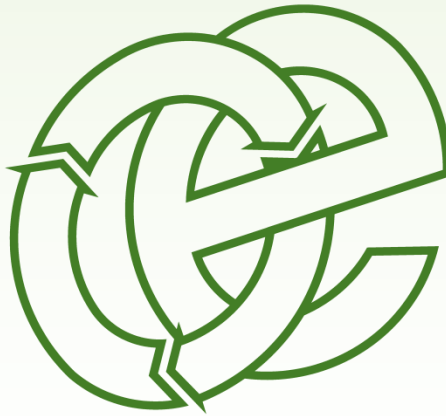


ENVIRONMENTAL MANAGEMENT SYSTEM

The Foundry, Siding Road, Fleetwood FY7 6NS

Foulds Metals

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Oaktree Environmental Ltd
Waste, Planning & Environmental Consultants



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THIS DOCUMENT IS DUE FOR REVIEW IN **JULY 2026** OR AS A RESULT OF ANY INCIDENTS WHICH MAY LEAD TO THE REQUIREMENT FOR IMMEDIATE REVIEW, WHICHEVER IS THE SOONER

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Appendix I - Drawings

Appendix II - Record Keeping Forms (advisory only)

FML/RF/2 - Rejected Waste

FML/RF/4 - Site Diary/Inspection Form

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

FML/RF/7 - Complaints Form

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

Appendix III - Environmental Permit

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

Site Information & Key Contacts List

Site Address:	The Foundry, Siding Road, Fleetwood FY7 6NS		
Site Operator:	Foulds Metals	National Grid Ref:	SD 33377 47456

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Ian Barnes	Director / Site manager	01253 874642	
Liam Barnes	Site manager / TCM	01253 874642	07592 535160
David Hartley	Site manager / TCM	01253 874642	07903 304262
<u>Fleetwood Hospital</u> Pharos Street, Fleetwood FY7 6BE	Local NHS Hospital (Main)	01253 956000	999
	Accident & Emergency (A&E)	999	999
<u>Broadway Medical Centre</u> Broadway, Fleetwood FY7 8GU	Local Doctor Surgery (GP)	01253 957500	999 or 112
<u>Fleetwood Police Station</u> 45 N Church Street, Fleetwood FY7 6HJ	Local Police Non-Emergency	01772 614444	101
	Police Emergency	999	999
<u>Fleetwood Fire Station</u> Radcliffe Road, Fleetwood FY7 6UJ	Fire and Rescue Service (in Emergency Dial 999)	01253 874050	999 or 112
<u>Environment Agency</u> Brampton Office, Bromholme Lane, Brampton, Huntingdon PE28 4NE	Environmental Regulator	0370 850 6506	0800 80 70 60
<u>Wyre Council</u> Civic Centre, Breck Road, Poulton-le-Fylde, Lancashire, FY6 7PU	Local Council General Enquiries	01253 891000	999 or 112
<u>United Utilities</u>	Mains water and sewerage supplier	0843 837 0896	03457 145 145
<u>Oaktree Environmental Ltd</u> - Lime House, 2 Road Two, Winsford, Cheshire CW7 3QZ	Specialist waste and permitting compliance advisors	01606 558833	01606 558833

1 General Considerations

1.1 Site operator/permit holder

1.1.1 Foulds Metals are the operator of the proposed site. The site will be operated predominantly as a mixed metals recycling facility accepting mixed metals, ELV's and WEEE waste.

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

1.2 Relevant contacts

1.2.1 The contact details for the operator are as follows:

Foulds Metals	Contact: Ian Barnes
The Foundry, Siding Road,	Position: Director
Fleetwood FY7 6NS	Tel: 01253 874642

1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for Foulds Metals 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 Guidance: "*Develop a management system: environmental permits*".

1.2.3 Contact details for Oaktree Environmental are as follows:

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

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

1.3 Site location

1.3.1 The site is located on Land at The Foundry, Siding Road, Fleetwood FY7 6NS as shown on the EP.

1.3.2 The site is bordered by Siding Road to the west, adjacent industrial units to the north and south and vacant scrub/vegetated land to the east. Access to the site is via Siding Road

1.4 Permit area/waste management operations

1.4.1 The permit boundary is outlined in green on Drawing No. 4101-2585-02. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant and equipment.

1.4.2 The EP is required for the storage (keeping) prior to removal, and treatment (all types of handling/processing) of waste. Waste treatment processes which can be carried out on site are summarised below:

- Sorting (with loading shovel/360° excavator or by hand)
- Screening (by using appropriate mechanical screening plant and equipment)
- Separation (by using appropriate mechanical screening plant and equipment)
- Compaction and Crushing (by using appropriate mechanical plant and equipment)
- Shredding/Shearing (by using appropriate mechanical plant and equipment)
- Baling (by using appropriate mechanical plant and equipment)
- Dismantling (by using appropriate mechanical plant and equipment)
- Grading (by using appropriate mechanical plant and equipment)
- Granulation (by using appropriate mechanical plant and equipment)
- Cutting (by using appropriate mechanical plant and equipment)
- Repair or Refurbishment (by using appropriate mechanical plant and equipment)

- Acceptance, storage and treatment of WEEE

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

1.5 Hours of operation

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

Monday to Friday	08:00 – 17:00
Saturday	08:00 – 17:00
Sundays, Bank/Public holidays	Closed

1.5.2 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.

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.

1.6 Waste Storage, Types and Quantities

1.6.1 The locations of the operational and storage areas are shown on Drawing No. 4101-2585-03. The nature of operations at waste facilities means that certain operational areas may change depending on processing requirements.

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

1.6.3 The annual throughput of the site is limited to <25,000 tonnes per annum for mixed metals and WEEE and <5,000 tonne per annum for ELVs as already permitted.

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

1.7 Exempt activities

1.7.1 Activities which are outside the scope of the EP for the site (listed in Schedule 3 of The Environmental Permitting (England and Wales) Regulations 2016) may be carried out at the recycling centre and the relevant details would be registered with the EA prior to commencement.

1.7.2 Current and future exemption notifications and register entries are held in the site office. Registered exemptions are valid for a period of 3 years. If the activity is to be carried on after 3 years, a renewal will be submitted to the EA.

1.7.3 Wastes brought onto site as part of any exempt waste activities will be kept clearly segregated and identified from those wastes imported for the specified waste management operations as shown on Drawing No. 4101-2585-03.

1.8 Staffing and management

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

Table 1.1 - Staffing numbers and responsibilities

Position	Employees	Responsibilities
Site Manager /TCM	3(1)	Ensuring that the site is being operated in accordance with the Environmental Permit and in-line with attendant regulations
Administrative Staff	2(1)	Office/administrative duties
Machine / Plant Operators / General Operatives	8(1)	Waste handling/processing, reception and plant operation. Sorting, maintenance and tidying the site.
Night watchman	1(0)	Onsite monitoring during out-of-hours.

1.9 Health and safety

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

1.10 Fit and proper persons

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

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

1.11 Convictions

1.11.1 At the time of application, neither Foulds Metals nor any of the relevant people within the company had been convicted of a relevant offence.

2 Site Engineering and Infrastructure

2.1 Site description

2.1.1 The site is located as shown on Drawing Nos. 4101-2585-02, access is gained from Siding Road to the west of the site. The site benefits from a number of parking spaces for staff, visitors, HGV's and trailers, as shown on Drawing No. 4101-2585-03.

2.2 Access and parking

2.2.1 The site is accessed from Siding Road, and parking is also available on site.

2.3 Site office

2.3.1 The site office will be located as shown on Drawing No. 4101-2585-03. 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) Current site diary (to record all inspections/visitors to the site) Environment Agency 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)

2.4 Notice board and signs

2.4.1 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
- Environment Agency contact details, Emergency No. 0800 80 70 60 and
- General Enquires No. 03708 506 506.
- Operator's "out of hours" emergency contact details.
- Operating hours.

2.4.2 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.

2.5 Site security

2.5.1 The main entrance/exit gates are located as shown on Drawing No. 4101-2585-03 and are of steel construction. The gates are padlocked at all times when the site is unmanned to prevent vehicular access. The site boundary is protected by minimum 3-metre-high security fence. Buildings forming part of the boundary security where appropriate.

2.5.2 The site security measures will be inspected on a daily basis and any defects which impair the effectiveness of the security will be repaired by the end of the working day. If this is not possible, temporary measures will be put in place to ensure no unauthorised access to the site can be gained until the proper repairs can be carried out as soon as practicably possible.

2.5.3 The site will benefit from 24 hours remotely accessible CCTV fitted with full site coverage and off-site supervision. The CCTV camera can be used out-of-hours to detect any potential fires at the site.

2.5.4 If unauthorised access becomes apparent as a problem at the site, the security measures will be reviewed, and improvements implemented.

2.6 Fuel storage

2.6.1 The location of fuel storage (if applicable) will be shown on Drawing No. 4101-2585-03 and procedures for fuel storage on site are as follows:

- Tanks will be surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.
- All pipework and associated infrastructure will be enclosed within the bund.
- A lock will be fitted to the tank valve to prevent unauthorised operation.
- All valves and gauges on the bund will be constructed to prevent damage caused by frost.
- No combustible waste will be stored within 6 metres of the tank.

2.6.2 The tank will be clearly marked showing the product within and also its capacity.

2.7 Rejected Waste

2.7.1 Any waste which is rejected will be stored in a quarantine skip with a maximum capacity of 2.5 tonnes and removed from the site whenever the skip container is full. The location of this skip has not been included on Drawing No. 4101-2585-03 as the skip location may vary as operating conditions permit (i.e. to permit the loading of rejected wastes but clear labelling and management control will ensure its use as specified).

2.8 Drainage

2.8.1 The drainage for the site is clearly shown on Drawing No. 4101-2585-03 and if there is any deviation from the current drainage arrangement, an amended FPP will be submitted for approval by the EA.

2.8.2 Visual inspections of the site will be undertaken daily by trained operational with any noticeable pooling cleared and reported to the TCM or site manager by the end of the working day. In the event of surface water pooling from heavy rainfall events, the operator as part of the ongoing daily inspections the site manager or TCM will inspect the water by eye and any distinctive colouring from either oil or potentially contaminated wastes will be pumped out using a hired in tanker. If the water is suitable for suppression techniques, it will be scooped and doused on stockpiles during dry weather conditions.

2.9 Vehicles, plant and equipment

2.9.1 Waste will be handled using the plant listed on the next page. Only trained operators will be permitted to drive/operate the plant listed below. Any changes to the list will be notified to the EA prior to implementation.

Table 2.1 - Plant & Equipment

Item	Number	Function
Weighbridge	2	Determine load weights in/out
Depollution rig	1	Depolluting ELVs
Lefort Baler	1	Baling scrap metal
Shear	1	Shearing/size reduction of waste
360° excavator grab	2	Loading/unloading/movement/sorting
Forklift	1	Loading/unloading/movement/sorting
Cable Stripper (manual activity)	1	Stripping cables

Note: *The plant/equipment on site will vary depending on the amount of waste accepted at the site.*

2.10 Mobile and fixed plant maintenance

2.10.1 All mobile and fixed plant on site including vehicles in the fleet are subject to annual manufacturer maintenance to ensure proper working order in the form of service contracts.

2.10.2 Site management will undertake or delegate additional preventative maintenance checks on a more frequent basis i.e. daily, before, during and 1 hour at the end of each working day using a checklist similar to that in Appendix II to ensure the following:

- Machinery is mechanically sound for use and no presence of black fumes or trailing liquids visible prior to use or following shutoff of plant/equipment.
- All plant will be powered-down and completely shut off prior to cessation of operations on any given day.
- Plant which is not in use for any extended period is stored at least 6 metres from combustible waste.
- All plant and equipment vehicles are fitted with fire extinguishers in the cab. Rubber strips are not considered appropriate as they are usually removed via uneven and bumpy ground.
- Dust from processing/treatment operations on site can settle throughout the working day onto processing plant, plant exhausts and engine parts so a fire-watch will be implemented after cessation of works and equipment powered down for 1 hour each day to remove any dust/fluff using brushes, hoses etc... Any build of dust/fluff will be removed from the equipment and deposited into a container to await removal from site and site management informed.

2.10.3 A 'no-idling' policy is in place which ensures that engines are switched off when vehicles or plant are not in use. This policy will ensure that tail pipe emissions are significantly reduced.

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. The site will be used for the acceptance, storage and processing of waste using Foulds Metals'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 When a driver employed by the permit holder arrives at the waste producers 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.

3.2 Checking in & 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 transfer note and company documentation will be further checked by the operator to ensure that the load is acceptable at the site. The weight of all loads will be

recorded using either a weighbridge or agreed WRAP conversion weights for loads where the weight is not known upon receipt at the site. Any deviation from these procedures or problems with any loads will be reported to the site manager.

3.2.2 All vehicle drivers must report to the site office upon arrival at the site. Each load will be recorded, and its contents inspected. All waste accepted on site will be directed to the appropriate reception area.

3.2.3 Once a load has been accepted 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 material complies with the EP. If non-compliant waste is discovered before deposit, the load will not be accepted and disposed of at an approved facility. 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 Loads are also examined at the point of unloading. If they are found to be unacceptable at this point the load will be reloaded and returned to source. If small levels of contamination are noted, they are handpicked and reject material placed in a skip for safe disposal.

3.2.5 If hazardous waste or suspected hazardous waste outside of those listed on the EP is deposited on the site, the material will be left alone with precautions taken to absorb any spillages and the area cordoned off. The EA will be contacted as a matter of urgency and the material left in situ until removed under the EA's instruction.

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 note/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 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 - ELVs

3.4.1 Schedule 5 of the End-of-Life Vehicles Regulations 2003 sets out the minimum technical requirements for keeping and treating ELVs. The site will operate to the standards set out in these Regulations.

3.4.2 Undepolluted ELV's will be stored appropriately in the area shown on Drawing No. 4101-2585-03 prior to having the batteries, wheels and tyres removed and being removed offsite for further depollution. All ELV's are depolluted on arrival / by the end of each working day

3.5 Waste handling - ferrous & non-ferrous scrap metal

3.5.1 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. Non-ferrous metals are stored internally due to high value of the metal.

3.6 Waste handling - WEEE

3.6.1 The operator will have a dedicated area on site where WEEE is accepted, stored, repaired and refurbished.

3.7 ELV & parts storage

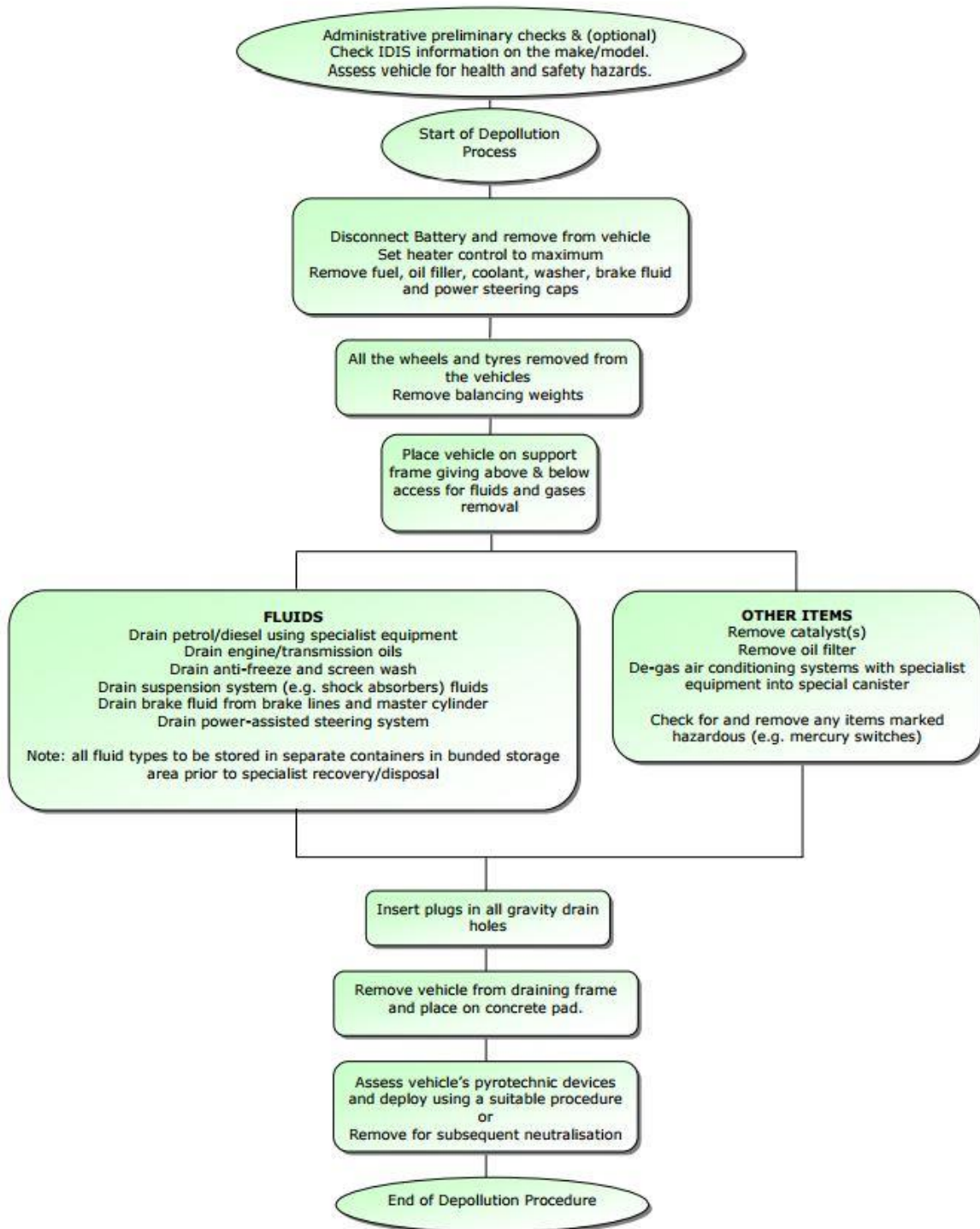
3.7.1 All other materials/components will be stored in designated containers/areas located on site pending collection/removal as shown on the site layout plan.

- a) Once ELVs have been subjected to the preliminary process, ELVs will be transferred to the appropriate area to salvage re-usable parts (if required).
- b) Salvaged parts will be removed or left on the ELV or removed at the request of a customer and the ELV shell will be disposed of to a suitably permitted facility.
- c) Tyres (if removed from the ELV) which are reusable (i.e. part-worn) will be sold; tyres which are not reusable will be disposed of via a suitably permitted facility.
- d) Once depolluted, ELV shells will be baled and stored prior to removal off site.

- 3.7.2 If the maximum storage capacity of the site is reached, then no further waste will be accepted until vehicles have been removed off site to a suitably permitted site.

3.8 ELV depollution procedure

3.8.1 Each ELV will be treated as set out in the DEFRA / DTI publication “Depolluting End-of-Life Vehicles: Guidance for Authorised Treatment Facilities” as summarised below:



- 3.8.2 A suitable absorbent and full spill kit will be kept by the depollution rig in the event of any spillages of oil or fuel. Any contaminated absorbent will then be removed to an appropriately permitted disposal facility.
- 3.8.3 Once all viable parts have been removed and safely stored, the vehicle will be removed off site for further processing.
- 3.8.4 The equipment is designed specifically for the depollution of ELVs and includes tanks to 'suck out' the fluids.
- 3.8.5 A trained member of staff is normally able to complete the depollution process in 15 - 20 minutes. Once vehicles have been depolluted, they will be removed as soon as practically possible.
- 3.8.6 Once ELVs have been subjected to the depollution process, depolluted ELVs will be stored in the external yard to the south as shown on Drawing No. 4101-2585-03.
- 3.8.7 If the maximum storage capacity of ELVs at the site is reached, then no further waste will be accepted until vehicles have been removed off site to a suitably permitted site.

3.9 Battery / difficult waste storage

- 3.9.1 **Batteries** - Batteries removed from vehicles will be handled as follows:
- i) Stored in purpose made containers capable of holding the contents of the batteries placed in it. Daily checks will be made on the containers.
 - ii) A suitable absorbent agent will be kept within the external yard so that prompt action can be taken to absorb any spillages. Any contaminated adsorbent material will then be removed to an approved disposal facility.
 - iii) Removal of batteries will be carried out in accordance with the Hazardous Waste Regulations 2005 (as amended) or any subsequent amending legislation.
- 3.9.2 **Difficult wastes** - will be stored as per the above i.e. in IBC containers or tanks; covered, with an acid resistant base.

3.10 Waste/product removal and export

3.10.1 When a collection vehicle arrives at the site the driver will be instructed to report to the site office on arrival. All relevant documentation will be completed, and the vehicle will be passed to pick up the load and take it to the designated recycler/disposal site. The product or waste material will be loaded using the loading shovel or excavator and then weighed on the weighbridge prior to egress from the site.

3.11 Record keeping

3.11.1 Foulds Metals use detailed waste transfer and product notes in paper and electronic form to ensure compliance with the Waste Duty of Care Code of Practice - March 2016 (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 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.
- 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 (see Waste Hierarchy Guidance for England and Wales)
- 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.
- the quantity and nature and whether it is loose or in a container, if in a container, the type of container
- the time and place of transfer
- the SIC code of the transferor (current holder of the waste)

- 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)
- 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 paper WTN and form to fill in or alternative documentation e.g. an invoice, as long as it contains all the required information.
- 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 **Hazardous waste:** The site will be accepting hazardous waste into the site in the form of ELVs and associated components and WEEE waste. The waste will be accepted into the site using a fully completed hazardous waste consignment note and sent to a suitably permitted site. The records of which will be kept for 5 years.

3.11.5 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)

3.11.6 Outcomes of inspections of waste types, hardstanding areas, transfer/treatment areas, storage areas, drainage channels, etc. are recorded using the site inspection form FML/RF/4 or similar document and detailed comments are entered into the site's diary (including action taken or proposed).

3.11.7 Visitors to the site are made to sign the visitor's book upon arrival and exit stating the purpose of their visit and whom they represent.

3.12 Management techniques

3.12.1 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.

3.12.2 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.

3.13 Site closure plan

3.13.1 In the event that the site ceases to operate as a waste transfer/treatment facility 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 / has 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 5.4.
- 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 type and inspection frequencies for maintenance/housekeeping are listed on record form FML/RF/4 as an advisory. 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 a site diary. All repairs will be carried out as soon as practically possible.
- 4.2.2 All repairs to site security will take place as soon as practically possible and the site will be made secure until the repair has been carried out. Any major defects found during the daily site inspection will be repaired as soon as practically possible.

4.3 Control of mud and debris

- 4.3.1 Vehicles will be visually inspected before exit to check that loads are safe and that no mud is carried out onto the site's access road or onto surrounding highways on the wheels or bodies of HGVs. Visual inspections of the vehicle running surfaces at the site will be carried out daily (see FML/RF/4), however, staff will report any problems with mud or debris on the site roads 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. Silt will not be washed into roadside drains or gullies.

4.4 Control of dust

- 4.4.1 The operator is aware that the containment of dust on site and the prevention of its escape is paramount to operational compatibility with local businesses and residents.
- 4.4.2 A series of dust mitigation measures are implemented on site and when site conditions dictate to ensure dust emissions are controlled as far as is practically possible. The measures include:
- sheeting of vehicles delivering waste to the site (if necessary);
 - sheeting of vehicles transporting potentially dusty loads off site;
 - cleaning of any spillages using wet cleaning methods;
 - stockpiles will be kept to a minimum as operating conditions allow;
 - drop heights **ALWAYS** minimised to prevent dust emissions.
 - A constant water supply will be available on site for dust suppression in all dry, hot weather conditions.
- 4.4.3 Site operatives will continuously monitor dust emissions whilst the site is in operation and will report back to the site supervisor for advice if required. The site supervisor will make a

formal visual inspection of dust emissions at least three times per day. Results of monitoring will be entered into the site diary/record forms.

- 4.4.4 The deposit of material on the access road or public highway will be treated as an emergency and will be cleaned immediately using a brush and shovel or a road sweeper/vacuum tanker (hired-in) if necessary.

4.5 Odour control

- 4.5.1 The nature of the wastes accepted at the site present a very low risk of odour nuisance. If malodorous waste is deposited on site, it will be consigned to the skip for rejected waste or removed from the site immediately.
- 4.5.2 The complaints procedure in record form FML/RF/7 will be rigorously enforced should a third-party complaint be received from a public or private source.

4.6 Litter control

- 4.6.1 Given the storage procedures and nature of wastes accepted at the site, the risk of litter escaping the site boundary is deemed very low/negligible.
- 4.6.2 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 It is unlikely that vermin will present a problem, due to the waste types handled at the site. 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 The location and surrounding land uses means noise associated with the operations will not greatly increase the existing noise level in the surrounding area. The waste operations will be carried out using the best practicable means at all times.
- 4.8.2 The likely sources of noise arising from the development; and, the actions to be taken / procedures to be followed or planned to prevent or minimise levels are shown below.

Table 4.1 - Noise Management Table

<i>Potential Noise Source</i>	<i>Action to be taken to prevent or minimise noise</i>
HGVs travelling to and from the site for delivery/collection of wastes/products.	<ul style="list-style-type: none"> All vehicles are required to be driven onto and off site with due consideration for neighbouring premises. HGV movements spread out evenly throughout the day.
Loading/unloading of waste delivery vehicles	<ul style="list-style-type: none"> 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 on neighbouring sites. No shaking of vehicle bodies whilst raised.
Operation of loading/treatment plant	<ul style="list-style-type: none"> Drop heights kept to a minimum, particularly when loading empty tipper wagon/skip/container to minimise noise/vibration. Engines to be switched off when not in use. Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around site.
Small vehicles travelling to and from the site (e.g. staff and visitor's cars, courier van deliveries etc.)	<ul style="list-style-type: none"> All those working on and visiting the site to be made aware of need for considerate driving and keeping vehicles well maintained. Small vehicles will arrive marginally earlier than the main site operating hours.

4.9 Complaints procedure

- 4.9.1 Any third-party complaints received will be recorded on form FML/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

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 Foulds Metals, 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 emergency. 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 to check 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 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 ENVIRONMENT AGENCY
 - 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 Breakdowns

- 5.3.1 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.
- 5.3.2 Essential spares for plant maintenance are kept on site to ensure a repair can be carried out efficiently.

5.4 Spillages

- 5.4.1 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.
- 5.4.2 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.
- 5.4.3 All site surfaces will be inspected daily 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.
- 5.4.4 All wastes liable to give rise to contamination will be removed from the site within an EA agreed timescale.

5.5 Drums

- 5.5.1 The deposit of drummed waste will not be allowed at the site. If a drum is concealed within a skip and is not observed until the skip is deposited in the waste transfer area then the following procedure will apply:
- a) The staff member will visually check the condition of the drum from a safe distance, noting any labels referring to the possible contents or hazards.
 - b) The site manager will be contacted to verify the observations and to decide on further action.
 - c) The producer of the waste and the EA will be contacted for advice and further information if necessary and both will be informed that a breach of the Duty of Care and site permit conditions has occurred as the result of the unauthorised deposit.
 - d) No further waste will be deposited until the emergency has been dealt with.

- e) All spillages will be cleared using a spill containment kit and all contaminated absorbents placed in a skip for disposal to a suitably permitted waste management site.
- f) If the deposit results in serious reactions with other waste or harmful emissions or the drum contents cannot be identified, then the emergency services and/or specialist waste contractors will be brought in to assist. If necessary, staff will be evacuated from the site or to a safe area within the site and all occupants of neighbouring properties will be informed.

5.6 Adverse reactions

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

5.7 Staff shortages

- 5.7.1 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.

5.8 Adverse weather conditions

- 5.8.1 **High winds** – Due to the material handled on site, high winds are unlikely to impact operations and the wastes are unlikely to be blown around during conditions of high winds.
- 5.8.2 **Poor visibility** - The site will reduce operations in conditions of poor visibility such as dense fog to reduce the risk of vehicle collision.
- 5.8.3 **Droughts / warm weather** - The site would source further dust suppression if dust became a nuisance due to these weather conditions.

5.8.4 **Long periods of rainfall or flood events** – Due to the site’s surface there is limited potential for mud tracking off site, nevertheless, all vehicles will undergo a stringent check and vehicle chassis may be sprayed using hoses to reduce the risk of mud tracking off site. If this isn’t suitable, the operator would source a road sweeper until weather conditions improve.

5.8.5 The operator will set up a notification alert with the Met Office to receive prior notifications of the above unforeseen adverse weather conditions to ensure mitigation can be put in place prior to the event. The site may be forced to close during events which could cause a significant risk to staff, human health or the environment.

5.9 Closure of destination sites

5.9.1 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 alternative sites or use the EA’s public register for alternative sites who could take this material and then contact the destination site. The operator has more than one contract set up for outlets of material to plan for this event.

5.10 Operational failure

5.10.1 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.

6 Adapting to climate change & weather conditions

6.1 Climate change

6.1.1 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)

6.1.2 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.

6.2 Flood risk / increased rainfall

6.2.1 The site is within Flood Zone 3 and therefore has a high probability of flooding from rivers and the sea. The flood zone benefits from a flood defence and the site is less than 1ha in area.

6.2.2 The site comprises previously developed land and no construction of new buildings or surfacing is proposed. The existing drainage is detailed on the site layout plan in Appendix I.

6.2.3 The position of electrics at the site will be stored suitably above ground in the event the site did flood.

6.2.4 Therefore, it is considered that the site would not increase the risk of flooding elsewhere.

6.3 High temperatures and heatwaves

6.3.1 Due to the nature of the waste i.e. mixed metals, ELV's & WEEE, dry weather periods are unlikely to increase risk of dust arising from stockpiles. As outlined in this EMS, a range of dust mitigation measures would be employed to reduce any potential dust generation.

6.3.2 The existing onsite buildings and those surrounding the site may also provide a degree of shelter from wind and help to reduce the risk of dust being blown off-site.

6.4 Availability of water

6.4.1 The main water use on site would be dampening site surfaces, during dry and windy conditions. Mains water would likely be used for this purpose.

6.5 Weather conditions

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

- i) Prolonged periods of heavy rainfall causing mud and surface water ponding; this could lead to odour.
- ii) Periods of cold weather leading to stockpiles freezing reducing processing operations causing over stockpiling of waste.
- iii) High winds creating a risk of litter and dust escaping beyond the site boundary.
- iv) Droughts or periods of hot weather which could lead to water shortages, hosepipe bans and excessive dust.
- v) Dense fog leading to poor visibility causing accidents.

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

HEAVY RAINFALL

- Vehicles exiting the site will undergo a more thorough check to ensure mud is not tracked off site.
- Should long periods of rainfall be likely, the site has access to (as a result of daily inspections) a road sweeper to cover the wet period to ensure surfaces are swept thoroughly throughout the day.

HIGH WINDS

- During conditions of high winds (>30mph) the site will monitor the impacts of dust and implement the suppression measures detailed within Section 4.4.
- 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, this is considered to be highly unlikely due to the nature of wastes accepted, stored and treated at the site.

DROUGHTS/WARM, DRY WEATHER

- In extreme cases such as a hosepipe ban or water shortage, the site will ensure there is additional water available to ensure suppression techniques can still function.
- For periods of prolonged dry conditions, stockpiles and processing heights may be reduced to a suitable level to reduce the risk of dust, this is considered to be highly unlikely due to the nature of wastes accepted, stored and treated at the site.
- If the above measures are not suitable, the site may look to install additional measures.
- Where dust is becoming a major concern then the operator will stop processing the material and cover the piles using tarpaulin until conditions or dust suppression techniques are considered effective. It is worth noting that this is considered to be highly unlikely due to the nature of wastes accepted, stored and treated at the site i.e. they are not dust generating material.

DENSE FOG (POOR VISIBILITY)

- The site will reduce operations in conditions of poor visibility such as dense fog to reduce the risk of vehicle collisions or other potential accidents.

6.6 Conclusion

6.6.1 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.

7 Training for Site Staff

7.1 Training needs assessment

7.1.1 All new and existing site staff are subject to a specific training regime based on their responsibilities at the site 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.

7.1.2 An employee training record will be available at the site detailing information similar to FML/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.

7.2 Site rules and infrastructure training

7.2.1 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.

7.2.2 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.

7.3 Emergency procedures training

7.3.1 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.

- 7.3.2 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.

7.4 Fire safety / firefighting training

- 7.4.1 Management must provide all employees with appropriate fire safety training with regard to their individual responsibilities.
- 7.4.2 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 7.3).
- 7.4.3 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 7.1.

7.5 Recognition of waste types training

- 7.5.1 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.
- 7.5.2 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.

7.6 Storage areas / limits training

7.6.1 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.

7.6.2 Employees in these roles must also be trained to recognise storage limits to ensure that they are in accordance with those specified in the EP.

7.7 Vehicle / plant preventative maintenance training

7.7.1 This training is provided specifically for the vehicle and plant operators in order 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.

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

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

7.8 Duty of care training

7.8.1 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.

7.9 Plant operation training

7.9.1 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.

7.9.2 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.

7.10 Permit / management System

7.10.1 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.

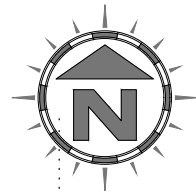
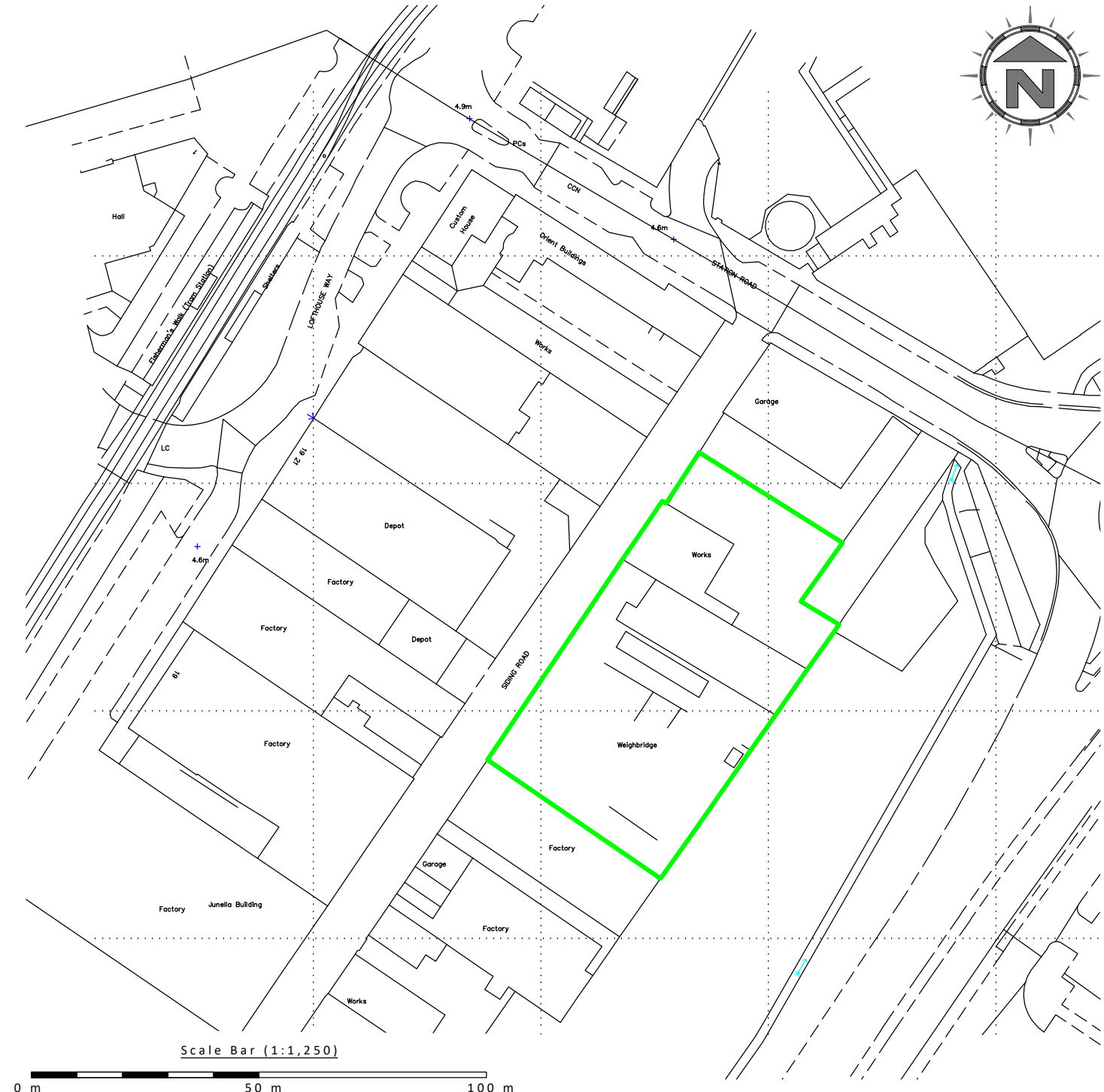
7.11 Training for contractors

7.11.1 General site training will be provided to any contractors who are working on the site on a temporary basis as described in Sections 7.2, 7.3 and 7.4 above.

7.11.2 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.

Appendix I

Drawings



NOTES
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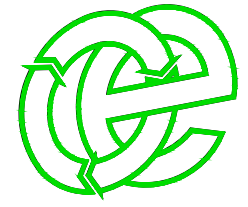
REVISION HISTORY

Rev	Date	Init:	Description:
-	23.5.19	RS	Initial Drawing

KEY:

Permit boundary

Oaktree Environmental Ltd
 Waste, Planning and Environmental Consultants



DRAWING TITLE
 PERMIT BOUNDARY PLAN

CLIENT
 Foulds Metals Ltd

PROJECT/SITE
 Siding Road, Fleetwood, Lancs.

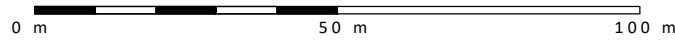
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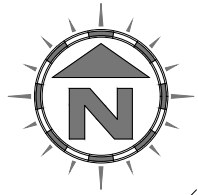
DRAWING NUMBER	REV	STATUS
4101/2585/02	-	Issued

DRAWN	CHECKED	DATE
RS	TB	22.05.19

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Scale Bar (1:1,250)





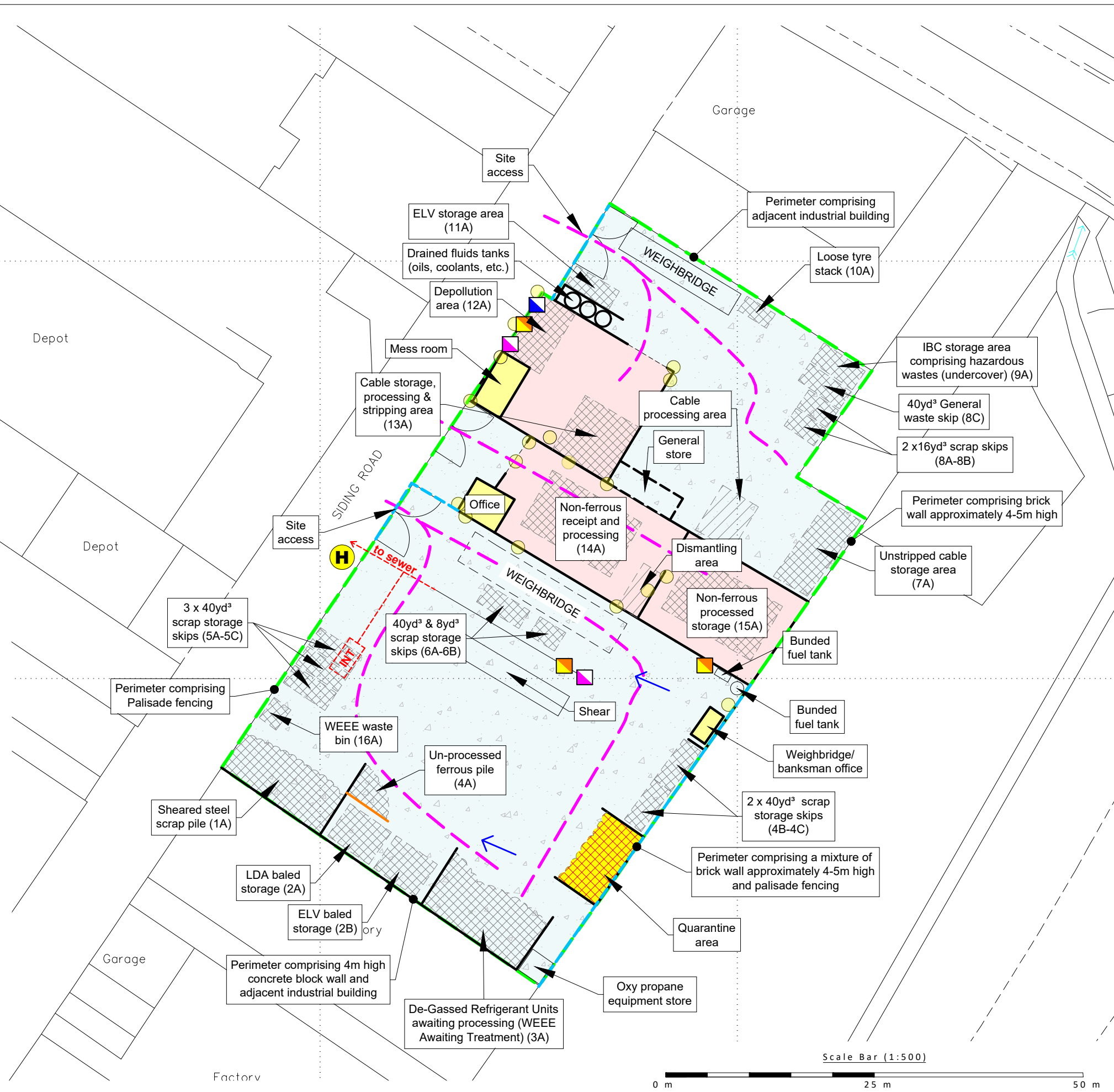
NOTES
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REVISION HISTORY

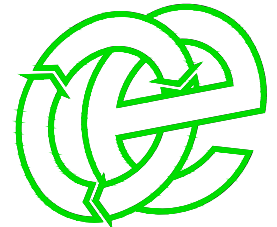
Rev	Date	Init:	Description:
-	22.5.19	RS	Initial drawing
A	5.4.20	RS	Schedule 5 (1) amendments
B	7.4.20	RS	Further amendments
C	1.7.20	RS	Renumbering stockpiles
D	6.7.20	RS	Loose tyre stack added
E	31.10.23	IA	Layout amendments
F	23.11.23	IA	Operational changes
G	29.01.24	IA	Operational changes
H	04.07.24	JH	Amendment
I	05.07.24	JH	Amendment

KEY:

- Permit boundary
- Concreted areas
- Sealed buildings - concrete surfaced with sealed drainage
- Other buildings on site (offices, etc.) - concrete surfaced
- Quarantine area
- Mains water
- Spill kit
- Fire fighting equipment (extinguishers, etc.)
- Access routes for emergency vehicles
- Concrete block wall (1 high)
- Fire alarm
- Electrical shut-off
- Polyboom location
- Drainage features
- Interceptor
- CCTV locations



Oaktree Environmental Ltd
 Waste, Planning and Environmental Consultants



DRAWING TITLE
 SITE LAYOUT PLAN

CLIENT
 Foulds Metals Ltd

PROJECT/SITE
 Siding Road, Fleetwood, Lancs.

SCALE @ A3 1:500 **JOB NO** 4101 **CLIENT NO** 2585

DRAWING NUMBER 4101-2585-03 **REV** I **STATUS** Issued

DRAWN RS/IA/JH **CHECKED** RS **DATE** 05.07.24

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Appendix II

Record Keeping Forms

FOULDS METALS

REJECTED WASTE - RECORD FORM FML/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	

**FOULDS METALS
SITE INSPECTION FORM (DAILY INSPECTIONS) – FML/RF/4**

WEEK STARTING								
TYPE OF INSPECTION		DAY						
		M	T	W	T	F	S	S
SITE ENTRANCE/NOTICE BOARD								
SECURITY - GATES								
SECURITY - FENCING								
SITE ROADS (CLEAR FROM HAZARDS)								
IMPERMEABLE CONCRETE AREAS (INTEGRITY)								
DRAINAGE SYSTEM FOR CONCRETE PADS								
WASTE CONTAINERS & BAY WALLS								
WASTE STORAGE LIMITS	ELVs							
WASTE STORAGE LIMITS	WEEE							
WASTE STORAGE LIMITS	COMBUSTIBLE							
WASTE STORAGE LIMITS	EXEMPTIONS							
CONTAINMENT OF REJECTED WASTE								
NOISE LEVELS								
FIRES (ANY INCIDENTS REPORTED)								
NO SMOKING SIGNS IN PLACE								
FUEL TANK/BUND								
LITTER (ON SITE AND OUTSIDE SITE BOUNDARY)								
DUST (VISUAL INSPECTIONS)								
ODOUR (OLFACTORY INSPECTIONS)								
VERMIN								
RECORDS								
COMPLAINTS RECEIVED								
OTHER (SEE NOTES BELOW)								
INSPECTION CARRIED OUT BY								
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):								
CHECKED BY		SIGNATURE						
POSITION		DATE						
<i>Sheet</i>		<i>of</i>						

FOULDS METALS

EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - FML/RF/6

EMPLOYEE NAME					DATE					
POSITION					REVIEW DUE					
TRAINING CARRIED OUT BY										
POSITION										
TRAINING REQUIRED	GENERAL OPERATIVES		HGV DRIVER		PLANT OPERATOR		YARD MANAGER		TECHNICALLY COMPETENT MANAGER	
CARRIED OUT?	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE
SITE RULES AND INFRASTRUCTURE										
EMERGENCY PROCEDURES										
FIRE SAFETY/ FIRE FIGHTING										
RECOGNITION OF WASTE TYPES										
STORAGE AREAS/LIMITS										
RECORD KEEPING										
VEHICLE CHECKS (Preventative Maintenance)										
PLANT CHECKS (Preventative Maintenance)										
DUTY OF CARE WASTE TRANSFER NOTES										
PLANT OPERATION - LOADING PLANT										
PLANT OPERATION - TREATMENT PLANT										
MANAGEMENT SYSTEM & PERMIT										
OTHER 1 (PLEASE SPECIFY)										
OTHER 2 (PLEASE SPECIFY)										

**FOULDS METALS
COMPLAINTS REPORT FORM (FML/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 FML/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 Foulds Metals 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 recycling centre 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 Foulds Metals 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.