter is considered suitable in preventing unauthorised access to the site. Details of the perimeter is shown on Drawing No. 3074-ARN-AGG-03.

2.6.2 During times when the site is closed, the following measure are in place to further reduce unauthorised access

a) **CCTV system** - The site will benefit from a remotely accessible 24-hour CCTV system.

2.6.3 The site security will be inspected on a daily basis and any defects which impair the effectiveness of the security will be repaired to the same or better standard within a suitable timescale. All repairs will be noted on the site diary or daily inspections forms and repaired as soon as practically possible.

2.6.4 The security measures at the site are under constant daily review under the site's inspection regime. If unauthorised access becomes apparent as a problem at the site the security measures will be reviewed and improvements implemented.

2.7 Fuel storage

2.7.1 The site does not currently store any fuels/oils on site. The location of fuel storage on site will be shown on Drawing No. 3074-ARN-AGG-03 and procedures for any fuel storage on site are as follows:

- Tanks will be surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.
- All pipework and associated infrastructure will be enclosed within the bund.
- A lock will be fitted to the tank valve to prevent unauthorised operation.
- All valves and gauges on the bund will be constructed to prevent damage caused by frost.
- No combustible waste will be stored within 6 metres of the tank.

2.7.2 The tank will be clearly marked showing the product within and also its capacity.

2.8 Rejected Waste

2.8.1 Any waste which is rejected will be stored in a quarantine skip with a maximum capacity of and removed from the site the skip container is full. 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 EGH/RF/2 or similar.

2.9 Drainage

2.9.1 The site comprises an entirely hardstanding surface made up of crushed stone and aggregate and rainwater is expected to either soak into the ground or evaporate.

2.9.2 Visual inspections of the site will be undertaken daily by trained operational with any noticeable pooling cleared and reported to the TCM or site manager by the end of the working day. In the event of surface water pooling from heavy rainfall events, the operator as part of the ongoing daily inspections the site manager or TCM 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. The tanker can be sourced quickly from numerous sources around Business Park/Industrial Estate. If the water is suitable for suppression techniques, it will be scooped and doused on stockpiles during dry weather conditions.

2.10 Vehicles, plant and equipment

2.10.1 Waste will be handled using the plant listed below. Only trained operators 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 - List of Plant & Equipment

ITEM	NUMBER	FUNCTION
360 Excavator	1	Loading/unloading/movement of waste
Loading shovel	1	Loading/unloading/movement of waste
Crushing	1	Crushing / size reduction of waste
Screener	1	Screening soil, crushed brick etc.

2.10.2 **Note:** The plant/equipment on site will vary depending on the amount of waste accepted at the site. The permit allows for mechanical processing of waste but there are currently no mechanical processing plant/equipment installed at the site apart from the handling equipment detailed in the table above.

2.11 Preventative maintenance

2.11.1 The plant / equipment on site may vary depending on the amount of waste to be processed / treated. The list is the maximum that will be on at site at any one time. When the site is closed there may be periods when no plant/equipment is kept on site.

2.11.2 Much of the plant and equipment on site and all vehicles in the fleet are subject to periodic manufacturer maintenance to ensure proper working order in the form of service contracts. Site management undertake or delegate additional preventative maintenance checks on a more frequent basis to ensure, where possible, the machinery is mechanically sound. These checks will be carried out using a preventative maintenance checklist. Any outcomes, defects and actions taken will be recorded on this form and/or in the site diary.

3 Site Operations

3.1 Preliminary procedures

3.1.1 Guidance will be given by the site operator to all employees, sub-contractors, other waste carriers and customers regarding the waste types which are acceptable at the site (i.e. a copy of the relevant authorisations for the site such as the EP). Generally, one contractor haulier is employed to bring the material to site but if however, waste is to be accepted under sub-contractor or is delivered by other known hauliers then the carrier registration details will be taken prior to them being considered. All haulage operators bringing waste to the site will be periodically checked with the EA to ensure that they are registered. The procedures below will be followed prior to the receipt of soils and aggregates on site.

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

a) If the load is satisfactory the driver will sign the relevant paperwork (Duty of Care transfer note/delivery ticket) and remove the load from the premises.
b) If the waste does not meet the description stated on the controlled waste transfer note the customer is advised to check the note and give a more detailed description of the waste.
c) If the more detailed description of the waste reveals that the waste is not/permitted at the recycling centre then the customer is advised that the waste must be taken to another site which is appropriately permitted to accept the waste(s).
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.
f) Where the load contains soil from an industrial site the procedures in Section 3.4 will be followed.

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

3.2 Weighing and categorising loads

3.2.1 The weight of each load into and out of the site will be weighed/estimated using the standard EA and WRAP agreed volume-to-weight conversion factors as found in the table below:

Table 3.1 - Weight-Volume Conversion Factors for Typical Wastes Accepted at the Site

Waste type	**Conversion Factors**	
	Tonnes/m3	**Tonnes/yd3**
Foundry Sand	1.60	1.22
Topsoil/subsoil	1.30	1.00
Clay	1.60	1.22
'Light' loads	0.46	0.35
Metals	0.42	0.32
Mixed builder's skips	1.20	0.92
Paper/cardboard	0.20	0.15
Tree cuttings	0.20	0.15
Glass	0.75	0.57
Industrial sweepings/general rubbish	0.63	0.48
Commercial sweepings/general rubbish	0.33	0.24
Waste packaging/containers	0.20	0.15
Wood	0.70	0.53
Green waste	0.75	0.58

3.3 Checking in & inspection of loads (general)

3.3.1 All incoming vehicles are required to report to office where their credentials can be checked prior to proceeding to 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 site and tipping area shown on Drawing No. 3074/ARN/AGG/03. 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 and returned to the producer.

3.3.2 All vehicle drivers must report to the site office upon arrival at the site. Each load will be weighed, recorded and its contents inspected. All waste accepted on site will be directed to the appropriate reception area.

3.3.3 Once a load has been accepted the driver will be asked to unsheet the vehicle (if it is sheeted) and a visual inspection of the contents will be carried out to ensure that the material complies with the EP. If non-compliant waste is discovered before deposit, the load will not be accepted and disposed of at an approved facility. In cases where the presence of unauthorised waste is likely to lead to a breach of permit conditions, the EA will be contacted immediately to agree a course of action.

3.3.4 The nature of bulk loads makes full inspection difficult until the load is deposited. If the load is considered acceptable the driver will be instructed to deposit it to appropriate area on site.

3.3.5 Loads are also examined at the point of unloading. If they are found to be unacceptable at this point the load will be either quarantined or reloaded and removed within a timescale agreed with the EA. If small levels of contamination are noted they are handpicked and reject material placed in a skip for safe disposal.

3.3.6 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.

3.4 Checking in & inspection of loads

3.4.1 Each load of material described as inert or excavation waste is assessed for visual signs of contamination such as plastic, glass or metal within the material. If a load is deemed unacceptable for purposes of creating quality aggregate or topsoil then it will be returned to its source or directed to an alternative site.

3.4.2 Loads are also examined at the point of unloading. If they are found to be unacceptable, the load will be reloaded onto the delivery vehicle and undergo the actions stated in Section 3.3. If small levels of physical contamination are noted (plastics, wood, metal, etc.) they are handpicked and taken to a HCI station.

3.4.3 If hazardous waste or suspected hazardous waste is deposited on the site the material will be left alone with precautions taken to absorb any spillages and the area cordoned off. The EA will be contacted as a matter of urgency and the material left *in situ* until removed under the EA's instruction.

3.5 Waste acceptance procedure

3.5.1 For the protection of the operator and site supervisor any loads containing excavated soil i.e. EWC code 17 05 04 or 20 02 02 from an industrial site which could also include CDE sites, the waste must be accompanied by written documentation to demonstrate that the soil is not contaminated by way of waste analysis in line with the EA's Technical Guidance WM3 "Guidance on the classification and assessment of waste (1st Edition v1.1)".

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

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

3.5.3 The operator reserves the right to refuse such loads and contact the EA where necessary (prior to acceptance of the loads) to ensure that the load is acceptable.

3.6 Waste deposit & handling

3.6.1 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. 3074-ARN-AGG-03.

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

- 17 01 07 - mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
- 17 05 04 - soil and stones other than those mentioned in 17 05 03
- 20 02 02 - soil and stones

3.7 Waste processing procedure

3.7.1 On site processing using mobile plant is required to produce material to the desired specification for re-sale on the commercial market.

3.7.2 Below shows the procedure of the treatment operations carried out on site:

SCREENER

a) Waste will be loaded into the feed hopper of the screening plant will be loaded using a 360° tracked excavator or a loading shovel equipped with a bucket. This process will then separate the soil from the stone/hardcore.

b) The screening plant utilises a vibrating grid with evenly spaced vertical bars to separate out the different fractions within the material. Such screens have interchangeable mesh screens to permit the production of a wide range of product sizes (<3 mm to 20 mm).

c) Soil will be discharged into two different stockpiles depending on its size via conveyors.

d) The stone/hardcore material off the front conveyor of the screener should consists of stone/hardcore which will consist of a saleable aggregate. Larger items may then be transferred to the crusher.

CRUSHER

e) The bulky inert waste will be loaded into the feed hopper of the crusher; this then passes into the crushing chamber which uses hydraulically operated jaws to reduce the size of the material.

f) Small feed/fines pass through the grid bars/mesh at the base of the crushing chamber and out of the plant via a small side conveyor with a discharge height of approximately 1.5 - 3.0 metres. The larger crushed material falls onto the delivery conveyor which will discharge the material in one of two ways: either onto a conveyor feeding the grid of the mobile screen or onto the ground to form a stockpile.

g) Before the crushed material exits the delivery conveyor (discharge height of up to 3.0 metres) any extraneous metal is extracted using a permanent overband magnet. If the material requires further grading after crushing the mobile screening plant used will have up to 3 discharge conveyors, forming 3 stockpiles of different product.

h) Small feed/fines pass through the grid bars/mesh at the base of the crushing chamber and out of the plant via a small side conveyor with a discharge height of approximately 1.5 - 3.0 metres. The larger crushed material falls onto the delivery conveyor which will discharge the material in one of two ways: either onto a conveyor feeding the grid of the mobile screen or onto the ground to form a stockpile.

i) Before the crushed material exits the delivery conveyor (discharge height of up to 4.0 metres) any extraneous metal is extracted using a permanent overband magnet. If the material requires further grading after crushing the mobile screening plant used will have up to 3 discharge conveyors, forming 3 stockpiles of different product.

j) The stockpiled material which is discharged from the crushing plant will be transferred to the appropriate storage areas by loading shovel.

3.8 Waste/product removal and export

3.8.1 When a collection vehicle arrives at the site to remove waste material or product, the driver will be instructed to report to the site office to confirm their identity. All relevant documentation will be completed and the vehicle will be passed to pick up the load and take it to the designated recycler/disposal site (if the outgoing material has not been fully recovered on site). The product or waste will then be loaded using the loading shovel.

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

a) Brick/rubble - for crushing to produce 6f5 aggregate or similar product under the site's Aggregates Protocol.
b) Some materials will not be recovered after processing (or will not be fit for use at recovery sites) such as clays and some soils. These materials may be disposed at suitably permitted landfill site.
c) Fines - as material for site restoration works on site or used as landfill cover.
d) Metals – will be taken to a suitably permitted site for further recovery.
e) Rejected material will be removed from site as detailed in Section 2.8.
f) Waste unsuitable for processing i.e. inert clayey soils will be sent to a suitably permitted site.

3.9 Aggregates protocol

3.9.1 The site processes hardcore and inert material in accordance with an aggregates protocol. All product/aggregates leaving the site will be accompanied with a product note.

3.9.2 To be able to demonstrate compliance with the Aggregates from Inert Waste Quality Protocol, the site will retain all documentation for every load of recycled aggregates sent out of the site and the correct information will be included. If information is missed or documentation not retained then the material will remain a waste and be sent to a suitably permitted site.

3.9.3 The inspection and testing including frequency and methods of tests for finished product shall be detailed and appropriate to the material end use, the quality of input material and the complexity of the waste recovery process. The stockpiles will be sampled and tested in accordance with sections B2.8 and B2.9 of WRAP Aggregate Quality Protocol and may be varied to ensure a controlled process depending on the amount of waste received i.e. daily.

3.9.4 Results of tests are required to meet the customer's specification and will be forwarded upon request. If further tests are required for assessment of suitability for a customer's specific end use, then the results shall also be retained.

3.9.5 **Mechanically processed soil** – As there is no end of waste for mechanically processed soil, every load of processed soil (arising from screening) leaving the site will have an accompanying waste transfer note with all recorded details shown below. Mechanically processed soil will be sent to suitably permitted disposal or recovery / restoration site.

3.10 Record keeping

3.10.1 Essex Grab Hire Limited 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 written description of the waste which has been agreed and signed by the operator and the next holder. The description is part of the waste information the operator will provide.
- a statement confirming that 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)
- 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.

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

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

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

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

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

3.10.5 A summary of waste types and quantities deposited at and removed from the site and origin and destination details are then forwarded to the EA using the standard Generic Operator Returns electronic spreadsheet(s), with submission due within one month of the end of each quarter as below:

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

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

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

3.11 Management techniques

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

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

a) Staff are competent to manage and operate the facility i.e. fit and proper persons;

b) Waste acceptance procedures are in place;

c) Appropriate storage and handling procedures are in place;

d) Waste/product dispatch procedures are in place;

e) Procedures and control techniques in place to minimise potential emissions to air, land and water;

f) There is an EMS, i.e. this document, in place to ensure standards are maintained, including incidents and complaints management procedures;

g) A communication programme is in place; and,

h) A health and safety programme is in place and is coherently conveyed to all staff and rigorously enforced throughout the whole of the organisation.

3.12 Site closure plan

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

a) Contact the EA to advise the Environment Officer(s) that the site is planned to cease / has ceased the acceptance of wastes under the permit.

b) The amount of residual processed and unprocessed waste on site will be assessed by the TCM to set a timetable for the final processing and timely removal of waste from site.

c) Following removal of all waste, plant and machinery from site a Site Investigation will be undertaken to ascertain the ground conditions of the land to which the site relates.

d) A surrender application will then be submitted to the EA for determination.

4 Environmental Control, Monitoring and Reporting

4.1 Breakdowns and spillages

4.1.1 In the event of breakdown of the loading plant, an alternative machine will be brought on site until it is repaired. If an alternative machine cannot be used then waste will be stored securely until the plant is repaired. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages.

4.1.2 All site surfaces will be inspected daily when the site is in operation. Debris will be swept as required and placed in a skip for disposal to a suitably permitted site.

4.1.3 Any spillages of fuel/oil will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will be placed in a skip to be taken to a suitably permitted site for disposal. All spillages of waste and windblown litter will be cleared by the end of the working day in which they occur. Spillage clearance procedures are detailed in Section 5.4.

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 EGH/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.

4.3 Control of mud and debris

4.3.1 It is envisaged there is a risk of mud which could arise from the site due to the surface. To reduce the risk of mud/debris, the site has a wheelwash and all HGV's will be required to use the wheelwash prior to exiting the site.

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

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

4.4 Control of dust

4.4.1 The operator is aware that the containment of dust on site and the prevention of its escape is paramount to operational compatibility with local businesses and residents.

4.4.2 A series of dust mitigation measures are implemented on site and when site conditions dictate to ensure dust emissions are controlled as far as is practically possible. The measures include:

- sheeting of vehicles delivering waste to the site;
- sheeting of vehicles transporting potentially dusty loads off site;
- cleaning of any spillages using wet cleaning methods;
- use of crusting agents on stockpiles of finer materials, if required;
- stockpiles will be kept to a minimum as operating conditions allow;
- drop heights **ALWAYS** minimised to prevent dust emissions.

- A constant water supply will be available on site which can be used for dust suppression in all dry, hot weather conditions.

4.4.3 Site operatives will continuously monitor dust emissions whilst the site is in operation and will report back to the site supervisor for advice if required. The site supervisor will make a formal visual inspection of dust emissions throughout the day. Results of monitoring will be entered into the site diary/record forms.

4.4.4 The deposit of material on the access road or public highway will be treated as an emergency and will be cleaned immediately using a brush and shovel or a road sweeper/vacuum tanker (hired-in) if necessary.

4.4.5 In the unlikely event that dust levels result in complaints; a bowser will be sourced to dampen down dusty stockpiles and site surfaces to prevent any further dust generation.

4.5 Odour control

4.5.1 Strict turnaround times for any wastes which could give rise to odours will mean that the site will present a low risk of odour nuisance. If malodorous waste is deposited on site it will be consigned to the skip for rejected waste or removed from the site immediately.

4.5.2 The complaints procedure in record form EGH/RF/7 will be rigorously enforced should a third-party complaint be received from a public or private source.

4.6 Litter control

4.6.1 Given the nature of wastes accepted at the site, the risk of litter escaping the site boundary is deemed very low/negligible.

4.6.2 The greatest risk of litter would be during windy conditions. The site will be operated to a lesser degree during these conditions giving due regard to the potential effects of windblown litter.

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

4.7 Control of pests, birds and other scavengers

4.7.1 It is unlikely that vermin will present a problem, due to the waste types handled at the site, but a recognised pest control contractor will be brought in within 48 hours if any problems are encountered. 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.

4.8 Control and monitoring of noise & vibration

4.8.1 The location and surrounding land uses means noise associated with the operations will not greatly increase the existing noise level in the surrounding area. The waste operations will be carried out using the best practicable means at all times.

4.8.2 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 are shown on the table overleaf.

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.	• 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	• 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	• 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 crushing/screening plant in strict accordance with the hours set out in Section 1.5 of this EMS will ensure any impact on the surrounding area is minimised during 'unsociable' hours when surrounding industrial operations are less intensive or dormant
Operation of loading plant (i.e. telehandler/360)	• Drop heights to be kept to a minimum, particularly when loading empty tipper wagon/skip/container to minimise noise/vibration. • Engines to be switched off when not in use. • Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around site. • Loading plant/machinery will only be operated at ground level, i.e. never on stockpiles.
Small vehicles travelling to and from the site (e.g. staff and visitor's cars, courier van deliveries etc.)	• 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.

4.9 Complaints procedure

4.9.1 Any third party complaints received will be recorded on form EGH/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 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 Essex Grab Hire Limited, 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 emergency. An emergency at the site is defined by the site management as follows:

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

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

5.2 Fire

5.2.1 No waste will be burnt, and no fires will be allowed on site. In the event of a fire occurring on site, the operator/site supervisor will exercise his judgement and extinguish the fire with the water hose or suitable fire extinguisher and/or call the fire service for assistance. Any fires will be reported to the EA on the working day that they occur. All staff will be evacuated from the site if necessary. Smoking is not permitted on site. Firefighting residues will be disposed of to a permitted waste management facility.

5.2.2 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 OF THE FIRE**
e) LEAVE THE USING THE MAIN ACCESS GATES AS QUICKLY AND AS ORDERLY AS POSSIBLE
f) ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT WHICH IS LOCATED BY THE SITE ACCESS GATES.
g) THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON A999" AND ENSURING THAT ALL PERSONS WHO WERE WORKING ON THE SITE OR WHO SIGNED IN TO THE VISITOR'S BOOK ARE ASSEMBLED SAFELY
h) INFORM ALL NEIGHBOURING PREMISES WHO ARE LIKELY TO BE AFFECTED
i) INFORM THE ENVIRONMENT AGENCY
j) DO NOT RETURN TO THE SITE UNTIL YOU HAVE BEEN GIVEN THE ALL CLEAR BY THE EMERGENCY SERVICES AND THE SITE MANAGER

5.3 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 which may be stored on site will be contained within a bunded receptacle/container to contain any primary leaks. If any oil and vehicle maintenance chemicals are kept on site, they will be stored securely. In the event of a spillage a spill containment kit (absorbent pads, booms or granules) will be used to prevent further spillage and the contaminated absorbents placed in a skip for disposal to a suitably permitted facility.

5.4.2 Any wastes which would be classified as having the potential to cause polluting runoff will be stored within a concrete area.

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 skip/load and is not observed until the skip is deposited in the waste transfer area then the following procedure will apply:

a) The staff member will visually check the condition of the drum from a safe distance, noting any labels referring to the possible contents or hazards.
b) The site manager will be contacted to verify the observations and to decide on further action.
c) The producer of the waste and the 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 Adverse weather conditions

5.8.1 **High winds** - There will be no sorting, processing or treatment of any wastes which are likely to be blown around during conditions of high winds. Vehicles leaving the site will be sheeted to comply with the requirements of the Duty of Care legislation.

5.8.2 **Poor visibility** - The site will not operate in conditions of poor visibility such as dense fog to reduce the risk of vehicle collision.

5.8.3 **Droughts / warm weather** – The site would source further dust suppression equipment if dust became a nuisance due to these weather conditions.

5.8.4 **Long periods of rainfall or flood events** – Due to the site's surface and potential for mud tracking off site. Vehicles will undergo a stringent check and vehicle chassis would be washed down using the wheelwash facility to reduce the risk of mud tracking off site. If this isn't suitable, the operator would source a road sweeper until weather conditions improve.

5.8.5 The operator will set up a notification alert with the Met Office to receive prior notifications of the above unforeseen adverse weather conditions to ensure mitigation can be put in place prior to the event. The site may be forced to close during events which could cause a significant risk to staff, human health or the environment.

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 one of alternative sites or use the EA's public register 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 Operational failure

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

5.11 Bomb scare

5.11.1 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 Training for Site Staff

6.1 Training needs assessment

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

6.1.2 An employee training record EGH/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.

6.2 Site rules and infrastructure training

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

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

6.3 Emergency procedures training

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

6.3.2 In addition to normal operating conditions as specified in the site rules, employees must also be trained in dealing with eventualities which may occur outside the scope of normal

operating conditions, so they are aware of how to deal with these situations in advance of an occurrence.

6.4 Fire safety / firefighting training

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

6.4.2 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 6.3).

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

6.4.4 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.

6.5 Recognition of waste types training

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

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

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

6.6 Storage areas / limits training

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

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

6.7 Vehicle / plant preventative maintenance training

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

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

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

6.8 Duty of care training

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

6.9 Plant operation training

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

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

6.10 Permit / management System

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

6.11 Training for contractors

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

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

Appendix I

Drawings

Scale Bar (1:25,000)

0 km 1 km 2 km

NOTES

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REVISION HISTORY

Rev	Date	Init:	Description:
-	12.6.20	RS	Initial drawing

KEY:

Permit boundary

Oaktree Environmental Ltd

Waste, Planning and Environmental Consultants

DRAWING TITLE

SITE LOCATION MAP

CLIENT

Essex Grab Hire Ltd

PROJECT/SITE

Essex Grab Hire, Arnolds Farm, Ongar Road, Stapleford Tawney, Romford RM4 1RD

SCALE @ A4	JOB NO	CLIENT NO
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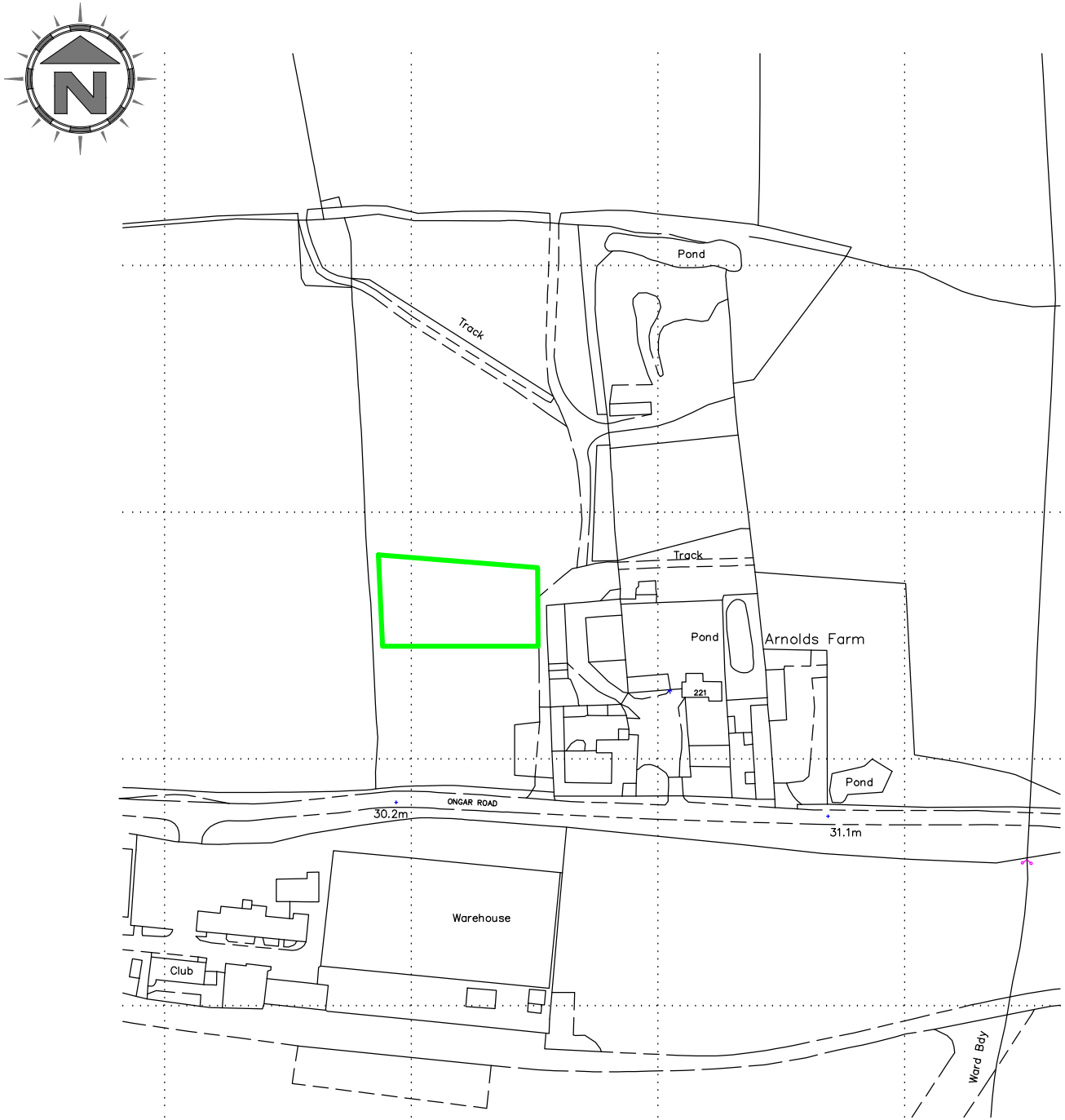

NOTES

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REVISION HISTORY

Rev	Date	Init:	Description:
-	12.6.20	RS	Initial drawing

KEY:

Permit boundary

Scale Bar (1:2,500)

0 m 20 40 60 80 100 m

Oaktree Environmental Ltd

Waste, Planning and Environmental Consultants

DRAWING TITLE

PERMIT BOUNDARY PLAN

CLIENT

Essex Grab Hire Ltd

PROJECT/SITE

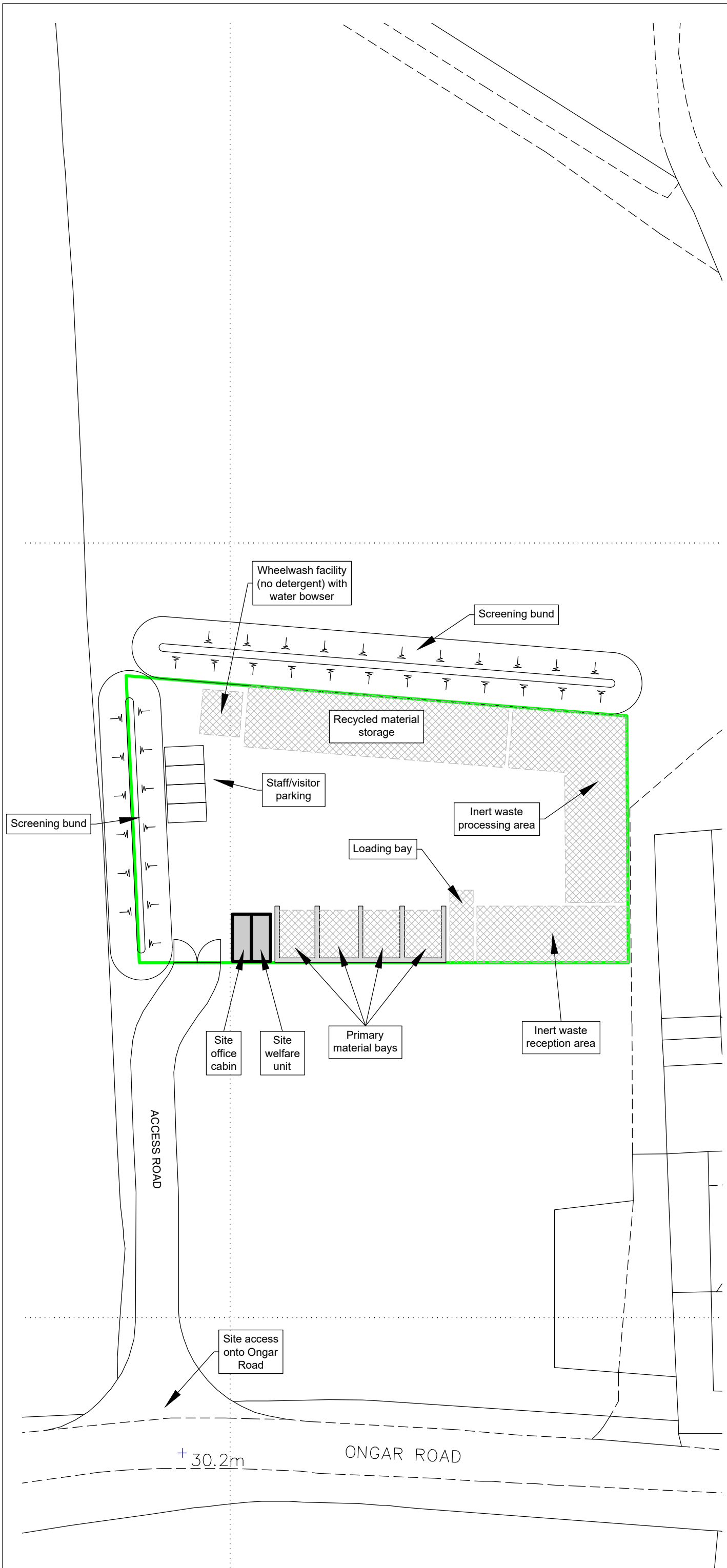
Essex Grab Hire, Arnolds Farm, Ongar Road, Stapleford Tawney, Romford RM4 1RD

SCALE @ A4	JOB NO	CLIENT NO
1:2,500	001	3074

DRAWING NUMBER	REV	STATUS
3074-ARN-AGG-02	-	Issued

DRAWN	CHECKED	DATE
RS	RS	12.06.20

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



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REVISION HISTORY

Rev	Date	Init:	Description:
-	3.11.20	RS	Initial drawing

Scale Bar (1:500)

0 m 5 10 15 20 25 m

Oaktree Environmental Ltd

Waste, Planning and Environmental Consultants

DRAWING TITLE

SITE LAYOUT PLAN

CLIENT

Essex Grab Hire Ltd

PROJECT/SITE

Essex Grab Hire, Arnolds Farm, Ongar Road, Stapleford Tawney, Romford RM4 1RD

SCALE @ A3	JOB NO	CLIENT NO
1:500	001	3074

DRAWING NUMBER	REV	STATUS
3074-ARN-AGG-02	-	Issued

DRAWN	CHECKED	DATE
RS	RS	03.11.20

Lime House, Road Two, Winsford, Cheshire, CW7 3QZ

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Appendix II

Record Keeping Forms

ESSEX GRAB HIRE LIMITED
REJECTED WASTE - RECORD FORM EGH/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	

ESSEX GRAB HIRE LIMITED
SITE INSPECTION FORM (DAILY INSPECTIONS) – EGH/RF/4

WEEK STARTING								
TYPE OF INSPECTION		**DAY**						
		M	**T**	**W**	**T**	**F**	**S**	**S**
SITE ENTRANCE/NOTICE BOARD								
SECURITY - GATES								
SECURITY - FENCING								
SITE ROADS (CLEAR FROM HAZARDS)								
IMPERMEABLE CONCRETE AREAS (INTEGRITY)								
DRAINAGE SYSTEM FOR CONCRETE PADS								
WASTE CONTAINERS & BAY WALLS								
WASTE STORAGE LIMITS	INERT							
WASTE STORAGE LIMITS	BIODEGRADABLE							
WASTE STORAGE LIMITS	COMBUSTIBLE							
WASTE STORAGE LIMITS	EXEMPTIONS							
CONTAINMENT OF REJECTED WASTE								
NOISE LEVELS								
FIRES (ANY INCIDENTS REPORTED)								
NO SMOKING SIGNS IN PLACE								
FUEL TANK/BUND								
LITTER (ON SITE AND OUTSIDE SITE BOUNDARY)								
DUST (VISUAL INSPECTIONS)								
ODOUR (OLFACTORY INSPECTIONS - ODOUR MANAGEMENT PLAN)								
VERMIN								
RECORDS								
COMPLAINTS RECEIVED								
OTHER (SEE NOTES BELOW)								
INSPECTION CARRIED OUT BY								

NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):

CHECKED BY		**SIGNATURE**	
POSITION		**DATE**	
Sheet		***of***	

ESSEX GRAB HIRE LIMITED
EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - EGH/RF/6

EMPLOYEE NAME		**DATE**		
POSITION		**REVIEW DUE**		
TRAINING CARRIED OUT BY				
POSITION				

TRAINING REQUIRED	**GENERAL OPERATIVES**		**HGV DRIVER**		**PLANT OPERATOR**		**YARD MANAGER**		**TECHNICALLY COMPETENT MANAGER**	
CARRIED OUT?	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE
SITE RULES AND INFRASTRUCTURE										
EMERGENCY PROCEDURES										
FIRE SAFETY/ FIRE FIGHTING										
RECOGNITION OF WASTE TYPES										
STORAGE AREAS/LIMITS										
RECORD KEEPING										
VEHICLE CHECKS (Preventative Maintenance)										
PLANT CHECKS (Preventative Maintenance)										
DUTY OF CARE WASTE TRANSFER NOTES										
PLANT OPERATION - LOADING PLANT										
PLANT OPERATION - TREATMENT PLANT										
MANAGEMENT SYSTEM & PERMIT										
OTHER 1 (PLEASE SPECIFY)										
OTHER 2 (PLEASE SPECIFY)										

ESSEX GRAB HIRE LIMITED
COMPLAINTS REPORT FORM (EGH/RF/7)

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

COMPLAINT RECORDING PROCEDURE:

Any complaints received will be recorded on form EGH/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 EA 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 and contractors must sign the visitor's book upon entry to and exit from the site. All vehicle drivers must report to the office and await instruction from the site manager/deputy before proceeding to deposit waste at the site.

3) All accidents, diseases, injuries or dangerous occurrences shall be reported to the site manager. All instructions issued by the site manager in respect of health and safety at the site must be followed by all site users.

4) A first aid box (including eye-wash bottles) is kept in the site office. If you are injured on site please alert a member of staff/trained first-aider for assistance.

5) All persons must wear the appropriate PPE on site including high visibility jackets and hard hat.

6) Safety boots must be worn by all persons in the waste treatment/storage areas.

7) Protective gloves must be worn for any operations which present a hazard of puncture to or laceration of the skin or for any manual handling work carried out on site.

8) Ear defenders, safety helmets (hard hats) and eye protection will be issued when deemed necessary and must be worn by all employees and contractors where required by the site manager or other site representatives.

9) Fire extinguishers are kept on site to deal with any fires - fires shall only be dealt with by employees of Essex Grab Hire Limited unless alternative instructions are given by the site manager. Access to fire exits and firefighting equipment must be kept clear at all times. When the fire alarm sounds please follow instructions and leave the site in an orderly fashion.

10) Persons who are suspected to be under the influence of drugs or alcohol will be removed from the site.

11) Smoking is not permitted on the site.

12) Observe and follow all traffic directions and traffic/safety signs.

13) Drivers must comply with all safety instructions given by the site manager or appointed deputy.

14) All drivers are responsible for ensuring that their vehicle is safely loaded. Unsafe loads will not be accepted at the site and will not be allowed to leave the site until they have been made safe.

15) Drivers waiting to tip at the recycling centre shall follow the instructions of the operator and shall only tip in the designated area, unless advised otherwise. No tipping shall take place over sorted stockpiles.

16) Drivers must remain in the cab or stand well clear of the vehicle during loading or tipping. Once the vehicle has been loaded it must be securely sheeted (if necessary) before leaving the site. When sheeting and unsheeting the vehicle ensure that the engine is switched off, the ignition key removed and the parking brake is on. Do not gain access using the mudguards and wheels. Ensure that your ropes, hooks and sheets are in good condition.

17) Never travel with the vehicle body raised. Ensure you know the maximum height of the raised body of your vehicle.

Declaration: To be completed by site users

I have read and understand the conditions of use for this site and agree to comply with them at all times. I accept that neither Essex Grab Hire Limited 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