

# ENVIRONMENTAL MANAGEMENT SYSTEM (SUMMARY)

Morson Road, Enfield, EN3 4NQ

**A&P Skips Limited**

<b>Version:</b>	1.0	<b>Date:</b>	06 September 2022		
<b>Doc. Ref:</b>	3101-003-A	<b>Author(s):</b>	IA	<b>Checked:</b>	AMI
<b>Client No:</b>	3101	<b>Job No:</b>	003		



**Oaktree Environmental Ltd & Kalex Ltd**  
Waste, Planning & Environmental Consultants



### Document History:

Version	Issue date	Author	Checked	Description
1.0	06/09/2022	IA	--	Application copy

THIS DOCUMENT IS DUE FOR REVIEW IN **SEPTEMBER 2024** OR AS A RESULT OF ANY INCIDENTS WHICH MAY LEAD TO THE REQUIREMENT FOR IMMEDIATE REVIEW, WHICHEVER IS THE SOONER

## CONTENTS

<b>DOCUMENT HISTORY:</b> .....	<b>I</b>
<b>CONTENTS</b> .....	<b>II</b>
<b>LIST OF TABLES:</b> .....	<b>IV</b>
<b>LIST OF APPENDICES:</b> .....	<b>V</b>
<b>SITE INFORMATION &amp; KEY CONTACTS LIST</b> .....	<b>VI</b>
<b>1 GENERAL CONSIDERATIONS</b> .....	<b>1</b>
1.1 SITE OPERATOR/PERMIT HOLDER.....	1
1.2 RELEVANT CONTACTS.....	1
1.3 SITE LOCATION .....	2
1.4 PERMIT AREA/WASTE MANAGEMENT OPERATIONS .....	2
1.5 HOURS OF OPERATION .....	3
1.6 WASTE STORAGE, TYPES AND QUANTITIES .....	3
1.7 EXEMPT ACTIVITIES .....	4
1.8 STAFFING AND MANAGEMENT .....	4
1.9 HEALTH AND SAFETY.....	4
1.10 FIT AND PROPER PERSONS.....	5
1.11 CONVICTIONS.....	5
<b>2 SITE ENGINEERING AND INFRASTRUCTURE</b> .....	<b>6</b>
2.1 SITE DESCRIPTION .....	6
2.2 ACCESS AND PARKING .....	6
2.3 SITE OFFICE.....	6
2.4 NOTICE BOARD AND SIGNS.....	7
2.5 SITE SECURITY .....	7
2.6 FUEL STORAGE .....	8
2.7 REJECTED WASTE .....	8
2.8 DRAINAGE.....	8
2.9 VEHICLES, PLANT AND EQUIPMENT .....	9
2.10 MOBILE AND FIXED PLANT MAINTENANCE .....	9
<b>3 SITE OPERATIONS</b> .....	<b>11</b>
3.1 PRELIMINARY PROCEDURES.....	11
3.2 CHECKING IN & INSPECTION OF LOADS .....	12
3.3 CHECKING IN & INSPECTION OF LOADS (CDE WASTE).....	13
3.4 WASTE ACCEPTANCE PROCEDURE.....	13
3.5 WASTE ACCEPTANCE PROCEDURE (INERT & EXCAVATION WASTE) .....	13
3.6 WASTE DEPOSIT & HANDLING .....	14
3.7 WASTE SORTING / TREATMENT PROCEDURE .....	15
3.8 WASTE/PRODUCT REMOVAL AND EXPORT .....	15
3.9 AGGREGATES PROTOCOL .....	15
3.10 RECORD KEEPING .....	16
3.11 MANAGEMENT TECHNIQUES .....	19
3.12 SITE CLOSURE PLAN .....	19
<b>4 ENVIRONMENTAL CONTROL, MONITORING AND REPORTING</b> .....	<b>21</b>
4.1 BREAKDOWNS AND SPILLAGES .....	21
4.2 SITE INSPECTIONS AND MAINTENANCE.....	21

4.3	CONTROL OF MUD AND DEBRIS .....	22
4.4	CONTROL OF DUST .....	22
4.5	ODOUR CONTROL .....	23
4.6	LITTER CONTROL .....	23
4.7	CONTROL OF PESTS, BIRDS AND OTHER SCAVENGERS .....	24
4.8	CONTROL AND MONITORING OF NOISE & VIBRATION.....	24
4.9	COMPLAINTS PROCEDURE .....	25
<b>5</b>	<b>EMERGENCY PROCEDURES.....</b>	<b>26</b>
5.1	GENERAL .....	26
5.2	FIRE .....	26
5.3	BREAKDOWNS.....	28
5.4	SPILLAGES .....	28
5.5	DRUMS.....	29
5.6	ADVERSE REACTIONS .....	29
5.7	STAFF SHORTAGES.....	29
5.8	ADVERSE WEATHER CONDITIONS.....	30
5.9	CLOSURE OF DESTINATION SITES.....	30
5.10	OPERATIONAL FAILURE.....	31
<b>6</b>	<b>TRAINING FOR SITE STAFF .....</b>	<b>32</b>
6.1	TRAINING NEEDS ASSESSMENT .....	32
6.2	SITE RULES AND INFRASTRUCTURE TRAINING.....	32
6.3	EMERGENCY PROCEDURES TRAINING.....	32
6.4	FIRE SAFETY / FIREFIGHTING TRAINING .....	33
6.5	RECOGNITION OF WASTE TYPES TRAINING .....	33
6.6	STORAGE AREAS / LIMITS TRAINING .....	34
6.7	VEHICLE / PLANT PREVENTATIVE MAINTENANCE TRAINING.....	34
6.8	DUTY OF CARE TRAINING .....	34
6.9	PLANT OPERATION TRAINING.....	35
6.10	PERMIT / MANAGEMENT SYSTEM.....	35
6.11	TRAINING FOR CONTRACTORS.....	35

## List of Tables

Table 1.1 - Permitted Operations .....	<b>Error! Bookmark not defined.</b>
Table 1.2 - Staffing numbers and responsibilities.....	4
Table 2.1 - Plant & Equipment.....	9
Table 4.1 - Noise Management Table.....	25

## **List of Appendices:**

**Appendix I - Drawings**

Drawing No. 3101-003-02 – Permit Boundary Plan

Drawing No. 3101-003-03 – Site Layout and Fire Plan

**Appendix II - Record Keeping Forms (advisory only)**

APS/RF/2 - Rejected Waste

APS/RF/4 - Site Diary/Inspection Form

APS/RF/6 - Employee Training Needs Assessment / Review

APS/RF/7 - Complaints Form

**\*\*The above forms are advisory only, alternative forms of the operator may be used electronically**

**Appendix III - Environmental Permit**

**Appendix IV - Health & Safety – Conditions of Site Use for Staff and Visitors**

## Site Information & Key Contacts List

<b>Site Address:</b>	Morson Road, Enfield, EN3 4NQ		
<b>Site Operator:</b>	A&P Skips Limited	<b>National Grid Ref:</b>	TQ 36042 95056

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
<b>Andrew IOANNOU</b>	Operator	N/A	N/A
<b>North Middlesex University Hospital</b> Sterling Way, London N18 1QX	Local NHS Hospital (Main)	020 88872000	999
	Accident & Emergency (A&E)	999	999
<b>MET Police – Chingford Police Station</b> Kings Head HI, London E4 7EA	Local Police Non-Emergency	020 83453025 or 101	101
	Police Emergency	999	999
<b>London Fire and Rescue Service – Chingford Fire Station</b> 34 The Ridgeway, London E4 6PP	Fire and Rescue Service (in Emergency Dial 999)	020 8555 1200	999 or 112
<b>Environment Agency</b>	Environmental Regulator	0370 850 6506	0800 80 70 60
<b>Local Borough of Enfield Council</b> Civic Centre, Silver Street, Enfield, EN1 3XA	Local Council General Enquiries	020 8379 1000	999 or 112
<b>Thames Water</b>	Mains water and sewerage supplier	0800 316 9800	0800 316 9800 or 999
<b>Oaktree Environmental Ltd</b> Lime House, 2 Road Two, Winsford, Cheshire CW7 3QZ	Specialist waste and permitting compliance advisors	01606 558833	01606 558833
<b>Kalex Limited</b> Bridge House, The Ash Little Hadham, Ware SG11 2DG	Specialist Advisor (Waste and Planning Issues)	07774 151 332	999 or 112

# **1 General Considerations**

## **1.1 Site operator/permit holder**

1.1.1 A&P Skips Limited are the operator of the proposed site. The site will be operated predominantly as a Household, commercial and industrial (HCI) waste transfer station accepting HCI and CDE waste.

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

## **1.2 Relevant contacts**

1.2.1 The contact details for the operator are as follows:

A&P Skips Limited	<b>Contact:</b> Andrew IOANNOU
Morson Road, Enfield, EN3 4NQ	<b>Position:</b> Operator
	<b>Tel:</b> tbc

1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for A&P Skips Limited to assist in the preparation of this Environmental Management System (Summary) (EMS). 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*".

1.2.3 Contact details for Oaktree Environmental are as follows:

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



- 1.2.4 Kalex Limited provides ongoing technical support to assist the operator's compliance with the Environmental Permit conditions. Contact details for Kalex Limited are as follows:

Kalex Limited	<b>Contact:</b> Ian Bailey
Bridge House	<b>Position:</b> Consultant/TCM
The Ash	<b>Tel:</b> 07774 151 332
Little Hadham	<b>E-mail:</b> lan@kalex.co.uk
Ware SG11 2DG	

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

### **1.3 Site location**

- 1.3.1 The site is located on Land at Morson Road, Enfield, EN3 4NQ as shown on Drawing Nos. 3101-003-02.

### **1.4 Permit area/waste management operations**

- 1.4.1 The permit boundary is outlined in green on Drawing No. 3101-003-02. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant and equipment. This EMS should be read in conjunction with the site's Fire Prevention Plan (FPP) which is referenced as 3101-003-B.
- 1.4.2 The recycling centre allows for the reception, storage and hand of household, industrial and commercial (HIC) and construction and demolition wastes to permit recycling and recovery. Recycled materials may include wood, plastics, paper/card, scrap metal, etc. Non-recyclable general wastes are bulked up and sent to an appropriately permitted site for disposal or further recovery.
- 1.4.3 The EP is required for the storage (keeping) prior to removal, and treatment (all types of handling/processing) of waste. Waste treatment processes which can be carried out on site are summarised on the next page.

- 1.4.4 Specified waste management activities and associated limits (including waste disposal and waste recovery operations) will be listed in the EP.

## **1.5 Hours of operation**

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

Monday to Friday                      06:00 – 18:00

Saturday                                      06:00 – 14:00

Sundays, Bank/Public holidays      No operations

## **1.6 Waste Storage, Types and Quantities**

- 1.6.1 The locations of the operational and storage areas are shown on Drawing No. 3101-003-03. The nature of operations at waste facilities means that certain operational areas may change depending on processing requirements.

- 1.6.2 The waste types handled on site will consist of dry inert and non-hazardous household, commercial and industrial waste arising from activities within the surrounding area. This is as defined in the Controlled Waste (England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990.

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

- 1.6.4 The annual throughput of the site is limited to <75,000 tonnes per annum.

- 1.6.5 In the event piles have reached the limits following routine inspections, the site will divert material to an alternative site until volumes/tonnages have been reduced to suitable level.

## **1.7 Exempt activities**

- 1.7.1 Activities which are outside the scope of the EP for the site (listed in Schedule 3 of The Environmental Permitting (England and Wales) Regulations 2016) may be carried out at the recycling centre and the relevant details would be registered with the EA prior to commencement.
- 1.7.2 Current and future exemption notifications and register entries are held in the site office. Registered exemptions are valid for a period of 3 years. If the activity is to be carried on after 3 years, a renewal will be submitted to the EA.
- 1.7.3 Wastes brought onto site as part of any exempt waste activities will be kept clearly segregated and identified from those wastes imported for the specified waste management operations as shown on Drawing No. 3101-003-03.

## **1.8 Staffing and management**

- 1.8.1 The table below details the staff structure of the site when operating at full capacity. Positions below are the general staff requirements when the site is open for the reception of waste.

**Table 1.1 - Staffing numbers and responsibilities**

<b>Position</b>	<b>Employees</b>	<b>Responsibilities</b>
Site Manager	1	Ensuring that the site is being operated in accordance with the Environmental Permit
Machine / Plant Operators / General Operatives	>2	Waste handling/processing, reception, and plant operation. Sorting, maintenance and tidying the site.

## **1.9 Health and safety**

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

must be signed prior to using the site. Anyone refusing to comply with the conditions of use will be asked to leave the site.

## **1.10 Fit and proper persons**

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

1.10.2 The company, through the TCM, will ensure that a nominated deputy is sufficiently trained and familiar with the EP and this EMS document in addition to all relevant company procedures who, in the absence of the TCM, will act the competent person. If either the TCM or deputy is changed, the EA will be informed of the change and the relevant details of the replacement as soon as possible.

## **1.11 Convictions**

1.11.1 At the time of application, neither A&P Skips Limited nor any of the relevant people within the company had been convicted of a relevant offence.