Holmacott Landfill Site

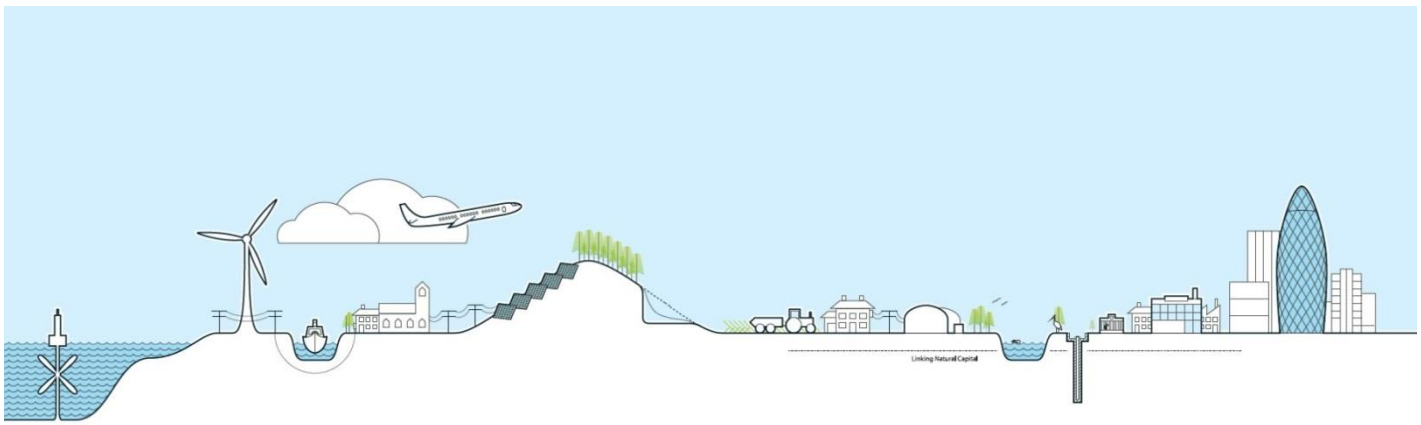
and Recycling Centre

Environmental Management System

February 2018

Prepared By

aardvark
environment matters



Project Quality Control Sheet

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Document Control Information

This manual has been reviewed and approved by the signatories below.

They are authorised to sign all documentation relating to the Environmental Management System for the landfill and recycling site at Holmacott, Bideford.

This document is the property of Holmacott Landfill Site and Recycling Centre and as such cannot be reproduced or altered in any way without written permission from Holmacott Landfill Site and Recycling Centre.

However, relevant parts of this document can be made available to site users and regulators as required to operate the site or as an environmental obligation.

Approvals

Environmental management representative	Signature	Date
	……..	……..
Operations director	Signature	Date
	……..	……..

1 Management System Amendment Record

Section or Procedure Reference	Title or Description of Amended Section or Procedure	Date of Amendment	Approved by (print name)	Signature

2 Management System

The Environmental Management System (EMS) is intended to manage, support and promote the operations undertaken by Holmacott Landfill Site and Recycling Ltd, Bideford (the site) in a manner which does not endanger human health, harm the environment, cause nuisance or adversely affect the surrounding environment in accordance with Environmental Permitting (England and Wales) 2016.

This document is written with consideration of the environmental and waste management regulatory documents and the environmental setting of the site.

This EMS therefore identifies and minimises risks of pollution for the site including those arising from:

- Site Operations
- Site Equipment Maintenance Plan
- Contingency Plans
- Accidents Prevention and Management Plan
- Site Closure
- Non-conformances
- Those drawn to the attention of the operator by complaints.

2.1 Organisational Structure and Responsibilities

To ensure the effectiveness of the management system, responsibilities for the up keep of the management system documents and to undertake the activities specified within it, must be clearly defined.

2.1.1 Management Structure – Nominated Responsibilities

- Technically Competent Manager (TCM)
- Operation Manager.

2.1.2 Management Structure – General Responsibilities

- Employers
- Employees
- Subcontractors and self-employed.

The operations manager has the responsibility of the upkeep and maintenance of the documents on site, including the interrelationships with other company systems.

The Waste Policy and Performance Manager will be responsible for the audit and review of the system.

2.1.3 Managing Staff Competence and Training Records

2.1.3.1 Employees

All employees will be made aware of the importance of the EMS and its role in protecting the environment and how pollution is prevented at the site. This will include environmental training for new employees.

Training and refresher training logs for all members of staff will be updated, maintained and stored in the site office. Enough staff and resources will be allocated to make sure the site is run effectively.

Employees and their deputies who have specific responsibilities for procedures or plant with a potential environmental impact will receive regular adequate training in their role. They must have an awareness of the potential harm to personnel and the environment from materials and equipment they are responsible for.

2.1.3.2 Contractors

Contractors will be trained in relevant environmental management and emergency procedures before starting work at the site.

2.2 Management of Documents and Records

It is important that reliable records relating to the EMS are maintained and access provided to all those who are carrying out work on site.

The Waste Policy and Performance Manager (WPPM) will record any changes to the management system documents accompanying procedures and plans in the EMS amendment record at the front of this document. When documents are updated, the WPPM will distribute copies of the amended text to the relevant persons (those holding copies of the management system).

In order to comply with the permit, all records will be kept accordingly alongside records to show how the EMS is being implemented.

2.3 Auditing and Review

The EMS and accompanying procedures and plans will be subject to a review at least every 4 years, or if significant changes to activities, expansion, or a major restructure occur, whichever happens sooner.

In the event of an accident, incident or non-compliance, as identified in an internal audit or external audit (i.e. conducted by the Environment Agency), the relevant sections may be reviewed and amended in order to identify and eliminate the root cause.

Activities on site will be subject to internal audits on an annual basis to ensure the integration of the EMS and activities on site.

3 Accident Risk Assessment and Management Plan

Holmacott Landfill Site and Recycling Centre will maintain and implement an Accident Risk Assessment and Management Plan, the actions identified in which will be followed in the event of an accident. The Accident Risk Assessment and Management Plan is included in the EMS as Appendix 1.

3.1 In the Event of an Accident

If an accident happens and causes harm, or has the potential to cause a risk to the environment Holmacott Landfill Site and Recycling Centre will:

- Follow the Accident Management Plan immediately
- Do whatever else is necessary to minimise the environmental consequences
- In the short term find out why the accident happened and take action to stop it happening again
- In the long term review the Accident Management Plan and accompanying Risk Assessment
- Inform the Environment Agency of the outcome of the review and the measures identified to prevent a recurrence.

As soon as practicable after the accident Holmacott Landfill Site and Recycling Centre will analyse the reasons why the accident happened and whether the response was adequate. The above is detailed further in the Accident Management Plan.

3.2 Accidents and Incident Reporting

Whenever an accident, incident or non-conformance occurs it must be recorded on the accident record form detailed in the Health and Safety General Policy and notified to the Environment Agency, and other appropriate bodies e.g. sewerage undertaker.

Each accident, incident and non-conformance record will be given a unique reference number and will be kept with the accidents records. There will also be a system available to allow access to important information contained in the accident plan whilst away from the site.

Incidents and non-conformances that require investigation include any malfunction, breakdown, failure of plant, equipment or techniques and near misses. The actions taken in the event of an incident are detailed in the Accident Management Plan.

3.3 Accident Risk Assessment Management Plan Review

Holmacott Landfill Site and Recycling Centre will review and record whether changes need to be made to the Accident Management Plan at least every 4 years, or as soon as practicable after an accident whichever is the earlier, and make any appropriate changes to the plan identified by the review.

The Accident Risk Assessment Register will be reviewed annually or as soon as practicable after an accident.

4 Operations

4.1 Operations Overview

The site is currently permitted to undertake the following permitted activities:

- AB3901FS/V002 (EAWML 210012) – Waste direct to landfill and internal transfer from WRAP process
- TP3291HJ/V002 (EAWML 21616) – Waste transfer Station Input and Output of wastes
- GB3232AA/A001 (EAWML 104082) – Recycling of soils and stones from waste transfer station
- HB3430AR/A001 (EAWML 104303) – Waste into and out of wood process.

4.1.1 Proposed Activities

Operations at the site take place in accordance with the conditions of the environmental regulatory documents listed in the Regulatory Documents Register in Appendix 2 and the procedures detailed below.

It is proposed to undertake all activities listed above under separate permits.

4.1.2 Waste Acceptance, Handling and Storage

Wastes will only be accepted at the site if listed in the environmental permit or any exemptions obtained for the site. An overview of the process of waste acceptance at the site is outlined below.

4.1.3 Waste Acceptance

Waste will be accepted at each of the permitted areas of the site in accordance with those listed in the site's Environmental Permit, each load will be subject to inspection upon arrival at the site with the waste acceptance control procedures included as Appendix 3.

All wastes loads are accompanied by a Waste Transfer Note in accordance with the operators Duty of Care procedures. Trained staff will be responsible for ensuring that drivers entering the site with waste are directed to the control office and that they are in possession of a Waste Carriers Duty of Care Transfer Note.

Trained staff will check the load to confirm the site can accept the waste in accordance with the Environmental Permit.

4.1.4 Waste Rejection

The Technically Competent Manager will be responsible for ensuring that trained staff follow procedure if loads are to be rejected.

Trained staff will ensure that rejected wastes are recorded and reported and all records will be kept for at least three years.

4.1.5 Recyclable Materials Off-Site

The Technically Competent Manager will be responsible for ensuring that recyclable materials leave the site in accordance with the Environmental Permit and that trained staff follow the correct procedure.

Each load of recycled material that leaves site shall be accompanied with a Waste Transfer Note and a Weighbridge Ticket and all records kept for at least three years.

Trained staff will ensure that all loads leaving the site will be securely sheeted or netted.

4.1.6 Waste Off-Site

The Technically Competent Manager will be responsible for ensuring that trained staff follow procedure for waste leaving the site.

Trained staff will ensure waste leaving the site will be accompanied with a Waste Transfer Note, Weighbridge Ticket and the waste is going to a site with an Environmental Permit or to an exempt site.

All records of waste leaving the site will be kept for at least three years. Trained staff will ensure that all waste loads leaving the site will be securely sheeted or netted.

4.1.7 Permits

The site is operated in accordance with the site's Environmental Permit and is controlled by Holmacott Landfill Site and Recycling Centre. Waste shall be kept clearly segregated and identified from any other wastes which are being kept on the site under this permit's waste management operations.

4.1.8 Exemptions

Holmacott Landfill Site and Recycling Centre does not currently hold any exemptions as all operations fall under the relevant permits.

4.2 Planned Preventative Inspection and Maintenance

A planned preventative inspection and Maintenance Schedule is essential to identifying any defects in plant, equipment and infrastructure. The planned preventative inspection and maintenance schedule and checklist template are included in Appendix 4.

Inspections are to be carried out daily by the responsible employee and at specified frequencies by the Site Operations Manager, or suitable third party trained and competent contractor. Upon completion of the inspections and/or maintenance, the relevant checklist will be dated and initialled by the person undertaking the inspection and recorded in the vehicle/plant file.

Any previous un-noted damage or wear and tear found during the inspection is to be noted in the site diary and appropriate remedial action organised as soon as practicable.

Once check sheets are full they are to be archived and kept for 6 years.

4.3 Sufficient Competent Persons

4.3.1 Staff Competencies

There will be enough competent staff to manage and operate activities without causing pollution.

Staff will have clearly defined roles and responsibilities. The skills required for each post will be documented, and a record of how individuals in that post gained those skills and how those skills are kept up to date will be maintained. These records will be available to the Environment Agency in the event that they need to investigate an incident.

4.3.2 Technical Competence Schemes

Holmacott Landfill Site and Recycling Centre demonstrates technical competence and will hold valid Certificates of Technical Competence under WAMITAB, an accepted industry scheme approved by DEFRA, either through the on-site management team or through third parties familiar with the site, spending a proportion of opening hours on site in keeping with the Environment Agency's requirements for the activities undertaken.

All technically competent individuals will show that they continue to be competent over time, through passing an assessment every two years. Continued competence and any training or refresher training undertaken will be documented in the staff training records.

Staff at Holmacott Landfill Site and Recycling Centre are either qualified or working towards obtaining awards in the following WAMITAB qualifications:

Qualification Code	Title
MRCO1	Non-Hazardous Treatment of Waste

Table 1: WAMITAB Qualifications

4.4 Site Security

As a minimum Holmacott Landfill Site and Recycling Centre have the following security measures in place to prevent unauthorised access to the site and theft as far as is practicable:

- Supervision of people entering the site during normal working hours;
- All vehicles attending the site must report to the site office. Visitors to the site office to be signed in and to receive a site induction by a competent person;
- Site gates (2m high incorporating barbed wire tops) will be closed and locked outside normal operating hours and protected by alarm systems to prevent both pedestrian and vehicular access;
- Signs warning unauthorised people not to enter the site;
- Daily site perimeter inspections to check the integrity of the fencing;
- All doors, pedestrian and vehicle, to be closed and locked when not in use;
- The area has flood lights which are checked at monthly intervals as is the site in general;
- All machinery etc. will be securely locked outside operational hours; and
- Recyclable material with a value will be securely contained.

5 Emissions and Monitoring

5.1 Monitoring and Control of Fugitive Emissions

Holmacott Landfill and Recycling Centre is not permitted to allow any emissions of dust, odour, noise and vibration outside the boundary of the site at a level which is considered to cause annoyance and/or nuisance by an Environment Agency Officer.

Appendix 3 contains the procedures for monitoring and control of fugitive emissions, including the following:-

- Aerial emissions dusts, fibres and particulates
- Asbestos
- Odour
- Noise and vibrations
- Pest and vermin
- Litter/Mud
- Dust
- Fire

This risk associated with the above are assessed in the Environmental Risk Assessment with the exception of the risk from fire which is addressed in the Fire Prevention Plan.

5.2 Complaints

In the event that a complaint from the Environment Agency or a member of the public regarding the environmental performance of the site is received, the details of the complaint, investigation and any remedial actions taken will be documented in the complaints log, as required by the complaint procedure.

6 Information and Notifications

6.1 Records

All records required to be made by the Management System and Site Permit shall:

- Be legible
- Be made as soon as reasonably practicable
- If amended, to be amended in such a way that the original and any subsequent amendments remain legible or are capable of retrieval
- Be retained, unless otherwise agreed in writing by the Environment Agency, for at least 6 years from the date when the records were made, or in the case of the following records until permit surrender:
    1. Off-site environmental effects; and
    2. Matters which affect the condition of the land and groundwater.

All records, plans and the management system are required to be maintained by the standard rules of the permit and shall be kept on site.

6.2 Reporting

All reports and notifications required by these standard rules shall be sent to the Environment Agency using the contact details supplied in writing by the Environment Agency. Within one month of the end of each quarter, for each of the permitted sites, Holmacott will submit to the Environment Agency, notification of the waste accepted and removed from the site, via an approved reporting process.

6.3 Notifications

Holmacott Landfill Site and Recycling Centre shall notify the Environment Agency without delay following the detection of:

- Any malfunction, breakdown or failure of equipment or techniques, accidents or fugitive emission which has caused, is causing or may cause significant pollution
- The breach of a limit specified in these standard rules; or
- Any significant adverse environmental effects.

Written confirmation of actual or potential pollution incidents and breaches of emission limits shall be submitted within 24 hours.

Where the Environment Agency has requested in writing that it shall be notified when Holmacott Landfill Site and Recycling Centre is to undertake monitoring and/or spot sampling, the operator shall inform the Environment Agency when the relevant monitoring is to take place. Holmacott Landfill Site and Recycling Centre shall provide this information to the Environment Agency at least 14 days before the date the monitoring is to be undertaken.

7 Appendices

7.1 Appendix 1 – Incident and Accident Management Plan

Incident and Accident Management Plan

For

Holmacott Landfill Site and Recycling Centre
Bideford

Approval

Date of Issue:	**Date of next review:**	**Date:**
……	……	……
Approved by:	**Position:**	**Signature:**
……	……	……

Content:

1. **Emergency Procedure**
2. **Emergency Contacts**
3. **Operational Procedure and Risk Assessment**

7.1.1 Emergency Procedure

In the event of an emergency the following actions will be taken:

1. Raise the alarm;
2. Carry out emergency response as per relevant procedure to minimise environmental consequences i.e. control oil spills and leaks or fire – but only if:
    i. Persons are trained to do so
    ii. There is access to appropriate equipment and PPE; and
    iii. It is safe to do so
3. Call the emergency services on 999, and Environment Agency on 0800 80 70 60.
4. If necessary, cease operations on site and evacuate the site and nearby premises at risk.
5. Ensure the details of the accident are recorded in the accident book and in the site diary.
6. If accident is notifiable, report it to the HSE within the prescribed time scale.
7. In the short term, find out why the accident happened and take action to stop it happening again
8. Review the plan and inform the Environment Agency of the outcome of the review and any changes which are required.

7.1.2 Emergency Contact Detail Procedure

Title	**Contact Number**
Emergency Services:	999
Bideford Police Station:	0845 277 7444
Devon County Fire and Rescue	01392 872 200
Environment Agency Hotline:	0800 80 70 60 (Incident hotline)
Environment Regulator (Exeter Office):	0370 850 6506

Title	**Company**	**Contact Number**
Local Authority	North Devon Council	01271 388277
County Council	Devon County Council	0345 155 1015
Water/ Sewage Undertaker	South West Water	0344 346 2020
Position	**Name**	**Contact Number**
Site Operations and Emergency Contact	Trevor Coles	01409 261347

Table 2: Emergency Contact Details

7.1.3 Operational Procedures and Accident Risk Assessment

7.1.3.1 Hazardous Waste Paperwork

Objective

To ensure that Hazardous waste Consignment paper work is handled and filed correctly.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

Suitable trained staff at the site control office shall be responsible for following this procedure

Frequency

Every load of Hazardous Waste outgoing.

Procedure

Hazardous Waste Filing System:

- Hazardous Waste Consignment Notes – Blanks.
- Notes Pending Removal from Customer.
- "WASTE IN" (Consignee's Copy).
- "WASTE IN" (Carrier's Copy).
- Present Container on Site at the Transfer Station.
- "LOADS OUT" (With a copy of Section Numbers).
- "WASTE OUT" Carrier's Copy.

The full set of Hazardous Waste notes is:

- White = Producer/holder's/consignor copy.
    - Person's/company who holds the waste.
- Orange = Carrier's Copy
    - Person/company who is carrying the waste
- Pink = Consignee's Copy
    - Transfer Station or Landfill Site copy where the waste is deposited.

Each Outgoing set of Hazardous waste paper work will be checked so that;

- Adequate pre-notice period is adhered to, if applicable
- The Technically Competent Manager and/or Site Supervisor and all site details are correct
- The waste is acceptable under the conditions of the Environmental Permit of the receiving site
- The waste matches its written description

Records

These records will be retained for a minimum of three years.

7.1.3.2 Personal Protective Equipment (PPE)

Objective

To ensure that Appropriate Personal Protective Equipment is used on Site.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

All staff and operators shall be responsible for following this procedure.

Frequency

At ALL times.

Procedure

The standard Personal Protective Equipment (PPE) to be worn on site is:

- Hi-Vis Jacket
- Gloves for sorting waste
- Hard Hat when working in any area where the machine is loading containers and skips are being loaded and un-loaded.
- Suitable strong boots with steel toe caps and preferably steel mid-soles.

When checking and validating waste or sorting out recyclable materials ensure hi-vis jacket, gloves and boots are worn.

- Dusty Loads – i.e. loads of fine soil/sawdust etc. ensure hi-vis jacket, gloves and boots are worn along with extra protection such as goggles and dust mask.
- Glass - ensure hi-vis jacket, gloves and boots are worn.
- Food Waste - ensure hi-vis jacket, gloves and boots are worn.
- Metals - ensure hi-vis jacket and boots are worn. Gloves must also be worn to protect against sharp edges that will be encountered.
- Where the waste is suspected to contain Asbestos ensure gloves, mask and goggles are worn, plus a white disposable suit to be worn in addition to standard PPE
- Batteries – ensure gloves are worn.
- Clinical Waste – ensure gloves are worn.
- Odorous Waste – ensure gloves, goggles and mask are worn.
- Liquid or Drummed Chemical Waste - ensure gloves, goggles and mask are worn and overalls/coveralls as appropriate.

If in any doubt when dealing with any waste (particularly rejected waste), ask.

7.1.3.3 Load Handling

Objective

To ensure that Specific loads are correctly handled and that the appropriate P.P.E is used.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

All staff and operators shall be responsible for following this procedure

Frequency

All loads that are identified as requiring specific handling.

Procedure

Certain loads that come into the Transfer Station need to be handled in a different manner to other waste. This could require different PPE to be worn, different off-loading procedures, storage in certain designated areas or dealing with in a manner specified by the permit. The following wastes will be handled in a specific manner:

- Dusty Loads – i.e. loads of fine soil/sawdust etc. Loads will be dampened down as necessary. Extra personal protection such as goggles and dust mask may be necessary
- Glass – Appropriate gloves to be worn.
- Paper – Placed in the correct container and covered to prevent its escape.
- Odorous Waste – Appropriate PPE to be worn i.e. gloves, goggles and mask. Loading as soon as possible for disposal off-site.
- Metals – Appropriate gloves to be worn. Metals will be placed in designated containers.
- Wood – Appropriate gloves and dust mask to be worn. Wood will be placed in designated containers.
- Hard Core Materials – To be tipped in the designated area.
- Waste Delivered on Non-Tipping vehicles or waste stuck in a container. Use machine to push loads off vehicles that are incapable of tipping. If you are unable to use the machine, handball off. Ensure the appropriate PPE is being worn for the type of waste.
- If a load is stuck in a container, carefully loosen the load and handball off. Ensure the appropriate PPE is being worn.
- For Batteries, Gas Cylinders, Refrigerators and Asbestos, see Separate Procedures

If a problem arises, contact the office for advice and help.

7.1.3.4 Site Diary

Objective

To ensure that accurate and appropriate records are kept of the daily activities and unusual occurrences.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

All Site supervisor or deputy shall be responsible for following this procedure.

Frequency

Daily for all items listed.

Procedure

The following information will be entered into the Site Diary every operational day.

- Any construction work being carried out on site.
- Any maintenance or daily checks of machinery and vehicles; referring to daily checks is permissible.
- Details of any breakdowns.
- Details of any emergencies, incidents, accidents or drills etc.
- Details of any problems with wastes received, actions taken, i.e. rejected wastes, odorous waste etc.
- Any sampling of waste.
- Site inspections carried out by ourselves, monitoring forms etc.
- Details of any records despatched to the Environment Agency, date, time etc. of EA Returns.
- Details of any severe weather conditions, tips shut etc.
- Environmental threats and problems and remedial actions, i.e. blocked drains etc.

Records

This record must be kept for the duration of the site.

7.1.3.5 Waste Separation and Treatment

Objective

To ensure that waste is segregated and stored correctly.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

All staff and operators shall be responsible for following this procedure.

Frequency

For every load.

Procedure

All waste coming on to site will be site will be subjected to inspection and if deemed suitable subject to separation sorting and storage.

All recyclable materials will be separated by hand or by mechanical means.

All persons doing this will be trained in the operations and the wearing of the correct PPE.

All recovered materials will be stored in the correct designated places, with particular attention to:

- Batteries Designated contained area.
- Gas bottles Lockable cage/vented area.
- Non-permitted waste in quarantine area and or lockable container depending on type of waste.

All recycled/ waste materials will be stored correctly and taken off site at regular intervals to ensure compliance with the Environmental Permit.

Inert materials will be kept separated from biodegradable materials etc.

Incidents or unusual occurrences will be recorded in the site diary.

Records

This record will be kept for the duration of the site.

7.1.3.6 Noise Management

Objective

To ensure that noise from site operation is limited so as not to have an adverse effect on the surrounding area.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

The site supervisor shall be responsible for following this procedure.

Frequency

Daily

Procedure

The site supervisor shall inspect the site for the presence of excessive noise on a daily basis.

All vehicles will be fitted with the appropriate noise suppressers in line with current legislation.

All vehicles will be regularly serviced and noise suppressers checked regularly as part of this.

Most operations will take place within the T/S and therefore will not impact on the Environment.

Any operations taking place outside the T/S will be regularly monitored for Noise levels.

Should the levels be above the acceptable limits then steps will be taken to deal with the problem.

Records

Noise levels will be recorded on the site inspection form.

Noise levels of machinery checked at service and logged

Records will be kept for 3 years or the lifetime of the machinery.

7.1.3.7 Waste Transfer Notes

Objective

To ensure that Waste Transfer Notes and other records associated with the movement of waste in and out of the site are correctly completed.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

Weighbridge staff shall be responsible for following this procedure

Frequency

For every load.

Procedure

Waste Transfer Notes are required for waste coming on to site, on description of waste.

Waste Transfer Notes are required for waste leaving the site.

All transaction records will be completed as follows.

Waste in log for all materials on to site including:

- Haulier's name address, phone number.
- Carriers Registration Number or reason for exemption.
- Waste Transfer Note reference or description of waste.
- Source of Waste
- Date and time of transfer.
- Signatures of both parties.

Material / Waste out log for all materials off site including:

- Haulier's name address, phone number.
- Carriers Registration Number or reason for exemption.
- Waste Transfer Note reference or description of material.
- Destination of material or waste
- Date and time of transfer.
- Signatures of both parties.

Waste and materials in and out logs may be either manually generated or in the form of a computerised report.

Hazardous waste consignment notes completed and filed as required by Hazardous Waste procedure.

Site diary to be kept as described by Site Diary procedure.

Sampling/validation records available for inspection

Records

Records generated by the procedure will be kept as specified in the appropriate procedure.

7.1.3.8 Security

Objective

To ensure that the site is secure to prevent trespassing and theft.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

The site supervisor shall be responsible for following this procedure.

Procedure

The site fencing and buildings are to be inspected at least once a week, and any faults reported on-site inspection form, and dealt with as soon as possible.

Entrance gates 2m high (incorporating barbed wire tops) and boundary fences ensure the site security. All buildings are kept securely locked at night and are protected by alarm systems.

The area has flood lights which are checked at monthly intervals as is the site in general.

All machinery etc. will be securely locked outside operational hours.

Recyclable material with a value will be securely contained.

Records

Site Inspection Forms will be kept for three years.

Site Diary to be kept for the duration of the site.

7.1.3.9 Dust Suppression

Objective

To ensure that dust is kept under control and does not become a hazard or a nuisance.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

All staff and operators shall be responsible for following this procedure.

Frequency

Daily or continuous during dusty conditions.

Procedure

The site supervisor shall inspect the site for the presence of dust on a daily basis, throughout the working day in dry conditions.

At all times steps must be taken to ensure the suppression of dust on site.

Dust as with litter must not be allowed to migrate from the site, should it do so then the correct procedure must be instigated. Dealing with litter is covered in the emergency procedures, as is excessive dust.

Assess situation and inform office.

Start to damp dusty areas down using fine sprinkler hose.

Ensure area does not become muddy.

If there is a high volume of dust call in road sweeper to bowser down and then sweep up debris.

Record in site log.

Monitor situation, if persistent or of substantial volume then a new risk assessment will be undertaken.

In dry dust weather conditions it is advised to damp down loads before being tipped, this should help to minimise dust on site, also during these conditions the site will be monitored on a more regular basis than usual.

All loads leaving the site will be adequately netted/sheeted.

Records

The site diary will be kept for the duration of the site.

7.1.3.10 Odour

Objective

To ensure that Odours are dealt with promptly.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

Suitably trained staff shall be responsible for following this procedure

Procedure

If strong unpleasant odours are detected on site, contact the office immediately.

Find the source of the odour. This is likely to emanate from food waste or the food skip.

Immediately load the offending wastes onto a vehicle and remove from the Site

Ensure that the procedure is followed for “waste out” residues and transport the waste for disposal at an appropriate site.

If the source of the odorous waste is unusual or arises from non-conforming waste then the Waste Rejection Procedure and the Non-Conforming Waste Procedure will be followed.

Always ensure you are wearing the correct PPE for the waste being handled.

Records

This record will be kept for the duration of the site.

7.1.3.11 Litter

Objective

To ensure that Litter is dealt with promptly.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

Suitably trained staff shall be responsible for following this procedure

Procedure

Visual inspections for the presence of litter are to be made on a daily basis, and throughout the working day.

In the event of excess litter on site, report the situation to the weighbridge office.

Assess the situation. Cease operations as necessary and deploy an appropriate number of staff to pick up litter by hand.

Ensure the correct PPE is being worn, i.e. gloves, boots and hi-visibility clothing.

Place litter in covered skip.

Enter the details of any events in the site diary as a threat to the environment.

Report to the Site Manager to confirm that any incidents have been dealt with.

Records

This record must be kept for the duration of the site.

7.1.3.12 Vermin

Objective

To ensure that Vermin are dealt with promptly.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

The Site Supervisor shall be responsible for following this procedure.

Procedure

Visual inspections for the presence of vermin are to be made on a weekly basis.

If there are any sightings of vermin on site, please contact the Weighbridge office immediately.

Under no circumstances will any dead vermin be removed unless the appropriate PPE is being worn.

Do not handle or tamper with the bait boxes that are placed and replaced by Pest Control Company

If an increase in vermin occurs, the site office is to inform the local corporation who will arrange for the appropriate measures to be put in place, including an increase in the number of bait boxes at appropriate locations.

Any incidence of vermin on the site is to be recorded on monitoring forms and/or the site diary and acted upon promptly.

Records

This record must be kept for the duration of the site.

7.1.3.13 Mud

Objective

To ensure that mud is dealt with promptly.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

Suitably trained staff shall be responsible for following this procedure

Procedure

Visual inspections for the presence of mud are to be made on a daily basis, in wet weather - continuously.

Assess the situation of mud on premises.

Report findings to office.

If possible wash down area and sweep clean, ensuring that all-liquid etc. is disposed of correctly.

If area too large inform office immediately.

On reporting to office of large or continual mud on road arrange for road sweeper to come to site immediately.

Find sources of problem and try to rectify.

If problem persists close depot until problem resolved.

Records

This record must be kept for the duration of the site.

7.1.3.14 General Accident

Objective

To ensure site personnel respond to accidents in the correct manner.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

All Staff at the site shall be responsible for following this procedure

Procedure

Assess the situation quickly.

If applicable, close off any equipment or machinery in accordance with the appropriate lock off procedure.

Summon a First Aider immediately.

Inform the office of the person(s) involved and the nature of the accident immediately.

Office to follow General Emergency Procedure (EM2010) in order to summon Emergency Services if deemed necessary by the First Aider.

Cease operations on site if necessary.

Assist First Aider if possible by bringing first aid box and any other emergency equipment from the site office.

First Aider to administer first aid as appropriate until the Emergency Services arrive, if required.

Assist the First Aider by removing any obstructions-only if safe to do so.

Ensure the details of the accident are recorded in the accident book and in the site diary.

If accident is notifiable, report it to the HSE within the prescribed time scale.

Carry out accident investigation and if necessary modify procedures accordingly.

Records

These records will be retained for the duration of the site.

7.1.3.15 Fire

Objective

To ensure site personnel respond to a Fire in the correct manner.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

All Staff at the site shall be responsible for following this procedure

Procedure

In the event of a large fire, the fire alarm/bell will be sounded; the designated person is nominated to contact the Emergency Services.

All staff should evacuate by the nearest exit to the emergency assembly area.

Visitors should be escorted.

Staff must not stop to collect personal belongings.

The designated person must call a roll at the assembly point.

If no harm to human health will be caused, close of electrical and gas supplies.

Personal Protective Equipment must be issued as required.

Staff/visitors should be prevented from re-entering the building.

The details of the fire should be entered in the Site Diary.

The Environment Agency must be contacted.

In the event of a small fire, the use of fire extinguishers is permitted if there is no threat to human health.

Personal Protective Equipment must be issued as required.

The details of the fire must be entered in the Site Diary.

The Environment Agency must be contacted.

Records

These records will be retained for the duration of the Site.

7.1.3.16 Explosions

Objective

To ensure site personnel respond to an explosion in the correct manner.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

All Staff at the site shall be responsible for following this procedure.

Procedure

The designated person is nominated to contact the Emergency Services.

All staff should evacuate by the nearest exit to the emergency assembly area.

Visitors should be escorted to the emergency assembly point.

Staff must not stop to collect personal belongings.

The designated person must call a roll, at the assembly point.

If no harm to human health will be caused, close of electrical and gas supplies.

Personal Protective Equipment must be administered as required.

Staff/visitors should be prevented from re-entering the building.

The Environment Agency must be contacted.

The details of the explosion should be entered in the Site Diary.

Records

These records will be retained for the duration of the site.

7.1.3.17 Dangerous Emissions

Objective

To ensure site personnel respond to Dangerous Emissions in the correct manner.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

All Staff at the site shall be responsible for following this procedure.

Procedure

The designated person is nominated to contact the Emergency Services, if the emission is suspected of being dangerous.

All staff should evacuate by the nearest exit to the emergency assembly area.

Visitors should be escorted to the emergency assembly point.

Staff must not stop to collect personal belongings.

The designated person must call a roll, at the assembly point.

Personal Protective equipment must be administered as required, for example, face masks.

Staff/visitors should be prevented from re-entering the building.

The process or equipment, which caused the emission, should be shut down (if this action will not cause a threat to human health).

The room or area where the emission occurred should be well ventilated, (if this will not cause a threat to the environment or to human health).

The details of the emission should be entered in the Site Diary.

Records

These records will be retained the duration of the site.

7.1.3.18 Electrocution

Objective

To ensure site personnel respond to an Electrocution in the correct manner.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

All Staff at the site shall be responsible for following this procedure.

Procedure

Assess the situation quickly. Do not touch the injured person until the electrical supply is turned off or completely isolated.

Shut off equipment or machinery in using emergency stop button or cord. If at any time there is any doubt as to whether the supply is completely isolated – shut down the generator.

Summon a First Aider immediately.

Inform the office of the person(s) involved and the nature of the accident immediately.

Office to follow General Emergency Procedure (EM2010) in order to summon Emergency Services if deemed necessary by the First Aider

Cease operations on site if necessary. Implement Accident Procedure

Records

These records will be retained for the duration of the site.

7.1.3.19 Spillages

Objective

To ensure site personnel respond to spillages in the correct manner.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

All Staff at the site shall be responsible for following this procedure.

Procedure

The designated person is nominated to contact the Emergency Services if the spillage is suspected of being dangerous.

All staff should evacuate by the nearest exit to the emergency assembly area if the spillage is suspected as being dangerous.

Visitors should be escorted to the emergency assembly point.

Staff must not stop to collect personal belongings.

The designated person must call a roll, at the assembly point.

Personal Protective equipment must be administered as required.

The process or equipment, which caused the spillage, should be shut down (if this action will not cause a threat to human health).

If the spillage will not cause harm to human health, an inert material (such as sand) should be used to absorb the spillage; waste material can also be used. This should be later segregated and a Hazardous waste Consignment note completed (if dangerous). If the spillage is waste material, then the spillage should be contained with netting.

The Environment Agency must be notified if the spillage is suspected as being dangerous.

Staff/visitors should be prevented from re-entering the building.

The details of the spillage should be entered in the Site Diary.

Records

These records will be retained for the duration of the site.

7.1.3.20 Plant Malfunction

Objective

To ensure site personnel respond to plant malfunction in the correct manner.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

All staff at the site shall be responsible for following this procedure

Procedures

Assess the situation.

Contact the weighbridge office and site supervisor.

Obtain an idea of how long the machine will be out of action.

Can the site still take in waste? Is there enough space?

After assessing situation, use spare machine if possible.

Close site if required.

Record in diary/site log as plant malfunction and threat to the environment.

Inform customers when the site is to be re-opened.

Records

These records will be retained for a minimum of three years.

7.1.3.21 Suspected Unauthorised Waste

Objective

To ensure that non-conforming wastes are handled in accordance with the relevant legislation.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

Suitably trained staff shall be responsible for following this procedure.

Procedure

Inform the supervisor unless formally trained to deal with waste rejection.

Isolate waste into quarantine area, but only if safe to do so.

Ensure appropriate PPE is being worn.

If waste is hazardous, fill in Hazardous Waste Consignment Note.

Inform the following:

- Producer
- Carrier
- Environment Agency

Await response/advice from Environment Agency.

Once the E.A. has advised appropriate actions, disposal in appropriate manner i.e. at a correctly licensed site and use of consignment notes etc.

Records

This record should be kept for the duration of the site.

7.1.3.22 Batteries

Objective

To ensure that lead acid batteries are handled in accordance with the relevant legislation.

Whilst Holmacott Waste Transfer Station is not permitted to receive batteries it is considered prudent to have a procedure in place should there be a suspicion that material contained within a skip may contain a battery.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

Suitable trained staff at the site control office and in the waste handling area shall be responsible for following this procedure

Frequency

For every load, consisting wholly or partly of lead acid batteries.

Procedure

A Hazardous Waste consignment note must accompany every movement of five or more lead acid batteries, see the Hazardous Waste Procedure. Four or less do not require such a consignment note but must be accompanied by a transfer note.

All persons involved in the transfer of lead acid batteries from the delivery vehicle to the designated container, will wear;

- Chemical resistant gauntlets
- Chemical resistant apron
- Goggles
- Boots with chemical resistant soles and steel toe caps

All damaged batteries will be securely contained

At all times when lead acid batteries are being accepted, a spillage kit will be available.

Records

These records will be retained for a minimum of three years.

7.1.3.23 Asbestos

Objective

To ensure that asbestos wastes are handled in accordance with the relevant legislation.

Whilst Holmacott Waste Transfer Station is not permitted to receive asbestos it is considered prudent to have a procedure in place should there be a suspicion that material contained within a skip may be asbestos.

Responsibility

The Technically Competent Manager will be responsible for implementing this procedure.

Suitable trained staff at the site control office and in the waste handling area shall be responsible for following this procedure

Summary of the regulations with reference to asbestos;

The special waste regulations 1996 implement the European Hazardous Waste Directive (91/689/EEC). They came into force on the 1st September 1996 to provide an effective control system for special waste management which in their nature are difficult to handle, to ensure that they are safely managed from their source to their eventual disposal.

Under the Special Waste Regulations there are 14 classifications for the hazardous properties of special waste. Asbestos comes under four hazardous properties:-

H4 Irritant – 'Non-corrosive substances and preparations, which through immediate prolonged and repeated contact with the skin or mucous membrane, can cause inflammation'.

H5 'Substances and preparations which, if they are inhaled or ingested or if they penetrate the skin, may involve limited health affects'.

H6 Toxic – 'Substances and preparations (including very toxic substances and preparations) which, if they are inhaled or ingested or if they penetrate the skin, may involve serious or chronic health risks and even death.

H7 Carcinogen – 'Substances and preparations which, if they are inhaled or ingested or if they penetrate the skin, may induce cancer or increase its incidence.

Frequency

For every load suspected of containing asbestos load.

Procedure

A consignment note must accompany every movement of asbestos, see the Hazardous Waste Procedure

Once the load is suspected to contain asbestos the load will either be returned to the producer or sent to a designated asbestos container which will be sealed and water tight.

All persons involved in the transfer of asbestos for the delivery vehicle to the designated container, will wear;

- Disposable half face masks

- Disposable hooded paper overalls to appropriate CE standard
- Washable boots

At all times when asbestos is suspected, a water supply for suppression of dust will be available.

The load will be transferred either by use of the grab or by hand, dependant on volume and configuration of containers.

Once loading is complete and the container sealed protective equipment will be removed and disposed of as asbestos containing material.

Records

These records will be retained for a minimum of three years.

7.2 Appendix 2 – Regulatory Document Register

These documents accompany the four Environmental Permits held at the site.

Ref No:	Document Title	Date of issue/most recent modification	Relevant Permits
1675 - R001	Environmental Management System	February 2018	AB3901FS/V002 TP3291HJ/V002 GB3232AA/A001 HB3430AR/A001
1675 – R002	Quality Manual	February 2018	GB3232AA/A001
1675 – R003	Fire Prevention Plan	February 2018	TP3291HJ/V002 HB3430AR/A001

Table 3: Environmental Permits held at the site

7.3 Appendix 3 – Waste Acceptance and Control Procedure

List of Procedures

Operations/Waste Handling	
EMP.001.001	Waste Acceptance and Control Procedure
EMP.001.002	Non-Permit and Storage Procedures
EMP.001.003	Waste Handling and Storage Procedures
EMP.001.004	Vehicle and Plant Wash Down
EMP.001.005	Complaints
Emergency Pollution Incident Procedures	
EMP.002.001	Fuel and Oil Spills
EMP.002.002	Leachate Spills
Monitoring and Control Procedures	
EMP.003.001	Aerial Emissions Monitoring and Control
EMP.003.002	Odorous Emissions Monitoring and Control
EMP.003.003	Noise and Vibration Monitoring and Control
EMP.003.004	Pest and Scavenger Monitoring and Control
EMP.003.005	Litter Monitoring and Control
EMP.003.006	Interceptor Monitoring and Control
Vehicle Checks	
EMP.004.001	Vehicle Roadworthiness
EMP.004.002	Plant inspection

7.4 Appendix 4 - Planned Preventative Inspection and Maintenances Schedule

7.4.1 Daily Checks

The following checks will be completed on a daily basis:

1. Site perimeter – ensure site fencing and gates are secure.
2. Aerial emission – to be carried out twice daily at the downwind site boundary in accordance with procedure EMP.003.001.
3. Odour Monitoring – to be carried out twice daily in accordance with procedure EMP.003.002.
4. Noise and Vibration Monitoring – to be carried out twice daily in accordance with procedure EMP.003.003.
5. Litter Monitoring – to be carried out daily in accordance with procedure EMP.003.005.
6. Vehicle roadworthiness and Plant inspection – to be carried out on standalone check list EMP.004.001 and EMP.004.002.

7.4.2 Weekly Checks

The following checks will be completed on a weekly basis:

1. First Aid boxes – All first aid boxes checked to ensure they are fully stocked.
2. Fire Extinguishers – Ensure pins in place, check for damage and that they are in the correct location.
3. PPE Equipment – Check for damage.
4. Site Signage – Check legibility and conditions of all site signs.
5. Spill Kit – Make sure all spill kit is fully stocked and in the correct location.
6. Site Infrastructure – check buildings, hard-standing and drains for signs of damage and weakening.
7. Site Cleanliness and Tidiness – check that wastes are tidily and appropriately stored in the correct areas and are clearly labelled.
8. Monitoring for pests and scavengers – in accordance with procedure EMP.003.004.
9. Site Interceptor – in accordance with procedure EMP.003.006.

7.4.3 Six Monthly Checks

1. All vehicles to be inspected by independent contractor to RHA standards.
2. Interceptor Inspection.

7.4.4 Annual Checks

1. Interceptor cleaning unless inspections reveal one is required more frequently.
2. Vehicle MOT and lifting equipment inspection/tests.

7.4.5 Daily Check Sheet

The technically competent person will initial and date when the checks have been completed. Any faults must be reported as necessary:

Date & Time	Site Perimeter	Aerial Emissions	Odour Monitoring	Noise and Vibration Monitoring	Litter	Vehicles	Plant

7.4.6 Weekly Check Sheet

The technically competent person will initial and date when the checks have been completed. Any faults must be reported as necessary:

Week Starting	First Aid Boxes	Fire Extinguishing Equipment	P.P.E.	Site Signage	Spill Kit	Site Infrastructure	Site Cleanliness	Monitoring of Pests & scavengers	Interceptors