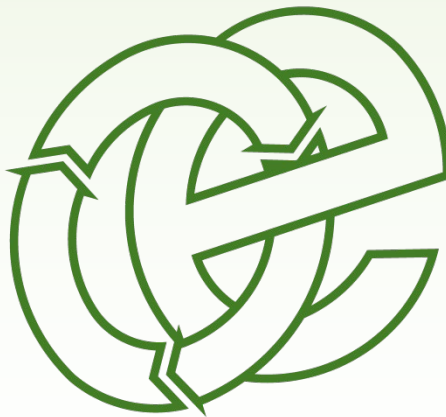


ENVIRONMENTAL MANAGEMENT SYSTEM

1 Coronel Avenue, Off Rowleys Green Lane, Coventry, CV6 6AP

Tom White Waste Ltd

| | | | | | |
|-------------------|------------|-------------------|-----------------|-----------------|----|
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**FOR REFERENCE ONLY; OPERATOR MAY USE INTERNAL INSPECTION SHEETS OR THE FORMS
WILL BE KEPT IN ELECTRONIC FORMAT**

Site Information & Key Contacts List

| | | | |
|-----------------------|--|---------------------------|-----------------------|
| Site Address: | 1 Coronel Avenue, Off Rowleys Green Lane, Coventry, CV6 6AP | | |
| Site Operator: | Tom White Waste Ltd | National Grid Ref: | SP 34167 83652 |

| Contact | Description | Office Hours | Out of Hours |
|--|--|-------------------------|---------------------|
| Philip Helm Grant Wishart McKelvie Julian Ashley Tranter Andrew Paul Williams | Directors | 024 7666 2525 | 07816 370028 |
| Singh Gurbinder Sangha | Secretary | 02476 662525 | 07816 370028 |
| Michael Trueman Bart Dodanowicz | Site managers / foreman's & TCMs | 02476 662525 | 07816 370028 |
| University Hospital Coventry & Warwickshire Clifford Bridge Road, Coventry, CV2 2DX | Main NHS Hospital | 024 7696 4000 | 999 |
| | Accident & Emergency (A&E) – 12-hour service | 999 | 999 |
| The Gables Medicentre 268 Holbrook Lane, Coventry, CV2 2DX | Local Doctor Surgery (GP) | 024 7668 8340 | 999 or 112 |
| West Midlands Police Police Station Stoney Stanton Road, Coventry, CV6 5DG | Local Police Non- Emergency | 101 or 0845 113 5000 | 999 or 112 |
| | Police Emergency | 999 or 112 | 999 or 112 |
| West Midlands Fire & Rescue Service Foleshill Fire Station Foleshill Road, Coventry, CV6 5HN | Fire and Rescue Service (in Emergency Dial 999) | 999 or 0121 380 7525 | 999 or 112 |
| Coventry City Council Earl Street, Coventry, CV1 5RR | County Council General Enquiries | 0808 583 4333 | 999 or 112 |
| Severn Trent | Water Provider / Sewerage Undertaker | 0800 783 4444 | 999 or 112 |
| Environment Agency Sentinel House, 9 Wellington Cres, Fradley, Lichfield, WS13 8RR | Local Environment Agency Office | 0370 850 6506 | 0800 80 70 60 |
| Oaktree Environmental Ltd Lime House, 2 Road Two, Winsford, Cheshire CW7 3QZ | Specialist Advisor (Waste and Planning Issues) | 01606 558833 | 999 |

1 General Considerations

1.1 Site operator/permit type

1.1.1 Tom White Waste Ltd is the Environmental Permit (EP) holder and the site will operate as a household, commercial and industrial (HCI) waste transfer station.

1.1.2 The EP was originally issued on 09/17/2010 to the current operator Tom White Waste Ltd. The table below details the permit history.

1.2 Relevant contacts

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

| | |
|-------------------------|--|
| Tom White Waste Ltd | Contact: Michael Trueman |
| Unit 13a Stonebrook Way | Position: Technically Competent Manager |
| Longford | Tel: 07816 370028 |
| Coventry | Email: michael@tomwhitewaste.co.uk |
| West Midlands | |
| CV6 6LN | |

1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for Tom White Waste Ltd to assist in the preparation of this Environmental Management System (EMS). Contact details for Oaktree Environmental are as follows:

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

1.3 EMS

1.3.1 This EMS has been prepared to meet the requirements of The Environmental Permitting (England and Wales) Regulations 2016 and the Environment Agency's Guidance: "Develop a

management system: environmental permits". This EMS will supersede previous EMS' produced by the operator.

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

1.4 Site information and locality

1.4.1 The site is located at 1 Coronel Avenue, Off Rowleys Green Lane, Coventry, CV6 6AP as shown on Drawing Nos. COR/3206/01 & 02. The national grid reference for the site is SP 34167 83652.

1.5 Permit area/waste management operations

1.5.1 The permit boundary is outlined in green on Drawing No. COR/3206/02. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant and equipment.

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

- Compacting (by loading shovel/360° excavator)
- Sorting (with loading shovel/360° excavator or by hand)
- Separation (by loading shovel/360° excavator or by hand)

1.5.3 Specified waste management operations include waste disposal and waste recovery operations listed Annex IIA and IIB of The Waste Framework Directive 2008/98/EC are shown below:

- D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)
- R12: Exchange of waste for submission to any of the operations numbered R 1 to R 11

- R13: Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)
- R3: Recycling/reclamation of organic substances which are not used as solvents
- R4: Recycling/reclamation of metals and metal compounds
- R5: Recycling/reclamation of other inorganic materials

1.6 Hours of operation

1.6.1 The site is permitted to be open during the following hours for the receipt, sorting and removal of waste; including depositing, sorting, moving, storing and removing waste:

| | |
|-------------------------------|---------------|
| Monday to Friday | 06:00 - 17:00 |
| Saturday | 07:00 - 12:00 |
| Sundays, Bank/Public holidays | No operations |

1.6.2 The only activities on site which will be permitted outside of these hours are maintenance works, general administrative duties and emergency processing due to unavoidable events such as staff shortages, plant breakdowns or poor weather conditions.

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

1.7 Waste Storage, Types and Quantities

1.7.1 The locations of the operational and storage areas are shown on Drawing No. COR/3206/03. The nature of operations at waste facilities means that certain operational areas may change depending on processing requirements.

1.7.2 The waste types handled on site consist of Household, commercial and industrial waste (HCI) and dry, inert and non-hazardous construction, demolition and excavation waste as defined in the Controlled Waste (England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990. A detailed breakdown of the waste types allowed for

acceptance at the site will be shown in the EP which will appear in Appendix III of this document.

1.7.3 The annual quantity of waste received shall not exceed 75,000 tonnes.

1.8 Waste storage table

1.8.1 The following table overleaf details the maximum pile sizes and duration for all wastes stored on site when the site is not operational. It is proposed to restrict all waste types to commercial and municipal sources meaning the waste will be much lighter than what can be currently accepted. On this basis it is proposed the site will be storing no more than 1,000 cubic metres of waste, equating to approximately 300 – 500 tonnes of waste material.

1.8.2 It is important to note that the storage quantity of the site may vary should the site improve infrastructure enabling increased waste storage.

Table 1.1 – Storage Table Details

| Waste Storage Area Details - PILE SIZES BASED ON AREA OF STOCKPILE ON SITE PLAN NOT LENGTH X WIDTH | | | | | | | | | | | | |
|--|-----------------------------------|-----------------------------|--|--------------------------------|---------------|----------------|------------|---------------|------------------------|-------------|-------------------|---------------------------|
| Plan Ref | Description | Storage type | Containment | Height / width of firewall (m) | Max Width (m) | Max Length (m) | Height (m) | Max area (m2) | Conversion factor used | Volume (m3) | Tonnage (approx.) | Maximum storage durations |
| AREA 1 | Mixed municipal waste bulking bay | Free-standing (unprocessed) | Storage bay / galvanised steel | 3 / 0.3 | 18 | 20 | 2 | 200 | 0.75 | 300 | 100 | <72 hours |
| AREA 2 | As above | Free-standing (unprocessed) | Storage bay / galvanised steel | 3 / 0.3 | 16 | 10 | 2 | 160 | 0.75 | 240 | 80 | <72 hours |
| AREA 3 | As above | Free-standing (unprocessed) | Storage bay / galvanised steel | 3 / 0.3 | 19 | 13 | 2 | 200 | 0.75 | 300 | 100 | <72 hours |
| AREA 4 | Quarantine area | Free-standing (unprocessed) | Interlocking block concrete fire wall and galvanised steel storage bay | 3 / 0.3 | 12.5 | 10.8 | 2 | 135 | 0.75 | 203 | 101 | <72 hours |

1.9 Conversion factors

1.9.1 The following conversion factors for calculating waste pile sizes are set out below.

Table 1.2 – Conversion Factors

| Conversion Factors |
|---|
| Conversion factors for waste piles are worked out using the following methods set out by the Environment Agency |
| The maximum length width pile is based on the largest dimension – the volume of the pile has been calculated using the area x height x relevant conversion factor |
| Conversion of 1 for materials stored within containers, area of storage in stackable containers and waste/bale stacks |
| Conversion of 0.75 for waste stored within a bay comprising volume of rectangle + pyramid |
| Conversion of 0.3333 for waste stored in a free-standing stockpile |
| All containers can be moved and are accessible from one side so a fire can be extinguished |

1.10 Exempt activities

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

1.10.2 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. COR/3206/03.

1.11 Staffing and management

1.11.1 The table below details the minimum number of staff when the site is open for the reception and processing of waste.

Table 1.3 - Staffing Levels

| Position | Employees | Responsibilities |
|------------------------------|------------------|---|
| Site manager | 1 (1) | Overseeing and co-ordinating all activities which take place at the site |
| TCM | 1 (1) | Ensuring that the site is being operated in accordance with Health & Safety Legislation |
| Machine / Plant Operator's / | 2 (1) | Waste handling / sorting of waste |
| General operatives | 2 (1) | Waste handling / sorting of waste |
| Administration staff | 2 (1) | Office/administrative duties |

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

1.12 Health and safety

1.12.1 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.

1.13 Fit and proper persons

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

1.13.2 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.

1.14 Convictions

1.14.1 Tom White Waste Ltd nor any of the relevant people within the company have been convicted of a relevant offence.

1.15 Waste carriers

1.15.1 Tom White Waste Ltd hold an upper tier waste carrier; Ref. CBDU219521.

2 Site Engineering and Infrastructure

2.1 Site description

2.1.1 The site infrastructure is clearly detailed on Drawing No. COR/3206/03. The drawing illustrates the following areas on site:

- i) Different surfaces i.e. concrete, hardstanding etc.
- ii) Location of buildings
- iii) Height/type of perimeter fencing
- iv) Reception and storage areas of waste
- v) Location of any fixed plant/equipment

2.2 Access and parking

2.2.1 Access and egress to/from the site is via Coronel Avenue using a one-way system as shown on Drawing No. COR/3206/03. Ample parking is available adjacent to the site for staff visitors.

2.3 Site office

2.3.1 The site office is located as shown on Drawing No. COR/3206/03 and 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 / EAWML (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 3 years) Waste delivery tickets Accident book (& 1st aid kit) |

2.4 Weighing and categorising loads

2.4.1 The site has a weighbridge for accurate weighing of loads to and from the site. During instances where the weighbridge is out of action, the weight of each load into and out of the site will also be estimated using the standard EA/WRAP agreed volume-to-weight conversion factors.

2.5 Notice board and signs

2.5.1 A notice board is erected at the site entrance and 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 Environment Agency.
- 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
- 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 will have the following in place around the site perimeters as shown on Drawing No. COR/3206/03 where the on-site buildings do not comprise the security.

- i) Boundary treatments comprise steel sheeted fence to the east of the site, 2.5m brick wall to the south-east,
- ii) 2.5m high close board wooden fencing outside of 3m high steel sheet fence to the west of the site

iii) An existing off-site building is positioned adjacent to the northern boundary.

2.6.2 It must also be noted the site has been operational since 2010 and has never had any incidents in terms of intrusions for unauthorised personnel.

2.6.3 There is 24/7 remotely accessible CCTV fitted with full site coverage and off-site supervision. The location of CCTV cameras are indicatively shown on Drawing No COR/3206/03.

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

2.7 Fuel & Hazardous Fluids Storage

2.7.1 The location of the above areas are shown on Drawing No. COR/3206/03. The storage of these fluids will take place in a sealed tanks stored >6m from any waste material or other combustible/flammable material. The Fuel tank on site is bunded and a drip tray is in place to collect any spillages. The fuel pump hose is kept locked in a box on the drip tray. A spill kit will be readily available next to the fuel tank. Ad blue, lubricants and other liquids are stored on bunds inside the workshop with spill kits, absorbents located in the vicinity .

2.7.2 The procedures for fuel storage on site are as follows:

- Tanks are 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 any fuel/fluid's storage without a fire wall in place.

- 2.7.3 The tanks are clearly marked showing the product within and their capacity. In addition to daily checks by staff for the tank's integrity, the tanks are also alarmed to ensure the operator notified in advance prior to the tanks being full.

2.8 Rejected Waste

- 2.8.1 Any waste which is rejected will be stored in a quarantine skip and removed from the site whenever the container is full. The location of this skip has not been included on Drawing No. COR/3206/03 as the skip location 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 TWW/RF/2 or similar.

2.9 Drainage

- 2.9.1 All areas which store and treat waste are located on an impermeable concrete surface with sealed drainage. Surface water from waste processing areas of the site drain into a series of surface gully catchment pits before draining into the combined sewer on Coronel Avenue via an interceptor. Clean surface water from the roof of the building discharges directly into the clean surface water sewer on Coronel Avenue. The above is demonstrated on Drawing No. COR/3206/03.
- 2.9.2 The site will inspect the volume of the interceptor weekly or three times weekly during heavy rainfall events. Both the interceptor and surface water sewer manhole have penstocks so the operator can shut off the drainage in the event of an incident i.e. a fire or fuel tank damage.
- 2.9.3 Inspection of the surface water on site will be carried out throughout the day using inspection forms by site staff and in the event of surface water pooling from heavy rainfall events, the operator will inspect the water by eye and any distinctive colouring from either oil or potentially contaminated wastes will be pumped out using a hired in tanker. If the water is suitable for suppression techniques, it will be scooped and doused on external stockpiles or fed into the dust suppression system using pipes and mobile pumps as additional water supplies.

2.10 Vehicles, plant and equipment

2.10.1 Waste will be handled using the plant listed overleaf. Only trained operators will be permitted to drive/operate the plant. Any changes to the list will be notified to the EA prior to implementation.

Table 2.1 - Plant & Equipment

| ITEM | NUMBER | FUNCTION |
|----------------|---------------|------------------------------------|
| Loading shovel | 1 | Loading/unloading/movement/sorting |
| 360° excavator | 2 | Loading/unloading/movement/sorting |
| Forklift truck | 1 | Loading/unloading/movement/sorting |

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

2.11 Mobile and fixed plant maintenance

2.11.1 All mobile and fixed plant on site including vehicles in the fleet are subject to annual manufacturer maintenance to ensure proper working order in the form of service contracts.

2.11.2 Site management will undertake or delegate additional preventative maintenance checks on a more frequent basis i.e. daily, before, during and 1 hour at the end of each working day using a checklist similar to that in Appendix II to ensure the following:

- Machinery is mechanically sound for use and no presence of black fumes or trailing liquids visible prior to use or following shutoff of plant/equipment.
- Mobile plant is stored in the out-of-hours plant storage area as shown on Drawing No COR/3206/03 following cessation of activities and external separation distances of 6m are observed between plant and any combustible or flammable material.
- No plant will be stored in the building out-of-hours
- Plant which is not in use for any extended period is stored at least 6 metres from combustible waste in the dedicated area on site.

- All plant and equipment vehicles are fitted with fire extinguishers in the cab. Rubber strips are not considered appropriate as they are usually removed via uneven and bumpy ground.
- Dust from processing/treatment operations on site can settle throughout the working day onto processing plant, plant exhausts and engine parts so a fire-watch will be implemented after cessation of works and equipment powered down for 1 hour each day to remove any dust/fluff using brushes, hoses etc... Any build of dust/fluff will be removed from the equipment and deposited into a container to await removal from site and site management informed.

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 on site.

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

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

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

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

3.2 Checking in & inspection of loads (general)

3.2.1 All incoming vehicles are required to report to the site office. The details of the load will be recorded and the transfer note and company documentation will be further checked by the

operator to ensure that the load is acceptable at the site. The weight of all loads will be recorded using a weighbridge or agreed WRAP conversion weights for loads where the weight is not known upon receipt at the site. Any deviation from these procedures or problems with any loads will be reported to the site manager.

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

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

3.2.4 Loads are also examined at the point of unloading. If they are found to be unacceptable at this point the load will be reloaded and returned to source. If small levels of contamination are noted they are handpicked and reject material placed in a skip for safe disposal.

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

3.3 Waste acceptance procedure (general)

3.3.1 All incoming vehicles upon arrival are required to report to the person in charge of waste acceptance at the site. The details of the load will be recorded, and the duty of care note/company documentation will be further checked by the operator to ensure that the load is acceptable at the site, including a visual check prior to the vehicle proceeding to the tipping area. Any deviation from the procedures or problems with any loads will result in

tipping facilities being suspended for the offending company. Loads which are not acceptable within the above terms will be rejected.

3.4 Waste acceptance / WM3 - waste classification assessment

3.4.1 The site is not expected to receive any loads from construction sites given there are no 17 EWC codes proposed to be accepted onto the permit so there is a negligible risk of receiving any wastes contaminated with soil.

3.5 Waste acceptance / gypsum & plasterboard assessment

3.5.1 Waste gypsum when mixed with biodegradable material results in the production of hydrogen sulphide which is a toxic gas so all waste gypsum will be kept separate from all other waste on site. This will be done by applying the following procedures:

- i) All waste transfer notes issued by Tom White Waste Ltd will state **no plasterboard is to be deposited in a mixed skip**. All existing and new customers will be told the importance of segregating plasterboard at the place of production due to the above issue.
- ii) Prior to delivering a skip to a property, the operator will ask the customer if any plasterboard is likely to be present in the load and if so, the customer will be advised to place the bag of plasterboard on top of the load or to the side of the load prior to collection. The operator, when collecting the skip would ensure the bag is sealed and segregated from the mixed skip when loading on to the HGV.
- iii) If the customer refuses to segregate the plasterboard from other waste on the place of production, the skip will be subject to a more rigorous sort (shown in the sections below) when delivered to the site and the operator would inform the customer of a penalty charge.

3.5.2 It must be noted that it is not proposed to accept and store any plasterboard on site.

3.6 Waste acceptance / POPs assessment

3.6.1 Staff will be trained in the identification of any waste which could contain POPs which will include the following:

- sofas
- sofa beds
- armchairs
- kitchen and dining room chairs
- stools and foot stools
- home office chairs
- futons
- bean bags, floor and sofa cushions

3.6.2 If any of the above wastes are identified in the waste tipping and sorting area and contain leather, synthetic leather, other fabric, or foam, the items will be stored in the quarantine area and sent to a suitably permitted site for destruction.

3.6.3 If there is a risk of contamination from the identified POPs waste i.e. if pieces of foam, cover, lining or wadding material are released from the item the whole load will be classified as POPs waste and quarantined.

3.6.4 The site is not expected to accept POPs waste as the majority of waste will be in the form of kerbside recycle in the form of DMR and black bin bag waste from commercial, retail facilities as part of regular contracts.

3.7 Waste deposit & handling

3.7.1 Once a load has been accepted by the operator, the contents will be discharged into the appropriate reception, storage and treatments area as shown on Drawing No. COR/3206/03.

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

- Kerbside collection (DMR) waste – 20 03 01 (**AREA 1**).
- Black bin bag waste – 20 03 01 (**AREA 2**).
- Non-recyclable landfill waste – 20 03 01 - (**AREA 3**)
- On occasions the site may accept source segregated loads of recycled material which may be temporarily bulked at the site, these may be stored in the additional empty bays on site for a temporary period.
- The site may also accept non-recyclable material i.e. wastes for incineration from their other permitted waste sites (19 12 12), this waste would only be accepted as a temporary storage in the event of transport failures from other sites.

3.7.3 It must be noted the type of the wastes in each bay may vary throughout the lifetime of the permit. The volume / tonnage of waste stored in each bay would always remain the same.

3.7.4 On average, the site will accept between 200 – 250 tonnes per day, 1,200 – 1,250 tonnes per week and 70,000 – 75,000 tonnes per annum.

3.8 Waste handling - Rejected wastes

3.8.1 Rejected wastes will have been segregated from any loads from the tipping area, these waste will then be placed in a rejected waste skip and removed from site.

3.9 Waste treatment & handling

3.9.1 The site will not be mechanically treating any wastes or producing any trommel fines. All waste which comes to the site is mixed municipal waste 20 03 01 which is an absolute non-hazardous waste code. It is considered the initial inspection from the tipping area will be suitable in identifying any wastes which could render the load hazardous.

3.10 Waste/product removal and export

- 3.10.1 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.
- 3.10.2 To demonstrate the above codes are non-hazardous leaving the site, basic characterisation testing will take place of the above wastes initially and assuming they are non-hazardous,

3.11 Record keeping

- 3.11.1 Tom White Waste Ltd use detailed waste transfer and product notes for 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). Section 3.7.2 below details the correct information required in order to comply with the Waste Duty of Care Code of Practice.
- 3.11.2 Records will be kept mainly in electronic format with paper documentation accompanying where necessary i.e. transfer/duty of care/product notes or weighbridge tickets.
- 3.11.3 It is mandatory the following details are recorded for every load of waste deposited at the site:
- i) The date and time of delivery.
 - ii) The name and address of the waste producer.
 - iii) The detailed and accurate description of the waste including type, quantity (in tonnes or cubic metres) and EWC codes.
 - iv) How the waste is contained e.g. loose, container type.
 - v) The carrier's name and address.
 - vi) Driver's name, signature and vehicle registration No.

- vii) Signature or initials of persons producing/accepting/inspecting/carrying the waste where required
- viii) Additional handling details/notes made by the driver after inspection of the load.
- ix) SIC code of the premises which produced the waste.
- x) SIC code of the transferor
- xi) Waste hierarchy declaration.
- xii) Information on previous treatment of the waste e.g. manual or mechanical.

3.11.4 The following details will be recorded for all deposits of non-conforming waste at the site and will be forwarded to EA, where required:

- i) Date and time of deposit.
- ii) A detailed and accurate description of the waste including type and EWC code.
- iii) The quantity of waste (in tonnes or cubic metres).
- iv) How the waste is contained e.g. loose, container type.
- v) Name, address and telephone No. of waste producer.
- vi) The carrier's name, registration number and vehicle registration.
- vii) Signature or initials of persons who produced, accepting/inspecting and carrying the waste.
- viii) Reason for the rejection of waste and action taken.

3.11.5 The following details will be recorded for every load of waste leaving the site:

- i) The date and time of removal.
- ii) Detailed and accurate description of the waste including type, quantity of waste (in tonnes or cubic metres) and EWC codes.
- iii) How the waste is contained e.g. loose, container type.
- iv) The destination waste management site or exempt facility.
- v) The name and registration No. of the carrier or employee removing the waste (if applicable) and vehicle registration No.
- vi) Signature or initials of persons i.e. transferor, transferee and carrier of the waste.
- vii) SIC code of the premises transferring the waste.
- viii) Waste hierarchy declaration.

ix) Type of treatment waste subjected to (if relevant) e.g. manual, mechanical.

3.11.6 A summary of waste types and quantities deposited at and removed from the site and origin and destination details are then forwarded to the EA, with submission due within one month of the end of each quarter as below:

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

3.11.7 Outcomes of inspections of waste types, transfer/treatment areas, storage areas, drainage, infrastructure etc., will be recorded on-site inspection form and detailed comments will be entered into the site diary (including action taken or proposed). TWW/RF/4 (or similar).

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

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

3.12 Management techniques

3.12.1 All measures necessary to achieve a high level of protection of the environment and to ensure that the site is operated in accordance with this EMS and EP conditions will be strictly adhered to.

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

- a) Staff are competent to manage and operate the facility i.e. Fit and proper persons;
- b) Waste acceptance procedures are in place;
- c) Appropriate storage and handling procedures are in place;
- d) Waste/product despatch procedures are in place;

- e) Procedures and control techniques in place to minimise potential emissions to air, land and water;
- f) There is an EMS, i.e. this document, in place to ensure standards are maintained, including incidents and complaints management procedures;
- g) A communication programme is in place; and,
- h) A health and safety programme is in place and coherently conveyed to all staff and rigorously enforced throughout the whole of the organisation.

3.13 Site closure plan

3.13.1 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 inspection frequencies for maintenance/housekeeping are listed on record form TWW/RF/4. The inspection form will be completed by a person who is familiar with the requirements of the EMS and EP for the site. All details of defects, problems and repairs carried out will be recorded on the form on the day that each event occurs. Detailed comments may also be recorded in the site diary. All repairs will be carried out within 5 working days unless agreed otherwise with the EA.
- 4.2.2 All repairs to site security will be made within 5 working days of the discovery of the damage and the site will be made secure until the repair has been carried out.

4.2.3 Any major defects found during the daily site inspection which are likely to lead to a breach of permit conditions will be repaired by the end of the working day in which they are found, where possible. If a repair is not possible by the end of the working day, the EA will be contacted to agree a suitable timescale for repair.

4.2.4 All defects and problems likely to give rise to pollution will be recorded on the form TWW/RF/4 with repairs/solutions being carried out immediately.

4.3 Control of mud and debris

4.3.1 Vehicles will be visually inspected before exit to check that loads are safe and that no mud is carried out onto the site's access road from the wheels or bodies of HGVs. Visual inspections of the vehicle running surfaces at the site will be carried out daily and staff will report any problems with mud or debris on the site roads immediately to the site manager.

4.3.2 The deposit of material on the access road will be treated as an emergency and will be cleared immediately by the operator using either a brush and shovel or vacuum tanker/road sweeper if necessary.

4.4 Dust control

4.4.1 The containment of waste within the site, impermeable concrete surface and the nature of the wastes accepted at the site (mixed municipal waste) present a very low risk of dust.

4.4.2 If dust were to become a problem at the site, there is a permanent water supply available, and the operator may look to install additional suppression such as bowsers or dust cannons. Any external water pipes will be lagged to prevent frost damage during winter months.

4.5 Odour control

4.5.1 The operator has a standalone Odour Management Plan (OMP) in place Ref. COR-3206-G and should be read in conjunction with this EMS.

4.6 Litter control

- 4.6.1 Given the nature of waste accepted at the site (i.e. light waste) and the external operations, there is a risk of litter from the site so careful management is required to reduce the risk.
- 4.6.2 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.
- 4.6.3 All light waste is kept within a secure bay including litter netting above (**AREA 3**) for the lighter waste i.e. kerbside recyclate, these measures which will prevent the wastes being blown off site. In the event of high winds, the light waste will be transferred to a sealed skip to prevent it being blown off site.

4.7 Control of pests, birds and other scavengers

- 4.7.1 The operator has a standalone Pests Management Plan (OMP) in place Ref. COR-3206-J and should be read in conjunction with this EMS.

4.8 Control and monitoring of noise & vibration

4.8.1 The waste operations will be carried out using the Best Practicable Means at all times. A site-specific Noise Management Plan has prepared as part of this EMS and is shown in overleaf. These measures will ensure the noise levels at the site are managed appropriately by identifying: the likely sources of noise arising from the development; and, the actions to be taken / procedures to be followed or planned in order to prevent or minimise levels.

Table 4.1 - Noise Management Table

| Potential Noise Source | Action to be taken to prevent or minimise noise |
|---|--|
| HGVs travelling to and from the site for delivery/collection of wastes/products. | <ul style="list-style-type: none"> All vehicles are required to be driven onto and off site with due consideration for neighbouring premises. HGV movements will be spread out evenly throughout the day. |
| Loading/unloading of waste delivery vehicles | <ul style="list-style-type: none"> Vehicles must be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around the site (5mph site speed limit). Engines to be switched off when not in use. Reversing alarms to be preferentially fitted with white noise alarms to minimise impacts on neighbouring sites. No shaking of vehicle bodies whilst raised. |
| Operation of loading plant (i.e. telehandler/360) | <ul style="list-style-type: none"> 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.) | <ul style="list-style-type: none"> All those working on and visiting the site to be made aware of need for considerate driving and keeping vehicles well maintained. Small vehicles will arrive marginally earlier than the main site operating hours. |

4.9 Complaints procedure

4.9.1 All complaints are recorded using a form similar to TWW/RF/7. The form as a minimum 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, Accident Management & Contingency Procedures

5.1 General

5.1.1 In addition to obligations imposed by RIDDOR '13 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) the permit holder will notify the EA of any serious injuries to employees of Tom White Waste Ltd, other site users or members of the public arising as a result of operations on site. Minor injuries such as cuts and grazes etc. will be recorded in the accident book on site. Separate procedures will be used for different types of 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 SITE USING THE MAIN ACCESS GATES AS QUICKLY AND AS ORDERLY AS POSSIBLE
 - f) ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT WHICH IS LOCATED BY THE SITE ACCESS GATES.
 - g) THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON 999 AND ENSURING THAT ALL PERSONS WHO WERE WORKING ON THE SITE OR WHO SIGNED IN TO THE VISITOR'S BOOK ARE ASSEMBLED SAFELY
 - h) INFORM ALL NEIGHBOURING PREMISES WHO ARE LIKELY TO BE AFFECTED
 - i) INFORM THE ENVIRONMENT AGENCY
 - j) DO NOT RETURN TO THE SITE UNTIL YOU HAVE BEEN GIVEN THE ALL CLEAR BY THE EMERGENCY SERVICES AND THE SITE MANAGER

5.3 Breakdowns

- 5.3.1 In the event of plant breakdowns, alternative plant will be sourced until the existing plant is repaired to prevent potential over stockpiling of waste. If an alternative plant cannot be used then waste will be stored securely until the plant is repaired and if necessary, waste will be diverted to an alternative site. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages; most likely on the concrete surface.
- 5.3.2 If the site cannot accept waste, it would be diverted to the company's two other permitted sites nearby at:

- Longford No2, Stonebrook Way, Longford, Coventry, West Midlands, CV6 6LN - AB3906CT/A001.
- Stonebrook Way Transfer Station, Stonebrook Way, Blackburn Road Ind Est, Coventry, West Midlands, CV6 6LN - KP3698CX/V003.

5.3.3 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 are stored within the concrete area which is a sealed drainage system.

5.4.3 All site surfaces will be inspected daily for the presence of spillages when the site is in operation. Debris will be swept as required and placed in a skip for further processing on site and sent to a suitably permitted site.

5.4.4 All wastes liable to give rise to contamination will be removed from the site within an EA agreed timescale.

5.5 Drums

5.5.1 The deposit of drummed waste will not be allowed at the site. If a drum is concealed within a skip and is not observed until the skip is deposited in the waste reception 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 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 concrete and hardstanding surface there is a low potential for mud tracking off site. All vehicles will undergo a more stringent check and vehicle chassis would be sprayed using hoses 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 **Freezing weather conditions** - The site has road salt available on site to lay on site surfaces to prevent vehicles and staff skidding causing accidents or injuries. The continuous movement of plant on site will also prevent site surfaces from icing over in winter months.
- 5.8.6 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 an alternative site as detailed in Section 5.3.

5.10 Staff shortages

- 5.10.1 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.

5.11 Operational failure

- 5.11.1 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.

5.12 Bomb scare

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

6.2 Site rules and infrastructure training

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

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

6.3 Emergency procedures training

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

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

6.4 Fire safety / firefighting training

- 6.4.1 Management must provide all employees with appropriate fire safety training with regard to their individual responsibilities.
- 6.4.2 Emergency procedures detailing what measures employees should adopt should a fire occur at the site are also detailed in Section 5.2 and are covered by the 'emergency procedures' training (see Section 6.3).
- 6.4.3 Regular fire drills are undertaken by site management to ensure proper procedures are followed by employees in the unlikely event that a fire incident occurs. These will be unannounced drills and will not form part of the induction or review training as specified in Section 6.1.

6.5 Recognition of waste types training

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

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

6.6 Storage areas / limits training

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

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

6.7 Vehicle / plant preventative maintenance training

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

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

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

6.8 Duty of care training

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

6.9 Plant operation training

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

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

6.10 Permit / Management System training

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

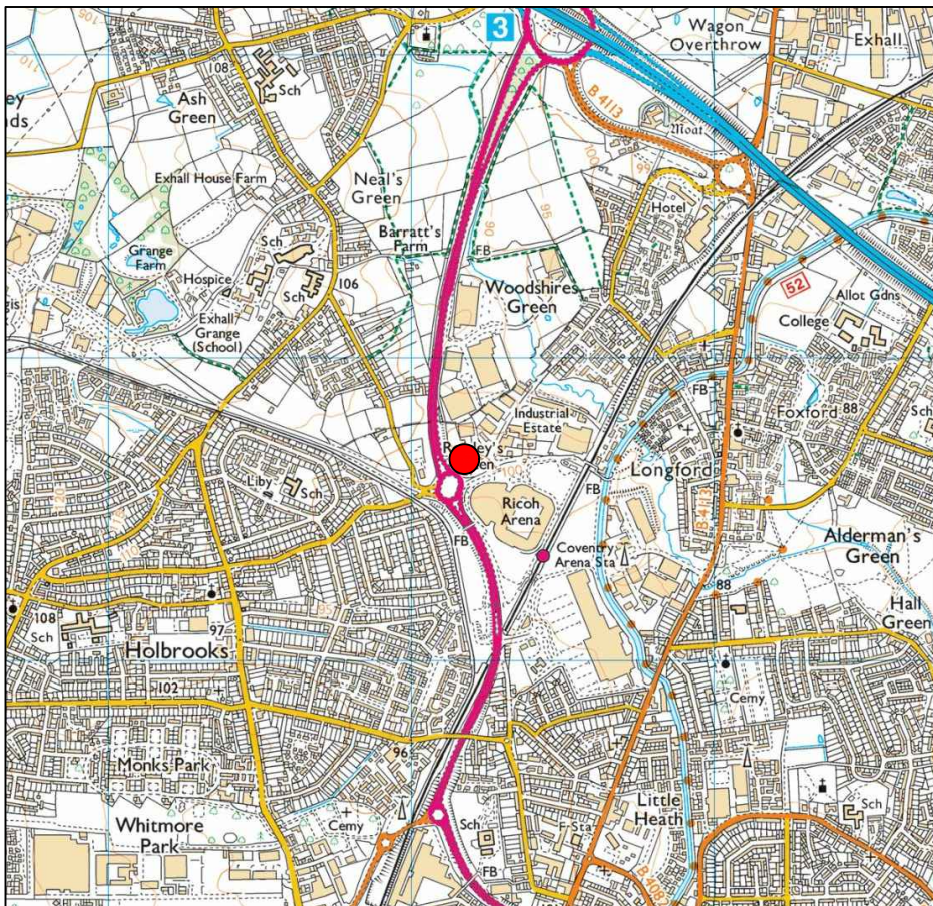
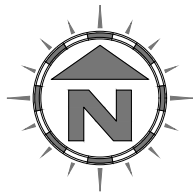
6.11 Training for contractors

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

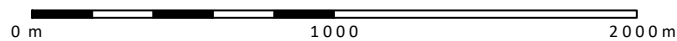
6.11.2 Additional training will be provided to contractors in their area of expertise. If they are dealing with specific items of plant/machinery, site operating conditions and a general understanding of the EP conditions will be provided to prevent any adverse impacts on the environment.

Appendix I

Drawings



Scale Bar (1:25,000)



NOTES
Drawing for indication only.

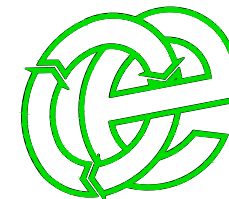
REVISION HISTORY

| Rev: | Date: | Init: | Description: |
|------|----------|-------|-----------------|
| - | 08.12.22 | JH | Initial drawing |

KEY:

 Site location

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
SITE LOCATION MAP

CLIENT
Tom White Waste Ltd

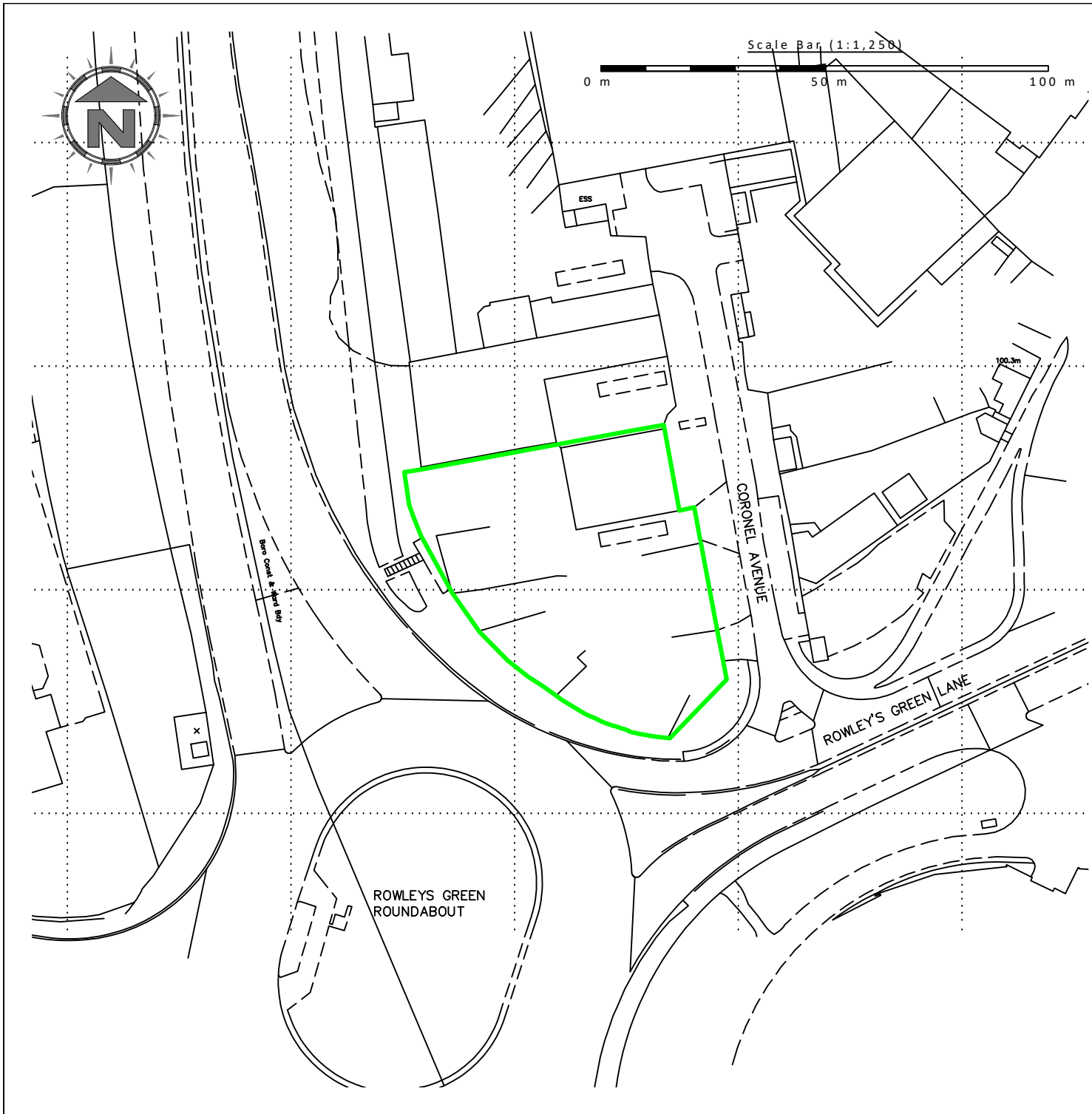
PROJECT/SITE
Land at 1 Coronel Avenue, Off Rowley's Green Lane, Coventry CV6 6AP

| SCALE @ A4 | CLIENT NO | JOB NO |
|------------|-----------|--------|
| 1:25,000 | 3206 | 001 |

| DRAWING NUMBER | REV | STATUS |
|----------------|-----|--------|
| COR/3206/01 | - | Issued |

| DRAWN BY | CHECKED | DATE |
|----------|---------|----------|
| JH | RS | 08.12.22 |

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




NOTES
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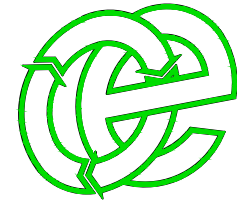
REVISION HISTORY

| Rev: | Date: | Init: | Description: |
|------|----------|-------|-----------------|
| - | 07.12.22 | CP | Initial drawing |

KEY:

 Permit boundary

Oaktree Environmental Ltd
 Waste, Planning and Environmental Consultants



DRAWING TITLE
 PERMIT BOUNDARY PLAN

CLIENT
 Tom White Waste Ltd

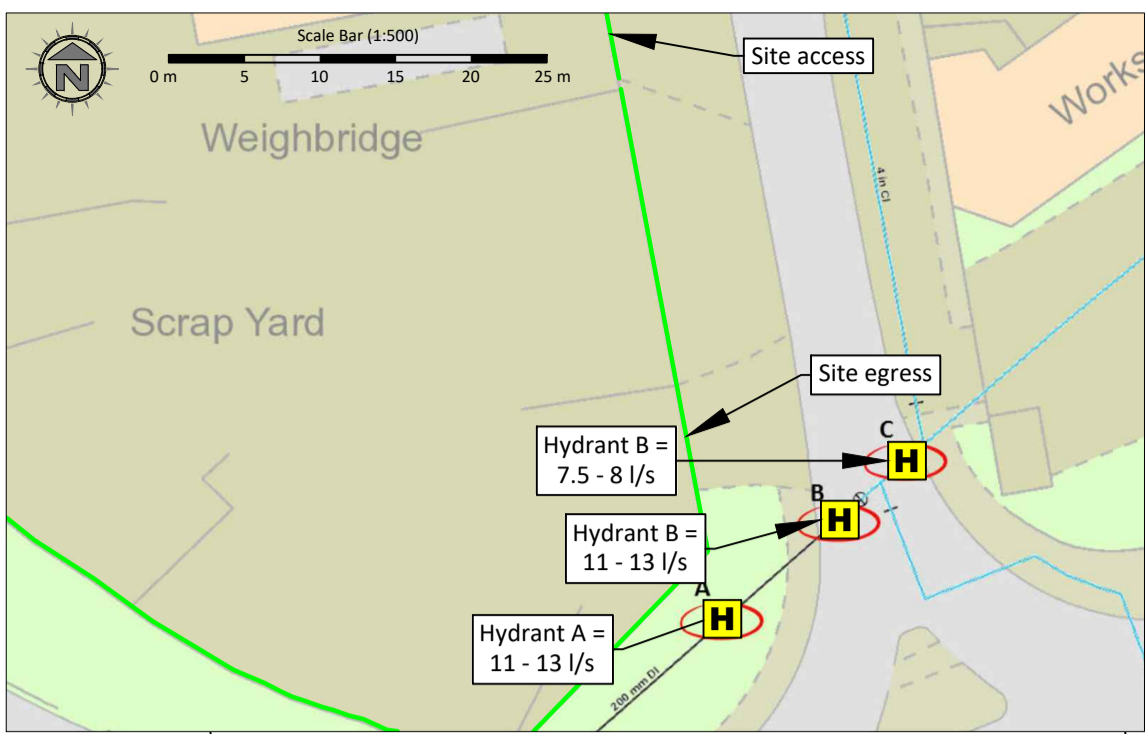
PROJECT/SITE
 Land at 1 Coronel Avenue, Off Rowley's Green Lane, Coventry CV6 6AP

| SCALE @ A4 | CLIENT NO | JOB NO |
|------------|-----------|--------|
| 1:1,250 | 3206 | 001 |

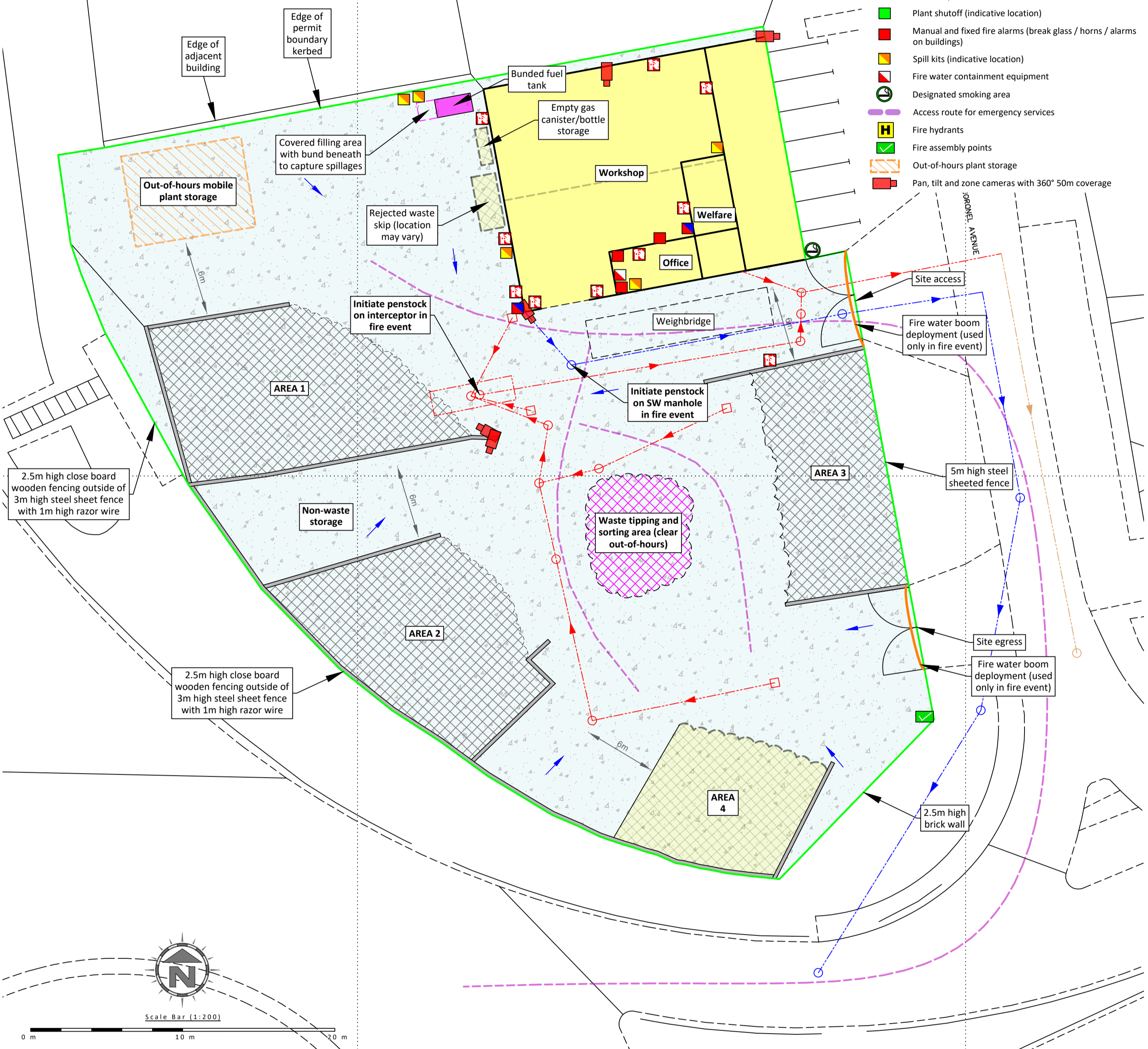
| DRAWING NUMBER | REV | STATUS |
|----------------|-----|--------|
| COR/3206/02 | - | Issued |

| DRAWN BY | CHECKED | DATE |
|----------|---------|----------|
| CP | -- | 07.12.22 |

Lime House, Road Two, Winsford, Cheshire, CW7 3QZ
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- Key:**
- Proposed permit boundary
 - Waste storage areas
 - Non-waste storage areas
 - Temporary waste storage areas (clear prior to shutdown)
 - Other buildings i.e. workshops/offices
 - Impermeable concrete surfaces with sealed drainage
 - Contaminated surface water drainage
 - Clean surface water drainage (from building roof)
 - Combined sewer drainage
 - Surface water drainage fall direction
 - Manholes and gullies
 - Fire water boom
 - ACO drainage channels
 - Quarantine area (with 6m buffer zone)
 - Hose reels (indicative location)
 - Fire fighting equipment / extinguishers (indicative locations)
 - Plant shutoff (indicative location)
 - Manual and fixed fire alarms (break glass / horns / alarms on buildings)
 - Spill kits (indicative location)
 - Fire water containment equipment
 - Designated smoking area
 - Access route for emergency services
 - H Fire hydrants
 - Fire assembly points
 - Out-of-hours plant storage
 - Pan, tilt and zone cameras with 360° 50m coverage



| Storage Area | Plan Ref | Description | Storage type | Containment / type | Height / width | Max Width | Max Length | Max | Approx. Area | Conversion | Approx. | Approx. | Max storage | Comments |
|--------------|----------|-----------------------------------|-----------------------------|--------------------------------|----------------|-----------|------------|-----|--------------|------------|---------|---------|-------------|---|
| AREA 1 | | Mixed municipal waste bulking bay | Free-standing (unprocessed) | Storage bay / galvanised steel | 3 / 0.3 | 18 | 20 | 2 | 200 | 0.75 | 300 | 100 | <72 hours | As above, pile covered with netting to prevent pests and escape of litter |
| AREA 2 | | As above | Free-standing (unprocessed) | Storage bay / galvanised steel | 3 / 0.3 | 16 | 10 | 2 | 160 | 0.75 | 240 | 80 | <72 hours | See AREA 1 |
| AREA 3 | | As above | Free-standing (unprocessed) | Storage bay / galvanised steel | 3 / 0.3 | 19 | 13 | 2 | 200 | 0.75 | 300 | 100 | <72 hours | As above, pile covered with netting to prevent pests and escape of litter |
| AREA 4 | | Quarantine area | Free-standing (unprocessed) | As above | 3 / 0.8 | 12.5 | 10.8 | 2 | 135 | 0.75 | 203 | 101 | <72 hours | This area will be clear during operational hours and will act as the quarantine area in the event of a fire |

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants

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t: 01606 558833 | e: sales@oaktree-environmental.co.uk

DRAWING TITLE
PROPOSED LAYOUT & FIRE PLAN

CLIENT
Tom White Waste Ltd

PROJECT/SITE
Land at 1 Coronel Avenue, Off Rowleys Green Lane, Coventry CV6 6AP

| | | |
|--------------------------------------|--------------------------|-------------------------|
| SCALE @ A2 1:250 | CLIENT NO 3206 | JOB NO 001 |
| DRAWING NUMBER COR/3206/03 | REV A | STATUS Issued |
| DRAWN BY CP | CHECKED -- | DATE 25.01.23 |

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REVISION HISTORY

| Rev: | Date: | Init: | Description: |
|------|----------|-------|-----------------------------------|
| - | 04.01.23 | CP | Initial drawing |
| A | 25.01.23 | CP | Updated drainage following survey |

Appendix II

Record Keeping Forms

**TOM WHITE WASTE LTD
REJECTED WASTE - RECORD FORM TWW/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 | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

| | |
|--|--|
| | TOM WHITE WASTE LTD SITE INSPECTION FORM – TWW/RF/4 |
|--|--|

| |
|----------------------|
| WEEK STARTING |
|----------------------|

| TYPE OF INSPECTION | FREQ | DAY | | | | | | |
|--------------------------------------|-------------|-----|---|---|---|---|---|---|
| | | M | T | W | T | F | S | S |
| SITE ENTRANCE/NOTICE BOARD | WEEKLY | | | | | | | |
| SECURITY - GATES | WEEKLY | | | | | | | |
| SECURITY - FENCING | WEEKLY | | | | | | | |
| SITE ROADS (CLEAR FROM HAZARDS) | DAILY | | | | | | | |
| IMPERMEABLE CONCRETE AREAS | DAILY | | | | | | | |
| BUND AROUND CONCRETE PAD (INTEGRITY) | DAILY | | | | | | | |
| DRAIN (FUNCTIONING) | DAILY | | | | | | | |
| WASTE CONTAINERS | DAILY | | | | | | | |
| WASTE STORAGE LIMITS | MIXED WASTE | | | | | | | |
| WASTE STORAGE LIMITS | INERTS | | | | | | | |
| WASTE STORAGE LIMITS | OTHER | | | | | | | |
| REJECTED WASTE TYPES / STORAGE | WEEKLY | | | | | | | |
| NOISE LEVELS | DAILY | | | | | | | |
| FIRES (ANY INCIDENTS REPORTED) | DAILY | | | | | | | |
| NO SMOKING SIGNS IN PLACE | MONTHLY | | | | | | | |
| SPILLAGES & ABSORBENTS | DAILY | | | | | | | |
| FUEL TANK/BUND INTEGRITY | WEEKLY | | | | | | | |
| LITTER | DAILY | | | | | | | |
| DUST | DAILY | | | | | | | |
| ODOUR | DAILY | | | | | | | |
| VERMIN | DAILY | | | | | | | |
| RECORDS | WEEKLY | | | | | | | |
| COMPLAINTS RECEIVED | AS REQUIRED | | | | | | | |
| OTHER (SEE NOTES BELOW) | AS REQUIRED | | | | | | | |
| INSPECTION CARRIED OUT BY | | | | | | | | |

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

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

**TOM WHITE WASTE LTD
PREVENTATIVE MAINTENANCE CHECKLIST– TWW/RF/5**

| | |
|-------------------|-------------------------------|
| CHECKED BY | POSITION |
| DATE | DATE OF LAST CHECKLIST |

| | EQUIPMENT ITEM | | | | | |
|--|-----------------------|--|--|--|--|--|
| | | | | | | |
| OFFICIAL MAINTENANCE CHECK REQUIRED (Y/N) | | | | | | |
| IF NO, DATE OF LAST CHECK | | | | | | |
| IF YES, DATE OF NEXT CHECK | | | | | | |
| IS ITEM IN CORRECT WORKING ORDER | | | | | | |
| LEAKAGES OF OIL/DIESEL ON MOBILE PLANT / VEHICLES | | | | | | |
| IF NO, WHAT REPAIRS ARE REQUIRED (USE SEPARATE SHEET IF REQUIRED) | | | | | | |
| WERE REPAIRS DETAILED ON THE LAST CHECKLIST | | | | | | |
| IF YES, HAVE THEY BEEN CARRIED OUT | | | | | | |
| ADDITIONAL REPAIRS OR ACTIONS REQUIRED | | | | | | |

TOM WHITE WASTE LTD

EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - TWW/RF/6

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

**TOM WHITE WASTE LTD
COMPLAINTS REPORT FORM (TWW/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 TWW/RF/7. This form will normally be completed, signed and dated by the Site Manager; if they are not available the Office Manager will complete the form.

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

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

TOM WHITE WASTE LTD

PPE RISK ASSESSMENT & RECORD OF ISSUE – TWW/RF/11

| EMPLOYEE NAME: | | ASSESSMENT DATE: | | | |
|------------------------------|--|---|-----------------------------|-------------|----------------------|
| HAZARD | | AREA EXPOSED TO RISK REQUIRING PROTECTION | TYPE OF PROTECTION REQUIRED | DATE ISSUED | REPLACEMENT IN STOCK |
| Falls from height | | Cranium | Safety helmet | | |
| Blows, cuts | | Ears | Hard hat | | |
| Impact, crushing | | Eyes | Face screen | | |
| Stabs, cuts, grazes | | Respiratory tract | Safety glasses | | |
| Vibration | | Face | Safety goggles | | |
| Slips, falling over | | Whole head | Ear plugs | | |
| Scald, heat, fire | | Hands | Ear defenders | | |
| Cold | | Forearms | Gloves | | |
| Immersion | | Arms(part) | Nitrile gloves | | |
| Non-ion. Radiation | | Feet | Gauntlets | | |
| Electrical | | Legs | Wrist cuffs | | |
| Noise | | Skin | Wrist cuffs | | |
| Ionising radiation | | Trunk/abdomen | Armlets | | |
| Dust fibre | | Whole body | Leggings | | |
| Fume | | | Knee pads | | |
| Vapours | | | Safety boots | | |
| Splashes, spurts | | | S. Wellingtons | | |
| Harmful bacteria | | | Overalls | | |
| Harmful viruses | | | Disp. overalls | | |
| Fungi | | | Protective aprons | | |
| Non microbiological antigens | | | Hi-vis coat | | |
| Others... | | | Hi-vis vest | | |
| | | | Respirators | | |
| | | | Breathing app. | | |
| | | | Dust masks | | |
| | | | Waterproofs | | |

TOM WHITE WASTE LTD

H&S (FIRST-AID) REGULATIONS 1981 - SITE CHECKLIST – TWW/RF/13

| | | | | |
|---|---------|---------|--------------------|---------|
| First aid is defined as treatment by a medical practitioner or minor injuries treated by a first aider or not requiring treatment. The first aid box must contain suitable first aid materials and nothing else and only contains items which the first aider has been trained to use. Check items frequently for expiry dates. Items must be stored in a clearly marked box. | | | | |
| Contents of first aid box - Item | On site | Checked | On skip vehicle(s) | Checked |
| Guidance card | | | | |
| Individually wrapped sterile adhesive 'plasters' | | | | |
| sterile eye pads, with attachment | | | | |
| individually wrapped triangular bandages | | | | |
| safety pins | | | | |
| medium sterile individually wrapped unmedicated wound dressing | | | | |
| large sterile individually wrapped unmedicated wound dressing | | | | |
| ex-large sterile individually wrapped unmedicated wound dressing | | | | |
| 0.9% saline solution - eye wash (no other eye bath products allowed) | | | | |
| THE EMPLOYER MUST | | | | y/n |
| Make provision for first aid | | | | |
| Provide equipment/facilities adequate for first aid if employees become ill or are injured at work | | | | |
| Relate first aid provisions to the hazards on site | | | | |
| Provide first aid equipment to remote workers | | | | |
| Place first aid kit in clearly identified/accessible location. Convenient to greatest risk. | | | | |
| Provide access to first aid facilities for trained first aiders. | | | | |
| Provide soap and water/ disposable drying materials or non-alcohol cleansing wipes. | | | | |
| Provide a first aid room in high risk situations | | | | |
| Train remote workers in emergency first aid | | | | |
| Provide an appointed person at all times when employees are in work. Not less than 1 first aider per 50 employees. | | | | |
| Send first aiders on a recognised training course | | | | |
| Inform employees of arrangements made for first aid i.e. location of equipment, personnel and facilities. | | | | |
| NOTES | | | | |
| | | | | |
| | | | | |
| | | | | |

Appendix III

Copy of Environmental Permits

Appendix IV

Health & Safety – Conditions of Site Use

HEALTH AND SAFETY - CONDITIONS OF SITE USE

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

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

Declaration: To be completed by site users

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

Signed.....

Print name.....

Company/Organisation.....

Date.....

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