ENVIRONMENTAL MANAGEMENT SYSTEM

Unit 8, Broadway Industrial Estate, Broadway Lane, South Cerney, Cirencester, Gloucestershire, GL7 5UH

Highworth Skip Hire Ltd

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Version	Issue date	Author	Checked	Description
1.0	04/03/2025	EG	--	Application copy
1.1	11/09/2025	EG	--	Removal of hazardous waste types

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SITE INFORMATION & KEY CONTACTS LIST

Site Address:	Unit 8, Broadway Industrial Estate, Broadway Lane, South Cerney, Cirencester, Gloucestershire, GL7 5UH		
Site Operator:	Highworth Skip Hire Ltd	**National Grid Ref:**	SU 04927 96268

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Nick D'angeli	Director	01367 248441	07899 686266
Cirencester Hospital Community Hospital, Tetbury Road, Cirencester, GL7 1UY	Local NHS Hospital (Main)	0300 421 6200	999
	Accident & Emergency (A&E)	112	999
South Cerney Surgery – Phoenix Health Group Clarks Hay, South Cerney, Cirencester, GL7 5UA	Local Doctor Surgery (GP)	01285 862112	999 or 112
Gloucestershire Constabulary Cirencester Police Station, Forum House, South Way, Cirencester, GL7 2PG	Local Police Non-Emergency	01452 907200	999
	Police Emergency	999	999
Gloucestershire Fire & Rescue Service Cirencester Community Fire & Rescue Station, School Lane, Cirencester, GL7 1JX	**Fire and Rescue Service** (in Emergency Dial 999)	08001 804140	999
Environment Agency Horizon House, Deanery Road, Bristol, BS1 5AH	Environmental Regulator	0370 850 6506	0370 850 6506
Cotswold District Council Trinity Road, Cirencester, GL7 1PX	Local Council General Enquiries	01285 623000	01285 623000
Thames Water	Main water supplier	08003 169800	08003 169800
Oaktree Environmental Ltd Lime House, 2 Road Two, Winsford, Cheshire, CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	n/a

1 Introduction

1.1 General

1.1.1 Oaktree Environmental Ltd have been instructed by Highworth Skip Hire Ltd (the Operator) to prepare this Environmental Management System (EMS).

1.1.2 This EMS has been prepared in relation to waste operations undertaken at Unit 8, Broadway Industrial Estate, Broadway Lane, South Cerney, Cirencester, Gloucestershire, GL7 5UH. The site is operated as a waste transfer station with treatment, accepting household, commercial and industrial (HCI) waste.

1.1.3 The permit boundary for the site is outlined in green on Drawing No. BIE/3309/02. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant, and equipment.

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

1.2 Relevant Contacts

1.2.1 The contact details for the Operator are as follows:

Highworth Skip Hire Ltd Unit 8 Broadway Industrial Estate, Broadway Lane, South Cerney, Cirencester, Gloucestershire, GL7 5UH	**Contact:**	Nick D'angeli
	Position:	Director
	Tel:	07899 686266

1.2.2 Contact details for Oaktree Environmental Ltd are as follows:

Oaktree Environmental Ltd Lime House 2 Road Two Winsford Cheshire, CW7 3QZ	**Contact:**	Emma Gibson
	Position:	Consultant
	Tel:	01606 558833
	E-mail:	Emma@oaktree-environmental.co.uk

1.2.3 A full list of relevant contacts (including key emergency contact numbers) is kept on site at all times, see the site information & key contacts list on the pre pages of this document.

1.3 Site Location

1.3.1 The site is located on land at Unit 8, Broadway Industrial Estate, Broadway Lane, South Cerney, Cirencester, Gloucestershire, GL7 5UH as shown on Drawing Nos. BIE/3309/01 & 02. The site is centred at national grid reference SU 04927 96268 and can be accessed via Broadway Lane.

1.3.2 Land within the immediate vicinity of the site is considered semi-industrial comprising of the wider Broadway Industrial Estate and industrial / commercial premises. Land surrounding Broadway Industrial Estate is considered to be semi-urban comprising of areas of residential dwellings, agricultural fields and the Cotswold Water Park which designated as a SSSI.

1.3.3 A full list of receptors within 1km of the site has been included in Table 1.1 below. A Receptor Plan illustrating these receptors has also been prepared, see Appendix I, Drawing No. BIE/3309/04 –Receptor Plan.

Table 1.1 - Sensitive Receptors

Receptor	Direction from Site	Approx distance from the site boundary to the receptor boundary (m)
Commercial / Industrial		
Broadway Industrial Estate	North, east, south and west	0
BMI Group UK Ltd	South	0
Bison Plant Hire	East	20
Lakeside Business Park	North	40
Aggregate Industries	Southwest	600
Residential		
Residential dwellings (Beverstone Road)	North	205
Care homes (residential)		
n/a	n/a	n/a
Schools		
Ann Edwards C of E Primary School	Northwest	565
Watercourses		
Ham Pool Lake (SSSI)	East	100
Infrastructure (major roads and transport links)		
Broadway Lane	East	65
Ecological Sites		
Cotswold Waterpark (SSSI)	South	100
Recreational		
Hoburne Cotswold Holiday Park	Southeast	320

1.4 Waste Operations

1.4.1 The permit authorises the acceptance, storage, and treatment of mixed HCI skip waste and construction, demolition and excavation waste for storage. Wastes are separated by type; non-recyclable general wastes are bulked up and sent to a suitably licenced facility for further recovery or disposal.

1.4.2 Activities undertaken on site include the following:

a) Sorting (with loading shovel/360^{o} excavator or by hand).
b) Storage (prior to removal).

1.4.3 Specified waste management operations include waste disposal and waste recovery operations listed in Annex IIA and IIB of The Waste Framework Directive 2008/98/EC are shown below:

- **R13**: Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced).
- **D15**: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced).

1.5 Hours of Operation

1.5.1 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

1.5.2 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.

1.5.3 During times where the site is closed or not in operation, the site will be locked and secured to prevent unauthorised access.

1.6 Staffing and Management

1.6.1 Table 1.2 below details the staff structure for the site and information on roles and responsibilities for staff involved in waste operations.

1.6.2 The roles included in Table 1.2 below are used throughout the EMS to demonstrate the responsibilities for each staffing role.

Table 1.2 – Staffing and management

Position	Employees	Responsibilities
Site Manager	1	Overseeing and co-ordinating all activities which take place at the site.
Technically Competent Manager	1	Ensuring compliance with the permit.
Administrative Staff	1	Office/administrative duties
General Site Operatives	4	Waste handling/processing, reception, and plant operation

1.7 Fit and Proper Persons

1.7.1 Site operations will be supervised by a Technically Competent Manager (TCM) who holds the relevant CIWM/WAMITAB qualification, including a Continuing Competence Certificate, where appropriate. The EA will be notified of changes to the TCM or appointment of temporary replacements before the changes come into effect. The TCM attendance hours per week will be agreed with the EA following issue of the permit but before operations commence.

1.7.2 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 Environment Agency for inspection on request.

1.7.3 The operator will ensure that in the absence of the TCM a nominated person will take on the appropriate responsibilities and act as competent person. The Environment Agency will be informed of any changes to the TCM and relevant replacement details.

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 V. 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.

1.9 Convictions

1.9.1 At the time of application, neither Highworth Skip Hire Ltd nor any of the relevant people within the company had been convicted of a relevant offence.

1.10 Waste Carriers Licence

1.10.1 The Operator hold an upper tier waste carriers licence to allow the importation and removal of waste from the site by the Operators own vehicles. The Operators waste carriers registration number is CBDU494850.

2 Site Management

2.1 Site Office

2.1.1 The site office will be located as shown on Drawing No. BIE/3309/03 Site Layout and Fire Plan. The documents listed below will be retained in the site office.

Table 2.1 –Site office documents

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 3 years)
Waste delivery tickets
Accident book (& 1st aid kit)

2.2 Weighbridge

2.2.1 Incoming / outgoing loads will be weighed on the weighbridge located on site. All drivers delivering loads will report to the weighbridge office adjacent to the weighbridge.

2.2.2 If at any time the weighbridge is out of action, the weight of each load into and out of the site will be calculated using the standard EA/WRAP agreed volume-to-weight conversion factors.

2.3 Notice Board and Signs

2.3.1 A notice board is erected at the site entrance displays the following information:

a) The site name and address.
b) The name of the permit holder and operator.
c) The Environmental Permit number and accompanying statement stating that the site is permitted by the Environment Agency.
d) Environment Agency contact details, Emergency No. 0800 80 70 60 and
e) General Enquires No. 03708 506 506.
f) Operator's "out of hours" emergency contact details.
g) Operating hours.

2.3.2 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.

2.4 Site Security

2.4.1 Site security is important to reduce the likelihood of unauthorised access to the site. The only direct access / egress to the site is situated along the eastern boundary.

2.4.2 The site is situated within an industrial estate and is immediately surrounded by other commercial / industrial premises. The perimeter of the site is surrounded by palisade fencing and palisade lockable security gates at the site access. Whenever the site is unmanned gates will be locked and secured to prevent unauthorised access.

2.4.3 The western boundary of the site also benefits from an approximately 2m high earth bund that will provide a level of security from unauthorised access.

2.4.4 The southern boundary is populated with a dense area of shrubbery / trees that will provide an additional level of security from trespassers.

2.4.5 In addition to the above, the site has 24-hour CCTV which is remotely accessible; all senior staff members at the site have access to the CCTV via mobile phone which will alert them of any movements at the site. CCTV cameras are able to detect flame / heat enabling the CCTV system to alert the operator of a fire out-of-hours.

2.4.6 Camera locations are shown on Drawing No. BIE/3309/03 Site Layout and Fire Plan. All cameras are pan, tilt and zoom with 50m distance coverage meaning all areas of the site are monitored during operational hours and out-of-hours.

2.4.7 All CCTV cameras link to senior management's mobile phones and an incident will directly notify the Operator with a text or ring alert so the nominated person can review the footage and decide whether action is required i.e. attend the site or contact the Fire & Rescue Service / EA.

2.4.8 In the unlikely event that an area of the site becomes obscured and is not visible by CCTV, the operator will install additional CCTV cameras.

2.4.9 Any unusual or suspicious activity picked up which is not in line with site specific procedures will mean a call to the emergency services which would present the risk of arson.

2.4.10 The site security measures will be inspected on a weekly basis and any defects which impair the effectiveness of the security will be repaired within 24 hours. 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.

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

2.5 Fuel & Hazardous Material Storage

2.5.1 No gas cylinders or aerosols will be stored on site, nor will there be any chemicals present on site.

2.5.2 A fuel tank with a capacity of 1,000-litres will be stored within the site workshop. Fuel is stored in accordance with the following:

a) Containers will be surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the container.
b) All pipework and associated infrastructure will be enclosed within the bund.
c) A lock will be fitted to the container valve to prevent unauthorised operation.
d) Any oil storage facility will comply with the Control of Pollution (Oil Storage) (England) Regulations 2001 SI No.2954.
e) All valves and gauges on the bund will be constructed to prevent damage caused by frost.
f) The tanks will be clearly marked showing the product within and also its capacity.

2.6 Rejected / Quarantined Waste

2.6.1 A waste may be non-conforming and rejected from the site for any of the following reasons:

a) Delivery vehicle is unsuitable for site operations / conditions.
b) The waste types are not acceptable at the site under the Environmental Permit.
c) There is prohibited waste mixed within the load.
d) The load is not accompanied by the correct documentation.
e) The waste does not match the description on the accompanying documentation.

2.6.2 Any waste which is rejected will be stored in the quarantine area, either in a skip or stockpiled. Further information on rejected waste is provided in section 3.9 Waste Rejection.

2.7 Drainage

2.7.1 All waste is stored on an impermeable concrete surface with sealed drainage system compromising the following:

a) Surface water arising from the site drains into two underground storage interceptors each with a capacity of 25,000 litres (50,000 litres total).
b) Surface water captured in the underground tanks is emptied by CSG Bristol and taken to a suitably permitted facility for treatment.

2.7.2 The interceptors available capacity will be monitored on a monthly basis and more frequently during periods of heavy rainfall to ensure they are emptied before reaching capacity. When the tanks are at 80% capacity the Operator will look to have the tanks emptied.

2.7.3 Inspection of the surface water on site will be carried out throughout the day using inspection forms by site staff and in the event of surface water pooling from heavy rainfall events, the Operator 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.

2.8 Vehicles, Plant and Equipment

2.8.1 Waste will be handled using the plant listed in Table 2.2. Only trained operatives will be permitted to operate vehicles, plant, and equipment.

Table 2.2 –Plant and equipment

Item	Number	Function
360^{o} excavator / crane grab	1	Loading/unloading/movement/sorting
Loading shovels	1	Loading/unloading/movement/sorting

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.

2.9 Preventative Maintenance

2.9.1 Plant and vehicles (including engines) will be maintained and serviced in line with manufacturers recommendations. The preventative maintenance checklist included in Appendix II will be populated with all items required to be maintained. Any defects and actions taken as part of inspections and maintenance will be recorded.

2.9.2 Site operatives will undertake preventative maintenance checks i.e. before, during and 1 hour before the end of each working day to ensure the following:

a) 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.
b) Plant which is not in use for any extended period is stored at least 6 metres from combustible waste.
c) All plant and equipment vehicles are fitted with fire extinguishers.
d) Dust from processing/treatment operations on site can settle throughout the working day but the operator has a continuous training regime to prevent this happening. The plant will be cleaned at least once every 12 hours.

3 Site Operations

3.1 Preliminary Procedures

3.1.1 Guidance will be given by site management to all employees, sub-contractors, other waste carriers and customers regarding the waste types which are acceptable at the site (i.e. a copy of the relevant authorisations for the site such as the Environmental Permit).

3.1.2 As stated in section 1.9 the Operator are a registered waste carrier and generally collect loads from customer sites. However, if waste is to be accepted from sub-contractors or is delivered by other known hauliers, waste carrier registration details will be taken prior to acceptance of a load.

3.1.3 Any regular haulage operators delivering waste to the site will be periodically checked with the EA public register to ensure appropriate registration.

3.1.4 The procedures below are followed prior to the receipt of waste on site.

3.1.5 When a driver employed by the operator 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/permitted to be accepted at the site, then the customer is advised that the waste must be taken to another site which is appropriately permitted to accept the waste(s).
d) Where it is suspected that the details given on the transfer note are incorrect the Environment Agency may be contacted for advice.
e) Where the load contains soil from an industrial site the procedures in Section 3.4 will be followed.

3.1.6 If further instructions are needed the driver may also report back to the site manager.

3.2 Waste Acceptance (checking in & inspection of loads)

3.2.1 All incoming vehicles are required to report to the site office / weighbridge. Details of the load will be recorded, and the transfer note / accompanying documentation will be further checked to ensure it is acceptable at the site. Transfer notes are checked to ensure they contain the following information:

a) Vehicle Registration and drivers name and signature.
b) Waste haulier name and valid waste carriers' registration number.
c) Name address (of source site) and signature of transferor.
d) Name, address (of destination site) and signature of the person receiving the waste (transferee).
e) Permit number or exemption reference of person receiving the waste (if applicable).
f) Description of waste including waste type, waste source, waste containment and waste quantity.
g) List of Waste (LoW) code.
h) SIC code of the waste holder.
i) Date and time of waste transfer and waste transfer note number.
j) Confirmation that the waste hierarchy has been considered.

3.2.2 All loads are visually inspected prior to offloading, if non-compliant waste is discovered upon visual inspection, there is a discrepancy with the load or its paperwork, then the site manager shall be informed immediately. If the load is not acceptable under the permit, then, it should be rejected from the site and deposited at a suitably permitted facility.

3.2.3 Accepted waste will be directed to the appropriate tipping / reception area. Loads are also examined at the point of offloading, if loads are discovered to be unacceptable at this point, if possible, the load should be re-loaded back onto the vehicle and rejected from site. If it is impossible to load a rejected load back ono the delivery vehicle, the load will be put into the quarantine area for removal. In cases where the presence of unauthorised waste is likely

to lead to a breach of permit conditions, the Environment Agency will be contacted immediately to agree a course of action.

3.2.4 If only small levels of contamination are noted, they are handpicked and reject material placed in a skip for safe disposal / removal from the site.

3.2.5 If hazardous waste or suspected hazardous waste 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 - Gypsum & Plasterboard Assessment

3.3.1 Waste gypsum when mixed with biodegradable material results in the production of hydrogen sulphide which is a toxic gas so all waste gypsum will be kept separate from all other waste on site. This will be done by applying the following procedures which all staff will undergo refresher training on following issues of this EMS:

a) All waste transfer notes will be updated advising **no plasterboard is to be deposited in a mixed skip**. All existing and new customers will be told the importance of segregating plasterboard at the place of production due to the above issue.
b) The site will only knowingly accept plasterboard in single stream loads and not part of any mixed loads.
c) Prior to delivering a skip to a property, the operator will ask the customer if any plasterboard is likely to be present in the load, i.e. what is the nature of the skip. If the customer is a builder or a householder having building works undertaken at their property, the customer will be provided with a separate bag for plasterboard / gypsum waste and a separate transfer note detailing the EWC code for plasterboard which is **17 08 02**.
d) The customer will be advised to place the bag of plasterboard on top of the skip or to the side of the skip prior to collection. The operator, when collecting the skip would ensure the bag is sealed and segregated from the mixed skip when loading on to the HGV.

e) If the customer refuses to segregate the plasterboard from other waste on the place of production, the skip will be subject to a more rigorous sort (shown in the sections below) when delivered to the site and the operator would inform the customer of a penalty charge.

f) Once a mixed load of waste is tipped, plasterboard contamination may still be present, so the driver will take photographs the load before processing. This system is used to prove the presence of contrary items or misdescription, to enable the sales team to levy additional costs on the customer for their correct handling as shown in point iv above.

3.4 Waste Acceptance – POPs Assessment

3.4.1 Staff will be trained on the identification of any waste which could contain POPs, which includes the following:

- Sofas
- Sofa beds
- Armchairs
- Kitchen and dining room chairs
- Stools and foot stool
- Home office chairs
- Futons
- Bean bags, floor and sofa cushions

3.4.2 If any of the wastes listed in this procedure are identified in the waste tipping and sorting area and contain leather, synthetic leather, other fabric, or foam, the items will be segregated and removed. These items are bulked and then sent to a suitably permitted site.

3.4.3 If there is a risk of contamination from the identified POPs waste i.e. if pieces of foam, cover, lining or wadding material are released from the item the whole load will be classified as POPs waste and sent for destruction.

3.5 Waste Acceptance – Wood

3.5.1 To comply with the Regulatory Position Statement RPS291 the following procedures will be adopted:

- Any wood that is accepted at the site is subjected to the Waste Acceptance Procedures to assess the status of the waste as being deemed either non-hazardous or hazardous material. The majority of wood accepted at the site is classed as non-hazardous. This is due to the waste stream being accepted from the construction and demolition sector. A non-hazardous EWC code will be attributed to the majority of this waste. Any wood that is accepted that is viewed to be potentially hazardous, i.e., varnished, creosoted and/or painted will be isolated within the designated quarantine area or rejected waste skip. The assessment of this waste is from the initial collection by the allocated driver. If there is potential from the initial inspection that contaminated wood is present, the driver will inform the site manager of the issue. A decision will be made to either accept or reject the load depending on the driver's description, and the willingness of the customer to comply.
- In the unlikely event hazardous wood is accepted, and once tipped any significant amount of wood is deemed to be potentially hazardous, sampling will be conducted. This will be done on an as needed basis.
- The sampling and testing will be conducted by a certified laboratory with MCERTS standards of analytical testing.
- The output of waste wood is mainly to onward wood recycling sites. This is for the clean wood only with hazardous wood waste streams sent for incineration.

3.6 Waste Acceptance – Inert & Excavation Waste Mirror Non-Hazardous EWC Codes

3.6.1 The operator accepts the following EWC codes which have a mirror hazardous entry code. Only non-hazardous EWC codes will be accepted at the site.

- Mixture of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06 – 17 01 07
- Mixed construction and demolition wastes – 17 09 04
- Soil and stones – 17 05 04

3.6.2 All incoming wastes are characterised and coded by the waste producer in accordance with the Waste Duty of Care: Code of Practice. Strictly non-hazardous wastes are accepted at the site as classified under the Joint Agency Guidance Document entitled "Waste Classification. Guidance on the classification and assessment of waste (1st Edition v.1.GB). Technical Guidance WM3" updated October 2021 (WM3).

3.6.3 To ensure that only non-hazardous wastes are accepted, the following information will be requested from waste producers (if relevant) at the start of each contract to ensure compliance with the EP and WM3:

i) A desk survey which has identified past uses of the excavation/construction site.
ii) A ground sampling plan including both surface and sub-surface sampling.
iii) Following analysis of the samples an environmental / human health risk assessment which identifies areas of the site that require remediation or soil removal.
iv) Waste soil classification in line with WM3
v) All information relating to the site investigation was retained and passed to subsequent holders of waste.
vi) Name and address of the site from which the waste was excavated/produced.
vii) Detailed waste description, including EWC code.

3.6.4 The operator will initiate their own assessment during waste acceptance checks where the Operator will determine / assess if they agree with the waste producers coding of the waste as non-hazardous. The Operator implements a risk-based approach at the site, the following factors are considered when assessing the waste:

- Customer profile
- Source of the waste
- Visual inspection upon arrival

3.6.5 The majority of inert waste accepted at the site comes from domestic projects such as garden excavations, building extensions, or new housing developments, which are classified as low-risk due to prior site remediation or contamination checks before developments begin. The source for all accepted waste is recorded as part of the waste transfer notes.

3.6.6 The operator considers waste accepted from the following types of sites to be low risk:

- Domestic properties (e.g., digging footings, garden soil removal)
- Parks and gardens
- Amenity areas
- Home Building sites and new developments
- Non-industrial sites e.g., care homes, hospital, and leisure facilities
- Greenbelt areas

3.6.7 For medium and high-risk sites such as industrial locations, brown field sites, petrol stations, utility excavations, or highway projects etc, a full WM3 analysis would be required to be undertaken including a declaration and report from the producer to confirm the waste is non-hazardous. If the producer cannot provide this information, the waste will not be accepted at the site.

3.6.8 Upon the Operators assessment if it is considered that wastes have been mis-classified as non-hazardous or mis-coded by the waste producer, the waste will be quarantined in a sealed area pending further testing or removal from site to a suitably authorised facility for further recovery / disposal.

3.6.9 Notwithstanding the above, if a load of incoming waste is found to have substance concentrations which do not cause the waste to be classified as hazardous under WM3, but nevertheless are sufficiently close to the limit values that any fines arising from the treatment of the waste may be classified as hazardous, the operator may have the waste removed from site for recovery / disposal elsewhere rather than treating it at the site for commercial reasons.

3.6.10 The above information will be requested, and waste will be assessed prior to tipping to ensure no contaminated or hazardous waste is deposited onto hardstanding.

3.6.11 The operator reserves the right to refuse such loads and contact the EA where necessary (prior to acceptance of the loads) to ensure that the load is acceptable.

3.6.12 The assessment methods outlined above are considered suitable as assessing waste as non-hazardous.

3.7 Waste Deposit & Handling

3.7.1 Once a load of mixed waste has been accepted by the Operator, the contents will be discharged into the waste reception area shown on Drawing No. BIE/3309/03 and is likely to comprise of the following EWC codes:

- 17 08 02 – Gypsum / plasterboard
- 17 09 04 - mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
- 20 03 01 - mixed municipal waste
- 17 01 07 / 17 05 04 / 20 02 02– soils and stones

3.8 Waste Treatment Processes

3.8.1 The following activities are undertaken on site:

- Sorting (with Loading shovel/360 º excavator or by hand) only.
- Storage (prior to removal).

3.8.2 There are no mechanical waste treatment operations undertaken on site.

3.8.3 Following acceptance, mixed loads are deposited into temporary freestanding stockpile in the waste transfer building. Following tipping the waste is subject to the following:

a) Tipped waste is inspected in line with WM3 for signs of any contamination. Operatives will be trained to identify any pieces of plasterboard/gypsum to ensure they are deposited into the plasterboard storage container (**AREA 10**) in the workshop and avoid mixing with other wastes. Non-conforming material (if any) will be picked out and quarantined immediately for removal from site.

b) If the site manager or TCM identify that gypsum/plasterboard is exceeding the relevant storage container and has potentially contaminated with other wastes, the waste will undergo a further sort where staff will further pick out the gypsum/plasterboard. Prior to any potentially contaminated waste leaving the site, a sample will be taken to ensure the levels of sulphate are acceptable.

c) Once the waste is deemed suitable, the bulkier items of waste i.e. furniture, mattresses will be removed using the mechanical grab into **AREA 2**.

d) The remaining waste will be manually sorted and separated by type using loading shovel/360º excavator or by hand. Separated fractions of waste are stored in containers in **AREA 3-6**, the contents of each container may vary.

e) Separated scrap metal is stored in a 3-sided secure storage bay (**AREA 7**).

f) The remaining waste will comprise of soil / hardcore which is moved to a 3-sided storage bay (**AREA 8**) using a loading shovel.

3.9 Waste Storage, Types and Quantities

3.9.1 Locations of waste types and volumes stored on site will be maintained in accordance with those outlined in Table 3.1 at the end of this procedure and illustrated on Drawing No. BIE/3309/03.

3.9.2 The annual quantity of waste received shall not exceed 75,000 tonnes per annum.

3.9.3 In the event of the site reaching maximum storage capacity, no further waste will be accepted, and all incoming loads will be diverted to an alternative site until waste has been removed from the site and there is sufficient storage space available.

3.9.4 Waste storage areas are inspected on a regular basis as part of the inspection checklist with care being taken to ensure stockpile sizes are not exceeded and stockpiles do not block drainage paths.

3.9.5 The site manager will consider access and egress of emergency service vehicles and the potential for double handling of waste when planning the position and location of storage areas.

Table 3.1 - Waste Storage

Storage Area Details											
Plan Ref	**Description**	**Storage type**	**Containment**	**Height / width of firewall (m)**	**Max width of pile (m)**	**Max length of pile (m)**	**Max height of pile (m)**	**Approx. area (m2)**	**Conversion factor used**	**Approx. volume (m3)**	**Max storage time**
AREA 1	Mixed waste reception area	Free-standing (unprocessed)	Concrete interlocking block fire wall	3 / 0.6	9	5.5	2	49.5	0.75	74	<4 weeks
AREA 2	Oversize non-recyclables	3-sided concrete storage bay (processed) sorted by hand	Concrete interlocking block fire wall	3 / 0.6	5.4	5.5	2	29.7	0.75	45	<4 weeks
AREA 3 - 6	Hand sorted recyclables i.e. wood, green waste, plastic, cardboard, residual waste etc..	Free-standing (partly processed) sorted by hand or grab	Open topped, moveable 20-cubic yard skip	n/a	6.1	2.44	2.62	15	0.5	19 per container	<4 weeks
AREA 7	Scrap metal bay	Free-standing (partly processed) sorted by hand or grab	Concrete interlocking block fire wall	3 / 0.6	5.4	8	2	43.2	0.75	64.8	<4 weeks
AREA 8	Hardcore / rubble	Free-standing (partly processed) sorted by hand or grab	Concrete interlocking block fire wall	3 / 0.6	n/a	n/a	n/a	n/a	n/a	n/a	<12 weeks
AREA 9	Plasterboard	Free-standing (unprocessed)	Sealed moveable 20-cubic yard skip	n/a	6.1	2.44	2.62	15	0.5	19	<4 weeks

3.10 Conversion Factors

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

Conversion Factors
Conversion factors for waste piles are worked out using the following methods set out by the Environment Agency
The maximum length / width of 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 1 or 0.75 for waste stored within a bay based on volume of pyramid x rectangle x height
Conversion of 0.333 for waste stored in a free-standing stockpile
For areas containing skips, conversion is calculated by volume of each skip x number of skips

3.11 Waste Rejection

3.11.1 If waste is identified as being unacceptable at the site entrance or at the point of offloading the site manager will be contacted and a Waste Rejection Form issued to the driver.

3.11.2 The driver of the load is informed of the load's rejection, reason for the rejection and requested to leave the site.

3.11.3 If the load is rejected because the description of the waste on the Waste Transfer Note is incorrect, the driver may be given the opportunity to correct the mistake so long as the waste is acceptable at the site.

3.11.4 In the event of a rejected load the Environment Agency may be contacted by telephone and / or email with details of the rejected load. These details should include information relating to the nature and quantity of waste involved, the time and date, the name and address of the waste producer, the registration number of the vehicle delivering the waste and the name and address of the vehicle driver and haulage contractor.

3.12 Waste / Product Removal and Export

3.12.1 When a collection vehicle arrives at the site to remove waste material, the driver will be instructed to report to the site office to confirm their identity. 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 (if the outgoing material has not been fully recovered on site). The waste will then be loaded using the loading shovel or 360 excavators.

3.12.2 The operational outputs and residues produced by the site and the disposal or recovery routes envisaged are detailed as follows:

a) Brick/rubble /hardcore- for crushing to produce 6F5 aggregate or similar product at an aggregates processing site.
b) Plasterboard/gypsum – sent to a permitted site for further recycling.

c) Metals – metals removed will be taken to a suitably permitted site for further recovery.
d) Separated material comprising paper/cardboard, plastic, wood will be bulked and sent to a permitted site for further treatment
e) Waste unsuitable for processing comprising residual material will be sent to a suitably permitted site.
f) Rejected/quarantined waste will be bulked in a skip and removed to suitably permitted site when full or sooner if required.

3.13 Record Keeping

3.13.1 Highworth Skip Hire 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 - 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) 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 (see Waste Hierarchy Guidance for England and Wales)
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).

3.13.2 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.

3.13.3 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.

3.13.4 **Hazardous waste:** The site will not be accepting any hazardous waste into the site and if any hazardous waste or non-conforming waste is to be removed, it will be done so 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.

3.13.5 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)

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

3.13.7 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.

3.14 Management Techniques

3.14.1 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.

3.14.2 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.

3.15 Site Closure Plan

3.15.1 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.

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.

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 record form BIE/RF/4. The inspection form will be completed by a person who is familiar with the requirements of the EMS and permit 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 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 carried out.

4.2.3 Any major defects found during the daily site inspection which are likely to lead to a breach of permit conditions will be repaired by the end of the working day in which they are found, where possible. If a repair is not possible by the end of the working day and a potential breach of permit conditions may occur, 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 form BIE/RF/4 with repairs/solutions being carried out immediately.

4.3 Control of Mud and Debris

4.3.1 Due to the surfacing of the site being concrete it is not considered that the deposit of mud and debris from vehicles onto the public highway will be a problem. Vehicles will be visually inspected before exiting the site to check that loads are safe and that no mud is carried out onto the surrounding roads from wheels or bodies of skip delivery vehicles. Visual inspections of the vehicle running surfaces at the site will be carried out daily (see BIE/RF/4), however, staff will report any problems with mud or debris on the site immediately to the site manager.

4.3.2 The deposit of material on the 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 implements the requirements of a site-specific dust management plan which provides comprehensive dust control and mitigation measures, see document reference BIE-3309-F.

4.4.2 No waste is mechanically processed on site which will significantly reduce the potential for dust production.

4.5 Odour Control

4.5.1 The operator implements the requirements of a site-specific odour management plan which provides comprehensive odour control and mitigation measures. See document reference BIE-3309-E

4.5.2 The implementation of strict waste acceptance procedures will minimise the risk of odour from the site. If any malodorous waste is detected upon initial inspection of a load the waste will be rejected in accordance with the waste rejection procedure.

4.5.3 Waste considered to have the potential to produce odour is stored on site for less than 4 weeks therefore the risk of odour developing is considered low.

4.6 Litter Control

4.6.1 Given the nature of wastes accepted at the site (i.e. light wastes including paper/cardboard), there is a risk of litter escaping the site boundary and therefore careful management is required to reduce the risk to low/negligible.

4.6.2 The greatest risk of litter would be during windy conditions. The site will be operated to a lesser degree during these conditions giving due regard to the potential effects of windblown litter.

4.6.3 All light waste will be stored in secure containers, the operator will take care to not overfill containers which could cause waste to spill over the top and become windblown. In the event of weather conditions / wind exceeding 4 on the Beaufort scale covers can be placed over skips to fully contain the waste.

4.6.4 Regular (minimum daily) inspections of the site boundary 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. Staff carrying out litter picking duties will record their findings on BIE/RF/4 and report to the site manager.

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.

4.7.2 Due to the semi-rural location of the site and the close proximity to the Cotswold Water Park SSSI there will likely be a natural presence of birds etc.

4.8 Control and Monitoring of Noise & Vibration

4.8.1 No mechanical processing of waste is undertaken on site. Waste operations will be carried out using the Best Practicable Means at all times. These measures will ensure the noise levels at the site are managed appropriately by identifying: the likely sources of noise arising from the development; and the actions to be taken / procedures to be followed or planned in order to prevent or minimise levels.

Table 4.1 - Noise Management Table

Potential Noise Source	Action to be taken to prevent or minimise noise
HGVs / skip vehicles travelling to and from the site for delivery/collection of wastes/products.	• All vehicles are required to be driven onto and off site with due consideration for neighbouring premises. • Skip vehicle movements will be spread out evenly throughout the day.
Loading/unloading of waste delivery vehicles	• 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 plant (i.e. telehandler/360)	• Drop heights to be 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.

	• Loading plant/machinery will only be operated at ground level, i.e. never on stockpiles.
Small vehicles travelling to and from the site (e.g. staff and visitor's cars, courier van deliveries etc.)	• 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 All complaints are recorded on form BIE/RF/7 and as a minimum will include a record of the complaint, particulars of the complainant and details of any action taken to alleviate the problem.

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 Highworth Skip Hire 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 to check who is on site at all times.

5.2 Fire

5.2.1 The site will be operated in accordance with an approved Fire Prevention Plan (FPP) which is a stand-alone document dealing with the prevention, mitigation and handling of any fires on site (please refer to Document Reference BIE-3309-B). Please refer to this FPP as the main site management document pertaining to fire-related issues and management, control, and emergency procedures for fires on site.

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 Spillages

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

5.3.2 There is a sealed drainage system on site that would capture any spilled liquids that have the potential to cause pollution.

5.3.3 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 Drums

5.4.1 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 reception 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.

5.5 Adverse Reactions

5.5.1 No wastes are accepted which will react to present such a hazard. If unauthorised waste is found in a skip 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 judgment 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 Operational Failure

5.7.1 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.

5.8 Bomb Scare

5.8.1 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 Adapting to Climate Change & Weather Conditions

6.1.1 Climate Change

6.1.2 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)

6.1.3 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 2 which is classified as having a medium probability of flooding from rivers and seas.

6.2.2 The existing site surface water drainage system includes two underground interceptor tanks. These will be regularly checked (weekly or daily in periods of heavy rain) and emptied by a third-party contractor when 80% full.

6.2.3 The position of electrics at the site are stored suitably above ground in the event the site did flood, this scenario is unlikely though

6.2.4 Therefore, it is considered that the proposed operations are not at risk from flooding and would not increase the risk of flooding elsewhere.

6.3 High Temperatures and Heatwaves

6.3.1 Staff operating outside would be potentially vulnerable to high temperatures and heatwaves. In periods of higher temperatures site operatives will be encouraged to take additional breaks and provided with a sheltered place to take these. The site office has air conditioning / fans to help keep staff cool in warmer periods.

6.3.2 Periods of dry weather may increase risk of dust arising from the storage of inert waste. As outlined in this EMS, a range of dust mitigation measures would be employed including sheeting of vehicles, use of the dust suppression sprinkler system to dowse stockpiles and surfaces, regular sweeping, and limiting stockpile and drop heights.

6.3.3 The retention and enhancement of vegetation surrounding the site will also provide a degree of shelter from wind and help to reduce the risk of dust being blown off-site, while also providing for shade and carbon sequestration.

6.3.4 In terms of any potential fire risks through self-combustion of waste or other stored material on site, measures to prevent this scenario occurring are clearly shown within the site's FPP document.

6.3.5 In terms of increased winter temperatures which could exacerbate odour, the site has an odour management plan in place which would reduce any impact of any odour occurring in the first instance.

6.4 Availability of Water

6.4.1 The main water use on site would be dowsing and dampening stockpiles and surfaces, during dry and windy conditions. Mains water and a mobile bowser are used for this

purpose, but when suitable, rainwater captured in storage tanks will be used for dust mitigation, reducing reliance on mains water.

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:

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 stockpiles freezing reducing processing operations causing over stockpiling of waste
c) High winds 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.

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 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.

HIGH WINDS

- There will be no sorting, or processing 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 gale force 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 which can be used for filling the mobile bowser 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.
- If the above measures are not suitable, the site will look install additional measures such as dust netting on the boundary walls.
- Where dust is becoming a major concern then the operator will stop processing the material and increase dust suppression until dust levels have significantly reduced.
- Any overlapping vegetation will be cut below the height of the boundary wall in the event of wildfires.

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.

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 (i.e. BIE/RF/6 in Appendix II) 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 sites 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 as detailed in the site's Fire Prevention Plan (FPP).

7.4.2 Emergency procedures detailing what measures employees should adopt should a fire occur at the site are also 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 sites permit 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 Table 3.1.

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 Section 2.9 of 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 / Fire Prevention Plan Training

7.10.1 All employees will be inducted into the operating conditions as prescribed in the permit 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 permit and EMS in the site office. All managerial positions will be made fully aware of the sites 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.

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 permit conditions will be provided to prevent any adverse impacts on the environment.

Appendix I

Drawings

N

Scale Bar (1:1,250)

0 10 20 30 40 50m

NOTES

Drawing for indication only. Reproduced with the permission of the controller of H.M.S.O. Crown copyright licence No. 100022432. This drawing is copyright and property of Oaktree Environmental Ltd.

REVISION HISTORY

Rev:	Date:	Init:	Description:
-	04.03.25	RS	Initial drawing

KEY:

Permit boundary

TITLE:

SITE LOCATION MAP

CLIENT:

Highworth Skip Hire Ltd

PROJECT/SITE:

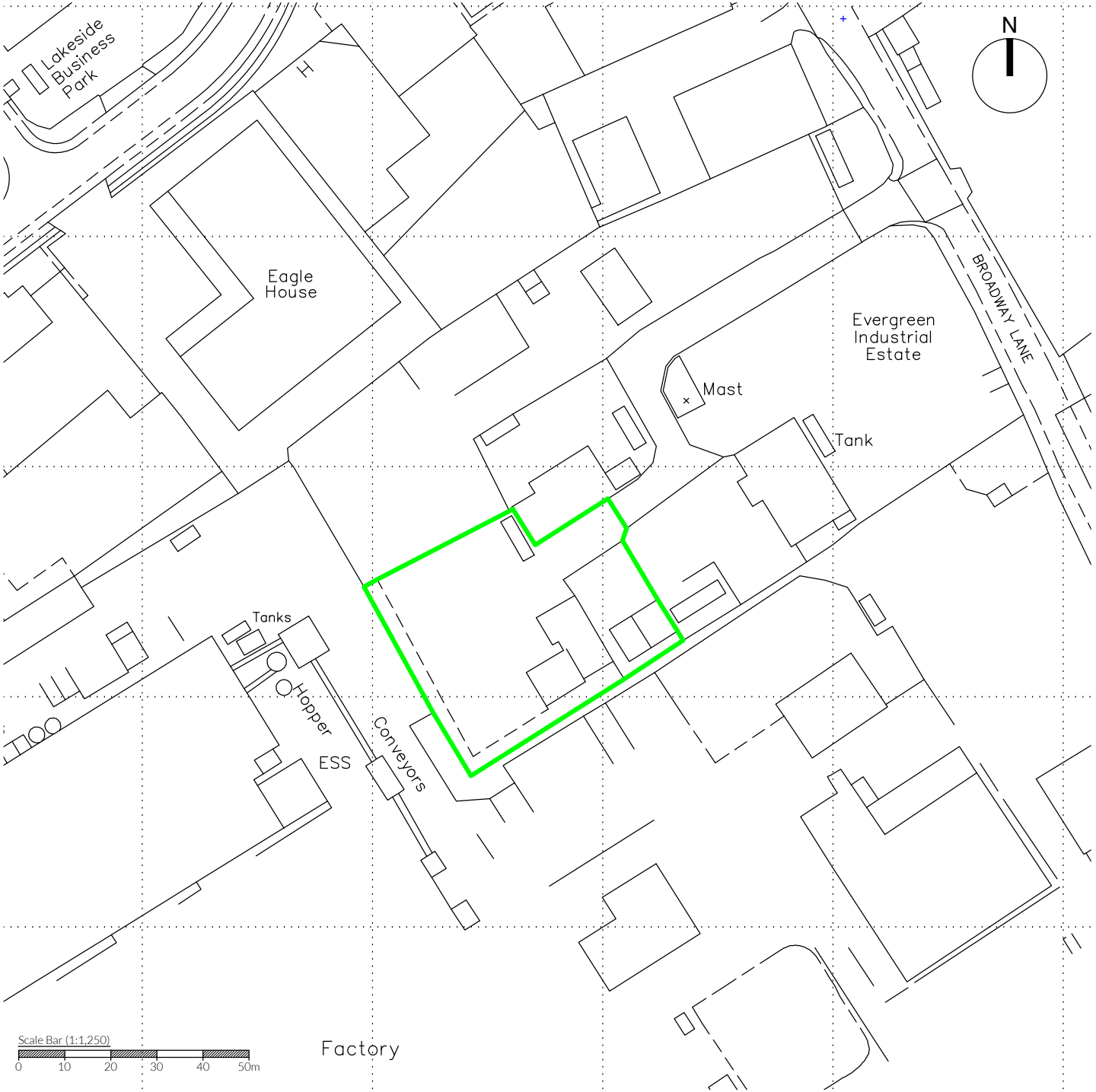
Unit 8, Broadway Industrial Estate, Broadway Ln, South Cerney, Cirencester, GL7 5UH

SCALE @ A4:	CLIENT NO:	JOB NO:
1:25,000	3309	001

DRAWING NO:	REV:	STATUS:
BIE-3309-01	-	Issued

DATE:	DRAWN:	CHECKED:
04.03.25	RS	RS

Oaktree Environmental
Waste, Planning & Environmental Consultants



REVISION HISTORY

Rev:	Date:	Init:	Description:
-	03.04.25	RS	Initial drawing

KEY:

Permit boundary

TITLE:
PERMIT BOUNDARY PLAN

CLIENT:
Highworth Skip Hire Ltd

PROJECT/SITE:
Unit 8, Broadway Industrial Estate, Broadway Ln, South Cerney, Cirencester, GL7 5UH

SCALE @ A4:	CLIENT NO:	JOB NO:
1:1,250	3309	001

DRAWING NO:	REV:	STATUS:
BIE-3309-02	-	Issued

DATE:	DRAWN:	CHECKED:
03.04.25	RS	RS

Oaktree Environmental
Waste, Planning & Environmental Consultants

Storage Area Details

Plan Ref	Description	Storage type	Containment	Height / width of firewall (m)	Max width of pile (m)	Max length of pile (m)	Max height of pile (m)	Approx. area (m2)	Conversion factor used	Approx. volume (m3)	Max storage time
AREA 1	Mixed waste reception area	Free-standing (unprocessed)	Concrete interlocking block fire wall	3 / 0.6	9	5.5	2	49.5	0.75	74	<4 weeks
AREA 2	Oversize non-recyclables	3-sided concrete storage bay (processed) sorted by hand	Concrete interlocking block fire wall	3 / 0.6	5.4	5.5	2	29.7	0.75	45	<4 weeks
AREA 3 - 6	Hand sorted recyclables i.e. wood, green waste, plastic, cardboard, residual waste etc..	Free-standing (partly processed) sorted by hand or grab	Open topped, moveable 20-cubic yard skip	n/a	6.1	2.44	2.62	15	0.5	19 per container	<4 weeks
AREA 7	Scrap metal bay	Free-standing (partly processed) sorted by hand or grab	Concrete interlocking block fire wall	3 / 0.6	5.4	8	2	43.2	0.75	64.8	<4 weeks
AREA 8	Hardcore / rubble	Free-standing (partly processed) sorted by hand or grab	Concrete interlocking block fire wall	3 / 0.6	n/a	n/a	n/a	n/a	n/a	n/a	<12 weeks
AREA 9	Plasterboard	Free-standing (unprocessed)	Sealed moveable 20-cubic yard skip	n/a	6.1	2.44	2.62	15	0.5	19	<4 weeks

NOTES

REVISION HISTORY

Rev:	Date:	Init:	Description:
-	24.04.24	RS	Initial drawing
A	07.06.24	RS	Client comments
B	04.03.25	EG	Application copy
C	11.09.25	EG	Remove waste types

Key:

- Permit boundary
- Waste storage areas
- Quarantine area
- HGV parking / out-of-hours mobile plant storage
- Non-waste, fuel and AdBlue storage
- Impermeable concrete surface
- Vegetated areas / 2m earth bund
- Buildings (offices, etc.)
- Mobile water bowser
- 0.6m thick interlocking block fire wall
- Waste storage building (impermeable concrete floor)
- Surface water drainage
- Spill kit & containment kits
- Fire fighting equipment (extinguishers, etc.)
- Pan tilt and zoom cameras with 50m coverage
- Fire assembly point
- Access route for emergency services
- Fire hydrant
- Fire water containment boom storage
- Firewater boom deployment area

TITLE:
SITE LAYOUT & FIRE PLAN

CLIENT:
Highworth Skip Hire Ltd

PROJECT/SITE:
Unit 8, Broadway Industrial Estate, Broadway Ln, South Cerney, Cirencester GL7 5UH

SCALE @ A3:	CLIENT NO:	JOB NO:
1:250	3309	001

DRAWING NO:	REV:	STATUS:
BIE-3309-03	C	Issued

DATE:	DRAWN:	CHECKED:
11.09.25	EG	RS

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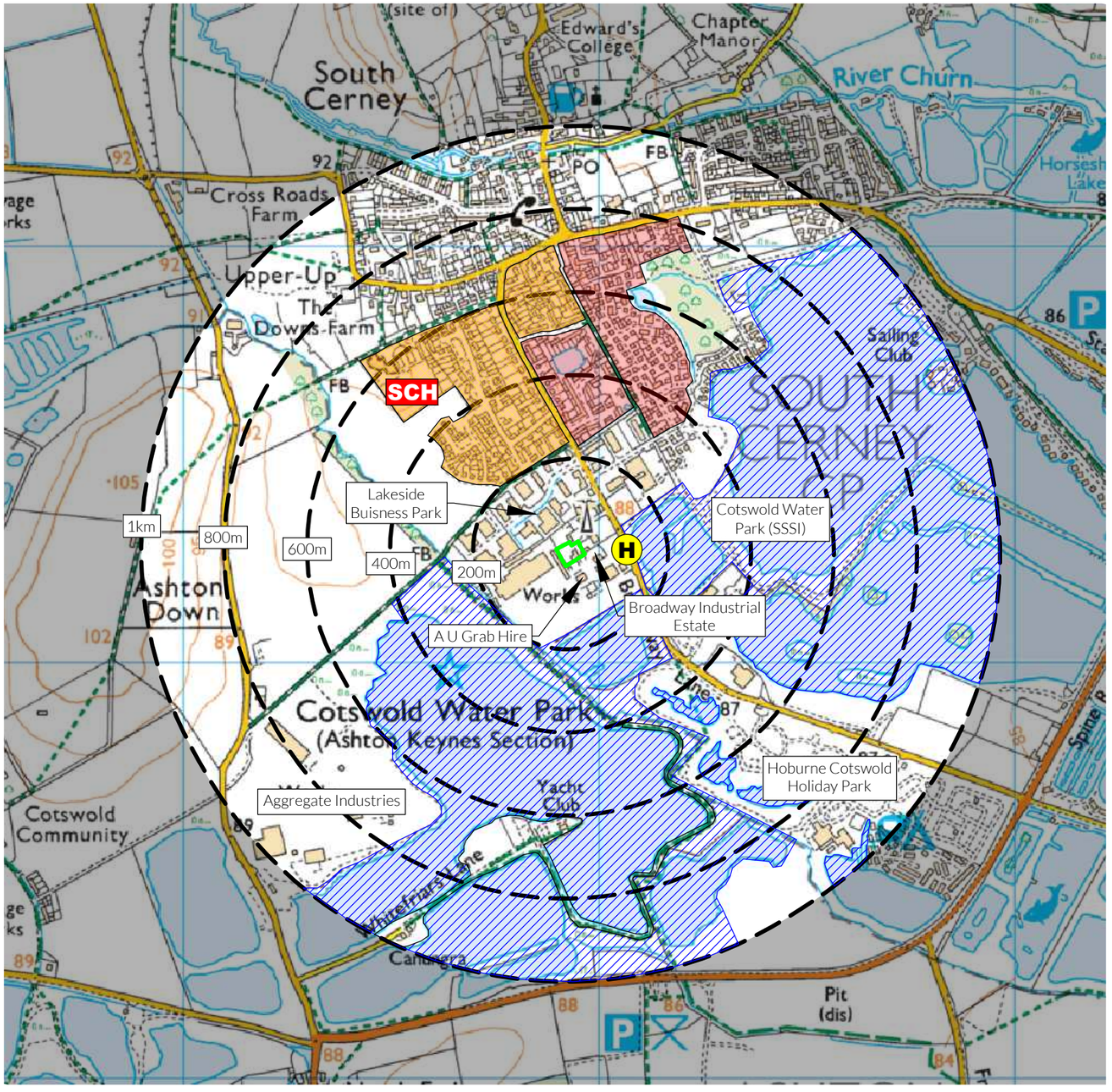
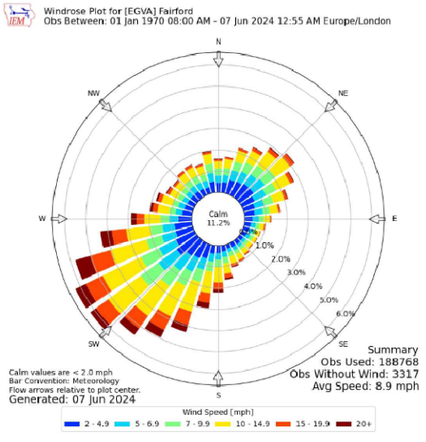
Waste, Planning & Environmental Consultants

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 roads
- Class B roads
- Class C roads
- Nearest fire hydrant
- Railway line
- School
- Woodland areas
- Protected sites (Ramsar, SSSI, SPA, SAC)





Compass Wind Rose for Fairford (EGVA) Period 1970-2024
- source: Iowa State University

Scale Bar (1:12,500)

0 km 500 m 1 km

N

NOTES

REVISION HISTORY

Rev:	Date:	Init:	Description:
-	04.03.25	EG	Initial drawing

TITLE:
RECEPTOR PLAN

CLIENT:
Highworth Skip Hire Ltd

PROJECT/SITE:
Unit 8, Broadway Industrial Estate, Broadway Lane, South Cerney, Cirencester, GL7 5UH

SCALE @ A3:	CLIENT NO:	JOB NO:
1:12,500	3309	001
DRAWING NO:	REV:	STATUS:
BIE-3309-04	-	Issued
DATE:	DRAWN:	CHECKED:
04.03.25	EG	-

Oaktree Environmental
Waste, Planning & Environmental Consultants

Appendix II

Record Keeping Forms

HIGHWORTH SKIP HIRE LTD
REJECTED WASTE - RECORD FORM BIE/RF/1

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	

HIGHWORTH SKIP HIRE LTD
DAILY INSPECTION CHECKLIST - BIE/RF/2

DATE			
ITEM FOR VISUAL INSPECTION ↓	TIME OF INSPECTION (START) **TIME OF INSPECTION (FINISH)**	CHECKED Y/N	REMEDIAL ACTION REQUIRED
EMERGENCY ACCESS (FREE FROM BLOCKAGES)			
COMBUSTIBLE WASTE STORAGE (AWAY FROM POTENTIAL IGNITION SOURCES)			
FIRE WATCH AT THE END OF THE WORKING DAY TO INSPECT FOR SIGNS OF SELF-HEATING, SMOKE OR FIRE AND ENSURE EXHUASTS ON PLANT ARE COOL ETC			
DUST/FLUFF AROUND UNIT CHECK			
LITTER (I.E. LOOSE COMBUSTIBLE WASTE MATERIALS)			
PLANT/EQUIPMENT MAINTENANCE CHECKS (BEFORE AND AFTER USE)			
FIRE QUARANTINE AREA IS CLEAR OF WASTE			
OTHER (SEE NOTES BELOW)			
INSPECTION CARRIED OUT BY			
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):			

CHECKED BY		**SIGNATURE**	
POSITION		**DATE**	
Sheet		***of***	

HIGHWORTH SKIP HIRE LTD

WEEKLY INSPECTION CHECKLIST - BIE/RF/3

WEEK COMMENCING			
ITEM FOR VISUAL INSPECTION ↓	**TIME OF INSPECTION (START)** **TIME OF INSPECTION (FINISH)**	**CHECKED Y/N**	**REMEDIAL ACTION REQUIRED**
SITE SECURITY (CCTV SYSTEM IS WORKING, FENCING AROUND SITE PERIMETER IS IN GOOD CONDITION, LOCK ON GATED ENTRANCE IS WORKING)			
WASTE STORAGE AREA (NOT EXCEEDING THE DIMENSIONS INCLUDED IN THE FIRE PREVENTION PLAN)			
WEATHER FORECAST (CHECK FOR UPCOMING WEEK TO DETERMINE IF WASTE OPERATIONS ARE LIKELY TO BE IMPACTED)			
FIRE FIGHTING EQUIPMENT AND SPILL KITS E.G. FIRE EXTINGUISHERS ARE IN PLACE AND FULLY STOCKED			
INTEGRITY OF CONCRETE WALLS / BAYS (NO CRACKS ETC)			
INTEGRITY OF IMPERMEABLE PAD (NO CRACKS ETC)			
INTEGRITY OF WATER STORAGE TANK (NO LEAKS OR CRACKS ETC)			
INTERCEPTOR CAPACITY			
OTHER (SEE NOTES BELOW)			
INSPECTION CARRIED OUT BY			
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):			

CHECKED BY		**SIGNATURE**	
POSITION		**DATE**	
SHEET		***OF***	

HIGHWORTH SKIP HIRE LTD

MONTHLY INSPECTION CHECKLIST - BIE/RF/4

WEEK COMMENCING			
ITEM FOR VISUAL INSPECTION ↓	**TIME OF INSPECTION (START)** **TIME OF INSPECTION (FINISH)**	**CHECKED Y/N**	**REMEDIAL ACTION REQUIRED**
HOSES AVAILABLE ON SITE AND FREE FROM HOLES (IN GOOD WORKING CONDIITON)			
INTEGRITY OF WATER TANKS (FREE FROM CRACKS / IMPERFECTIONS AND SECURE)			
ELECTRICALS (WIRES SHOULD NOT BE FRAYED / DAMAGED AND SOCKETS NOT OVERLOADED)			
FIREWATER BOOMS AVAILABLE			
CAPACITY OF INTERCEPTOR TANKS			
OTHER (SEE NOTES BELOW)			
INSPECTION CARRIED OUT BY			

NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):

CHECKED BY		**SIGNATURE**	
POSITION		**DATE**	
SHEET		***OF***	

HIGHWORTH SKIP HIRE LTD
PREVENTATIVE MAINTENANCE CHECKLIST– BIE/RF/5

CHECKED BY	**POSITION**
DATE	**DATE OF LAST CHECKLIST**

	EQUIPMENT ITEM					
OFFICIAL MAINTENANCE CHECK REQUIRED (Y/N)						
IF NO, DATE OF LAST CHECK						
IF YES, DATE OF NEXT CHECK						
IS ITEM IN CORRECT WORKING ORDER						
LEAKAGES OF OIL/DIESEL ON MOBILE PLANT / VEHICLES						
IF NO, WHAT REPAIRS ARE REQUIRED (USE SEPARATE SHEET IF REQUIRED)						
WERE REPAIRS DETAILED ON THE LAST CHECKLIST						
IF YES, HAVE THEY BEEN CARRIED OUT						
ADDITIONAL REPAIRS OR ACTIONS REQUIRED						

HIGHWORTH SKIP HIRE LTD
EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - BIE/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:							

HIGHWORTH SKIP HIRE LTD
COMPLAINTS REPORT FORM (BIE/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 BIE/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 Environment Agency 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 Highworth Skip Hire Ltd unless alternative instructions are given by the site manager. Access to fire exits and fire fighting 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 Highworth Skip Hire 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.