ESSEX TYRE RECYCLING

ENVIRONMENTAL MANAGEMENT SYSTEM

Operating Procedures

Reference: EMS-OP-01

Version 2

Land at 6 Maypole Crescent
Darent Industrial Park
Erith
DA8 2JZ

ENVIRONMENTAL PERMIT EPR/QP3520LD

Essex Tyre Recycling	Operating Procedures	
Document Reference: EMS OP 01	**Issue Number: 2**	**Issue Date:08.08.2025**

DOCUMENT CONTROL SHEET

Version Reference	Date	Reason for Change	Issued by
1	11.04.2025	Permit Issue	ARC
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1 INTRODUCTION

This EMS has been prepared on behalf of Essex Tyre Recycling Limited (ETRL). The company manage waste tyres only.

1.1 Roles and Responsibilities

The Technically Competent Manager has responsibility for ensuring these procedures are adhered to which includes communication with staff and contractors, and the provision of adequate training.

The Technically Competent Manager is responsible for updating and re-issuing these procedures as necessary and ensuring all staff are trained in new procedures.

The EMS will be reviewed within one year of operations commencement, or sooner if operations change.

1.2 Purpose

The purpose of these procedures is to guide staff and contractors in the safe conduct of their duties in a manner which controls the environmental impacts of the company's operations. The procedures cover normal operations on site. Contingency planning is also set out.

1.3 Scope

These Operational Procedures cover the storage and treatment of end-of-life tyres at 6 Maypole Crescent, Darent Industrial Park, Erith, DA8 2JZ, carried out in accordance with Environmental Permit EPR/QP3520LD.

A Standard Rules Permit for Storage and Mechanical Treatment of end-of-life Tyres for Recovery (SR2021 No.13) was issued in April 2025. Since that time, the operator as leased more land, and this version of the EMS incorporates the proposed changes. As the changes will result in the site being within 50m of Local Wildlife Site, a bespoke permit is required.

1.4 Permitted Waste Management Operations

The permitted activities will cover those set out in Table 1.

Table 1 Permitted Activities

Description of specified activity	Limits of specified activity
R3: Recycling/reclamation of organic substances which are not used as solvents **R4**: Recycling/reclamation of metals and metal compounds **R13**: Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)	Treatment consisting of manual sorting, granulating, baling, peeling, shaving, shredding, cutting, repairing and retreading. No more than 10,000 tonnes of waste shall be accepted each year. No more than 200 tonnes of waste shall be stored at any one time. No waste shall be kept on site for longer than 3 months.

1.5 Management System

These procedures are part of ETRL's Management System. The Management System covers all aspects of operations and aims to effectively manage the impacts of the business on the environment. The key documents include:

a) Documents: Procedures to set out how to undertake operations and checking for any issues.

b) Forms on which to record information and provide evidence of the system functioning properly.

1.6 Review of EMS

The EMS will be reviewed and updated if any of the following occur:

- Any compliance issues on the site which require mitigation or management intervention.
- Changes to the site operations.
- Changes to local environment which introduces new receptors to the area.

Some changes may require staff training; this will be carried out and records updated accordingly.

2 MANAGEMENT OF OPERATIONS

The following procedures will be implemented by staff and contractors under the responsibility of the Site Manager.

2.1 Site Layout and Signage

The boundary of the permitted area is shown on Drawing No. ETR-MC-EP-02. A Site Layout Plan is shown on Drawing No. ETR-MC-LAY-02.

Waste tyres will be received and checked outside. Any metal rims will be manually removed and the tyres baled inside the building. Baled tyres will be stored outside pending off-site removal.

Staff will only conduct operations in the appropriate part of the site, following instructions provided by the Site Manager.

At the entrance to the site a sign board will display the following information:

- Permit holder's name
- An emergency contact name and the Operator's telephone number
- A statement that the site is permitted by the Environment Agency
- The permit number
- Environment Agency national numbers, 03708 506506 and 0800 807060 (incident hotline)

The sign will be kept in good order to ensure it is legible.

A copy of the Environmental Permit and a copy of the company's Health and Safety Policy will be kept in the site office. A copy of this document and associated documents will be kept in the site office.

2.2 Security

The site is in Darent Industrial Estate. This is a secured estate with a gate house and cameras at the main entrance. There is only one road access into/out of the estate.

The following security measures will be implemented:

- The waste reception, storage and treatment areas are within a secured compound.
- There are two gated entrances, both will be locked when the site is closed.
- The facility will always be manned during routine operations.
- CCTV will be provided, linked to staff mobile phones.
- The facility will be within a site under the control of the operator which is secured with perimeter fencing.

- The industrial estate has 24 hour security. There is only one access point to the estate, which is gated. The out of hours security is a manned service at the main gate to the estate. This deters unauthorised entry to the entire estate. There is a security office at the main gate and CCTV which provides 24 hour recording.
- Additional site security for out of hours at the site will be provided.
- All functions of security will be checked daily and information recorded on the Daily Checks Form EMS-FR-01.

Incidents and non-conformances

All incidents and non-conformance will be reported to the Site Manager who will investigate the incident and complete the Non-Permitted Waste Form EMS-FR-02.

Incidents include complaints from the public, any observations that mean procedures are not being adhered to or accidents such as spillages. This procedure does not replace the reporting of health and safety incidents which fall under the scope of the Health & Safety. Any incidents will be recorded on the Incident Form EMS-FR-04.

2.3 Technical Competence and Training

2.3.1 Site Operations

The overall operations will be overseen by a Technically Competent Manager (TCM). There will also be a Site Supervisor to oversee the day to day operations. The TCM will be responsible for ensuring the requirements of continued competency is met. A copy of the certificate will be displayed on the office notice board. The TCM and Site Supervisor will both carry out similar functions on site, with the TCM providing the overall management to ensure compliance.

The Site Supervisor will be responsible for the control of incoming and outgoing vehicles, checking Duty of Care documentation, keeping and maintaining records, checking in all visitors to the site, issuing Health & Safety instructions and reporting any complaints to the management.

Other site personnel will include administrative staff and site operatives.

All personnel will receive induction training to understand the requirements of the Environmental Permit and these Operational Procedures.

All sub-contractors will be notified of the site rules.

2.3.2 Site Management Responsibilities

The Site Management will be responsible for:

- Investigating any incidents or non-conformances or complaints in accordance with the relevant procedures and reporting forms.
- Ensuring that required data is provided to the Environment Agency at the agreed frequency.
- Daily site checks in using EMS FR 01 Daily Checks Form
- Ensuring site maintenance is completed in accordance with these procedures.

- Ensuring all drivers are familiar with the site rules.
- Ensuring all operational staff have a suitable induction to the site and have had the relevant training.
- Ensuring all staff are familiar with safe operation of all necessary aspects of the site, relevant to their specific roles.

2.3.3 Site Operative Responsibilities

It is the responsibility of Site Operatives to:

- Act in accordance with the instruction given to them from the TCM or Site Supervisor.
- Follow these operational procedures for all stages of waste handling.
- Report any incidents or non-conformances to the TCM or Site Manager.
- Ensure all equipment used on site is checked before use each morning for signs of wear and tear which could compromise health and safety or environmental protection. Use Daily Vehicle Defect Form. Any issues noted with equipment or the condition of the site must be reported to the Site Manager immediately, before the equipment is used.

2.3.4 Training

All staff will be trained to a standard which enables them to perform the responsibilities described above and the detailed role as set out in job descriptions.

A record of staff training will be kept for each staff member which includes inductions to new processes and procedures as needed.

The following training matrix will be adopted to guide training needs.

Table 2 – Training Matrix

Training	TCM	Site Manager	Site Operative
Induction	x	x	x
Accidents and Emergency	x	x	x
Fire Prevention	x	x	x
Amenity Management	x	x	x
Plant Training	x	x	x
Vehicle marshalling	x	x	x
Waste handling	x	x	x
Environmental Permitting	x	x	x
Complaints and Incidents	x	x	x
Spillage Procedure	x	x	x

2.4 Site Records

The TCM is responsible for ensuring the maintenance of site records.

2.4.1 Security and Availability of Records

A record of the types, quantities and dates of wastes deposited and removed from the site will be maintained and provided to the Environment Agency at three-monthly intervals, within one month of the end of each period.

A copy of all records including transfer notes, consignment notes (if necessary) and weighbridge will be maintained in the site office.

2.4.2 Site Diary

The site diary will be maintained and updated to include the following: -

- Construction work
- Start and finish of daily waste management activities on site (operational hours)
- Maintenance
- Breakdowns
- Emergencies
- Problems with waste delivered and action taken
- Technically competent management attendance on site; the date and the time onto site and the time left site
- Weather conditions
- Complaints about site operations and actions taken

- Environmental problems and remedial actions

The site diary will be kept in the site office and updated daily.

2.5 Inspection and maintenance

The Site Management will be responsible for inspecting the storage areas and preventative maintenance will be undertaken according to the Site Daily Checks Form EMS-FR-01.

Plant and machinery on site will be visually inspected by the operator before it is used as part of management of their own risks and health and safety. This is covered in training for staff and operatives. In addition, an equipment check is made by the Site Manager daily as part of Daily Checks and recording on Daily Checks Defect Form, which is kept in the cab of each vehicle. The operative will report any defects to the TCM.

In addition to scheduled preventative maintenance of equipment and machinery, in accordance with legal requirements or manufacturer's recommendations, reactive maintenance will be carried out if needed in accordance with inspection findings. This will be recorded in the site diary.

The following plant and equipment will be on site:

- Baling Machine
- Forklift(s)

3 WASTE HANDLING PROCEDURES

The site will receive waste tyres only, EWC 16 01 03 End-of Life Tyres. This is a specialist facility. The company website clearly states that it manages scrap tyres only. The likelihood of receiving non-compliant waste is extremely low.

EWC 16-01-03 is an absolute non-hazardous waste entry in WM3 Waste Classification Guidance. No pre-acceptance or on-site testing is required. End of Life tyres will be classified as EWC16-01-03.

All customers are notified at the time of booking that only waste tyres will be managed at the site.

The company provide a collection service, which ensures that only waste tyres are collected.

On arrival at the site, the driver will enter the site and report to the site office. Paperwork will be completed to comply with the Duty of Care.

Tyres will be manually unloaded. This again ensures that no non-compliant waste is accepted.

The tyres will be checked, and any metal casings will be removed. The metal casings will be placed into a rollonoff container.

Once baled, the bales will be stored in a storage bay.

The operator will also sort pre-worn tyres which can be re-sold, store lorry tyres (which are not waste) and export tyres for sale (not waste).

3.1 Non-Permitted Waste

If waste arrives on site which is not acceptable under the EPR Permit:

a) The waste will not be deposited at the site;

b) The TCM will be informed;

c) The waste will be returned to the customer who will be informed of the waste accepted on site;

d) A Record is maintained of the non-permitted waste, quantity, source, date and client/source of waste

Any incidents of non-conformance will be recorded in the Non-Permitted Waste Form EMS-FR-02 and corrective action taken.

3.2 Waste Storage

3.2.1 Capacity

The maximum quantity of waste that will be handled per year will be 10,000 tonnes.

The storage limits are set out in Table 3.

Table 3 – Storage Limits

Waste Type	Storage	Storage Area (Maximum)	Max. Height	Max. Volume	Storage Time (Maximum)
Waste Reception	Pile*	10mx10m 100m^2	4m	80m^3	24-48 Hours
Bales (Bay A)	Bales	6m x 3.6m 21.6m^2	4m	86.4m^3	24-48 Hours
Bales (Bay B)	Bales	4.5m x 6m 27m^2	4m	108m^3	24-48 Hours
Metal	Container	4.2m x 1.8m 7.56m^2	1.8m	13.6m^3	Daily

* Pile is based on a heap with a central height of 4m, falling to 2m around the sides. Site Area is based on available land, not uniform dimensions. Dimensions are not based on uniform volume. The dimension of one bale is 1.5m x 1.2m x 0.75m high.

Up to 120 baled tyres could be stored in the baled storage area. ETR will have pre-arranged collections of baled tyres to maintain capacity. Collection vehicles will be booked in advance, and collections made 3-4 times per week. This will allow the operator to continue receiving tyres and maintain capacity.

Abnormal conditions may exist whereby there are problems with any operational phase. If there is a minor malfunction which can be repaired within 48 hours, the facility would store waste up to the limits set out above. This would equate to the maximum limits managed on site during normal operational conditions. If this limit is reached, no further waste will be accepted until waste treatment has recommenced and the capacity released to enable new deliveries.

The site will only use forklift(s) to move and load waste. These machines can be hired if there is a prolonged breakdown. The baling machine will be subject to a service agreement plan.

3.2.1 Quarantine Area

The site will have visual checks to minimise the incidents of receiving non-compliant waste.

Quarantined waste will be stored in a separate container which will be checked daily. It is highly unlikely that non-compliant waste will be received at the site.

3.2.2 Fuel

Whilst the fuel will be stored outside the permit boundary, it has been included in this EMS for completeness. The fuel will be stored in accordance with the Oil Storage Regulations. The fuel will be stored in a bunded tank, capable of storing 110% of the total capacity. The tank will be checked daily as part of the site checks.

All staff will be trained in the safe refuelling of plant.

3.3 Waste Treatment

The waste treatment involves baling only. This is to enable efficient transportation only.

The following mobile equipment will be used:

Forklift(s)

3.4 Waste Dispatch

Arrangements will be made to remove waste from the site. The operator has an approved list of sites to take the waste and will agree collection beforehand.

All vehicles removing waste from the site will be enclosed.

3.4.1 Waste avoidance, recovery and transfer off site

The operation seeks to maximise the separation of recyclable materials. These are then transferred to specialist facilities for recycling.

3.5 Planned Preventative Maintenance

A programme of routine planned maintenance will be provided for each item of plant and machinery, as well as the processing equipment to prevent breakdown and faults which may pose a fire risk.

All faults which require corrective action will be reported to the Site Manager to be implemented.

The plant and equipment will be subject to service agreements with the manufacturer and/or supplier. Where appropriate, these agreements will include a 24 hour call out facility.

Spare parts will be kept on site to enable minor repairs to be carried out. If necessary, spare plant will be hired if machinery cannot be repaired within 48hours. This will be subject to availability.

Plant and machinery will be checked daily, using defect forms to be completed before use.

3.5.1 Contingency

Contingency planning is required for events that may have an impact on the day to day operations at the site. This could include plant breakdowns, other waste sites not being able to receive waste, traffic incidents which delay drivers, extreme weather events.

To ensure all permitted waste quantities are adhered to, ETR will ensure it has:

- Contacted relevant plant hire companies to source alternative equipment and spare parts if required.
- A list of alternative facilities to take the waste.

  A number of outlets for each separated wastes.

3.6 Routine Cleaning

The site will be cleaned daily. The cleanliness of the site will be checked as part of the daily site checks. There is a broom that an operative will use to clean the frontage of the site. This will be carried out twice per day or if litter is observed outside the site.

If required a road sweeper will be deployed to clean the yard and site entrance.

4 EMISSIONS MANAGEMENT AND MONITORING

4.1 Introduction

An Environmental Risk Assessment has been prepared for all operations at the site. These procedures are based on the risks identified in the Risk Assessment. See Appendix A.

4.2 Fugitive Emissions to air – dust, mud and litter

Procedures for preventing emissions to air from waste treatment.

- The waste has a low potential for dust generation.
- The waste will be baled inside the building.
- No dust generating activities (such as shredding) will take place.
- The external area will be dampened using water hoses.
- Litter picking will be checked daily and carried out daily.
- Speed restrictions on site limit dust arising from waste vehicles
- As part of the site daily checks, the Site Manager will check the entire site for evidence of any debris and arrange cleaning as required.
- Regular cleaning of the site to prevent any waste accumulating at the site

4.3 Odour

The operation has a low potential for odour generation.

4.4 Noise

With reference to the Risk Assessment, the site is not likely to generate noise as levels to cause harm. The site is located on an industrial estate, remote from sensitive receptors.

The follow measures are good practice for day to day operations:

- Vehicles will not be allowed to idle on site and drivers will be requested to turn engines off if they are waiting for inspection or unloading instructions.
- Any complaints from neighbours regarding noise will be dealt with through the Incident Reporting Form and management will be informed.
- Baling will be carried out inside the building.

4.5 Fugitive emissions to groundwater

There will be no fugitive or point source emissions to groundwater.

This section details the procedures for preventing fugitive emissions to groundwater.

- The waste will be baled within the building.
- Waste will be kept on hardstanding.
- The site is outside a Groundwater Source Protection Zone 2.
- All fuels stored outside permit boundary, in a bunded container able to hold 110% of the container volume.

- All staff are trained on the Contingency Procedures and understand the actions to be taken in event of a spill.
- Procedure for checking drainage; this will form part of daily site checks (EMS-FR-01).

4.6 Pests, Vermin and Birds

Waste tyres are not typically associated with pests, vermin and birds.

4.7 Point Source Emissions to air

There are no point source emissions to air.

4.8 Point Source Emissions to Surface Water

There will be no point source emissions to surface water.

4.9 Point Source Emissions to Foul Sewer

There will be no point source emissions to the foul sewer.

4.10 Monitoring

No monitoring is proposed for the operation.

Appendix A: Environmental Risk Assessment

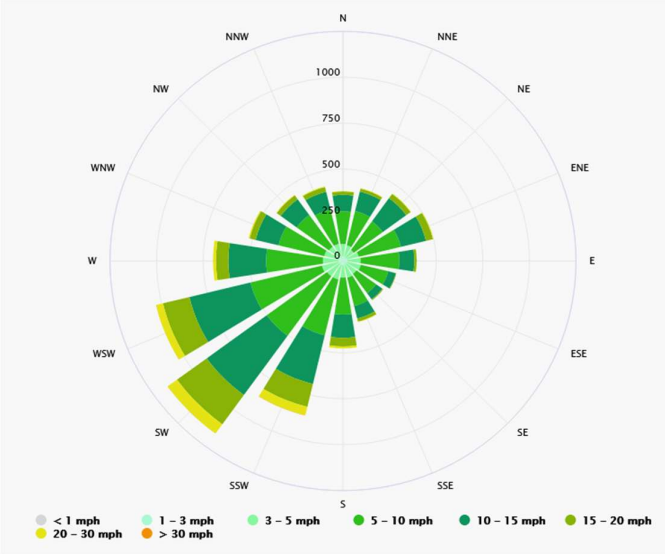
INTRODUCTION

1.1 For this operation, a risk assessment has been undertaken, to assess the risk to local amenity, surface water, air and groundwater. Accidents including; fires, vandalism, flooding and road traffic have also been assessed in the Accident Management Plan which is also included in Appendix B.

1.2 To establish whether there could be harm to the environment or human health, the sources, pathways and receptors need to be identified. The main causes for the release of any contaminants include spillages, leaks and poor management of site operations. The main routes for contaminants will be ground cover, the atmosphere, surface water runoff and groundwater. Vectors such as birds and pests may also act as a pathway.

1.3 The pathway for any nuisance will typically be the atmosphere. The wind rose for the area is presented in Figure 1.

Figure 1 - Windrose



Source:
https://www.meteoblue.com/en/weather/historyclimate/climatemodelled/erith_united-kingdom_2649937

1.4 Figure 2 and Table 4 show the nearest receptors.

1.5 There are no Groundwater Source Protection Zones in the vicinity of the site.

1.6 There are no ecological designations to consider. There are no SPAs, SACs, Ramsar or SSSIs within 500m of the site.

1.7 People who are authorised to be on the site are covered specifically by the Health & Safety at Work Act 1974.

Summary

1.8 The risk assessment identifies the likelihood of harm occurring, the consequences and magnitude in the event that harm is caused. The magnitude has been justified based on site specific knowledge.

1.9 In summary, the assessment shows that the facility can be managed to minimise the risk of harm to human health, the environment and local amenity.

Figure 2 - Receptors within 1km of the Site centre

Table 4 Receptors

Receptor	Type	Distance and Direction from Permitted site
Maypole Crescent	Road	Immediately East
Darent Valley Path	Public right of Way	80m East
River Darent	River	120m East
River Thames	River	295m North
Crayford Marshes	Open space	280m East 180m West
Crayford Marshes Local Wildlife Site	Ecology	20m North East

The purple line marks the inner boundary of the Crayford Marshes Local Wildlife Site

There are no residential properties, hospitals, care homes or schools within 1km of the site.

Risk	Pathway	Receptor	Harm	Probability of exposure	Consequence	Magnitude of Risk	Justification	Risk Management	Residual Risk
Fugitive release of particulate matter from delivery, treatment and loading	Atmosphere	Local human population	Harm to human health, respiratory irritation and illness Dust annoyance on cars, clothing and windows	Low	Low	Low	Tyres are not typically dusty. No shredding will take place. Baling inside the building.	Speed restrictions on site. Visual inspection of dust daily. Regular cleaning of site. Use of site by operator only. Full control of all activities including waste deliveries.	Low
Fugitive release of particulate matter from delivery, treatment and loading	Atmosphere	Local human population	Dust annoyance on cars from adjoining businesses	Low	Low	Low	Tyres are not typically dusty. No shredding will take place. Baling inside the building. Adjoining occupants are industrial operators.	As above	Low
Fugitive emissions to water	Water runoff to surface water	River Thames	Harm to surface water quality	Low	Medium	Low-Medium	No direct discharges. Distance to the River Thames.	All waste to be baled within the building. Daily checks to ensure hardstanding remains intact. Waste storage on concrete surface. Spillage procedure in place for use of liquids e.g. fuels	Low

Risk	Pathway	Receptor	Harm	Probability of exposure	Consequence	Magnitude of Risk	Justification	Risk Management	Residual Risk
Fugitive emissions to water	Water runoff to ground	Groundwater	Harm to groundwater quality	Low	Low	Low	No direct discharges. Compliant with Standard Rules for hardstanding.	All waste to be baled within the building, with hardstanding. Daily checks to ensure hardstanding remains intact. Spill management in place for use of liquids e.g. fuels	Low
Noise from plant and machinery	Atmosphere	Local human population	Nuisance to neighbours	Low	Low	Low	Nearest residents are over 1km from the site. Operation is located within an industrial estate which has established industrial uses.	Waste to be baled within the building. All plant and machinery to be maintained in accordance with manufacturers specifications. Complaints procedure is in place.	Low
Odour	Atmosphere	Local human population	Nuisance to neighbours	Low	Low	Low	Waste tyres are not typically odorous. No nearby sensitive receptors.	Regular cleaning of site. Any odorous waste to be removed within 48 hours.	Very Low

Risk	Pathway	Receptor	Harm	Probability of exposure	Consequence	Magnitude of Risk	Justification	Risk Management	Residual Risk
Pests, Vermin, Birds	Atmosphere	Local human population	Nuisance to neighbours	Low	Low	Low	Waste types unlikely to attract pests, vermin and birds	Daily Site Inspections. Commission Pest Control Contractor if necessary.	Low
Litter	Atmosphere	Local human population	Nuisance to neighbours	Low	Low	Low	Litter not associated with waste tyres.	Daily Site Inspections Implement litter picking duties as necessary.	Low
All of the above	As Above	Crayford Marshes Local Wildlife Site	Toxi contamination, nutrient enrichment, smothering, disturbance, predation	Low	Low	Low	The site has been designed with the waste tyre reception and baling area located over 50m from the site. Low risk activities located closer – such as office and welfare.	All of the above	Low

Appendix B: Contingency/Accident Management Plan

Event	Likelihood of Occurrence	Consequence of Occurrence	Actions Taken or Proposed to Minimise the Likelihood or Consequences of Occurrence	Actions Planned if the Event Does Occur
Flooding based on Environment Agency indicative floodplain maps	Site lies within defended flood zone.	Localised flooding	The site will register with the EA's flood warning advisory service.	See procedures below
Extreme weather leading to localised flooding	Medium	Waste cannot be delivered or collected	This event unlikely, the size of vehicle using the road should still have access.	Divert waste to other facilities.
Extreme Weather (Named Storm or Amber or Red Warning)	Medium during winter period	Damaged infrastructure, traffic incidents,	Site Manager will check weather forecast daily. If a named storm, amber or red warning is issued for the site locality, the Site Manager will check infrastructure before event is due. Arrangements will be made to delay waste collection that would involve loading vehicles.	Staff will be extra vigilant for checking infrastructure and waste storage. Loading waste into vehicles will temporarily cease. Once event has passed, the Site Manager will check all infrastructure and repair as necessary. The Site Manager will also check the site boundary for litter and implement cleaning/litter picking.
Minor spillage caused by machinery and fuel/oil leaks from vehicles	Unlikely and infrequent	No pathway to surface water or groundwater. Localised spillage would be minimal with long term effect unlikely	Spill kits maintained in site office. Vehicle manoeuvring will be controlled. Regular maintenance of plant and machinery	Implement Spillage Procedure (see Below)
Plant breakdown	Unlikely and infrequent	Waste cannot be loaded or processed	The plant will be checked daily before use. There will also be a maintenance programme for plant. Any defects will be recorded and repaired.	In the event of a break down the site manager will establish how long the repair will take. If the site operatives can repair the plant or machinery, the site will continue to accept waste up to the limits set out above. Once the limits have been reached,

Event	Likelihood of Occurrence	Consequence of Occurrence	Actions Taken or Proposed to Minimise the Likelihood or Consequences of Occurrence	Actions Planned if the Event Does Occur
				the operator will inform its drivers and third party deliveries to divert to another facility. Waste acceptance will recommence once the equipment has been repaired and the existing waste has been processed to free up capacity.
Receiving waste site is not available	Low	Waste storage limits may be exceeded.	The site maintains a list of alternative sites to take the waste.	Waste will be diverted to alternative sites.
Explosions	Very Unlikely	Damage to People, atmosphere, buildings	Waste Acceptance Procedures to ensure compliance with permitted wastes. The site is a no smoking facility.	Call Emergency Services
Fire	Medium	Damage to People, atmosphere, buildings	Waste Acceptance Procedures to ensure compliance with permitted wastes. The site is a no smoking facility.	See Fire Prevention Plan
Unauthorised access leading to damaged plant/machinery/infrastructure	Very Unlikely	Waste activities may not be carried out.	The site has gated entrances which are closed when the site is not manned. Only one vehicular access point. The site is secure. The site has CCTV which can be monitored remotely by the Site Management. 24-hour security.	Record incident. Check infrastructure and carry out repairs. Report to police.

Appendix C – Procedures

Spillage Procedure

Potential causes of a spill

Minor spillages may be caused by:

- Machinery and fuel/oil leaks from vehicles
- Leaks from the diesel tank

Prevention of Spillages

Spillages and impacts from spillages will be prevented by:

- Controlling vehicle manoeuvring
- Regular maintenance of plant and machinery
- Safe storage of chemicals and fluids
- Diesel tank located in workshop
- Spill kits maintained in site office

Minor Spillage Procedure

A minor spillage is one that usually presents little or no risk to person or property and is small enough to be safely cleaned up using the emergency spill kit. The procedure is:

If a spillage of any liquid other that water occurs on site:

- Assess the nature and volume of the liquid
- Take immediate action to avoid anyone coming into contact with the liquid
- Use spill kit or stored absorbent materials [soils, bagged granules, sand etc]
- Once securely soaked make appropriate arrangements to move the material to a suitable non-drained container
- Clearly mark the container with the contents and isolate it in accordance with the site layout plan

Once the immediate spillage is controlled:

- Clean or dispose of all equipment which came into contact with the spillage
- Clean the area of the spillage taking care to remove contaminated materials to the isolate container
- Assess the material for suitable disposal options- take samples if necessary and contact the EA for advice
- Ensure the material and container are securely stored on site for the duration of its stay- this may take some time depending upon the sampling/ analysis period and any action to be taken by the EA
- Once the disposal option is decided ensure completion of all appropriate documentation and safe removal of the material

Site management will:

- Record all details of the incident using waste assessment form and site diary. Record to include where the material came from and all relevant documentation, notes, emails, correspondence, and conversations.
- Ensure prompt replacement of contaminated materials and any other items used and disposed of in the course of controlling the incident.

- Investigate the incident and implement procedure review to prevent and recurrence. This may include writing to the waste procedure advising them of the incident and the enforcement and commercial implications of it.

Spill Kits

Spill kits will be maintained at the site office to respond to any spill incident. The spill kits may include:

- absorbent granules or absorbent material;
- protective overalls;
- gloves;
- goggles; and
- a broom and shovel**.**

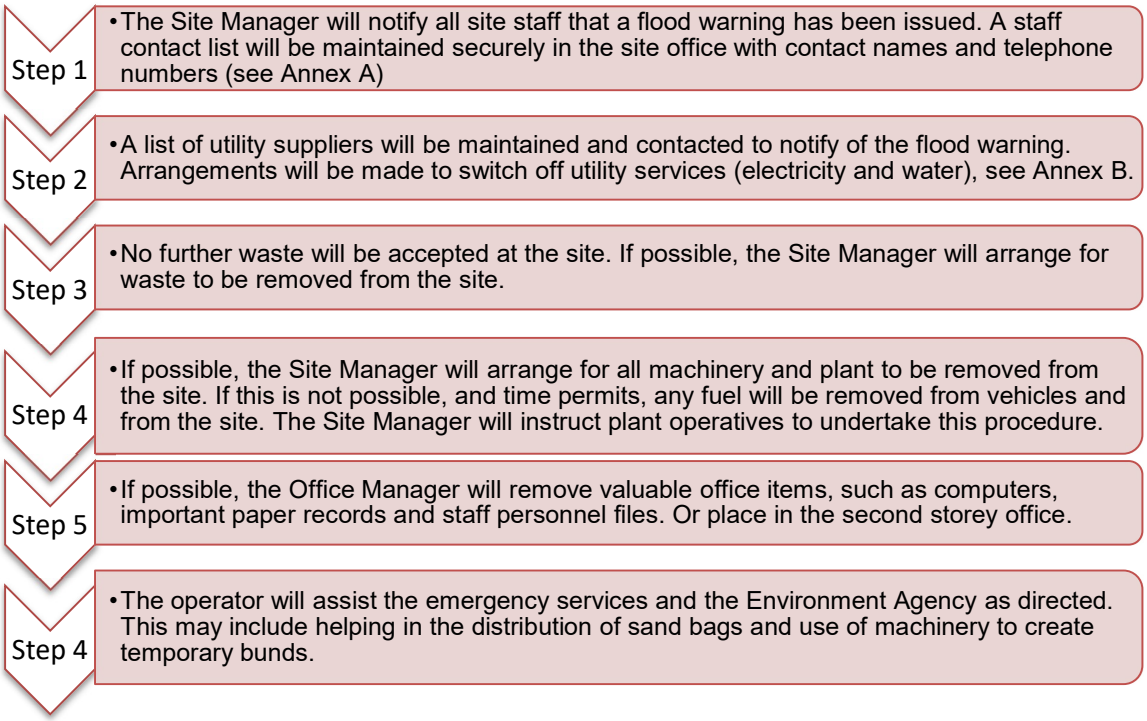
Flood Warning and Evacuation Procedure

Potential causes of a flooding

The site is located within an area defended from flooding.

Flood Warning

The Site Manager will register with the Environment Agency for flood warnings. In the event of receiving a flood warning, the procedure is:



A copy of this procedure will be kept in the Site Office and Mess Facilities. All staff will be trained in this procedure.

Annex A: **Staff Contact and Training Register**

Name	Job Title	Contact Telephone Number	Training Received (Insert Date)	Signature	In the Event of a Flood Warning, staff member has been notified (Date/Time and initial)

Annex B: Emergency Contact Numbers

Name & Address		Telephone Number
Environment Agency	General Enquiries: Incident Hotline Reporting:	03708 506 506 0800 80 70 60
Electricity Supplier	National Power Cut Helpline UK Power Networks	105 0800 028 0247
Gas supplier	National Gas Emergency Service	0800 111 999
HSE	Incident Contact Centre Incident Hotline	0345 300 9923 0151 922 9235
Local Authority Emergency Services	Environmental Health	02098218186
Emergency Services (Fire/Police/Ambulance)	Emergency Non-Emergency	999 101
Nearest Hospital	Queen Elizabeth Hospital	020 8836 6000