



SITE DETAILS

Location: NWH Waste Services Ltd, Factory Road, Blaydon on Tyne and Wear, Newcastle

Postcode: NE21 5RU

SITE CONTACTS	Name	Office Hours (specify)	Out of hours
Operation Director:	Craig Williams	07802 551280	07802 551280
General Manager:	David Beveridge	07971 890808	07971 890808
TCM	David Beveridge	07971 890808	07971 890808
Depot Manager	Andrew Turnbull	07458 059987	07458 059987

OTHER KEY CONTACTS	Name	Office Hours	Out of hours
Head Office:	The NWH Group Ltd	03333 204000	03333 204000

Foreword

This document represents the procedures we now have in place to ensure that our organisation carries out its operations at our waste transfer station in the safest and most effective ways in order that we may comply with our Environment Agency Permit.

Additionally, we are also constantly striving as an organisation to ensure that we apply the best methods possible to apply the principles of the Waste Hierarchy to our management system and overall operations.

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1 General Consideration

1.1 Introduction and Statement of Purpose

The NWH Group (Waste Services) aims to provide recycling facilities using the latest technology and fastidious management control for efficient waste treatment. It aims to provide facilities to increase the output of recyclable materials in the North Tyneside area through the sorting of commercial and domestic waste to help reduce landfill requirements.

1.2 Specified Permitted Waste Management Operations

D15 - Storage pending disposal – residual un-recyclable waste destined for landfill or Waste to Energy

D14 – Transfer for Disposal

D9 – Physical Treatment

R13 -Storage pending recovery – of permitted waste destined for recycling / reclamation.

R3 – Bulking up of organic waste

R4 - Bulking/Recycling or reclamation of metals and metal compounds

R5 - Recycling or reclamation of other inorganic materials.

1.3 Permitted Waste

Waste will only be accepted if;

- (a) It is of a type & quantity listed in table 2.2 of our standard rules permit.

Wood wastes to be accepted will consist of pallets and demolition & construction timber and some household furniture only.

1.4 Hours of Operation

Hours of operation for the reception of waste, recycling and transfer shall normally be between 00:00 – 00:00 Monday to Sunday

No deposits or related operation shall take place outside these hours except with prior written consent of the Environment Agency.

If the site needs to be open outside these hours the Environment Agency and Planning Authority will be notified.

Hours of operation may be restricted to those required by the Planning Permission.

2 Site Engineering for Pollution Prevention and Control

2.1 Engineered Site Surface and Drainage System

The external area of the transfer station will be constructed and maintained so that water does not stand on any part of the site. Run-off from areas used for processing shall be directed to the sealed drainage system. Surface water from the waste processing shed drains, building drains and surface water from the stock yard will be in accordance with the drainage strategy.

2.2 The Receiving and Separation of Waste

NWH Waste Services waste transfer station will manage contents of Vans, Skips and Trade Waste vehicles that are returned from our customers. The waste is made up of inert from builders skips that is construction waste such as soil, bricks and concrete. In addition, we will accept green waste, metals, packaging and household waste. In accordance with our Waste Management Licence, the facility accepts and processes the following wastes:

- Commercial / industrial / trade / retail non-hazardous waste
- Construction waste
- Inert waste
- Scrap metal
- Household waste
- Green Waste

The facility will not accept any of the following types of waste:

- Clinical waste
- Asbestos waste
- Liquid waste
- Sludge waste
- Special waste as defined in the Special Waste Regulations 1996 (as amended)

There is currently no access to the site for the general public, but we may permit entry to registered waste management companies. Waste received will be tipped in the appropriate area for the material being received and will be sorted by machine and on occasions by hand. Our operational procedures including the treatment of all waste types received into the waste transfer station is assessed both when it's collected by the driver and by the Site Manager/Supervisor when it arrives at our facility. Once the material has been cleared for entry to site and the appropriate paperwork is processed the material is allocated to an area appropriate for its unloading according to the content of each vehicle. Waste is then unloaded and treated accordingly as outlined below:

Acceptance of Waste

All vehicles carrying waste material are directed onto the weighbridge where the following details are recorded:

- Vehicle registration number
- Date and time
- Weight of waste
- Description of the load
- Origin

The driver is then instructed to proceed to the designated tipping area of the recycling facility by the weighbridge clerk and or Banksman. The driver will then tip the load.

A visual check of the container and contents is made by the yard banksman once the load is tipped to ensure it does not contain any non-permitted wastes

Rejection of Waste

Waste may be rejected for several reasons, such as:

Incorrect paperwork

Waste not meeting description on paperwork

Unlicensed waste carrier

Waste out-with site license

If a waste load or part of is rejected, the load or items will be parked in a designated quarantine area whilst enquiries are made to establish the reasons for the incident. A Non-Conformance record will be raised by the site manager to record the waste type and what action will be taken.

If the problem cannot be resolved, the load will be rejected, and the Environmental Agency will be consulted to agree on the action required.

Any waste accepted at the site which is subsequently found to be out-with the terms of the license will be held in a designated quarantine area. The Environmental Agency will be informed of the presence of such wastes and the location of the designated quarantine area immediately. An appropriate course of action will be agreed with The Environmental Agency.

2.3 The Storage of Waste awaiting collection

All waste awaiting collection shall be stockpiled within permitted limits for a short period of time. This waste type will be removed from site in adherence to the site permit requirements. The material will then be transported for recycling or collected by contractor's vehicles as required.

2.4 The Buildings and Yard & Site Office Area

The office area on the west side of the yard contains the Site Offices, staff toilets and welfare facilities, general office and workshop. The existing building is a steel framed portal building with block work/ concrete plank lower walls and steel cladding/ fibre sheeting to the upper walls and roof. The majority of the operation will be carried out outdoors and will be mainly inert material such as concrete, bricks tiles and construction waste and also soil and spoil, thereby reducing any possible wind-borne nuisance, the fencing to the site will be enhanced using fine mesh netting where necessary.

3 Site Infrastructure

3.1 Site Security

- East Boundary has a 2.1 metre (6 feet 6 inch) palisade security fence which then changes to a red brick 2.1 metre wall with security mesh along the top. Site entrance and exit gates of the same height and run in line with the easterly boundary.
- West Boundary has a 5-metre acoustic wooden fence running the full length of the site.
- North Boundary has a red brick 2.1metre
- South Boundary has a red brick 2.1metre wall and the exterior of the adjoining building made of the same red brick

The following security procedures are also in place:

- Entrance/Exit gate will be closed and locked during out of hours' time and whenever site is unmanned.
- No public access will be permitted on site. This will be stated on signage that is to be fixed to the access gate.
- The perimeter fence has a security top and surrounds the entire site.
- The main gate and yard have security lighting installed.
- A full 24-hour CCTV system covering all areas of the waste transfer station is installed
- The office area is a vandal proof security portacabin with locks on all external windows.

4 Site Operations

4.1 Control of Mud and Debris

Mud accumulation will be monitored, and the site regularly cleaned to prevent debris/foul being carried out onto the public highway. Dust and debris in other areas of the yard will be swept-up on a regular basis to prevent build-up of waste in and around the site. The access area and adjacent highway will be monitored for evidence of mud and other debris and cleaned immediately by a site operative who will manually sweep away the debris. A mechanically propelled road sweeper will be called if necessary. Site vehicles will be cleaned regularly to prevent the transportation of mud and debris onto the public highway.

4.2 Potentially Polluting Leaks and Spillages of Waste

All potentially polluting waste leaks and spills are managed as per site pollution spill procedure which has been provided to the Environment Agency. In addition, if a spillage enters the river to the West, then the Environment Agency will be informed immediately.

4.3 Fires on Site

The site shall contain adequate fire equipment to comply with the County Fire Brigade standards and this standard shall be maintained through regular checks. The installation of smoke detection systems is installed throughout the main building and heat/thermal cameras are installed in the waste shed for early identification of any hot spots arising and early preventive action can be taken. automatic sprinkler systems for the prevention of fires during closed hours has been investigated. Any evidence of fire breakouts will be recorded in a site diary and the Environment Agency will be informed immediately. No waste of any description shall be burnt on site. A full fire prevention plan & fire management has been produced for the site.

4.4 Waste Acceptance / Control Systems & Procedures

All vehicles carrying waste are directed onto the weighbridge which is located within the site boundary just beyond the entrance gate where the following details are recorded:

- Vehicle registration number
- Date and time
- Weight of waste
- Description of the load
- Origin

The driver is then instructed to proceed to the designated tipping area of the recycling facility by the weighbridge clerk and/or Banksman. The driver will then tip the load as required. A visual check of the container/vehicle and contents is made by the yard Banksman/Site Supervisor once the load is tipped to ensure it does not contain non-permitted wastes. All waste is securely stored in appropriately constructed external bays and the receiving area of the waste handling shed where it's processed as required.

4.5 Waste Quantity Measurement

All waste and recyclable materials will be weighed before entry is granted to the facility and weighed again before leaving the facility, this is done by a double weighbridge management system which is positioned within the site boundary at the entrance and exit of site. A weight indicator is located within the main office.

4.6 Waste Treatment Storage

4.6.1 Sorting

The different materials and waste types are stored in stockpiles and or containers for removal to merchants and landfill. Inerts are stored in a separate area and removed as volumes reach maximum levels.

Recyclable Storage

These various materials are stored in stockpiles and or containers. Wood, plastics, ferrous and non-ferrous metals have designated area on the site where preparation and loading take's place as highlighted on the site map.

Incoming waste deemed to be suitable to be processed is loaded from the storage area in the reception area of the shed is loaded into our Trommel, then proceed onwards through our picking station via conveyor belts. Any material we can take from the process that can be recycled gets separated

by hand or our sorting station and is transferred to the relevant areas and non- recyclable materials are stored awaiting transportation to an appropriate licenced facility.

Materials that are to be recovered include:

- Cardboard
- Plastics
- Glass
- Paper
- Textiles
- Weee
- Wood
- Plasterboard

Inert materials such as soil, spoil, bricks and masonry, concrete and general building materials waste will be sorted in the outside sorting areas and stored in the appropriate area highlighted on the site map.

Materials that are to be recovered include:

- Soil
- Bricks
- Concrete
- Masonry
- Wood
- Aluminium
- All other metals

It is our policy to always remove all waste from our transfer station site in as short as time as is possible.

Disposal of Waste

Non-recycled materials that are removed to landfill/Incineration/Energy from waste sites will be weighed and a weighbridge ticket will be generated. In addition, it will be weighted again at the landfill/Incineration/Energy from waste sites. All vehicles leaving the site will be loaded to ensure the safety of the load and to ensure compliance with transportation legislation. Details of all carriers' registration documents are held in the main office.

A waste transfer note is produced for all waste material removed from the facility. A record of the destination, type and amount of recycled material removed from the facility is recorded for recycled material that is not classified as waste at the time of dispatch

4.6.2 Storage of Recyclable Materials

The different materials and waste types are stored in stockpiles and or containers for removal to merchants and landfill. Inerts are stored in a separate area and removed as volumes reach maximum levels.

Materials to be Stored	Maximum Quantity at Any Time	Maximum storage time
General Waste including, cardboard, paper & plastics	1000 tons	1 Month
Hardcore including brick, concrete, stones etc	1000 tons	3 Months
Glass	40 tons	1 Month
Mixed wood and greenery	60 tons	1 Month
Scrap Metals	50 tons	3 months
Textiles	10 tonnes	1 month
Dry Mixed Recyclable materials	500 tons	1 month
Plasterboard & gypsum products	30 tons	1 month
UPVC	10 tons	1 month

* Non-recyclable waste

4.6.3 Vehicle unloading area

NWH Waste Services waste transfer station will manage contents of Vans, Skips and Trade Waste vehicles. The waste is made up of inert from soil, bricks and concrete. In addition, we will accept green waste, metals, packaging and household waste. The driver is instructed to proceed to the designated tipping area of the recycling facility by the weighbridge clerk and/or Banksman, this is highlighted to all drivers by the means of a Transport Traffic Management plan. The driver will then tip the load as required. A visual check of the container/vehicle and contents is made by the yard Banksman/Site Supervisor once the load is tipped to ensure it does not contain non-permitted wastes. All waste is securely stored in appropriately constructed external bays and the receiving area of the waste handling shed where it's processed as required

4.6.4 Staffing & Management

Site Personnel

The site employs approximately 25 staff consisting of Site management, machine operators, labourers and administration staff.

Supervision

NWH Waste Service's Operations Manager David Beveridge has overall responsibility for the management of the site and has his WAMITAB level 4. The Depot Manger is Andrew Turnbull and assists in the day-to-day management of the site and its operations and is currently working towards his WAMITAB Level 4, Chris Lowe is the Site Supervisor and is working towards his WAMITAB Level 4.

NWH Waste Services currently has four employees who are WAMITAB Waste Management Operations –Managing Physical and Chemical Treatment Non-Hazardous Waste Biodegradable Level 4 certificate holders with over 18 years' experience in waste haulage & waste recycling. There are four appointed persons within the company and plans are in process to train more staff to hold the WAMITAB Waste Management Operations –Managing Physical and Chemical Treatment Non-Hazardous Waste Level 4 certificate. The terms of the Waste Management permit are known to all persons who are given responsibility for the management or control of the site.

5. Amenity Control and Monitoring

5.1 Controls, Monitoring and Reporting of Dusts, Fibres and Particulates

Dust Suppression

All the processing/recycling of the waste material is carried out entirely within the confines of the Processing/Recycling yard. There is a mobile Quick spray dust suppression unit on site which is moved around site via forklift to soak the concrete floor within the yard. The entire yard is concreted and regularly swept and cleaned using the mobile shovel and hired in road sweepers. The facility is continually monitored to ensure that dust emissions arising from the processes do not create a problem. If the build-up of dust is such were it starts to plume within the site, this will trigger measures to suppress any air bourn dust. In addition, if required we will use a water hosing system which will be manually operated. All dust management and remedial actions will be recorded in the site diary/log. Any dust/foul leaving the site boundary will be manually swept immediately and if this action is deemed to be ineffective due to dust/foul leaving the site boundary a mechanical Road Sweeper will attend site until the dust/foul is fully managed on the site and the public highway.

5.2 Control of Odours

The facilities main business comes predominantly from building sites. Any wastes giving off strong odours detectable out with the site perimeter will be removed from site as soon as a priority. Waste accepted at this facility will be dry waste and should therefore have no odour. If any waste is found to give off offensive odours it will be taken to the Quarantine area and removed from site immediately. It will also be recorded in the site diary. In the unlikely event that offensive odours are released from the site the offending odour source shall be immediately identified and removed from the site to a suitable tip in order to prevent further nuisance.

5.3 Controls and Monitoring of Noise

All plant and equipment shall be purchased and maintained to H.S.E. and manufactories guidelines. Noise levels will be monitored. When noise levels are reported and are in breach, this will prompt an investigation and all remedial actions recorded in the site diary. All existing plant will be regularly inspected and maintained as per the manufacturer's guidelines and requirements. If the mechanical equipment is found to be in breach of requirements rectification must happen immediately to prevent noise pollution leaving the site boundary.

5.4 Control of Pests

A registered Vermin Contractor shall be employed to control rodents and flies as required. Otherwise, rodents shall be controlled using secure bait stations that are only accessible to rodents. Regular inspection shall ensure the control methods are effective and recorded in the site diary. Daily Management of the level of litter on the site boundaries will minimise the attraction of pests and vermin.

5.5 Control of Litter

The facility has a 2.1 metre palisade security fencing installed on the East boundary, a red brick 2.1 metre wall on the North and South boundary and a 5-metre acoustic wooden fence running the full length of the westerly boundary. There will be a litter netting fencing system installed if required however, this is not necessary at this point. Because of the enclosed nature of the transfer station being situated within a shed/building windblown litter will be kept to a minimum; however, the area surrounding the yard will naturally collect windblown litter due to the high security fence & netting and will help to reduce litter dispersal. The site shall be checked daily for litter and if identified shall be collected and disposed of in the normal way. When completing internal and external site inspections any litter identified out with the site boundary will be collected immediately, bagged and placed back on site to be processed, these collections will be recorded in the site/log diary.

6. Maintaining and Submitting Records

6.1 Security and Availability of Records

All records, except those applicable to the financial agreements and performance shall be available for inspection, including:

- Waste accepted on site
- Waste rejected
- Waste dispatched from the site
- Fire log
- Site diary
- EA Inspections/reports
- Weighbridge Tickets
- Consignment Notes [Hazardous Waste (England & Wales)]

Regulations 2005

- Duty of care waste transfer notes
- Visitors
- Noise level breaches
- Site Inspections for dust
- Site Inspections for foul leaving the site boundary
- Site Inspections for litter on site and leaving the site boundary
- Oil spill record

Hard and electronic copies of records will be kept in the site office in clearly labelled files. Records will be kept for a minimum of 2 years. Quarterly returns of wastes accepted and removed from site will be submitted to the Environment Agency as required.

7. Environmental Impacts Plan and Controls

NWH WASTE SERVICES (FACTORY ROAD) ENVIRONMENTAL MANAGEMENT SYSTEM

Table 1: Site Activity Risk Assessing															
<p>The key pieces of environmental legislation affecting this sector are:</p> <p><i>(Add as many as apply to your site activities – you should ensure that this list is kept up to date for your site and covers all applicable legislation)</i></p>	<ul style="list-style-type: none"> • The Environmental Permitting (England and Wales) Regulations 2007, SI 3538 • Groundwater regulations 1998, SI 2746 • Water Resources Act 1991, as amended. • Environmental Protection Act 1990 • Control of Pollution (Oil Storage) (England) Regulations 2001, SI 2954 							<ul style="list-style-type: none"> • Hazardous Waste Regulations (2005) 							
	Process / Activity/Equipment	A	W	E	D	L	N	R	Process / Activity/Equipment	A	W	E	D	L	N
<p>Processes / Activities / Equipment at your site:</p> <p>(insert H or M or L where applies) List all the processes / activities / equipment at your site in these columns.</p> <p>Then put an (H) high impact, or (M) medium impact, or (L) low impact in the box next to the process / activity / equipment if it can result in an environmental impact listed below under normal or abnormal operation.</p> <ul style="list-style-type: none"> ➤ Emissions to Air (including dust) - A ➤ Emissions to Water - W ➤ Energy Usage (e.g. electricity, gas, oil) - E ➤ Waste Disposal - D ➤ Land Contamination - L ➤ Nuisance (i.e. noise or odour) - N ➤ Resource Consumption (e.g. water, chemicals, not energy) - R 	Dust from site activity	H	L	L	L	L	M	H							
	Control of mud & debris	L	L	M	M	L	L	L							
	Polluting leaks	L	L	L	M	M	L	H							
	Spillages of waste	L	L	M	M	M	L	H							
	Fires on site	H	L	L	H	M	H	H							
	Shredding / chipping	H	L	H	M	L	M	M							
	Waste Storage	L	L	L	H	L	L	L							
	Control of odours	L	L	L	L	L	L	L							
	Control & monitoring of noise	L	L	L	L	L	M	L							
	Control of pests (vermin)	L	L	L	L	L	M	L							
	Control of litter	H	M	L	H	L	H	L							
	Telehandler/Loading shovel	M	L	M	L	L	M	M							
	Skip loaders operation	M	L	M	L	L	M	M							

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Water usage for dust control	L	L	M	L	L	L	H										
Waste acceptance, separation & sorting	H	L	H	H	L	M	H										

Table 2. Procedures & Controls for Activities						
<i>Process / Activity / Equipment on Site</i>	<i>Potential Impact</i>	<i>Is impact controlled by equipment?</i>	<i>Is equipment included on maintenance checklist?</i>	<i>Is impact controlled by a procedure?</i>	<i>Person using the procedure received training?</i>	<i>Comments</i>
Dust from site activity	Potential for local air quality issues and possible cause for complaints	Yes	Yes	Yes	Yes	Onsite dust is controlled by regular hosing and onsite water bowser. This system will be used on the entire area where dust is released to minimise the potential of dust release into the air. This is carried out as is necessary on a recurring basis. Regular testing takes place to ensure effective use of the water release system on the dust. Daily inspection will take place at 08:00hrs on every working day to assess if action is required, and throughout the day as required, these inspections will be recorded in the site diary. Inspections will be carried out by Depot Manager or the site supervisor.
Mud & debris	Mud & debris accumulation could be carried out onto the highway	Yes	Yes	Yes	Yes	Mud & debris will be swept and cleared away by loading shovel and manually if required. The site will be cleared daily to prevent any build up. The main site entrance and exit area and adjacent highway will be monitored and cleaned and where necessary a mechanical road sweeper will be hired if required. Daily inspection will take place at 08:00hrs on every working day to assess if action is required, and throughout the day as required, these inspections will be recorded

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						in the site diary. Inspections will be carried out by Depot Manager or the Site Supervisor.
Fire on site	Sites fires as well as being potentially highly dangerous will add to air pollution, produce a range of poisonous compounds & could also cause harmful health effects	Yes	Yes	Yes	Yes	The site contains adequate equipment to comply with fire regulations. Any evidence of fire breakout will be recorded in the site diary and the Environment Agency will be informed immediately. Measures will be taken to prevent a similar occurrence. No waste of any description shall ever be burned onsite. Daily inspection will take at 07:00hrs to assess the above, this inspection will be recorded in the site diary. Inspections will be carried out by depot manager or the site supervisor.
Waste storage	Possible contamination to soil or groundwater	Yes	Yes	Yes	Yes	All waste will be stored on an impermeable surface in a specific bay as highlighted on the site plan. All waste will be stored inside the waste shed except for hardcore, soils, metal, plastics and wood which will be stored in external bays as highlighted on the site plan. Waste will not be stored on site for an unreasonable amount of time as agreed with the Environment Agency.
Control of odour	Odour can be classified as a statutory nuisance	No	No	Yes	Yes	Any waste that is known to be malodorous is not accepted onsite. Any waste that is unwittingly accepted will be removed from site immediately.

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Control of noise & vibration	Noise can be classified as a statutory nuisance	Yes	Yes	Yes	Yes	All site activity, including vehicles & equipment use, is normally between the hours of 0700hrs – 19.00hrs Monday to Friday only and 07:00hrs to 14:00hrs Saturday. Vehicles & plant are operated periodically to avoid long periods of noise. Vehicles and plant are adequately maintained as per the inspection requirements stated by DVSA and the Plant manufacturer to ensure there are no excessive noise levels as a result of poor or no maintenance. Noise levels are monitored and any complaints (if received) will be recorded in the site diary and investigated
Control of pests(vermin)	Harm to human health or escape to local environment	No	No	Yes	Yes	A registered vermin contractor shall be employed to control rodents and flies as required. Otherwise rodents will be controlled by secure bait stations only accessible to rodents. Regular inspections shall ensure the control methods are effective.
Control of litter	Potential of litter escaping from site.	Yes	yes	Yes	Yes	All waste which can become airborne will be stored within the Waste Management shed to reduce the chance of potential litter escaping. Internal and external roads and paths are checked daily and litter removed when applicable. Internal and external site inspections will take place throughout the day and will begin at 07:00hrs and any litter identified out with the site boundary will be

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						collected immediately, bagged and placed back on site to be processed, these collections will be recorded in the site/log diary. Inspections will be carried out by Depot Manager or the Site Supervisor.
Waste acceptance	Possible hazardous or unaccepted waste type	No	No	Yes	Yes	Only permitted waste is accepted onto site and is tipped and separated into categories as detailed on the site plan, only specified waste sorted within the sorting areas. Waste is screened to ensure hazardous or non-permitted waste is not accepted onto site. Waste that does not meet the criteria of our permit is returned to the originator in most cases. Hazardous waste is held in our quarantine area and removed from site by specialist contractors.
Telehandler/Loading Shovel	Diesel or oil leak or spillage. Diesel fumes to environment	Yes	Yes	Yes	Yes	All machines/plant are regularly maintained to ensure roadworthiness and all refuelling and repairs are carried out indoors to prevent leaks and spillage. The machines/plant are used intermittently to avoid constant emissions into the air. The machines/plant are checked daily and serviced per manufacturers guidelines to ensure effective and efficient running.
Water usage for dust suppression	Excessive water use	No	No	Yes	Yes	Water for dust suppression is frequently used to prevent the escape of dust into the air. This activity is monitored closely to

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						ensure unnecessary water usage is minimised. Daily inspection will take place at 07:00hrs on every working day and throughout the day as required to assess the above, this inspection will be recorded in the site diary. Inspections will be carried out by Depot Manager or the Site Supervisor.
Waste separation & sorting	Most general unsorted waste is land filled and this has associated negative impacts including global warming. Therefore, we seek to sort and recycle as much waste as our permit allows.					All incoming waste is to be deposited in the receiving area within the waste shed or the external tipping area depending on waste type. It will be visually inspected before sorting, treatment and removal to the appropriate area of the transfer station at the earliest opportunity. All waste is securely stored in the waste shed or in an extremal storage area depending on waste type. Inert materials such as soil, spoil, bricks and masonry, concrete and general building materials waste will be sorted in the outside sorting areas and deposited in the appropriate storage bay before being removed for further recycling. Incoming waste from the skips deemed to be household waste will be screened for any hazardous type waste before being processed through the picking station. Waste from the picking station will be manually pick from within internal sorting area and dropped in the appropriate waste category area.

Table 3. General Waste Management					
Waste Produced at Site	Where does the waste go?	Can it go to recovery / recycling?	Is it being stored correctly on site?	Are Duty of Care requirements being met?	Comments
General waste sent for disposal	Suez, JBT Waste or Niramax	No	Yes, within waste shed	Yes	All general household waste sent directly to Suez following screening for hazardous & non-permitted waste
General waste sent for disposal	Niramax	No	Yes, within waste shed	Yes	All general waste not accepted by Suez now sent to Niramax via onsite 40 metre containers
Hardcore (concrete, bricks, rubble etc)	HFF Groundwork's Owen Pugh G.O.Brien Safer Group	Yes	Yes, external storage bays	Yes	Mixed stockpile usually collected or delivered to recipients daily
Paper & cardboard	Suez	Yes	Yes, within DMR Shed	Yes	Very small amounts of this waste are kept on site
Plasterboard	Suez O'Brien's	Yes	Yes, within waste shed	Yes	
UPVC Plastic	Sita	Yes	Yes, within waste shed	Yes	Very small amounts of this waste are kept on site
Metal	Jebb Metals	Yes	Yes, external storage bays	Yes	Very small amounts of this waste are kept on site
Soil & stones	Safer Group G.O.Brien Owen Pughs	Yes	Yes, external storage bays	Yes	This waste is usually transferred daily
Wood	O'Briens Suez	Yes	Yes, external storage bays	Yes	This waste is usually transferred daily
Weee	JBT Waste	Yes	Yes Sealed containers	Yes	Very small amounts of this waste is kept on site

8. Accident Prevention

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Spillages			
Spillage during transfer, sorting, crushing and compaction of wastes.	Contamination of land, drains, groundwater and watercourses.	Inspect and validate all in-coming wastes. Remove hazardous liquids from wastes prior to processing. Train the staff	Trained staff will follow the spill response procedure. It describes what to do in the event of a spill and where the kit is kept.
Spillage during delivery of oil or fuel.		Supervise fuel deliveries. Use drip trays and spill materials.	
Spillages during refuelling of plant and equipment.		Plant and equipment will be refuelled in designated areas with impervious surface and will use drip trays and spill materials.	
Slow seepage of liquids from imported contaminated materials. Slow seepage can be less noticeable than 'spills'.		Incoming materials that are contaminated e.g. cutting oil or tramp fluid on swarf, will only be stored on impervious surfaces that are drained to an oil interceptor	
Overfilling			
Overfilling of fuel tanks during refuelling of plant machinery or during maintenance	Contamination of land, drains, groundwater and watercourses.	Fuel level control checks, supervised refuelling and spill kits in place. Ensure refuelling is carried out in safe enclosed area only.	Spill response procedure as described above.
Failure of Plant or Equipment			
Leakages; due to faulty pipe work, valves, over-pressure, blockages, corrosion, severe weather, ground movement etc.	Contamination of land, drains, groundwater and watercourses.	Daily visual inspection and completion of weekly inspection checklist record. Preventative maintenance regime. Any underground pipes and tanks will be tested for integrity. Insulation and protection of pipe work.	Spill response procedure as described above.
Puncture; of vessels and tanks etc due to impact – such as fork lift trucks.		Tanks and vessels generally located within / on secondary containment facilities.	

NWH WASTE SERVICES (FACTORY ROAD) ENVIRONMENTAL MANAGEMENT SYSTEM

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
		Storage locations of drums and non-permanent vessels protected by use of barriers or fencing. Movement of drums and containers using safe techniques.	
Fire			
Fire	Smoke and pollution, Firewater causes contamination of land, groundwater and watercourses.	Separation of incompatible materials and of combustible materials and ignition sources. Incorporation of fire breaks into site layout and containment of fire water. No smoking policy. Maintain tidy site and minimize stockpile of combustible materials. Fire training and emergency drills.	Raise fire alarm immediately and call emergency services. This entails shouting fire and sounding the audible alarm by breaking the safety glass on the automated alert system, gather all personnel and any visitors to the muster point. Use of emergency fire equipment such as extinguishers, hoses and sandbags can be considered to contain the fire until the fire services arrive only if it is completely safe to do so. In addition, trained machine operators will segregate the flammable material by means of the machine to minimise impact, this action will only be carried out if safe to do so.
Flood			
Due to ingress of watercourse floodwater, blocked drains, burst water main, use of fire water.	Contamination of raw materials, buildings, land, drainage system, groundwater and watercourses with fire and flood water.	Maintenance of drains. Fitting of flap / non-return valves on drains. Safe location for storage of hazardous materials.	Flood procedure describing what to do in the event of a flood warning such as installation of barge boards, use of sandbags, movement or protection of sensitive materials.
Failure of Services			
Due to failure of supply; water, electricity, gas supply and of sewerage system. Due to utility supply being struck and broken / cut.	Flooding, explosion with subsequent contamination of land, drains, groundwater and watercourses.	Provision of standby facilities. Maintenance of up to date plans showing location of utility services.	Emergency generators and a water bowser would be brought onto site in such an event to allow continuation of operations

NWH WASTE SERVICES (FACTORY ROAD) ENVIRONMENTAL MANAGEMENT SYSTEM

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
		Procedure for contractors to work on site including induction training and permit to work.	Reliance on utility supply is low due to the type of operation we have. Flood and fire procedure as described above.
Failure of Containment			
Failure of containment facilities due to land movement, impact, corrosion etc.	Contamination of land, drains, groundwater and watercourses.	Provision of secondary containment for hazardous liquids. Inspection of primary and secondary containment facilities. Integrity testing of tanks and bunds & pressure loss alarms.	Spill response procedure as described above.
Vandalism			
Unauthorised entry and tampering or malicious damage to property, plant and equipment.	Contamination of land, drains, groundwater and watercourses.	Secure gate and perimeter fence. Site locked when un-manned & not in use out of hours. Plant and equipment locked in secure storage out of hours. Security system installed including camera and recording facilities.	Contact Police and security company to review options and future procedures.

9.Regular checklist & maintenance

Item requiring maintenance	How often? (tick the appropriate box)						Where are maintenance instructions?	Who is responsible?
	Day	Week	Month	Year	2 years	5 years		
Check the catch pit/interceptor	X						Checklist	Andrew Turnbull
Check drains and drainage channels for blockages.		X					Checklist	Andrew Turnbull
Clean up spills on surfaced areas	X						Checklist	Andrew Turnbull
Check state of fences and gates – (to avoid vandals or children getting on site).	X						Checklist	Andrew Turnbull
Visually check the un-surfaced areas to ensure that there are no spills. Clean up if necessary.		X					Checklist	Andrew Turnbull
Check security fence and outside highway area for litter.	X						Checklist	Andrew Turnbull

NWH WASTE SERVICES (FACTORY ROAD) ENVIRONMENTAL MANAGEMENT SYSTEM

Check entire site for signs of pest & vermin		X					Checklist	Andrew Turnbull
Check telescopic handler/Tracked machines/wheeled shovels for such use and condition	X						Vehicle checklist	Andrew Turnbull
Check security walls for vehicle impact	X						Checklist	Andrew Turnbull

10. Operational checklist

1. Facility

- ✓ Is a location plan available, showing the location of the site and the outline of the facility?
- ✓ Is the access to roads facilitated (i.e. waste collection and transport vehicles)?
- ✓ Is sufficient storage capacity available, for present and future waste storage?
- ✓ Are the available drainage systems, power supplies, water supplies adequate for the licence?
- ✓ Are site buildings situated in a way to minimise potential impacts on neighbouring properties?
- ✓ Are provisions for emergency management incorporated?
- ✓ Is a decommissioning plan available that will return a site to the condition prevailing prior to waste management activities so that it will be suitable for alternative use?

2. Waste Types

- ✓ Are checking/compliance measures introduced to ensure that waste acceptance is restricted to those types and quantities for which the facility was designed and permitted by the licence (e.g. checking, sampling and recording of incoming waste and provisions for dealing with non-permitted wastes that are delivered)?
- ✓ Is sufficient information provided by waste producers so that the operator of the transfer station can comply with the licence conditions (e.g. detailed description of wastes)?
- ✓ Is the description of wastes checked and are records made regarding waste types, quantities, sources and waste carrier?
- ✓ Is the incoming and outgoing waste subject to visual inspection (i.e. on-site verification) and weighing (i.e. weighbridges, place to offload and spread waste)?
- ✓ Is the short/long-term leaching behaviour and/or characteristic properties of waste determined by or on behalf of the waste producer/contractor? And are possible risks when handling particular wastes identified and included in the waste transfer documents?
- ✓ Is periodical testing carried out using standardised analysis methods, to determine whether a waste complies with licence conditions and/or specific reference criteria (carried out by the facility operator)?
- ✓ Is specific information regarding the types and quantities of waste treated forwarded to the competent authority (e.g. EPA) at defined intervals?

3. Facility Operation

- ✓ Is it ensured that the experience of the staff is appropriate with the level of expertise required (i.e. "Fit and Proper Person")?
- ✓ Are trainings provided to staff, including new areas of development and refresher courses?
- ✓ Is an Environmental Management System (EMS) implemented?
- ✓ Does the EMS, as a minimum, includes a schedule of environmental objectives and targets, corrective actions, awareness and training, management structure, communications procedures, regular reporting of environmental performance and regular audit (internal and independent)?
- ✓ Are systems in place, which ensure that standards are maintained, including incident and complaints management procedures?
- ✓ Is data appropriately managed for waste received, processed and transported off-site?

4. Vehicles

- ✓ Are vehicles subject to regular maintenance and service programmes to ensure that vehicles are running as efficient as possible?
- ✓ Are procedures to monitor fuel use implemented in order to monitor efficiency?
- ✓ Are vehicles engines switched off when not in use (both on-site and visiting vehicles)?

5. Dust/Fine Particulates Control

- ✓ Are operational procedure/working plans in place, which set out the design, operational considerations and requirements to minimise and control potential nuisance from dust?
- ✓ Are detailed procedures of the receipt and handling of hazardous waste (incl. asbestos) formulated and applied in practice (as the facility is permitted to accept such wastes)?
- ✓ Is the effectiveness of the design and operational provisions regularly monitored?
- ✓ Is dust monitoring performed at specified locations on and off site?
- ✓ Are water sprinklers operated in waste handling areas?
- ✓ Are dust extraction systems, to remove dust and particulates from working areas, used?
- ✓ Are all relevant areas (e.g. main transfer station) as well as external roadways regularly swept?

6. Odour Control

- ✓ Are wastes known to be malodorous not accepted?
- ✓ Are appropriate procedures developed and implemented for dealing with malodorous waste?
- ✓ Are waste delivering/removing vehicles enclosed or covered?
- ✓ Is the biodegradable waste removed from the premises as soon as practicable (e.g. within 48 h of its arrival)?
- ✓ Are odour neutralising sprays and additives used before onward transport?
- ✓ Are appropriate air filtration systems with bio-filter to remove odour used?
- ✓ Are all waste handling areas regularly inspected and monitored by facility staff?
- ✓ Is odour monitored at specified locations on-site and off-site?
- ✓ Is compacting or treatment of malodorous waste carried out in an enclosed area?

7. Litter Control

- ✓ Are operational procedures, including monitoring of litter generation and control of potential nuisance, in place?
- ✓ Are visual inspections carried out and are written inspection records maintained (i.e. signed and dated, indicating the times of inspection and any action taken)?

- ✓ Are transfer and waste handling activities carried out within a building or an enclosed/covered area?
- ✓ Are site roads regularly maintained?
- ✓ Is the incoming waste only accepted in sealed or covered vehicles?
- ✓ Are perimeter planting, fencing and landscaping to reduce wind impacts installed?

8. Noise & Vibration Control

- ✓ Is the plant and equipment adequately maintained to mitigating noise levels?
- ✓ Is equipment selected that has low noise emission levels (confirms with EU Noise Standards)?
- ✓ Is it ensured that noisy equipment is not used for long periods of time and at inappropriate times (e.g. defined in operational procedures)?
- ✓ Are patterns of waste delivery monitored in order to ensure that vehicle movements are avoided during specific periods?
- ✓ Are site roads maintained to reduce noise and vibration from vehicle movement?
- ✓ Are noisy plants and equipment located away from residential areas and enclosed if possible?
- ✓ Is regular monitoring of noise levels carried out?
- ✓ Are noise related complaints recorded and investigated?
- ✓ Are noisy activities carried out indoors and are building doors kept closed?

9. Control of Emissions to Surface Water

- ✓ Is the operation carried out in a way which prevents spillage or escape of substances that could pollute the surface water system?
- ✓ Are all direct discharges to surface water and sewer passed through a catch pit interceptor?
- ✓ Are interceptor cleanings performed on a regular basis incl. regular visual inspection and maintenance?
- ✓ Is surface water monitoring (e.g. sampling at agreed locations; downstream of the site) carried out regularly (e.g. monthly, quarterly)?
- ✓ Are adjacent/close by surface water courses inspected at agreed intervals?

10. Chemical Waste Storage Control

- ✓ Is it ensured that certain chemicals (e.g. oxidising and toxic substances) are kept apart?
- ✓ Are separate dedicated storage areas/bays provided for different classes of dangerous substances, incl. physical barriers such as walls, bunds etc.?
- ✓ Are written procedures for the acceptance and storage of waste, which clearly set out the selection of suitable storage areas for waste, in place?
- ✓ Are appropriate emergency procedures implemented?
- ✓ Is a Risk Assessment carried out, assessing the risk to workers and the health and safety protection measures needed?

End of Environment Management System (EMS)