

Document History:

Version	Issue date	Author	Checked	Description
1.0	29/04/2025	JU	CP	Application Submission

THIS DOCUMENT IS DUE FOR REVIEW IN **APRIL 2027** OR AS A RESULT OF ANY INCIDENTS WHICH MAY LEAD TO THE REQUIREMENT FOR IMMEDIATE REVIEW, WHICHEVER IS THE SOONER

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Drawing No. POUL/3529/02 – Permit Boundary Plan

Drawing No. POUL/3529/03 – Site Layout & Fire Plan

Drawing No. POUL/3529/04 – Sensitive Receptor Plan

Appendix II - Record Keeping Forms (advisory only)

POUL/RF/2 - Rejected Waste

POUL/RF/4 - Site Diary/Inspection Form

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

POUL/RF/7 - Complaints Form

Appendix III - Environmental Permit

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

Site Information & Key Contacts List

Site Address:	Kings Court Beacon Road, Poulton Industrial Estate, Poulton-le-Fylde, Lancashire, England, FY6 8JE		
Site Operator:	Ashvin Metals Ltd	National Grid Ref:	SD 36213 38760

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Andrew Barrie Dixon	Director	01253 882392	-
Ian Daniel Swinson	Director	01253 882392	-
Rachel Hulme	TCM	01253 882392	-
Mick Moores	Out of hours contact	-	07725 124448
<u>Blackpool Victoria Hospital.</u> Whinney Heys Rd, Blackpool FY3 8NR	General Enquiries	01253300000	999
	NHS Direct	111	999
<u>Queensway Medical Centre</u> Queensway Medical Centre, 3 Queensway, Poulton-le-Fylde FY6 7ST	Local Doctor Surgery (GP)	01253890219	999 or 111
<u>Lancashire Police</u> Kirkham Police Station Freckleton St, Kirkham, Preston PR4 2SN	Local Police Non- Emergency	112	999 or 112
	Police Emergency	999 or 112	999 or 112
<u>Lancashire Fire and Rescue Service</u> Blackpool Fire Station 62 Forest Gate, Blackpool FY3 9RA	Fire and Rescue Service (in Emergency Dial 999)	01253 302524 (non-emergency)	999 or 112
<u>Environment Agency</u> Lutra House, Dodd Way Off Seedlee Road, Walton Summit Centre, Bamber Bridge, Preston PR5 8BX	Environmental Regulator / River Contact	03708 506506	0800 80 70 60
<u>Blackpool Council</u> 1 Clifton St, Blackpool FY1 1LY	Local Council General Enquires	01253 477477	999 or 112
	Environmental Health Dept.	01253 477477	999 or 112
<u>United Utilities</u> Mere Business Park, Lingley Green Ave, Great Sankey, Lingley WA5 3LP	Mains water and sewerage supplier	03456723723	0345 672 3723
<u>Oaktree Environmental Ltd</u> Lime House, 2 Road Two, Winsford, Cheshire CW7 3QZ	Specialist waste and permitting compliance advisors	01606 558833	-

1 General Considerations

1.1 Site Operator/Permit Holder

1.1.1 Oaktree Environmental Ltd have been instructed by Ashvin Metals Ltd (the operator) to prepare this Environmental Management System (EMS) for a new bespoke environmental permit application.

1.1.2 The proposed permitted operations on site include the following:

- a) Sorting (with loading shovel/360° excavator or by hand)
- b) Separation (by using appropriate equipment)
- c) Baling (by using appropriate mechanical plant and equipment)
- d) Dismantling (by using appropriate mechanical plant and equipment)
- e) Grading (by using appropriate mechanical plant and equipment)
- f) Cutting (by using appropriate mechanical plant and equipment)
- g) Repair or Refurbishment (by using appropriate mechanical plant and equipment)
- h) Stripping (by hand)

1.1.3 The above activities are clearly shown on the Site Layout & Fire Plan, Drawing No. POUL/3529/03.

1.1.4 This EMS has been prepared in accordance with the following guidance:

- a) The Environmental Permitting (England and Wales) Regulations 2016.
- b) Develop a management system: environmental permits.
- c) Technical Guidance WM3: Waste Classification - Guidance on the classification and assessment of waste.
- d) The Waste duty of care: code of practice – 2018.
- e) Non-hazardous and inert waste: appropriate measures for permitted facilities published 12/07/2021.
- f) Waste electrical and electronic equipment (WEEE): appropriate measures for permitted facilities published 13/07/2022.

g) Climate change: risk assessment and adaption planning in your management system.

1.1.5 In accordance with the non-hazardous and inert waste: appropriate measures for permitted facilities, a member of senior management will review this EMS on an annual basis to ensure it is suitable, adequate and effective. If upon review this EMS is considered not suitable relevant procedures will be revised where necessary. The EMS will be reviewed sooner in the event of any of the following:

- a) Changes in operations.
- b) A pollution incident.
- c) Changes to site infrastructure e.g. buildings.
- d) Changes to the permit boundary.

1.2 Relevant Contacts

1.2.1 The registered Companies House address and contact details for the operator are shown below:

Ashvin Metals Ltd
Kings Court Beacon Road,
Poulton Industrial Estate,
Poulton-le-Fylde,
Lancashire,
FY6 8JU

Contact: Rachel Hulme
Position: TCM
Phone 07856 171308

1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for Ashvin Metals Ltd to assist in the preparation of this Environmental Management System (EMS). This EMS has been prepared to meet the requirements of The Environmental Permitting (England and Wales) Regulations 2016 and the Environment Agency's (EA's) Guidance.

1.2.3 Contact details for Oaktree Environmental are as follows:

Oaktree Environmental Ltd
Lime House
2 Road Two
Winsford
Cheshire CW7 3QZ

Contact: Joshua Ulyatt
Position: Consultant
Tel: 01606 558833
E-mail: josh@oaktree-environmental.co.uk

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

1.3 Permit Area/Waste Management Operations

- 1.3.1 The permit boundary is outlined in green on Drawing No. POUL/3529/02. 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 POUL-3529-B.
- 1.3.2 Specified waste management operations include waste disposal and waste recovery operations listed Annex IIA and IIB of The Waste Framework Directive 2008/98/EC as listed below:

D15: Storage of waste pending disposal.

R3: Recycling or reclamation of organic substances.

R4: Recycling or reclamation of metals.

R5: Recycling or reclamation of other inorganic materials.

R13: Storage of waste pending recovery.

1.4 Hours of Operation

- 1.4.1 The site will be open during the following hours for the delivery, receipt, and processing of waste:

Monday to Friday 07:00 - 17:00

Saturday 08:00 - 12:00

Sundays, Bank/Public holidays Closed

- 1.4.2 The only activities on site which will be permitted outside of these hours are onsite maintenance works, emergency deliveries of waste/plant/machinery and general office use.
- 1.4.3 During times where the site is closed or not in operation, the site will be locked and secured to prevent unauthorised vehicular and/or pedestrian access.

1.5 Lighting

- 1.5.1 The site has suitable lighting covering all waste storage and operational areas to permit effective inspection of waste and ensure that safe working practices are maintained on site.

1.6 Exempt Activities

- 1.6.1 Activities which are outside the scope of the Environmental Permit for the site (listed in Schedule 3 of The Environmental Permitting (England and Wales) Regulations 2016) will be carried out at the recycling centre and the relevant details have been registered with the EA prior to commencement.
- 1.6.2 Wastes brought onto site as part of any exempt waste activities will be kept clearly segregated and identified from those wastes imported for the specified waste management operations as shown on Drawing No POUL/3529/03.

1.7 Staffing and management

- 1.7.1 Table 1 below details the minimum number of staff when the site is open for the reception and processing of waste and available to tackle a fire on site. Only the site manager, machine/plant operators and general operatives will be permitted to tackle fires on-site.

Table 1 - Staffing Levels

Position	Employees	Responsibilities
Operational Director	1	Overseeing all activities. Ensuring that the site is being operated in accordance with the Environmental Permit and in-line with attendant regulations
Site Manager- Plant operator	1	As above
Assistant Site Manager	1	Overseeing all activities. Ensuring that the site is being operated in accordance with the Environmental Permit and in-line with attendant regulations
Crane Driver	2	Manoeuvring of waste on site
Yard Operatives	7	Manual movement/sorting of waste and responsible for clean-up duties and
Weighbridge Operative	1	Operation of the weighbridge
Administrative Staff	3	Office/administrative duties
Truck Driver	3	Manoeuvring of waste on site and loading and tipping

1.8 Health and safety

- 1.8.1 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.
- 1.8.2 All staff are trained and required to complete the forms shown in Appendix II to ensure they are aware of the potential Health & Safety issues on site, and they have the appropriate PPE to prevent any accidents.

1.9 Technically Competent Management (TCM) schedule

- 1.9.1 Attendance requirements for the TCM must be met on a weekly basis. If the operator increases their operating hours the TCM attendance hours shall be increased accordingly. A record of the TCM attendance, including start and finish times will be recorded in the site diary. These records will be made available to the EA for inspection on request.
- 1.9.2 A copy of the qualification certificate and any continuing competence certificate for the nominated TCM will be provided to the EA and without delay in the case of continuing competence certificates.
- 1.9.3 The Operator will ensure that in the absence of the Technically Competent Manager (TCM) a nominated person will take on the TCM responsibilities and act as competent person. The EA will be informed of any changes to the TCM and relevant replacement details.

1.10 Convictions

- 1.10.1 At the time of application, neither Ashvin Metals Ltd nor any of the relevant people within the company had been convicted of a relevant offence.

2 Site Engineering and Infrastructure

2.1 Site location

2.1.1 The site is located at Kings Court Beacon Road, Poulton Industrial Estate, Poulton-le-Fylde, Lancashire, England, FY6 8JE as shown on Drawing Nos. POUL/3529/01 and POUL/3529/02. The National Grid Reference of the site SD 36213 38760.

2.1.2 The site is accessed from Beacon Road, north. The site lies on a heavily Industrialised area located on Poulton Industrial Estate southeast. The site can be accessed from the A586 located north. To the southwest of the site there is a railway line which is located approximately 237m from the site's boundary and the Main Dyke (surface water discharge point) located to the south.

2.2 Site Description

2.2.1 The site comprises of two separate areas, 'SITE A' the northern section and 'SITE B' the southern section. SITE A comprises of mainly storage of non-waste items in the external yard and including empty skips. SITES A and B both consist of buildings on site which are utilised for storage of baled (processed wastes) and loose grades of metals. SITE B is where the main waste operations take place as the site is fully sealed and the surface water run off from the site all filters towards the catch pit and interceptor present at the south of SITE B.

2.3 Access and Parking

2.3.1 The site is located as shown on Drawing Nos. POUL/3529/01 and POUL/3529/02. Access to the site is gained off Beacon Road north. The site benefits from an existing staff and visitor car park located just north of SITES A and B.

2.4 Site Office

- 2.4.1 The site office will be located as shown on Drawing No. POUL/3529/03. The documents listed below will be retained in the site office.

Documents to be retained in site office
The Environmental Permit (original & any subsequent variations) This Environmental Management System (EA agreed document) The Fire Prevention Plan (EA agreed document) Current site diary (to record all inspections/visitors to the site) EA inspection (CAR) forms In-house inspection sheets/recording forms Duty of care transfer notes (for 2 years minimum) Hazardous waste consignment notes (kept for 5 years) Waste delivery tickets Accident book (& 1st aid kit)

2.5 Weighbridge

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

2.6 Notice Board and Signs

- 2.6.1 A notice board is erected at the site entrance displays the following information:
- The site name and address.
 - The name of the permit holder and operator.
 - The Environmental Permit number and accompanying statement stating that the site is permitted by the EA.
 - EA contact details, Emergency No. 0800 80 70 60 and
 - General Enquires No. 03708 506 506.
 - Operator's "out of hours" emergency contact
 - Operating hours.

- 2.6.2 Additional signs are displayed around the site for operational / health & safety purposes. All staff and visitors will be required to comply with the requirements of all signs whilst on site.

2.7 Site Security

- 2.7.1 The site comprises two separate areas, 'SITE A' the northern section and 'SITE B' the southern section. Security measures for SITE A comprise 2m high palisade fencing around the entire perimeter with lockable access gates to the south-west. Security measures for SITE B comprise 3m high concrete panel walls with 1m high steel panels to the north and west; 3m high concrete panel walls to the east and south and steel lockable access gates to the north.
- 2.7.2 SITE A and SITE B will also benefit from site wide CCTV coverage with 24-hour off-site supervision with an incorporated intruder alarm system which is remotely accessible via mobile phone. Any intrusions would alarm the site manager or director who are on call 24 hours and can be at the site within 15 minutes of a call. The intruder alarm system will be designed, installed and maintained by UKAS accredited third party to ensure it meets the BS requirements.
- 2.7.3 The site security will be inspected on a daily basis and defects which impair the effectiveness of the security will be repaired to the same or better standard within 5 working days. All repairs will be noted on the site diary within 24 hours of the event. The checklist in Appendix II provides further information.
- 2.7.4 The site security measures will be inspected on a weekly basis and any defects which impair the effectiveness of the security will be repaired to the same or better standard within 7 working days or a timescale agreed with the EA. All repairs will be noted on the site diary within 24 hours of the event.
- 2.7.5 If unauthorised access becomes apparent as a problem at the site, the security measures will be reviewed, and improvements implemented.

2.8 Fuel, hazardous fluids and gas bottle Storage

- 2.8.1 The location of the above storage areas on site are shown on Drawing No. POUL/3529/03. Gas bottles are kept in a secure cage within these areas.
- 2.8.2 The procedures for fuel storage on site are as follows:
- a) Tanks are surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.
 - b) All pipework and associated infrastructure will be enclosed within the bund.
 - c) A lock will be fitted to the tank valve to prevent unauthorised operation.
 - d) All valves and gauges on the bund will be constructed to prevent damage caused by frost.
 - e) No combustible waste will be stored within 6 metres of any fuel/fluid storage without a fire wall in place. Refer to the Fire Prevention Plan for further information
- 2.8.3 All tanks storing fuel, oil or hazardous material are clearly marked showing the product within and their capacity.

2.9 Rejected / Quarantined Waste

- 2.9.1 SITE A- The largest stockpile is **AREA 1** which would have a volume of 134m³ if at full capacity. The quarantine area measures 45m² and if the material was stored 2m high, would comprise a volume of 90m³ which is more than 50% of **AREA 1** and considered suitable.
- 2.9.2 SITE B- The largest stockpile is **AREA 13A** which would have a volume of 104m³ if at full capacity. The quarantine area measures 60m² and if the material was stored 3m high, would comprise a volume of 60m³ which is more than 50% of **AREA 13A** and considered suitable. In terms of this quarantine area, in the event of a fire, the AD-blue tank would be positioned near the store to the north of the site (estimated move time- 5 minutes) and there is no combustible or flammable material stored to the north of the site access so although the 6m buffer is outside of the permit boundary, it is still considered suitable to position the quarantine area in this location.

- 2.9.3 Waste would be moved to the quarantine area using mobile plant available at the site i.e. excavators. The out-of-hours storage locations for mobile plant is shown on Drawing No. POUL/3529/03.

2.10 Drainage

- 2.10.1 The site comprises of two separate yards SITE A and SITE B. In terms of SITE A, the site comprises an impermeable concrete surface falling towards the surface water drain located off site. There is no waste stored within the external yard of SITEA so there is no point source emission draining to the sewer. In terms of SITE B, this comprises an impermeable concreted surface draining into an underground catchment pit which has a grid and silt trap to capture any dirt/silt and fragments of waste on the site. The water is then fed from the pit into full retention interceptor to remove any oils and other contamination. The clean water will then run off into the watercourse located to the south of the site.
- 2.10.2 The site surfacer and drains are checked daily, any spillages of potentially hazardous substances will be swept up immediately. In terms of the interceptor located on SITE B this will be emptied at least every 6 months in accordance with the EA's recommendation or when the capacity reaches 80%, which ever comes sooner.
- 2.10.3 The drainage arrangements for the site are clearly shown on Drawing No. POUL/3529/03.

2.11 Vehicles, Plant and Equipment

- 2.11.1 Waste will be handled using the plant listed in the Table below. Only trained, certified operators will be permitted to drive/operate the plant. Any changes to the list will be notified to the EA prior to implementation.

Table 2 - Plant & Equipment

Item	Number	Function
JCB (Excavator)	3	Loading/unloading/movement/sorting
Forklift Truck	2	Loading/unloading/movement/sorting
Leibherr	1	Loading/unloading/movement/sorting
Small Kobelco	2	Loading/unloading/movement/sorting
Bobcat-Loading shovel	2	Loading/unloading/movement/sorting
Sennebogen (Crane)	1	Loading/unloading/movement/sorting
Kobleco Large (Crane)	1	Loading/unloading/movement/sorting
Weighbridge	1	Determine load weights in/out
Floor Baler	1	Baling / shearing of scrap metal
Lefort Press & Shear	1	Processing/cropping/cutting of materials
Non-ferrous Baler	1	Baling / shearing of scrap metal

- 2.11.2 Note: The plant/equipment on site may vary and additional equipment may be hired-in to cope with busy periods, larger jobs, or jobs with specific requirements.
- 2.11.3 For maintenance of the plant, please refer to Section 2.6 of the FPP.

3 Site Operations

3.1 Preliminary Procedures

- 3.1.1 Guidance will be given by the site management to all employees, sub-contractors, other waste carriers and customers regarding the waste types and operations which are acceptable at the site i.e. a copy of Appendix III of this document. The site will be used for the acceptance, storage and processing of waste using Ashvin Metals Ltd's own vehicles/contracts and also for third-party users/hauliers whose details would be checked prior to the delivery/collection of waste.
- 3.1.2 The procedures below would be followed prior to the receipt of waste on site.
- 3.1.3 For in-house collections, the driver employed by the permit holder will arrive at the waste producer's premises he/she will inspect the load for conformity with relevant regulations and safety procedures.
- a) If the load is satisfactory the driver will sign the relevant paperwork (Duty of Care transfer note/delivery ticket) and remove the load from the premises.
 - b) If the waste does not meet the description stated on the controlled waste transfer note the customer is advised to check the note and give a more detailed description of the waste.
 - c) If the more detailed description of the waste reveals that the waste is not/permited at the recycling centre then the customer is advised that the waste must be taken to another site which is appropriately permitted to accept the waste(s).
 - d) If further instructions are needed the driver may also report back to the site manager.
 - e) Where it is suspected that the details given on the transfer note are incorrect the EA may be contacted for advice.
 - f) Where the load contains soil from an industrial site the EA may be contacted for advice to ensure that the load to be removed does not contain contaminated soil.

3.2 Checking & Inspection of Loads

- 3.2.1 All incoming vehicles are required to report to the site office. The details of the load will be recorded, and the Duty of Care transfer note and company documentation will be further checked by the operator to ensure that the load is acceptable at the site. Any deviation from these procedures or problems with any loads will be reported to the site manager.
- 3.2.2 Once a load has been accepted by the operator, the driver will be asked to unsheet the vehicle (if it is sheeted) and a visual inspection of the contents will be carried out to ensure that the waste types comply with the EP. If rejected waste is discovered before deposit, the load will remain on the delivery vehicle and will be returned to the producer if possible or disposed of at an approved facility.
- 3.2.3 In cases where the presence of unauthorised waste is likely to lead to a breach of permit conditions, the EA will be contacted immediately to agree a course of action.
- 3.2.4 If the load is acceptable the driver will be instructed to deposit it within the relevant waste reception areas as shown on Drawing No. POUL/3529/03. If the load is unacceptable after deposit, it will be loaded back onto the delivery vehicle or stored until it can be taken to an approved facility to be disposed of. Otherwise, the EA will be contacted, and the load will be taken to a suitably permitted or exempt site.

3.3 Waste Acceptance Procedure

- 3.3.1 All incoming vehicles upon arrival are required to report to the person in charge of waste acceptance at the site. The details of the load will be recorded and the duty of care not/company documentation will be further checked by the operator to ensure that the load is acceptable at the site, including a visual check prior to the vehicle proceeding to the dedicated tipping area. Any deviation from the procedures or problems with any loads will result in tipping facilities being suspended for the offending company. Loads which are not acceptable within the above terms will be rejected.

3.4 Waste handling- Scrap Metal

3.4.1 Ferrous metals are bulked up and stored in the external yard and baled for size reduction enabling the easier removal to a suitably permitted or exempt facility for further recycling. The bales predominantly comprise of baled aluminium the larger bales are stored within the building located on SITE A. Smaller bales are stored within the sites building located on SITE B.

3.4.2 The above areas are shown on Drawing No. POUL/3529/03.

3.5 Weighing and Categorising Loads

3.5.1 The weights of loads will be calculated by using the weighbridge on SITE B, or if the weighbridge is offline, estimated using the standard EA and WRAP agreed volume-to-weight conversion factors.

3.6 Waste deposit

3.6.1 Once a load has been accepted by the operator, the contents will be discharged into the mixed aluminium reception area as shown on Drawing No. POUL/3529/03. The waste is then segregated into various bays within SITE B and separated depending on the grades of the waste. The site will not commonly receive mixed waste, and all proposed waste will be separated at the source.

3.7 Battery/ Difficult Waste Storage

3.7.1 **Batteries** - Batteries removed from vehicles will be handled as follows:

- a) Stored in purpose made acid proof containers capable of holding the contents of the batteries placed in it. Containers can hold up to 1 tonne of batteries and will be stored inside the Unit. Daily checks will be made on the containers.
- b) A suitable absorbent agent will be kept on site so that prompt action can be taken to absorb any spillages. Any contaminated adsorbent material will then be removed to an approved disposal facility.

- c) Removal of batteries will be carried out in accordance with the Hazardous Waste Regulations 2005 (as amended) or any subsequent amending legislation.
- d) Lead acid batteries will be stored upright in acid resistant containers that prevent leaks and damage to batteries stored within them.

3.7.2 The site is not looking to accept the following batteries at present but if any are stored on site, the following procedures will apply:

- a) **EV batteries** - Different types of EV batteries must not be stored together. The EV batteries will be kept dry at all times and stored away from other combustible materials. The EV batteries will be stored so they are not exposed to elevated temperatures. The EV batteries will not be stacked on top of one another and no treatment, including disassembly of EV batteries will take place at the site.
- b) **Lithium Ion (Li-ion) batteries** – Will be checked for damage and stored in a watertight, lidded container filled with sand or vermiculite. The container will be capable of protecting the battery or batteries stored within it from damage. Batteries will be handled to prevent damage to the battery by impact or dropping. EV batteries will not be stacked on top of one another or stored in a manner where they can fall or have items fall on them to avoid crushing or puncturing the batteries.

3.8 Waste Storage, Types and Quantities

- 3.8.1 The locations of the operational and storage areas are shown on Drawing No. POUL/3529/03. The nature of operations at waste facilities means that certain operational areas may change depending on processing requirements.
- 3.8.2 The site will accept no more than 45,000 tonnes per annum (tpa).
- 3.8.3 The Table overleaf details the wastes which are stored at the site which is also shown in Drawing No. POUL/3529/03.

Table 3 - Storage Area Details Table

Waste Storage Area Details - PILE SIZES BASED ON AREA OF STOCKPILE ON SITE PLAN NOT LENGTH X WIDTH											
Plan Ref	Description	Storage type	Containment	Height/width of wall (m)	Max Width (m)	Max Length (m)	Height (m)	Max area (m2)	Conversion factor used	Volume (m3)	Storage duration
AREA 1	Baled aluminium	Processed/baled	Free-standing pile	2.5/0.6	8.5	10.5	1.5	89	1	134	<8 weeks
AREA 2A	Aluminium overflow	Source segregated or hand sorted	40 cubic yard skip	N/A	2.44	6.1	2.62	15	1	39	<24 hours
AREAS 2B - 2C	Aluminium overflow	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	2.5/0.6	4.2	5.8	1.5	24	0.75	27	<24 hours
AREA 3	Lead acid batteries	Unprocessed	Sealed acid resistant base containers stacked two high with weatherproof covering	N/A	1	1.2	0.65	0.85 (per container)	1	0.8 (per container)	<8 weeks
AREA 4	Cast aluminium	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0.3	4.5	5.4	2	24	0.75	36	<8 weeks
AREA 5	Swarf aluminium	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0.3	7	6	2	42	0.75	63	<8 weeks
AREA 6	Stainless steel - non ferrous	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0.3	4.3	5.8	2	25	0.75	37	<8 weeks
AREA 7	Alloy wheels	Unprocessed	Free-standing pile inside three-sided concrete panel storage bay	3/0.3	4.1	5.4	2	22	0.75	33	<8 weeks
AREA 8	Overflow	N/A	Free-standing pile inside three-sided concrete panel storage bay	3/0.3	4.3	5.5	2	24	0.75	35	<8 weeks
AREA 9	Lead	Unprocessed	Free-standing pile inside three-sided concrete panel storage bay	3/0.3	4.5	5.5	2	25	0.75	37	<8 weeks
AREA 10	Painted aluminium	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0.3	3.8	5.4	2	21	0.75	31	<8 weeks
AREA 11	Alloy wheels	Unprocessed	Free-standing pile inside three-sided concrete panel storage bay	3/0.3	9	5.7	2	51	0.75	77	<8 weeks
AREA 12	Old rolled aluminum	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0.3	9.3	5.5	2	51	0.75	77	<8 weeks
AREA 13A	Aluminium - press & shear	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0.3	7.9	8.8	2	70	0.75	104	<8 weeks
AREA 13B	Aluminium - painted	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0.3	9	5.4	2	49	0.75	73	<8 weeks
AREA 13C	Aluminium - cuts	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0.3	9.4	5.8	2	55	0.75	82	<8 weeks
AREA 13D	Aluminium - H30	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0.3	11	6	2	66	0.75	99	<8 weeks
AREA 14	Household wire	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0.3	4.4	5.6	2	25	0.75	37	<8 weeks
AREA 15	Low grade cable	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0.3	4.4	5.6	2	25	0.75	37	<8 weeks
AREA 16	Baled brass	Processed/baled	Free-standing pile	N/A	4	4.6	2	18	1	37	<8 weeks
AREAS 17A - 17C	Heavy brass	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0.3	6	4.6	2	28	0.75	41	<8 weeks

3.9 Conversion Factors

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

Table 4 - Conversion Factors

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

3.10 Waste/Product Removal & Export

- 3.10.1 When a collection vehicle arrives at the site the driver will be instructed to report to the site office or the site manager. All relevant documentation will be completed, and the vehicle will be passed to pick up the waste and take it to the designated recycler/disposal site.
- 3.10.2 The typical EWC codes/wastes which will be removed from the site throughout the year are shown in the table below:

Table 5 – Typical EWC codes used in metal recycling

List of Waste codes	Description
13 05 03*	<i>Interceptor sludges</i>
13 05 07*	Oily water from interceptor
13 05 01*	Solid waste from interceptor
16 01 17	<i>Ferrous metal</i>
16 01 18	<i>Non-ferrous metal</i>
16 01 21*	<i>Catalytic converter/ DPF units containing (RCF)</i>
16 01 21*	<i>Cable / wiring looms</i>
16 06 01*	<i>Lead acid batteries</i>
16 06 02*	<i>Ni-Cd batteries</i>
17 04 01	copper, bronze, brass
17 04 02	Aluminium
17 04 03	Lead
17 04 04	Zinc
17 04 05	iron and steel
17 04 06	Tin
17 04 07	Mixed metals

17 04 10*	Cables containing oil, coal tar and other hazardous substances
17 04 11	Cables other than those mentioned in 17 04 10
19 12 02	ferrous metal
19 12 03	non-ferrous metal
20 01 33	Lead batteries
20 01 40	Metals

3.11 Record keeping

3.11.1 Ashvin Metals Ltd use detailed waste transfer and product notes in paper and electronic form to ensure compliance with the Waste Duty of Care Code of Practice - 2018 (Section 34(9) of the Environmental Protection Act 1990). The following points detail the correct information required in order to comply with the Waste Duty of Care Code of Practice which the operator will provide on all documentation:

- a) A written description of the waste which has been agreed and signed by the operator and the next holder. The description is part of the waste information the operator will provide.
- b) A statement confirming that the operator has fulfilled the duty to apply the waste hierarchy as required by regulation 12 of the Waste (England and Wales) Regulations 2011.
- c) The description of the waste is accurate and contains all the information required to ensure the lawful and safe handling, transport, treatment, recovery or disposal by subsequent holders, including classification of the waste by using the appropriate codes (referred to as the List of Wastes (LoW) or European Waste Catalogue (EWC)) - Appendix A of the Waste Classification Technical Guidance provides a list of the codes as well as advice on how to assess and classify waste.
- d) The quantity and nature and whether it is loose or in a container, if in a container, the type of container.
- e) The time and place of transfer.
- f) The SIC code of the transferor (current holder of the waste).
- g) The name and address of the transferor and transferee (person receiving the waste) and their signatures (the signature can be electronic as long as an enforcement officer can view it).

- h) The capacity in which the transferor and transferee are acting (e.g. as a producer, importer or registered waste carrier, broker, or dealer) and their relevant authorisation to act in that capacity (e.g. their permit number or registration number).

3.11.2 For non-hazardous waste this will be done by using:

- a) A paper WTN and form to fill in or alternative documentation e.g. an invoice, as long as it contains all the required information.
- b) a season ticket which is a single waste transfer note that covers a series of non-hazardous waste transfers. The season ticket will last up to one year and be used for regular transfers of the same type of non-hazardous waste with the same carrier. If the operator has several sites serviced by the same carrier with the same types of waste collected, these can be listed in a schedule to the season ticket. The operator will keep a record of the collection times and the quantity of waste.

3.11.3 A waste information note will not be required for non-hazardous waste if the waste holder does not change on the transfer of waste e.g. the waste is moved to other premises belonging to the same business. However, it is best practice that the business understands who has responsibility for that waste and a record is kept of internal transfers for audit purposes.

3.11.4 A summary of waste types and quantities deposited at and removed from the site and origin and destination details are then forwarded to the EA using the standard Generic Operator Returns electronic spreadsheet(s), with submission due within one month of the end of each quarter as below:

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

3.11.5 Outcomes of inspections of waste types, hardstanding areas, transfer/treatment areas, storage areas, drainage channels, etc. are recorded using the site inspection form

POUL/RF/4 or similar document and detailed comments are entered into the site's diary (including action taken or proposed).

- 3.11.6 Visitors to the site are required to sign the visitor's book upon arrival and exit stating the purpose of their visit and whom they represent.
- 3.11.7 Complaints will be recorded on form POUL/RF/7 or in the site diary. Section 4.9 demonstrates further action on the event of any complaints received.

3.12 Hazardous Waste Procedure

- 3.12.1 The site will accept hazardous waste i.e. batteries, cable etc. into the site which will require a hazardous waste consignment note (HWCNs) prior to acceptance if it is the second movement of the waste. This note must be prepared before its moved.
- 3.12.2 A HWCN will be produced only in the following scenarios:
 - a) collections of batteries and other hazardous wastes from businesses by registered waste carriers
 - b) movements of batteries and other hazardous wastes from one premises to another within the same business
 - c) movements of batteries and other hazardous wastes from customer premises, where another business has produced waste
- 3.12.3 The operator will ensure that the following procedures in place when accepting hazardous wastes using a HWCN are undertaken at the site:
 - a) Classify the waste correctly.
 - b) Check and complete the relevant parts of the consignment note before any waste is accepted into the site (If consignment note is missing, incorrect or incomplete; the waste will be rejected).
 - c) The operator will keep a copy of the consignment note and provide a copy to the carrier.
 - d) Once accepted the waste will need to be separated and stored safely.

- e) The operator will send consignee returns to the Environment Agency.
- f) The consignment note records will be kept on site for 5 years.

3.13 Management Techniques

- 3.13.1 All measures necessary to achieve a high level of protection of the environment and to ensure that the site is operated in accordance with the various management systems and permit conditions will be strictly adhered to.
- 3.13.2 The manner in which the facility is managed is a critical element in ensuring emissions from the site operations are minimised. Therefore, management of this facility ensures:
- a) Staff are competent to manage and operate the facility i.e. fit and proper persons;
 - b) Waste acceptance procedures are in place;
 - c) Appropriate storage and handling procedures are in place;
 - d) Waste/product dispatch procedures are in place.
 - e) Procedures and control techniques in place to minimise potential emissions to air, land and water.
 - f) There is an EMS, i.e. this document, in place to ensure standards are maintained, including incidents and complaints management procedures.
 - g) A communication programme is in place; and,
 - h) A health and safety programme is in place and is coherently conveyed to all staff and rigorously enforced throughout the whole of the organisation.

3.14 Site Closure Plan

- 3.14.1 In the event that the site ceases to operate as set out in the site's EP, the following steps will be followed to achieve site closure:
- a) Contact the EA to advise the Environment Officer(s) that the site is planned to cease / have ceased the acceptance of wastes under the permit.
 - b) The amount of residual processed and unprocessed waste on site will be assessed by the TCM to set a timetable for the final processing and timely removal of waste from site.

- c) Following removal of all waste, plant, and machinery from site a Site Investigation will be undertaken to ascertain the ground conditions of the land to which the site relates.
- d) A surrender application will then be submitted to the EA for determination.

4 Environmental Control, Monitoring and Reporting

4.1 Breakdowns and spillages

- 4.1.1 In the event of breakdown of the loading plant, an alternative machine will be brought on site until it is repaired. If an alternative machine cannot be used, then waste will be stored securely until the plant is repaired. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages.
- 4.1.2 All site surfaces will be inspected daily when the site is in operation. Debris will be swept as required and placed in a skip for disposal to a suitably permitted site.
- 4.1.3 Any spillages of fuel/oil will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will be placed in a skip to be taken to a suitably permitted site for disposal. All spillages of waste and windblown litter will be cleared by the end of the working day in which they occur. Spillage clearance procedures are detailed in Section 5.3. Spill kits containing sand and absorbents will be stored on site.
- 4.1.4 All wastes liable to give rise to contamination will be removed from the site if the site is not secure or if operations cease or are temporarily suspended.

4.2 Site Inspections and Maintenance

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

4.2.3 Any major defects found during the daily site inspection will be repaired at the time they are found, where possible. If a repair is not possible the EA will be contacted to agree a suitable timescale for repair.

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

4.3 Control of Mud and Debris

4.3.1 Although unlikely to present a problem, due to the nature of the waste accepted at the site and the site being surfaced with concrete, staff will report any problems with mud or debris at the site immediately to the site manager.

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

4.4 Control of Dust

4.4.1 Given the waste types accepted at the site and that the site surfacing will be concrete it is considered that dust will not be an issue at the site.

4.5 Odour Control

4.5.1 Given that the waste types accepted at the site are not considered to generate odour it is deemed that a separate Odour Management Plan would not be necessary.

4.6 Litter Control

4.6.1 Given the waste types handled on site it is considered that litter is not likely to be an issue on the site.

4.6.2 However, daily inspections for litter will be carried out for the presence of windblown litter and operatives will be instructed to collect the litter and place it in a skip for

disposal/recovery before the end of the working day. In any event, all light waste will be placed in skips before the end of the working day. Regular checks of the areas immediately beyond the site boundary will be carried out by site operatives.

4.7 Control of Pests, Birds and Other Scavengers

- 4.7.1 The site will be inspected daily for the presence of vermin and the results of the inspection noted in the site diary or site inspection form. If any occurrences are noted, a pest controller will be called to site to eradicate the problem.

4.8 Control and Monitoring of Noise & Vibration

- 4.8.1 As the site is located within a large industrial area and the nearest sensitive receptors are located approximately 400m away a separate noise management plan is deemed excessive given the operations on site and distance from sensitive receptors. However, the site will implement the following outlined in Table below:

Table 6 - Noise Management Table

Potential Noise Source	Action to be taken to prevent or minimise noise
Vehicle Movements	• All vehicles are required to be driven onto and off site with due consideration. • Restrictions on the amount of vehicles on site are maintained. • 5 mph site speed limit to be introduced and adhered to. • All those working on and visiting the site to be made aware of need for considerate driving and keeping vehicles well maintained.
Loading/unloading of waste export vehicles. Delivery and removal operations	• Vehicles must be well maintained and operated with silencers. • Moving parts to be regularly lubricated. All vehicles must be driven slowly around the site (5mph site speed limit). • Engines to be switched off when not in use. • Reversing alarms to be preferentially fitted with white noise alarms to minimise impacts.
Deposit of waste (metal waste hitting the floor)	• Drop heights to be kept to a minimum, particularly when tipping the waste into the bays. • Self-recording: the staff must record all occurrences of exceptional noise that occurs on the site or from neighbouring sites, in the site diary. This assists in identifying the source, if a noise complaint is received.
Construction and Repair work.	• Engines switched off when not in use or equipment • If noise is detected in neighbouring streets and/ or complaint is received, the source shall be investigated. The noise identified and actions taken to minimise it and further action taken to ensure that this is no longer reaching areas of populations. • The area under construction may utilise screens/ barriers.

	• If the predominant noise source/s are highlighted then possible restrictions on the use maybe enforced or the use of quitter equipment.
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- 4.8.2 Mechanical processing of waste is conducted as part of the operations through use of the baler. The baler is located underground and therefore considered to be significantly quieter than an above ground baler.

4.9 **Complaints Procedure**

- 4.9.1 Any third-party complaints received will be recorded on form POUL/RF/7 and will include a record of the complaint, particulars of the complainant and details of any action taken to alleviate the problem to ensure the likelihood of a future third party complaint is minimised.

5 Emergency Procedures & Contingencies

5.1 General

- 5.1.1 In addition to obligations imposed by RIDDOR '13 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) the permit holder will notify the EA of any serious injuries to employees of Ashvin Metals Ltd, other site users or members of the public arising as a result of operations on site. Minor injuries such as cuts and grazes etc. will be recorded in the accident book on site. Separate procedures will be used for different types of emergencies. An emergency at the site is defined by the site management as follows:

“Any incident which is likely to result in harm to human health or pollution of the environment or serious breach of permit conditions and serious detriment to the amenities of the locality.”

- 5.1.2 For all emergency situations, the deposit of any further waste will be suspended where necessary to allow action to be taken safely. If necessary, staff and other users of the site will be evacuated to an area which is a safe distance away from the hazards. Staff handling the emergency will be provided with and trained to use the necessary PPE (personal protective equipment) unless the manager instructs them that the hazard is too severe, and outside help is needed from the emergency services or specialist waste contractors. A visitor's book will be kept checking who is on site at all times.

5.2 Fire

- 5.2.1 No waste will be burnt, and no fires will be allowed on site. In the event of a fire occurring on site, the operator/site supervisor will exercise his judgement and extinguish the fire with the water hose or suitable fire extinguisher and/or call the fire service for assistance. Any fires will be reported to the EA on the working day that they occur. All staff will be evacuated from the site if necessary. Smoking is not permitted on site. Firefighting residues will be disposed of to a permitted waste management facility.

- 5.2.2 The site will be operated in accordance with an approved Fire Prevention Plan which is a stand-alone document dealing with the prevention, mitigation, and handling of any fires on site.
- 5.2.3 For quick reference, the following actions will be taken when fire is detected or suspected (Site operatives):
- a) DON'T PANIC
 - b) RAISE THE ALARM (IF NOT DONE SO ALREADY)
 - c) NOTIFY THE SITE MANAGER (IF SAFE TO DO SO)
 - d) DO NOT TRY TO TACKLE THE FIRE YOURSELF UNLESS YOU ARE TRAINED IN DOING SO AND YOU ARE SURE OF THE NATURE OF THE FIRE
 - e) LEAVE THE USING THE MAIN ACCESS GATES AS QUICKLY AND AS ORDERLY AS POSSIBLE
 - f) ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT WHICH IS LOCATED BY THE SITE ACCESS GATES.
 - g) THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON "999" AND ENSURING THAT ALL PERSONS WHO WERE WORKING ON THE SITE OR WHO SIGNED IN TO THE VISITOR'S BOOK ARE ASSEMBLED SAFELY
 - h) INFORM ALL NEIGHBOURING PREMISES WHO ARE LIKELY TO BE AFFECTED
 - i) INFORM THE EA
 - j) DO NOT RETURN TO THE SITE UNTIL YOU HAVE BEEN GIVEN THE ALL CLEAR BY THE EMERGENCY SERVICES AND THE SITE MANAGER

5.3 **Spillages**

- 5.3.1 Fuel which may be stored on site will be contained within a bunded receptacle/container to contain any primary leaks. If any oil and vehicle maintenance chemicals are kept on site, they will be stored securely. In the event of a spillage a spill containment kit (absorbent pads, booms or granules) will be used to prevent further spillage and the contaminated absorbents placed in a skip for disposal to a suitably permitted facility.

- 5.3.2 Any wastes which would be classified as having the potential to cause polluting runoff are stored within the concrete area which is a sealed drainage system.
- 5.3.3 All site surfaces will be inspected for the presence of spillages when the site is in operation. Debris will be swept as required and placed in a skip for further processing on site and sent to a suitably permitted site.
- 5.3.4 All wastes liable to give rise to contamination will be removed from the site within an EA agreed timescale.

5.4 Breakdowns

- 5.4.1 In the event of plant breakdowns, alternative plant will be sourced until the existing plant is repaired to prevent potential over stockpiling of waste. If an alternative plant cannot be used then waste will be stored securely until the plant is repaired and if necessary, waste will be diverted to an alternative site. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages, most likely on the concrete surface.
- 5.4.2 The operator has contact numbers for mobile plant engineers who are dedicated to respond to a malfunction within 48 hours, the engineers carry spare parts on their vehicle.
- 5.4.3 Essential spares for plant maintenance are kept on site to ensure a repair can be carried out efficiently.

5.5 Adverse Reactions

- 5.5.1 No wastes are accepted which will react to present such a hazard. If unauthorised waste is found and does present such a hazard the same procedures as for the deposit of drums (above) shall apply.

5.6 Staff shortages

- 5.6.1 In the event of unforeseen staff shortages arising from illness, suspension or no shows, the operator will make a judgement whether to reduce the number of incoming loads and divert material to an alternative site. The operator will then seek further employment within a timely manner to ensure the site can continue to operate at its required capacity.

5.7 Closure of destination sites

- 5.7.1 In the event of destination site closures or seasonal demands for wastes leading to a longer storage duration, the operator can divert incoming waste and send stored waste to an alternative site using the EA's public register for alternative sites who could take this material, or they would contact the destination site. The operator has more than one contract set up for outlets of material to plan for this event.

5.8 Operational failure

- 5.8.1 The manager will be contacted by staff in the event of any operational failure such as the breakdown of plant, systems or equipment and will decide whether operations are to continue or be suspended prior to corrective action being taken. Serious operational failures, which result in the closure of the site, will be recorded in the site diary.

5.9 Bomb Scare

- 5.9.1 In the unlikely event of a bomb scare, the site will be evacuated, and the police contacted. The police will then assume control of the site until the threat has been verified or the device defused and removed. The EA will be kept informed of the events on site.

6 Training for Site Staff

6.1 Training Needs Assessment

- 6.1.1 All new and existing site staff are subject to a specific training regime based on their responsibilities to ensure all operations are carried out without harm to the environment or amenity of the surrounding area. Training in all aspects of the site and waste operations at the site with regard to the individual responsibilities of the site staff will help to prevent incidents occurring which may have an adverse impact on the environment and/or the employees and their co-workers.
- 6.1.2 An employee training record will be available at the site detailing information similar to POUL/RF/6 in Appendix II and shall provide a comprehensive checklist for the training needs of all new site staff and also serves as a training review for existing site staff which will be carried out annually or a period set at the operator's preference.

6.2 Site Rules and Infrastructure Training

- 6.2.1 This information is provided to all employees, visitors, and contractors with a full understanding of the site's conditions of use, which is communicated and documented at induction for all staff with specific induction for visitors and contractors.
- 6.2.2 Competency should be demonstrated within this field to ensure the employee is fully aware of the site's surroundings and operations to ensure their safety and compliance with specific operating conditions at the site.

6.3 Emergency Procedures Training

- 6.3.1 All employees are required to be familiar with the Environmental Controls in Section 4.0 and the Emergency Procedures as detailed in the Section 5.0.
- 6.3.2 In addition to normal operating conditions as specified in the site rules, employees must also be trained in dealing with eventualities which may occur outside the scope of normal

operating conditions, so they are aware of how to deal with these situations in advance of an occurrence.

6.4 Fire Safety / Firefighting Training

- 6.4.1 Management must provide all employees with appropriate fire safety training regarding their individual responsibilities as detailed in the site's FPP.
- 6.4.2 Emergency procedures detailing what measures employees should adopt should a fire occur at the site are detailed in Section 5.2 and are covered by the 'emergency procedures' training (see Section 6.3).
- 6.4.3 Regular fire drills are undertaken by site management to ensure proper procedures are followed by employees in the unlikely event that a fire incident occurs. These will be unannounced drills and will not form part of the induction or review training as specified in Section 6.1.
- 6.4.4 All training in relation to fire will be undertaken by site management who have been trained by a suitable Fire Risk Consultant. All training records will be kept within the site office.

6.5 Recognition of Waste Types Training

- 6.5.1 All employees are given induction training and subsequent regular training to identify those waste types which are permitted for acceptance at the site under the site's EP and those wastes which are not. This will include specific training to identify those common wastes which may be found following deposit and are not permitted at the site and will also include more obscure wastes and how to handle these wastes safely. All employees are advised that they should refer any unrecognisable or unknown wastes to senior management, who should, in turn, follow procedures outlined in the EMS and/or contact the EA to agree a suitable method for removal.
- 6.5.2 Training is provided to all site users who handle waste on site and those in charge of administration and reporting. In-depth training will also be provided to drivers responsible for collecting wastes from the site of production in accordance with Section 3.0. They will

be trained to identify any wastes not covered by the EP for the site and inform the producer that an alternative facility must be sought for any non-compliant wastes.

6.6 Storage Areas / Limits Training

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

6.6.2 Employees in these roles must also be trained to recognize storage limits to ensure that they are in accordance with those specified in Section 3.7.

6.7 Vehicle / Plant Preventative Maintenance Training

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

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

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

6.8 Duty of Care Training

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

6.9 Plant Operation Training

6.9.1 Any employees who are required to operate loading or treatment plant for the movement or processing of waste will be required to undertake the necessary qualifications for the

operation of the specific item of plant in question. This will be required prior to operating the plant and will be obtained through necessary external certification programmes.

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

6.10 Permit / Management System / Fire Prevention Plan training

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

6.11 Training for Contractors

- 6.11.1 General site training will be provided to any contractors who are working on the site on a temporary basis as described in Sections 6.2, 6.3 and 6.4 above.
- 6.11.2 Additional training will be provided to contractors in their area of expertise. If they are dealing with specific items of plant/machinery, site operating conditions and a general understanding of the EP conditions will be provided to prevent any adverse impacts on the environment.

7 Weather conditions & adapting to climate change

7.1 Weather conditions

7.1.1 The site is set up to receive weather alerts from the Met Office for the following weather conditions which could hinder site operations, cause a potential complaint off site or potential breach of permit:

- a) Prolonged periods of heavy rainfall causing mud and surface water ponding; this could also lead to waste becoming wet and causing odour
- b) Periods of cold weather leading to an inability to operate machinery on site leading to over stockpiling of wastes and obviously accidents.
- c) High winds (above 7 on the Beaufort Wind Scale) creating a risk of litter and dust escaping beyond the site boundary
- d) Droughts or periods of hot weather which could lead to heating of combustible waste, water shortages, hosepipe bans and excessive dust.
- e) Dense fog leading to poor visibility causing accidents.

7.1.2 The site will install the following preventative measures to ensure the above do not hinder operations:

HEAVY RAINFALL

- a) Vehicles exiting the site will undergo a more thorough check to ensure mud is not tracked off site.
- b) Should long periods of rainfall be likely, the site may consider hiring (as a result of daily inspections) a third-party road sweeper to cover the wet period to ensure surfaces are swept thoroughly throughout the day.
- c) Inspect and empty storage tanks more frequently i.e. daily instead of weekly.
- d) Increase site inspections to three times daily to ensure any potentially contaminated surface water is being contained within sealed drainage areas.

HIGH WINDS

- There will be no sorting, processing or treatment of any wastes which are likely to be blown around during conditions of high winds.
- Vehicles leaving the site will be sheeted to comply with the requirements of the Duty of Care legislation.
- Stockpiles will be reduced to a suitable height to prevent the material escaping beyond the site boundary.
- In the event of high winds, the site will deploy the above measures and may be forced to close operations until conditions have improved.

DROUGHTS/WARM, DRY WEATHER

- In extreme cases such as a hosepipe ban or water shortage, the site will ensure there is additional water available i.e. tanks.
- Increase site inspections for combustible waste three times daily for any early fire signs i.e. smells, smoke, flames.
- Reduce stockpile durations for combustible thus reducing their inability to become hot
- These measures are shown within the operator's FPP.

DENSE FOG (POOR VISIBILITY)

- The site will not operate in conditions of poor visibility such as dense fog to reduce the risk of vehicle collisions or other potential accidents.

7.2 Climate change

7.2.1 The Met Office UK Climate Projections (UKCIP) has developed scenarios of climate change, which are summarised as:

- Warmer, wetter winters
- Hotter, drier summers
- Increased frequency and intensity of extreme weather (storms, droughts, intense downpours)

7.2.2 Reflecting these, the UK Climate Change Risk Assessment (CCRA) identifies a number of priority risks and opportunities. The likely direct climate change-related threats that can be considered to be of most relevance to minerals planning and management are:

- Increases in the probability and severity of flooding (fluvial, groundwater, surface);
- Exposure to high temperatures and heatwaves; and
- Shortages in availability of water.

7.2.3 The above has been addressed within the Climate Change Risk Assessment which will be sent as part of this bespoke permit application Document Ref: POUL-3529-F.

7.3 Flood Risk

7.3.1 The site is located within Flood Zone 3, meaning the area has high probability of flooding, specifically a 1% or greater chance of river flooding or a 0.5% or greater chance of sea flooding each year.

7.3.2 The existing SITE B (southern site) has surrounding the perimeter 3m in height interlocking concrete panel walls which provide a seal for the site for if the 'Main Dyke' located to the south ever floods. SITE B contains a series of manholes and surface water drains which all drain towards the catch pit and the interceptor located south of the site. The site is not located within a ground water source protection zone.

- 7.3.3 The existing drainage for the SITE A comprises of a concrete pad which all surface water runs onto the off site surface water drain located just outside of the entrance/exit. Waste is only stored externally for <24 hours maximum and will be typically stored on a temporary basis (<12 hours). The waste stored in **AREAS 2A-2C** is considered to be uncontaminated as this has been segregated in SITE B. The waste stored within **AREA 2A** is stored within a sealed container.
- 7.3.4 The site has fire/spill water containment booms which can be deployed in the event of a flood situation.

7.4 Conclusion

- 7.4.1 The options to mitigate and adapt to climate change are also limited. The options identified in this section are considered to be proportionate, practicable and deliverable and it is considered this site would not be affected by climate change or adverse weather conditions.

Appendix I

Drawings

ENVIRONMENTAL MANAGEMENT SYSTEM

Kings Court Beacon Road, Poulton Industrial Estate, Poulton-le-Fylde, Lancashire, England,
FY6 8JE

Ashvin Metals Ltd

Version:	1.0	Date:	29 April 2025		
Doc. Ref:	POUL-3529-A	Author(s):	JU	Checked:	CP
Client No:	3529	Job No:	004		

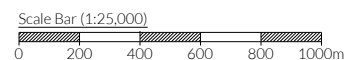
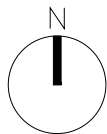


Oaktree Environmental Ltd

Waste, Planning & Environmental Consultants



Oaktree Environmental Ltd, Lime House, 2 Road Two, Winsford, Cheshire, CW7 3QZ
Tel: 01606 558833 | E-Mail: sales@oaktree-environmental.co.uk | Web: www.oaktree-environmental.co.uk
REGISTERED IN THE UK | COMPANY NO. 4850754



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REVISION HISTORY

Rev:	Date:	Init:	Description:
-	24.03.25	JH	Initial drawing

KEY:



Site location

TITLE:

SITE LOCATION MAP

CLIENT:

Ashvin Metals Ltd

PROJECT/SITE:

Kings Court, Beacon Road, Poulton-le-Fylde
FY6 8JE

SCALE @ A4:

1:25,000

CLIENT NO:

3529

JOB NO:

004

DRAWING NO:

POUL-3529-04

REV:

-

STATUS:

Issued

DATE:

24.03.25

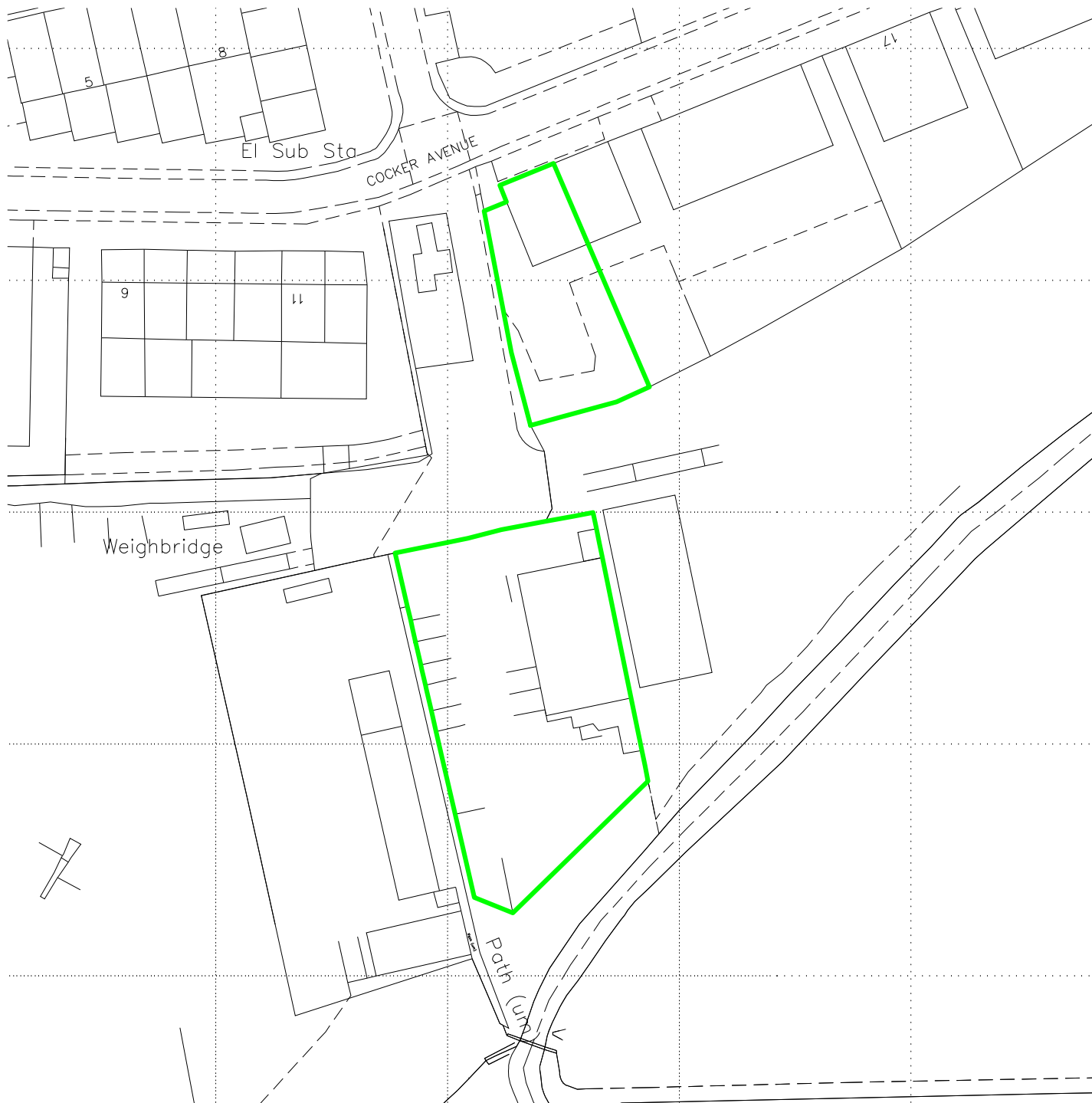
DRAWN:

JH

CHECKED:

CP





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REVISION HISTORY			
Rev:	Date:	Init:	Description:
-	24.03.25	JH	Initial drawing

KEY:

——— Permit boundary

TITLE:		
PERMIT BOUNDARY PLAN		
CLIENT:		
Ashvin Metals Ltd		
PROJECT/SITE:		
Kings Court, Beacon Road, Poulton-le-fylde FY6 8JE		
SCALE @ A4:	CLIENT NO:	JOB NO:
1:1,250	3529	004
DRAWING NO:	REV:	STATUS:
POUL-3529-02	-	Issued
DATE:	DRAWN:	CHECKED:
24.03.25	JH	CP



Waste Storage Area Details - PILE SIZES BASED ON AREA OF STOCKPILE ON SITE PLAN NOT LENGTH X WIDTH											
Plan Ref	Description	Storage type	Containment	Height/width of wall (m)	Max Width (m)	Max Length (m)	Height (m)	Max area (m2)	Conversion factor used	Volume (m3)	Storage duration
AREA 1	Baled aluminium	Processed/baled	Free-standing pile	2.5/0.6	8.5	10.5	1.5	89	1	134	<8 weeks
AREA 2A	Aluminium overflow	Source segregated or hand sorted	40 cubic yard skip	N/A	2.44	6.1	2.62	15	1	39	<24 hours
AREAS 2B - 2C	Aluminium overflow	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	2.5/0.6	4.2	5.8	1.5	24	0.75	27	<24 hours
AREA 3	Lead acid batteries	Unprocessed	Sealed acid resistant basic containers stacked two high with weatherproof covering	N/A	1	1.2	0.65	0.85 (per container)	1	0.8 (per container)	<8 weeks
AREA 4	Cast aluminium	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0/3	4.5	5.4	2	24	0.75	36	<8 weeks
AREA 5	Swarf aluminium	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0/3	7	6	2	42	0.75	63	<8 weeks
AREA 6	Stainless steel - non ferrous	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0/3	4.3	5.8	2	25	0.75	37	<8 weeks
AREA 7	Alloy wheels	Unprocessed	Free-standing pile inside three-sided concrete panel storage bay	3/0/3	4.1	5.4	2	22	0.75	33	<8 weeks
AREA 8	Overflow	N/A	Free-standing pile inside three-sided concrete panel storage bay	3/0/3	4.3	5.5	2	24	0.75	35	<8 weeks
AREA 9	Lead	Unprocessed	Free-standing pile inside three-sided concrete panel storage bay	3/0/3	4.5	5.5	2	25	0.75	37	<8 weeks
AREA 10	Painted aluminium	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0/3	3.8	5.4	2	21	0.75	31	<8 weeks
AREA 11	Alloy wheels	Unprocessed	Free-standing pile inside three-sided concrete panel storage bay	3/0/3	9	5.7	2	51	0.75	77	<8 weeks
AREA 12	Old rolled aluminium	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0/3	9.3	5.5	2	51	0.75	77	<8 weeks
AREA 13A	Aluminium - press & shear	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0/3	7.9	8.8	2	70	0.75	104	<8 weeks
AREA 13B	Aluminium - painted	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0/3	9	5.4	2	49	0.75	73	<8 weeks
AREA 13C	Aluminium - cuts	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0/3	9.4	5.8	2	55	0.75	82	<8 weeks
AREA 13D	Aluminium - H30	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0/3	11	6	2	66	0.75	99	<8 weeks
AREA 14	Household wire	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0/3	4.4	5.6	2	25	0.75	37	<8 weeks
AREA 15	Low grade cable	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0/3	4.4	5.6	2	25	0.75	37	<8 weeks
AREA 16	Baled brass	Processed/baled	Free-standing pile	N/A	4	4.6	2	18	1	37	<8 weeks
AREAS 17A - 17C	Heavy brass	Source segregated or hand sorted	Free-standing pile inside three-sided concrete panel storage bay	3/0/3	6	4.6	2	28	0.75	41	<8 weeks



TITLE:
SITE LAYOUT & FIRE PLAN

CLIENT:
Ashwin Metals Ltd



Oaktree Environmental
Waste, Planning & Environmental Consultants

PROJECT/REF:
Kings Court, Beacon Road, Poulton-le-Fylde FY6 8JE

SCALE @ A0:
1:200

DRAWING NO:
POUL-3529-03

DATE:
24.04.25

CLIENT NO:
3529

REV:
-

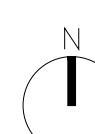
DRAWN:
JAH

CHECKED:
CP

JOB NO:
004

STATUS:
Issued

NOTES
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KEY:

--- Permit boundary

Waste storage areas

Non-waste storage areas

Hazardous waste storage areas

Non-waste fuel, fluids & gas bottles

Temporary storage/tipping areas

Concreted areas

Waste recycling/ storage buildings (impermeable concrete floor)

Office/welfare

Out of hours plant storage

300mm thick solid concrete wall

600mm thick interlocking concrete block wall

Quarantine area

Firefighting equipment/extinguishers

Fire alarms

Spill kits

Plant shut off

Mains Water

Designated smoking area

Fire assembly points

Access route for emergency services

Fire water containment equipment i.e booms

Parajit & zone cameras with 360 50cm coverage

Heat detection cameras

Fire water containment boom

Surface water fall direction

Surface drainage

Manhole

Gully

INT: Interceptor

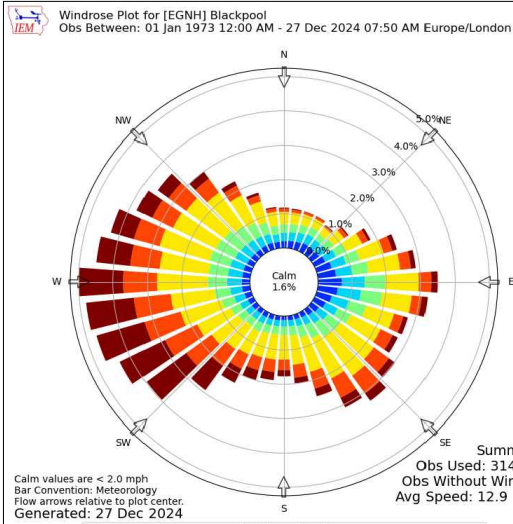
Fire hydrant

REVISION HISTORY

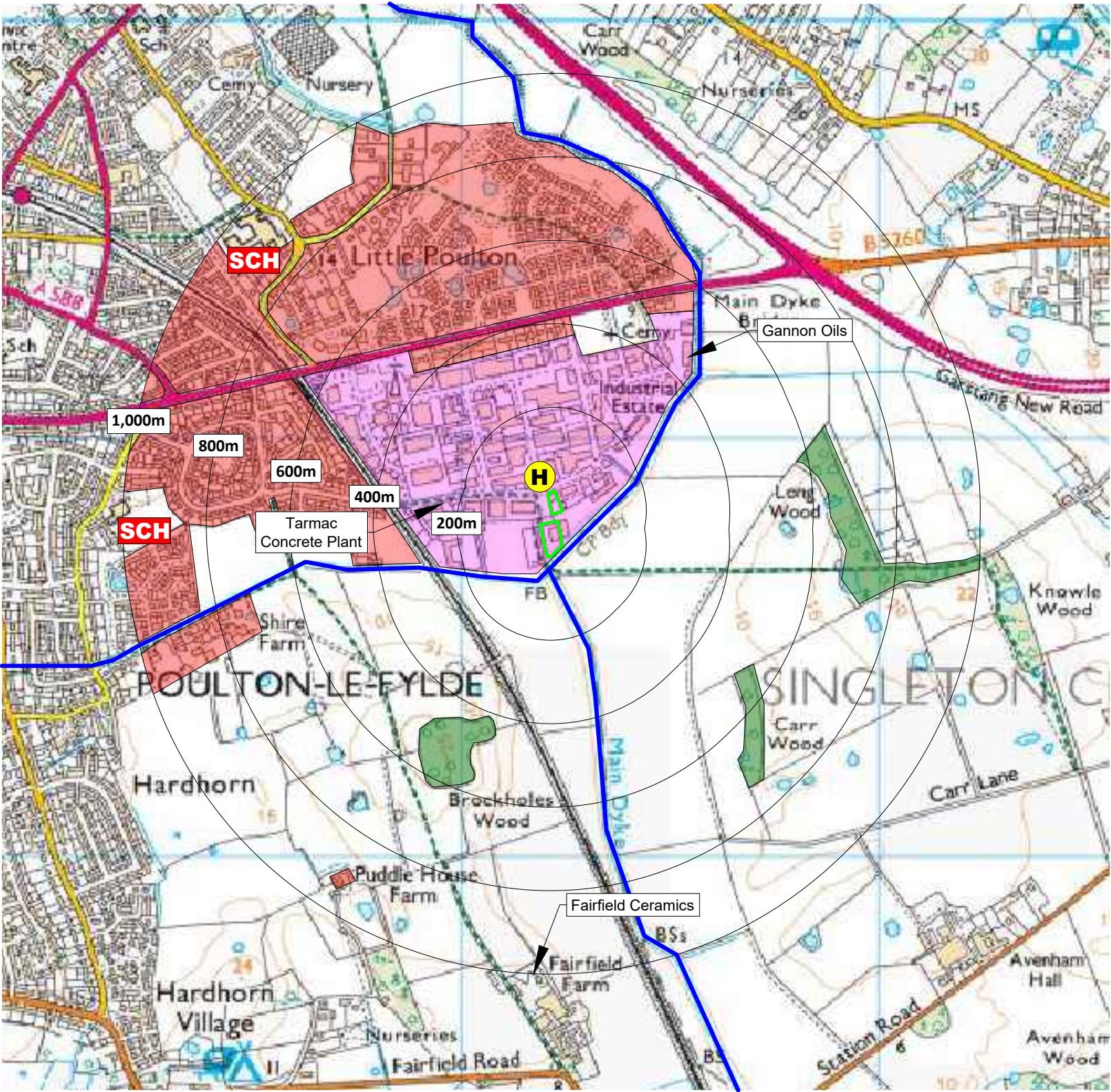
Rev	Date	Int	Description
-	24.04.25	JAH	Initial drawing

KEY:

- Permit boundary
- Main River
- Surface water body (river / stream / pond / pool / lake)
- Workplaces (includes agriculture industry, commerce and retail)
- Areas with mix of residential, retail and commercial properties
- Residential blocks
- Class A, B, C roads
- Nearest fire hydrant
- Railway line
- SCH School
- Woodland areas
- Priority habitat inventory (deciduous woodland)



Compass Wind Rose for(EGNH) Blackpool Period
1973-2024
- source: Iowa State University

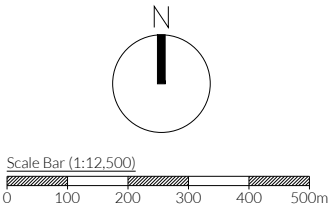


NOTES

- Boundaries are shown indicatively.
 - Wind rose data shows the prevailing wind direction to be Southerly.
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REVISION HISTORY

Rev:	Date:	Init:	Description:
-	24.03.25	JH	Initial drawing



TITLE: RECEPTOR PLAN		
CLIENT: Ashvin Metals Ltd		
PROJECT/SITE: Kings Court, Beacon Road, Poulton-le-Fylde FY6 8JE		
SCALE @ A3: 1:12,500	CLIENT NO: 3529	JOB NO: 004
DRAWING NO: POUL-3529-04	REV: -	STATUS: Issued
DATE: 24.03.25	DRAWN: JH	CHECKED: CP



Appendix II

Record Keeping Form

ASHVIN METALS LTD
REJECTED WASTE - RECORD FORM POUL/RF/2

DATE	
TIME	
WASTE DESCRIPTION	
QUANTITY OF WASTE	
PRODUCER/HOLDER'S NAME, ADDRESS & TELEPHONE No.	
NAME OF CARRIER	
VEHICLE REGISTRATION	
CARRIER REG. No.	
REASON FOR REJECTION OF WASTE	
ACTION TAKEN	

ASHVIN METALS LTD SITE INSPECTION FORM – POUL/RF/4								
WEEK STARTING								
TYPE OF INSPECTION	FREQ	DAY						
		M	T	W	T	F	S	S
SITE ENTRANCE/NOTICE BOARD	WEEKLY							
SECURITY - GATES	WEEKLY							
SECURITY - FENCING	WEEKLY							
SITE ROADS (CLEAR FROM HAZARDS)	DAILY							
BUILDING INFRASTRUCTURE (INTERNAL)	DAILY							
IMPERMEABLE CONCRETE AREAS	DAILY							
KERBING / SEALS AROUND SITE	DAILY							
DRAINS CLEAR & FUNCTIONING	DAILY							
SITE SURFACES SUITABLE	WEEKLY							
WASTE CONTAINERS	DAILY							
WASTE STORAGE LIMITS TYRES	WEEKLY							
REJECTED WASTE TYPES / STORAGE	WEEKLY							
NOISE LEVELS	DAILY							
FIRES (ANY INCIDENTS REPORTED)	DAILY							
NO SMOKING SIGNS IN PLACE	MONTHLY							
INTERCEPTOR	WEEKLY							
SPILLAGES & ABSORBENTS	DAILY							
LITTER	DAILY							
DUST	DAILY							
ODOUR	DAILY							
VERMIN	DAILY							
RECORDS	WEEKLY							
COMPLAINTS RECEIVED	AS REQUIRED							
OTHER (SEE NOTES BELOW)	AS REQUIRED							
INSPECTION CARRIED OUT BY								
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):								
CHECKED BY					SIGNATURE			
POSITION					DATE			
Sheet					of			

ASHVIN METALS LTD - EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW (POUL/RF/6)

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

ASHVIN METALS LTD COMPLAINTS REPORT FORM (POUL/RF/7)

Date Recorded:	Reference Number:
Name and address of caller	
Telephone number of caller	
Time and Date of call	
Nature of complaint (noise, odour, dust, other) (date, time, duration)	
Weather at the time of complaint (rain, snow, fog, etc.)	
Wind (strength, direction)	
Any other complaints relating to this report	
Any other relevant information	
Potential reasons for complaint	
The operations being carried out on site at the time of the complaint	
Follow Up	
Actions taken	
Date of call back to complainant	
Summary of call back conversation	
Recommendations	
Change in procedures	
Changes to Environmental Management System (EMS)	
Date changes implemented	
Form completed by	
Signed	
Date completed	

COMPLAINT RECORDING PROCEDURE:

Any complaints received will be recorded on form POUL/RF/7. This form will normally be completed, signed, and dated by the Site Manager; if they are not available the Office Manager will complete the form.

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

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

Appendix III

Environmental Permit

Appendix IV

Health & Safety – Conditions of Site Use

HEALTH AND SAFETY - CONDITIONS OF SITE USE

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

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

Declaration: To be completed by site users

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

Signed.....

Print name.....

Company/Organisation.....

Date.....

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