ENVIRONMENTAL MANAGEMENT SYSTEM

Unit 18, Thorn Business Park, Rotherwas Industrial Estate, Rotherwas, Hereford HR2 6JT

Chapel Road Enterprise Ltd

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1.0	28/05/2024	CP	CRE	Issue to client.
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Site Information & Key Contacts List

Site Address:	Unit 18, Thorn Business Park, Rotherwas Industrial Estate, Rotherwas, Hereford HR2 6JT		
Site Operator:	Chapel Road Enterprise Ltd	**National Grid Ref:**	SO 52648 38142

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Joe Lively	Director	01432 353536	07974 406311
Simon Lively	Director	01432 353536	07980 304309
Hereford County Hospital Stonebow Road, Hereford, HR1 2ER	Local NHS Hospital (Main)	01432 355444	999
	Accident & Emergency (A&E)	999	999
Belmont Medical Centre Eastholme Avenue, Belmont, Hereford, HR2 7XT	Local Doctor Surgery (GP)	01432 354366	999/112
West Mercia Police Bath Street, Hereford, HR1 2HT	Local Police Non-Emergency	03003 333000	999 or 112
	Police Emergency	999 or 112	999 or 112
Hereford and Worcester Fire Brigade Hereford Fire Station 101-107 St Owen's Street, Hereford, HR1 2JW	Fire and Rescue Service (in Emergency Dial 999)	01432 274561	
Environment Agency Southern Avenue, Leominster, HR6 0QF	Environmental Regulator	01568 614440	0800 80 70 60
Herefordshire Council Plough Lane, Hereford, HR4 0LE	Local Council General Enquiries	01432 260000	999 or 112
	Environmental Health Department	01432 261761	999 or 112
Severn Trent Water	Mains water supplier	0800783 4444	0800 783 4444
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 Chapel Road Enterprise Ltd (the Operator) to prepare this environmental Management System.

1.1.2 This EMS has been prepared in relation to waste operations undertaken at Unit 18, Thorn Business Park, Rotherwas Industrial Estate, Rotherwas, Hereford HR2 6JT. The site is operated as an A9: special waste transfer station with treatment facility in accordance with Environmental Permit (EP) Reference. EPR/TP3595FH.

1.1.3 The EP was originally issued as a Waste Management Licence by the Environment Agency (EA) on 15/10/2002.

1.1.4 The EP underwent an administrative variation on 06/04/2010 to add 2 waste codes to the list of permitted waste types accepted by this facility.

1.1.5 A permit variation took place on 24/06/14 to increase the annual throughput from 25,000 tonnes per annum (tpa) to 75,000 tpa and increase storage limits of certain wastes on site from those currently permitted in Table 1.1 of the EP.

1.1.6 In April 2024 the EP was transferred into the new company name Chapel Road Enterprise Ltd.

1.1.7 This EMS was initially prepared to replace the existing Working Plan submitted along with the 2002 application for a Waste Management Licence. This EMS overwrites the previous document and drawing references. The purpose of an EMS is to give instructions to all staff specifying how the site is managed and has been revised with emphasis on managing the waste storage and incoming / outgoing procedures on site.

1.1.8 The EMS is now being updated in relation to a permit variation application submitted in February 2025 to include shredding of wood and green waste in the list of waste treatment activities authorised at the site.

1.1.9 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:

Chapel Road Enterprise Ltd Unit 18, Thorn Business Park Rotherwas Hereford HR2 6JT	**Contact:**	Simon Lively
	Position:	Director
	Tel:	01432353536
	Email:	info@quick-skip.com

1.2.2 Contact details for Oaktree Environmental are as follows:

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

1.2.3 A full list of relevant contacts including 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 at Unit 18, Thorn Business Park, Rotherwas Industrial Estate, Rotherwas, Hereford HR2 6JT as shown on Drawing Nos. TBP/3361/01 & 02. The national grid reference for the site is SO 52648 38142.

1.3.2 Land use surrounding the site is predominantly industrial comprising of the wider Rotherwas Industrial Estate and Thorn Business Park with areas of residential dwellings beyond the industrial estate.

1.3.3 A full list of receptors within 1km of the site have been included in Table 1.1 below. A receptor Plan illustrating these receptors is included in Appendix I, see Drawing No. TBP/3361/04 – Receptor Plan.

Table 1.1 - Sensitive Receptors

Receptor	Direction from Site	Approx distance from the site boundary to the receptor boundary (m)
Commercial / Industrial		
Thorn Business Park	South	0
Rotherwas Industrial Estate	South	0
HTS Plant Sales	West	10
Excalibur Sports	West	10
SIG Roofing Hereford	West	10
Keltruck Limited	South	20
Sewage Treatment Works	West	280
Welsh Water (Rotherwas wastewater treatment works)	East	570
Residential Dwellings		
Rotherwas Close	Southwest	130
Hampton Park Road (B4224)	North	445
Care homes (residential)		
Gwen Walford Nursing Home	Northeast	550
Hampton Grange Nursing Home	Northeast	580
Aston House (assisted living)	Northeast	655
Brockington House Care Home	North	885
Schools		
Lakeview Nursery	South	210
Beech House Nursery School	North	590
Watercourses / Surface Water Features		
Pond	East	25
River Wye	West	135
Infrastructure (major roads and transport links)		
Transport for Wales Railway Line	West	40
Canary Bridge (footbridge)	Northwest	520
Ecological Sites		
River Wye (SSSI & SAC)	West	135
Recreational / Tourist Attractions		
Sustrans Portrait Bench	Northwest	240

1.4 Permitted Operations

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

1.4.2 Activities undertaken on site include the following:

a) Sorting (with loading shovel/360^{o} excavator or by hand).
b) Manual separation (via picking line).
c) Screening (by using appropriate mechanical screening plant and equipment).
d) Shredding (by using appropriate mechanical plant)
e) Mechanical separation (including magnets and blowers).
f) Storage (prior to removal).

1.4.3 Specified waste management on site includes waste disposal and waste recovery operations listed in Annex IIA and IIB of The Waste Framework Directive 2008/98/EC which are outlined below:

a) **R3**: Recycling/reclamation of organic substances which are not used as solvents.
b) **R4**: Recycling/ reclamation of metals and metal compounds.
c) **R5**: Recycling/reclamation of other inorganic materials.
d) **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).
e) **D14**: Repackaging prior to submission to any of the operations numbered D1 to 13.
f) **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 waste operations including the delivery, receipt, and processing of waste:

Monday to Friday	07:30 – 17:00
Saturday	07:00 – 13:00
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 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 all activities. Ensuring that the site is being operated in accordance with the Environmental Permit and in-line with attendant regulations
TCM	1	As above
Office/Administrative Staff	6	Office/administrative duties
Machine / Plant Operators / Operatives	20	Waste handling/processing, reception and plant operation

1.7 Technically Competent Management (TCM)

1.7.1 The TCM is required to attend site for the time agreed with the Environment Agency (typically 20% of the sites operating hours).

1.7.2 Attendance requirements for the TCM must be met on a weekly basis. If the operator increases their operating hours the TCM attendance hours shall be increased accordingly.

1.7.3 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.

1.7.4 The Operator will ensure that in the absence of the Technically Competent Manager (TCM) a nominated person will take on the TCM responsibilities and act as competent person. The 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 Chapel Road Enterprise 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 CBDU520703.

2 Site Engineering and Infrastructure

2.1 Site Description

2.1.1 The site infrastructure is clearly detailed on Drawing No. TBP/3361/03. The drawing illustrates the following areas on site:

i) Different surfaces i.e. concrete, hardstanding etc.
ii) Location of buildings
iii) Height/type of perimeter fencing
iv) Reception and storage areas of waste
v) Location of fixed plant/equipment i.e. loading hoppers, screeners, conveyors etc..

2.2 Access and Parking

2.2.1 Access and egress to/from the site is via a private road off the Business Park as shown on Drawing No. TBP/3361/03. Ample parking is available on site for staff and visitors.

2.3 Site Office

2.3.1 The site office is located as shown on Drawing No. TBP/3361/03 and 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 / EAWML (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)
Duty of care product notes [(aggregates/topsoil (for 2 years minimum)]
Hazardous waste consignment notes (rejected waste, etc., kept for 3 years)
Waste delivery tickets
Accident book (& 1st aid kit)

2.4 Weighing and Categorising Loads

2.4.1 There is a weighbridge located on site for accurate weighing of loads coming onto and being removed from site. During instances where the weighbridge is out of action, the weight of each load into and out of the site will also be estimated using the standard EA/WRAP agreed volume-to-weight conversion factors. The conversion factors for the most typical waste types accepted at the site are outlined in Table 2.1 below.

Table 2.1 – Weight Volume Conversion Factors

Waste type	**Conversion Factors**	
	Tonnes/m3	**Tonnes/yd3**
Foundry Sand	1.60	1.22
Topsoil/subsoil	1.30	1.00
Clay	1.60	1.22
'Light' loads	0.46	0.35
Metals	0.42	0.32
Mixed builder's skips	1.20	0.92
Paper/cardboard	0.20	0.15
Tree cuttings	0.20	0.15
Glass	0.75	0.57
Industrial sweepings/general rubbish	0.63	0.48
Commercial sweepings/general rubbish	0.33	0.24
Waste packaging/containers	0.20	0.15
Wood	0.70	0.53
Green waste	0.75	0.58

2.5 Notice Board and Signs

2.5.1 A notice board is erected at the site entrance and 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 (see contacts table)
g) Operating hours.

2.5.2 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.

2.6 Site Security

2.6.1 Site security is important to reduce the likelihood of unauthorised access to the site. The site is situated within Thorn Business Park with the only ingress / egress to the site being off the internal access road within the business park.

2.6.2 The perimeter of the site is secured with predominantly2.4m high palisade fencing, with the northern / northeastern boundary being secured with 2.5m high concrete sleeper walls. The entrance to the site is secured with lockable palisade gates, whenever the site is unmanned / out-of-hours the gates will be locked to prevent unauthorised access.

2.6.3 The site is situated at the end of the business park with no through access north beyond the site. The wider business park has further security measures with lockable metal gates at the business park entrance, with CCTV and an overnight security guard.

2.6.4 In addition to the above, the site has 24-hour CCTV covering all operational and waste storage areas on site which is monitored out of hours by a third-party security company. All cameras are pan, tilt and zoom 360-degree coverage over a 50m distance meaning all areas of the site are monitored. The fire detection cameras are also heat detectors as well as flame, connected to the central alarm system The CCTV was installed by Ohms Fire & Security who are UKAS accredited.

2.6.5 In addition to this, there are 4 monitoring screens/stations within the site which are located in both Directors offices, weighbridge and transport/compliance office. This is also monitored out of hours by a 24-hour monitoring centre.

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

2.6.7 The site security measures will be inspected on a weekly basis and any defects which impair the effectiveness of the security will be repaired to the same or better standard within 7 working days. All repairs will be noted on the site diary within 24 hours of the event.

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

2.7 Fuel and Hazardous Substance Storage

2.7.1 No gas cylinders or aerosols will be accepted for storage at the site, nor will there be any chemicals present on site.

2.7.2 Oil and lubricants are stored on site for everyday maintenance of vehicles and plant. These are kept in secure containers on site.

2.7.3 Fuel is stored on site, the location of which is shown on Drawing No. TBP/3361/03. The procedures for fuel and hazardous fluid storage on site are as follows:

a) Tanks are surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.
b) All pipework and associated infrastructure will be enclosed within the bund.
c) A lock will be fitted to the tank valve to prevent unauthorised operation.
d) All valves and gauges on the bund will be constructed to prevent damage caused by frost.
e) No combustible waste will be stored within 6 metres of the areas unless partitioned by a fire wall.

2.7.4 The tanks storing fuel, oil or hazardous material are clearly marked showing the product within and also the tank/container capacity.

2.8 Waste Transfer Building Infrastructure

2.8.1 The waste transfer building is constructed from a steel portal frame and covered with plastic/steel cladding materials /Yorkshire boarding. The internal floor of the waste transfer building is surfaced with reinforced concrete of sufficient strength for the tipping of loads, storage of waste, and running loading plant.

2.8.2 The internal walls and frame of the building are protected from damage by reinforced steel sheeting which is erected around the waste reception area to the height of 2 metres.

2.8.3 The internal floor space of the transfer building is surfaced with reinforced concrete of sufficient strength for the tipping of loads, storage of waste and storage/operation of plant and equipment.

2.8.4 Any maintenance, repair or improvement of the concrete or newly-concreted areas will be surfaced as prescribed below (or similar):

*Note: Concrete specification: Mix: C40 (minimum 35% cement).
Depth: Minimum 150 mm, fibre reinforced where required.

2.8.5 The operational areas of the waste transfer building including plant and equipment are shown on Drawing No. TBP/3361/03.

2.9 Rejected Waste

2.9.1 Loads are 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.

2.9.2 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.

2.9.3 Any waste which is non-conforming waste will be stored in a quarantine skip, container or bay and removed from the site within 48 hours or sooner if the container/bay is full. This is likely to comprise and hot loads or batteries discovered following an initial tip of the load. The location of these areas are not shown on Drawing No. TBP/3361/03 as the location of the areas may vary. The rejected waste will be recorded on form TBP/RF/2 or similar.

2.10 Drainage

2.10.1 Internal areas of the site i.e. the waste transfer building is laid to a fall (minimum 1 :200) and drains via a silt trap to a class I full-retention interceptor (capacity 3,000 litres) discharging to the foul sewer which is illustrated on Drawing No. TBP/3361/03. The interceptor is alarmed and inspected at least weekly or daily during periods of continuous rainfall (three wet days) so a contractor can be called to empty the interceptor in advance of it filling.

2.10.2 Surface water from external yard areas storing waste material are also sealed by the surrounding walls, kerbing, bunds as shown on Drawing No. TBP/3361/03 and drain towards the waste transfer building into the above interceptor.

2.10.3 Clean surface water from the waste transfer building roof and areas which do not store waste fall out of the site into the surface water sewer system.

2.10.4 The above drainage system is clearly demonstrated on Drawing No. TBP/3361/03.

2.10.5 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 anu 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 scoped and doused on external stockpiles or fed into the dust suppression system using pipes and mobile pumps as additional water supplies.

2.11 Vehicles, plant and equipment

2.11.1 Waste will be handled using the plant listed in Table 2.2. Only trained operators will be permitted to drive/operate the plant listed below.

Table 2.2 - Plant & Equipment

ITEM	NUMBER	FUNCTION
Loading shovel	1	Loading/unloading/movement/sorting
360^0 excavators	3	Loading/unloading/movement/sorting
Telehandler	1	Loading/unloading/movement/sorting
Picking line	1	Hand sorting recyclables from mixed waste
Blower	1	Separation of light fractions from inert material
Screener	1	Screening mixed C&D waste
Shredder	1	Shredding of wood and green waste
Water bowser	1	Dust suppression
Trommel	2	Separation of clean soils and stones from inert material
Weighbridge	1	Accurately weighing of loads
Wheelwash	1	Removal of mud/debris from vehicles

Note: The plant/equipment on site may vary and additional equipment may be hired-in to cope with larger jobs, jobs with specific requirements or to prevent over stockpiling leading to a breach of permitting conditions.

2.12 Mobile and Fixed Plant Maintenance

2.12.1 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.

2.12.2 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) Mobile plant is stored in the out-of-hours plant storage area as shown on Drawing No TBP/3361/03 following cessation of activities and external separation distances of 6m are observed between plant and any combustible or flammable material.
c) In the building, all plant will be powered down and completely shut off prior to cessation of operations on any given day.
d) Plant which is not in use for any extended period is stored at least 6 metres from combustible waste.
e) 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.
f) 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.

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 and operations 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 The operator is 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 All 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 would be followed prior to the receipt of waste on site.

3.1.5 When a driver employed by the permit holder arrives at the waste producer's premises, he/she will inspect the load for conformity with relevant regulations and safety procedures.

i) 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.
ii) 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.
iii) If the more detailed description of the waste reveals that the waste is not/permitted 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).

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

3.2 Checking In & Inspection of Loads

3.2.1 All incoming vehicles are required to report to the site office. 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 Any waste not deemed acceptable at the site will be rejected.

3.2.3 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 and returned to the producer. Generally, the predominant waste types accepted at the site will comprise of the following EWC codes:

- 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

- 02 01 03, 20 02 01 - Plant (Green) tissue waste
- 03 01 01, 03 03 01, 15 01 03, 17 02 01 – Wood
- 17 08 02 – Plasterboard

3.2.4 Accepted waste loads will be directed to the appropriate tipping / waste 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.

3.2.5 If only small levels of contamination are noted, they are handpicked and rejected material is placed in a quarantine skip for safe disposal / removal from site. Loads that are heavily contaminated with unauthorised waste will be rejected from the site.

3.2.6 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 WM3 - Waste Classification Assessment

3.3.1 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

3.3.2 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).

3.3.3 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.

3.3.4 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

3.3.5 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.

3.3.6 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

3.3.7 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.

3.3.8 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.

3.3.9 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.

3.3.10 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.

3.3.11 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.

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

3.4 Waste acceptance / gypsum & plasterboard assessment

3.4.1 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:

i) All waste transfer notes advise **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.

ii) The site will only knowingly accept plasterboard in single stream loads and not part of any mixed loads.

iii) 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**.

iv) 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.

v) 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.

vi) Once a mixed load of waste is tipped, plasterboard contamination may still be present so the banksman / driver 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.

vii) All plasterboard accepted at the site is stored in a secure three-sided bay with at least a 1m high freeboard to prevent contamination. This is shown on Drawing No. TBP/3361/03.

3.5 Waste acceptance / POPs assessment

3.5.1 Staff will be trained in the identification of any waste which could contain POPs which will include the following:

- sofas
- sofa beds
- armchairs
- kitchen and dining room chairs
- stools and foot stools
- home office chairs
- futons
- bean bags, floor and sofa cushions

3.5.2 If any of the above wastes 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, the items are bulked and then sent to a suitably permitted site.

3.5.3 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.

3.6 Waste acceptance / wood

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

a) 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.

b) 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.

c) The sampling and testing will be conducted by a certified laboratory with MCERTS standards of analytical testing.

d) 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.

3.7 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. TBP/3361/03 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

3.7.2 Any loads comprising of inert material only will be deposited in a separate dedicated reception area for inert soils, stones etc to avoid potentially contaminating and mixing with mixed loads.

3.8 Waste Treatment Processes

3.8.1 Once the waste has been accepted at the site, it will be subject to the following treatment, recovery or disposal procedures.

MIXED WASTE MECHANICAL TREATMENT PROCESS

3.8.2 Following acceptance, mixed loads are deposited into the waste transfer and treatment building **AREA 1**. Waste will temporarily be deposited in **AREA 1A** if **AREA 1** is at maximum capacity. Following tipping the waste is subject to the following treatment, recovery or disposal procedures:

a) Tipped waste is inspected in line with WM3 for signs of any contamination. Operatives will be trained to identify pieces of plasterboard/gypsum to ensure they are deposited into the covered plasterboard skip to avoid mixing with other wastes on site. Any non-conforming material (if any) will be picked out during this process and quarantined immediately for removal from site.

b) If the site manager or TCM identifies that gypsum/plasterboard is exceeding the relevant container and has potentially been contaminated with other wastes, the waste will undergo a further sort where staff will further pick out the plasterboard/gypsum. Prior to the 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 and any non-conforming items have been removed, bulkier items of waste i.e. furniture, mattresses etc will be removed using a mechanical grab and stored in **AREA 2**. No further treatment of waste in **AREA 2** will take place waste here will only be bulked for removal from site.

d) Remaining waste to undergo further separation via screening and the picking line are placed in a free-standing stockpile in **AREA 3** adjacent to the plants hopper.

e) Stockpiled waste is then placed in the hopper and transferred through the trommel, screened fines that are <10mm (trommel fines) are deposited in a bay below the screener (**AREA 4**). These fines will be removed to an appropriately permitted site.

f) The rest of the waste continues via a conveyor belt over a 5-bay picking line to be hand sorted.

g) Recyclables such as wood, plastic, scrap metal and items of residual material are deposited into containers below the picking line (**AREAS 5-9**). Once the skips / bays beneath the picking line, waste will be bulked into larger roll-on roll-off skips in the operators overflow storage area **AREAS 18-21** for storage prior to removal from site.

h) Plasterboard will be tipped and sorted on the floor by **AREAS 18-21** then manually placed in one of the storage containers in **AREAS 18-21**.

i) Once full the bulked container of wood in **AREA 6** will be processed through the shredder situated in the external yard of the site. Shredded wood that has originated from the waste transfer and treatment building will be stored in **AREA 24** prior to removal from site for incineration. The operator also shreds clean source segregated wood on site, further information on this can be found on the following page in the shredding of wood waste section.

j) Following the above the remaining wastes along the pickling line should be heavier items consisting of clean inert materials (stone, concrete hardcore). This material falls off the end of the conveyor into a bay (**AREA 10**).

k) To further separate materials in **AREA 10**, material is fed into the primary trommel. This process removes any light fractions within the waste and separates the soils from the bulkier stone material. Separated soils are deposited in **AREA 12** and heavier hardcore / stone into **AREA 13**.

l) The final treatment process comprises processing the soils / inert material into a secondary trommel to carry out a final clean of the waste. This ensures the wastes have been treated pending specification for the required destination site.

m) Any wastes delivered to the site which are predominantly inert material will be deposited in the overflow storage (**AREA 14**) adjacent to the trommel to prevent contamination with other wastes inside the waste transfer and treatment building.

SHREDDING OF WOOD WASTE

a) The operator accepts clean source segregated wood and plant matter for shredding on site. Clean wood / plant matter arrives on site already source segregated and is kept separate from any potentially contaminated wood waste accepted in mixed loads within the waste transfer station.

b) Clean source segregated wood is deposited in **AREA 23** prior to processing.

c) Following shredding, shredded material is temporarily deposited into a free-standing stockpile below the shredders conveyor belt (**AREA 25**). Once processed and prior to the end of the working day clean shredded material is moved to **AREA 24** for storage prior to removal off site.

d) Clean shredded material in **AREA 26** is removed from site for use in a biomass boiler.

e) To prevent mixing of clean source segregated wood with wood from the waste transfer building, each waste will undergo shredding separately. Following shredding of wood from the waste transfer building and prior to shredding of clean wood, plant will undergo a thorough clean down using brushes to remove any potential residues.

3.9 Waste Storage, Types and Quantities

3.9.1 The locations of the operational and storage areas are shown on Drawing No. TBP/3361/03. The nature of operations at waste facilities means that certain operational areas may change depending on processing requirements.

3.9.2 The waste types handled on site are shown in Appendix IV (Table S2.1 of the permit) of this document and consist of dry, inert and non-hazardous construction, demolition and excavation waste as defined in the Controlled Waste (England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990. The EP is shown in Appendix IV for reference.

3.9.3 Table 3.1 overleaf details the wastes which are stored at the site which is also shown on Drawing No. TBP/3361/03.

Table 3.1 - Waste Storage Area Details

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 (tipping), inspection and sorting area	Unprocessed	Free-standing stockpile	N/A	10	11	3	110	0.333	110	<5 days
AREA 1A	Temporary mixed waste reception (tipping) area (clear out-of-hours)	Unprocessed	Free-standing stockpile	N/A	10	9	2	90	0.333	60	<12 hours
AREA 2	Non-recyclable / bulky waste unsuitable for processing	Partly processed (sorted by hand or grab)	Free-standing stockpile	N/A	9	10	3	90	0.333	90	<24 hours
AREA 3	Mixed waste feedstock pile	Partly processed (sorted by hand or grab)	Free-standing stockpile	N/A	9	12	3	108	0.333	108	<5 days
AREA 4	<10mm screened fines for landfill	Processed by trommel screen	Concrete interlocking storage bay	2 / 0.2	3	1.5	1	4.5	0.75	3	<8 weeks
AREA 5-9	Hand sorted recyclables i.e. wood, plastic, scrap metal, residual waste plasterboard etc	Processed / sorted by hand on the picking line	40-cubic yard container	N/A	6.1	2.44	2.62	15	1	39 (per container)	<48 hours
AREA 10	Stone / concrete / hardcore	Processed by trommel screen	Concrete interlocking bay	3 / 0.6	3	4	2	12	0.75	18	<5 days
AREA 11	Lights (mixed waste plastic etc)	processed / separated by blower in the trommel	40-cubic yard container	N/A	6.1	2.44	2.62	15	1	39	<5 days
AREA 12	Soil / inert material	Processed	Free-standing stockpile	N/A	6.5	7	3	46	0.333	45	<5 days
AREA 13	Hardcore / stone	Processed	Free-standing stockpile	N/A	6.5	7	3	46	0.333	45	<5 days
AREA 14	Stone / concrete / hardcore	Unprocessed	Free-standing stockpile	N/A	6	6	3	36	0.333	36	<5 days
AREA 15	Soil / inert material	Processed (end of mechanical treatment process)	Free-standing stockpile	N/A	7	6	3	42	0.333	42	<5 days
AREA 16	Stone / concrete / hardcore	Processed (end of mechanical treatment process)	Free-standing stockpile	N/A	7	6	3	42	0.333	42	<5 days

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 17	Lights (mixed waste plastic etc)	Processed	Free-standing against 2 sided storage bay	2 / 0.6	3	2	1	6	0.75	5	<48 hours
AREA 18-21	Recycled wastes from the picking line - scrap metal, plastic, residual waste, source segregated plasterboard etc (contents in each skip may vary)	Processed / sorted by hand on the picking line	40-cubic yard container	N/A	6.1	2.44	2.62	15	1	39 (per container)	<48 hours
AREA 22	Asbestos	Unprocessed	10-cubic yard container	N/A	1.8	3.8	1.5	7	1	10	<3 months
AREA 23	Wood / green waste (clean source segregated)	Unprocessed	Concrete interlocking storage bay	2.4 / 0.8	19	9	1.4	171	0.75	180	<48 hours
AREA 24	Wood (potentially contaminated processed wood from the waste transfer building)	Processed stockpile (shredded)	Free-standing against concrete panel walls	2.4 / 0.8	16	7	1.4	112	0.75	118	<72 hours
AREA 25	Shredded wood (clean shredded wood from AREA 23)	Processed stockpile (shredded)	Freestanding	N/A	7	7	2	49	0.333	33	<12 hours
AREA 26	Shredded wood (clean shredded wood from AREA 25)	Processed stockpile (shredded)	Free-standing against concrete panel walls	2.5 / 0.8	15	12	1.5	180	0.75	203	<72 hours

3.10 Procedures for pre-acceptance and acceptance of asbestos

3.10.1 Acceptance procedures do not require a sample of the incoming material to be tested and, therefore, bags and wrapping which contain asbestos must not be opened on site.

3.10.2 The following procedures will be implemented by the Operator on site to ensure asbestos is accepted, handled, stored and removed safely and without risk:

a) Asbestos must be delivered in uniform loads and cannot be accepted as part of a mixed incoming load.
b) In conjunction with a Duty of Care Waste Transfer Note, all incoming asbestos loads will be accompanied by a Hazardous Waste Consignment Note (HWCN) in accordance with the Hazardous Waste (England and Wales) Regulations 2005.
c) Staff involved with the acceptance of incoming loads of asbestos will ensure the appropriate sections of the HWCN have been completed correctly.
d) Site operatives will ensure that incoming bags are labelled with the asbestos warning sign and are appropriately packaged (i.e. all incoming asbestos sealed within bags).
e) As outlined in the permit for Asbestos handling procedure

3.11 Asbestos Handling

3.11.1 Following the acceptance of an asbestos load at the site, the following procedures must be implemented at the site:

a) Where larger quantities of asbestos arrive on site in locked sealed skips, the skips will not be opened to verify contents, unloaded at any point, added to or bulked up.
b) Where asbestos arrives on site in smaller quantities and is contained within double-bagged plastic packaging, these bags must be taken from the delivery vehicle and placed directly into a sealed skip for storage.
c) Handling will be predominantly by hand and care will be taken (as a result of the training methods outlined in Section 5) to ensure the bags are not compromised when moved around site.

d) Any damaged packaging or incorrectly labelled bags must be remedied immediately. The repackaging of bags will be limited to repairing damaged packaging only and bags must not be opened for any reason.

3.11.2 In response to the hazards outlined above, the following measures will be in place on site to reduce the risk associated with handling asbestos on site.

a) Asbestos will not be transferred between different skips or containers on site, to avoid unnecessary movement which could compromise the integrity of the sealed bags.
b) The deposit of waste will be conducted efficiently, with the minimum level of handling by operatives. Mechanical handling will only occur where it is deemed safer than if done by hand.
c) The asbestos bags will not be dropped into the containers, but instead placed carefully to preserve the integrity of the sealed bags.
d) Any non-conforming asbestos found during handling (e.g. in unsealed packaging or open skips) will be dealt with according to the procedures outlined in Sections 4.2.7 and 4.3.2.
e) Staff will wear the appropriate PPE at all times and be trained in its correct use, as discussed in Section 5. The PPE required when handling asbestos on site is as follows:

i) Chemically resistant gloves
ii) Ballistic trousers
iii) Eye protection
iv) Face mask

3.12 Asbestos Storage Procedure

3.12.1 The following measures will be in place on site to reduce the risk associated with storing asbestos on site.

a) At any one time, the maximum amount of asbestos stored on site will not exceed 50 tonnes and the appropriate storage containers will be locked at all times.
b) Asbestos will not be stored on site for longer than 12 months.

c) Asbestos will not be kept in unsecured locations, such as bays or open containers. Skips will be sealed and locked at all times other than when asbestos is being deposited.

d) Any skip used for the storage of asbestos will not be used for the storage of any other material until it has been decontaminated.

e) Operatives must never enter skips which contain asbestos.

3.13 Unsuitable paperwork and non-conforming loads

3.13.1 Upon delivery, if the staff involved with the acceptance of incoming loads of asbestos have checked the appropriate sections of the HWCN and have deemed that they are insufficiently completed, the load will not be cleared for acceptance at the site. The load will not be removed from the delivery vehicle and the driver will be instructed to return it to the site of origin.

3.13.2 If unsuitable waste is discovered before deposit, the load will not be tipped and will be rejected by Chapel Road Enterprise Ltd and returned to the producer. In cases where the unauthorised waste is likely to lead to a breach of permit conditions or where the rejected waste is other hazardous waste, the EA will be contacted. Records will be kept for all non-conforming waste rejected from the site as detailed in the site's EMS.

3.13.3 If unsuitable waste is discovered after the deposit of asbestos the same procedure in Section 3.4.2 will apply.

3.13.4 In the event that incoming asbestos is found to be incorrectly or insufficiently sealed, the load will be quarantined to avoid contamination of any other waste stream on site. If possible, the load will be immediately rejected and the driver of the incoming vehicle will reload the asbestos back onto the vehicle and remove from the site. If this is not possible, the asbestos will be kept quarantined and the EA will be contacted for advice. The load will not be moved or agitated until a collection has been organised to remove the asbestos to a suitably permitted or exempt site.

3.13.5 Any incorrectly labelled or inappropriately packaged asbestos will be rejected. The operator is entitled to reject the load should this not be the case.

3.13.6 If the site reaches the 10-tonne capacity no further asbestos will be accepted at the site until the skip/container is removed to suitably permitted facility.

3.14 Removal of asbestos

3.14.1 When a collection vehicle arrives at the site, the driver will be instructed to report to the site office or TCM. All outgoing loads of asbestos will accompanied by a completed HWCN and the driver of the collection vehicle will check the details on the HWCN and ensure they are consistent with the load to be collected. The driver will then sign the HWCN and be cleared to pick up the load and take it to a suitably permitted facility.

3.14.2 Where the waste to be removed is contained within a skip, the outgoing skip will be locked and loaded onto the collection vehicle. Where waste is loaded onto a skip for removal, the measures outlined in Section 4.3.3 will be followed. These include the loading of waste being conducted efficiently (with the minimum level of handling by operatives), mechanical handling only occurring where it is deemed safer than if done by hand, asbestos bags being placed carefully into the collection vehicle to preserve the integrity of the sealed bags and staff wearing the appropriate PPE at all times.

3.15 Waste / Product Removal and Export

3.15.1 When a collection vehicle arrives at the site to remove waste material or product, 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 product or waste will then be loaded using the loading shovel.

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

a) Brick/rubble - sent to a permitted site for further recycling
b) Plasterboard/gypsum – sent to a permitted site for further recycling

c) Some materials will not be recovered after processing (or will not be fit for use at recovery sites) such as clays and some soils. These materials may be disposed at suitably permitted landfill site.

d) Soils - sent to a permitted site for further recycling

e) Metals – metals removed will be taken to a suitably permitted site for further recovery.

f) Plastic, paper & card - sent to a permitted site for further recycling

g) Rejected material will be removed from site.

h) Waste unsuitable for processing will be sent to a suitably permitted site.

i) Wood is shredded on site and sent for incineration or to a suitably permitted site.

3.15.3 The operator will produce the following MNH waste codes on site which will be sent to the following locations depending on sampling analysis:

- Screened fines (<10mm & <40mm) = 19 12 12**–** landfill over or other suitably permitted site
- Soils = 19 12 12 **–** landfill over or other suitably permitted site

3.15.4 In order to demonstrate the above codes are non-hazardous leaving the site, basic characterisation testing will take place of the above wastes initially and assuming they are non-hazardous, the operator will drop to compliance testing in accordance with the Operators approved Sampling and Inspection Plan, Document Ref. CREL-3361-SIP.

3.16 Record Keeping

3.16.1 Chapel Road Enterprise Ltd may use their own documentation or online format for keeping records of waste inputs/outputs etc.. The details below are an advisory for Chapel Road Enterprise Ltd to ensure the correct information is logged in order for inspections from authorities i.e. EA, Herefordshire Council etc..

3.16.2 Records will be kept mainly in electronic format with paper documentation accompanying where necessary i.e. transfer/duty of care notes or weighbridge tickets. These will be kept in the site office.

3.16.3 It is mandatory the following details are recorded for every load of waste deposited at the site:

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).

3.16.4 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.

3.16.5 **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.

3.16.6 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)

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

3.16.8 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.

3.17 Management Techniques

3.17.1 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.

3.17.2 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.

3.18 Site Closure Plan

3.18.1 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. As the operator has two other operational sites, there should always be additional plant/machinery available. 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 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 inspection frequencies for maintenance/housekeeping are listed on record form TBP/RF/4. The inspection form will be completed by a person who is familiar with the requirements of the EMS and EP for the site. All details of defects, problems and repairs carried out will be recorded on the form on the day that each event occurs. Detailed comments may also be recorded in the site diary. All repairs will be carried out within 5 working days unless agreed otherwise with the EA.

4.2.2 All repairs to site security 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, 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 TBP/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 TBP/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 Dust Control

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 TBP-3361-F for more information. A summary of the main control and mitigation measures are provided below.

4.4.2 The open fronted waste transfer building is fitted with a water spray / sprinkler system at the building entrance. The dust suppression is linked to 20,000 litre mains fed water tank continuously fed using a valve which automatically feeds water when the tanks reach a

certain level. In hot, dry and windy conditions these will be continuously active to prevent potential dust emissions extending beyond the confines of the waste transfer building.

4.4.3 Treatment operations such as shredding which have the highest potential to produce dust emissions will have continuous suppression implemented when these operations are taking place, particularly in hot and dry weather conditions. It may not be considered necessary to have continuous suppression over the winter when weather is typically wetter.

4.4.4 A mobile water bowser is available on site which can dampen any areas or waste piles on site.

4.4.5 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.

4.5 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 TBP-3361-E for more information. A summary of the main control and mitigation measures are provided below.

4.5.2 Risk assessment of the waste stream has revealed that the detection of noticeable odour outside the site is unlikely for the following reasons:

i) The strict waste acceptance criteria present a very low risk of odour nuisance.
ii) Low storage durations.
iii) The waste accepted is not considered to be of putrescible nature (no food waste).
iv) If malodorous waste is detected after deposit it will remain inside the container and marked as rejected and placed in quarantine for removal off site as soon as practicable.

v) Any incoming containers which are malodorous will be rejected. The operator will know from experience which containers are malodorous from their activities taking place.

vi) Containers which have contained product which is known to be odorous will be rejected.

4.5.3 Odour checks will be carried out daily and results recorded on the inspection form for the site (i.e. record form TBP/RF/4 or the operators own recording form). Any wastes identified as giving rise to odour will be quarantined, where possible, and removed from site immediately, where practicable.

4.5.4 The site will have a complaints procedure similar to the information shown in TBP/RF/7 and 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 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 or the waste transfer building, 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 TBP/RF/4 and report to the site manager.

4.7 Control of Pests, Birds, and Other Scavengers

4.7.1 As the site will be accepting mixed household waste there is potential for the risk of pests. The site will be inspected for presence of pests at least three times a day by the site manager.

4.7.2 On detection or notification of pest infestation, the site manager contacts the pest control contractor to eliminate the pest infestation. The incident and remedial action are recorded on the in the site diary or site inspection form.

4.8 Control and monitoring of noise & vibration

4.8.1 The 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 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. • HGV 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 mechanical treatment plant i.e. screeners	• Engines to be switched off when not in use. • Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated. • Operation of the crushing/screening plant in strict accordance with the hours set out in Section 1.6 of this EMS will ensure any impact on the

	surrounding area is minimised during 'unsociable' hours when surrounding industrial operations are less intensive or dormant
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 using a form similar to TBP/RF/7. The form as a minimum 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, Accident Management & Contingency 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 Chapel Road Enterprise 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 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 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 TBP-3361-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 SITE 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. Reference should be made to section 4.1 regarding the operator's two other operational sites and large fleet of plant available.

5.4 Spillages

5.4.1 Fuel 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 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.

5.6 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 Operational Failure

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

5.9 Bomb Scare

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

6 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 summarised below:

- 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 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 an interceptor and sealed drainage system which links to the existing sewer network.

6.2.3 The site is sealed which prevents run-off from the site escaping into the surrounding area.

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

6.2.5 Therefore, it is considered that the proposed operations would not likely be 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 or within the building would be potentially vulnerable to high temperatures and heatwaves. The building is open fronted to enable access and egress by vehicles delivering materials for processing. Mistair fans and sprinklers are installed at the transfer building entrance to provide a flow of air through the building and provide cooling for staff and predominantly provide suppression for waste.

6.3.2 During periods of dry weather may increase the risk of dust arising from stockpiles of recycled aggregate. As outlined in this EMS, a range of dust mitigation measures would be employed including sheeting of vehicles, use of mobile dowser to dampen down stockpiles and surfaces, regular sweeping, and limiting stockpile and drop heights.

6.3.3 The retention and enhancement of vegetation and buildings 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 onsite, 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. Water can also be sourced from the two no. attenuation tanks in an emergency situation.

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 (three wet days) 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 (above 6 on the Beaufort Scale) creating a risk of litter and dust escaping beyond the site boundary
d) Droughts or periods of hot weather (above 75^0F / three dry days) 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 operator 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, processing or treatment of any wastes during conditions of high winds where inspections identify litter is escaping.
- 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. These can be from the attenuation tanks.
- For periods of prolonged dry conditions, stockpiles and external storage 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 cover the piles using tarpaulin until conditions or dust suppression techniques are considered effective.

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. TBP/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 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 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 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 recognize 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 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.

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

Scale Bar (1:25,000)

0 200 400 600 800 1000m

N

NOTES

REVISION HISTORY

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

KEY:

Site Location

TITLE:

SITE LOCATION MAP

CLIENT:

Chapel Road Enterprise Ltd

PROJECT/SITE:

Unit 18, Thorn Business Park, Rotherwas Industrial Estate, Hereford HR2 6JT

SCALE @ A4:	CLIENT NO:	JOB NO:
1:1,250	3361	008

DRAWING NO:	REV:	STATUS:
TBP-3361-01	-	Issued

DATE:	DRAWN:	CHECKED:
21.02.25	EG	CP

Oaktree Environmental
Waste, Planning & Environmental Consultants

NOTES

REVISION HISTORY

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

KEY:

Permit boundary

TITLE:

PERMIT BOUNDARY PLAN

CLIENT:

Chapel Road Enterprises Ltd

PROJECT/SITE:

Unit 18, Thorn Business Park, Rotherwas Industrial Estate, Hereford HR2 6JT

SCALE @ A4:	CLIENT NO:	JOB NO:
1:1,250	3361	008

DRAWING NO:	REV:	STATUS:
TBP-3361-02	-	Issued

DATE:	DRAWN:	CHECKED:
21.02.25	EG	CP

Oaktree Environmental
Waste, Planning & Environmental Consultants

Storage Area Details

Plan Ref	Description	Processed / unprocessed	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 (tipping), inspection and sorting area	Unprocessed	Free-standing stockpile	N/A	10	11	3	110	0.333	110	<5 days
AREA 1A	Temporary mixed waste reception (tipping) area (clear out-of-hours)	Unprocessed	Free-standing stockpile	N/A	10	9	2	90	0.333	60	<12 hours
AREA 2	Non-recyclable / bulky waste unsuitable for processing	Partly processed (sorted by hand or grab)	Free-standing stockpile	N/A	9	10	3	90	0.333	90	<24 hours
AREA 3	Mixed waste feedstock pile	Partly processed (sorted by hand or grab)	Free-standing stockpile	N/A	9	12	3	108	0.333	108	<5 days
AREA 4	<10mm screened fines for landfill	Processed by trommel screen	Concrete interlocking storage bay	2 / 0.2	3	1.5	1	4.5	0.75	3	<8 weeks
AREA 5-9	Hand sorted recyclables i.e. wood, plastic, scrap metal, residual waste, plasterboard etc	Processed / sorted by hand on the picking line	40-cubic yard container	N/A	6.1	2.44	2.62	15	1	39 (per container)	<48 hours
AREA 10	Stone / concrete / hardcore	Processed by trommel screen	Concrete interlocking bay	3 / 0.6	3	4	2	12	0.75	18	<5 days
AREA 11	Lights (mixed waste plastic etc)	processed / separated by blower in the trommel	40-cubic yard container	N/A	6.1	2.44	2.62	15	1	39	<5 days
AREA 12	Soil / inert material	Processed	Free-standing stockpile	N/A	6.5	7	3	46	0.333	45	<5 days
AREA 13	Hardcore / stone	Processed	Free-standing stockpile	N/A	6.5	7	3	46	0.333	45	<5 days
AREA 14	Stone / concrete / hardcore	Unprocessed	Free-standing stockpile	N/A	6	6	3	36	0.333	36	<5 days
AREA 15	Soil / inert material	Processed (end of mechanical treatment process)	Free-standing stockpile	N/A	7	6	3	42	0.333	42	<5 days
AREA 16	Stone / concrete / hardcore	Processed (end of mechanical treatment process)	Free-standing stockpile	N/A	7	6	3	42	0.333	42	<5 days
AREA 17	Lights (mixed waste plastic etc)	Processed	Free-standing against 2 sided storage bay	2 / 0.6	3	2	1	6	0.75	5	<48 hours
AREA 18-21	Recycled wastes from the picking line - scrap metal, plastic, residual waste, source segregated plasterboard etc (contents in each skip may vary)	Processed / sorted by hand on the picking line	40-cubic yard container	N/A	6.1	2.44	2.62	15	1	39	<48 hours
AREA 22	Asbestos	Unprocessed	10-cubic yard container	N/A	1.8	3.8	1.5	7	1	10	<3 months
AREA 23	Wood (clean source segregated)	Unprocessed	Concrete interlocking storage bay	2.4 / 0.8	19	9	1.4	171	0.75	180	<48 hours
AREA 24	Wood (potentially contaminated processed wood from the waste transfer building)	Processed stockpile (shredded)	Free-standing against concrete panel walls	2.4 / 0.8	16	7	1.4	112	0.75	118	<72 hours
AREA 25	Shredded wood (clean shredded wood from AREA 23)	Processed stockpile (shredded)	Freestanding	N/A	7	7	2	49	0.333	33	<12 hours
AREA 26	Shredded wood (clean shredded wood from AREA 25)	Processed stockpile (shredded)	Free-standing against concrete panel walls	2.5 / 0.8	15	12	1.5	180	0.75	203	<72 hours

Key:

- Permit boundary
- Waste storage areas
- Hazardous waste storage
- Non-waste storage
- Waste transfer building
- Impermeable concrete surface with sealed drainage
- Other buildings (offices, etc.)
- Stone surface / free draining
- Location of fixed plant (indicative)
- Concrete interlocking block walls
- Concrete panel and sleeper walls
- 0.5m wide, 0.2m high seal
- Mains water point
- Spill kit
- Fire fighting equipment (extinguishers, etc.)
- Fire water containment equipment i.e. booms, drain mats, drain plugs etc..
- Access routes for emergency vehicles and site plant manouevring areas
- Fire alarm
- Surface water fall direction
- Foul & contaminated surface water drainage
- Gully's
- Manholes
- Plant shut off
- Fire assembly point
- Fire door
- CCTV cameras (indicative)

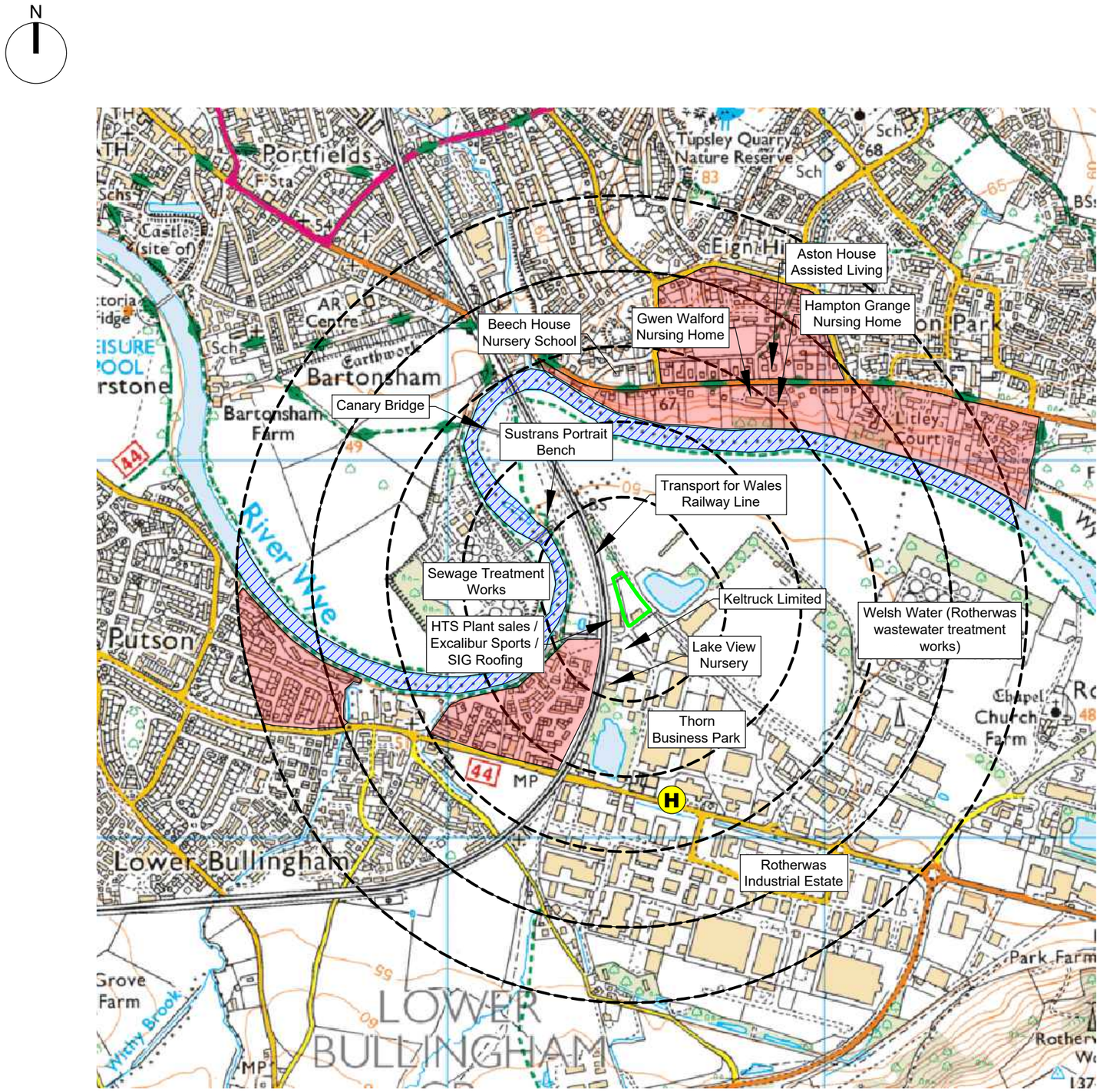
TITLE: SITE LAYOUT & FIREPLAN	PROJECT/SITE: Unit 18, Thorn Business Park, Rotherwas Industrial Estate, Hereford, HR2 6JT	NOTES: Drawing for indication only. Reproduced with the permission of the controller of H.M.S.O. Crown copyright licence No. 100022432. This drawing is copyright and property of Oaktree Environmental Ltd.
CLIENT: Chapel Road Enterprise Ltd	SCALE @ A1: 1:200 / CLIENT NO: 3361 / JOB NO: 008	
Oaktree Environmental, Waste, Planning & Environmental Consultants	DRAWING NO: TBP-3361-03 / REV: - / STATUS: Issued	
	DATE: 21.02.25 / DRAWN: CP / CHECKED: CRE	
	Scale Bar (1:200) 0 2 4 6 8 10m	

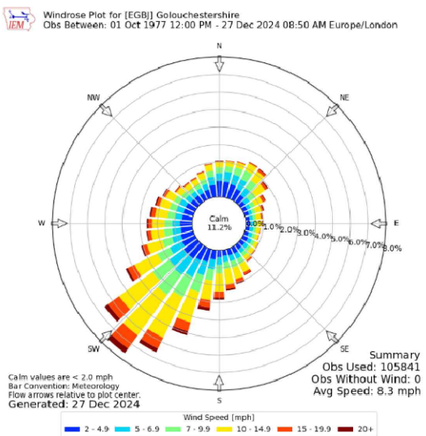
REVISION HISTORY

Rev:	Date:	Init:	Description:
-	21.02.25	CP	Initial drawing

KEY:

- Permit boundary
- Surface water body (river / stream / pond / pool / lake)
- 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
- Woodland areas
- River Wye SSSI / SAC





Compass Wind Rose for Gloucestershire
Period 1977-2024
- source: Iowa State University

Scale Bar (1:12,500)
0 100 200 300 400 500m

NOTES

1. Boundaries are shown indicatively.
2. Wind rose data shows the prevailing wind direction to be Southerly.

REVISION HISTORY

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

KEY:

- Permit boundary

TITLE: RECEPTOR PLAN

CLIENT: Chapel Road Enterprise Ltd

PROJECT/SITE: Unit 18, Thorn Business Park, Rotherwas Industrial Estate. Rotherwas, Hereford, HR2 6JT

SCALE @ A3:	CLIENT NO:	JOB NO:
1:12,500	3361	008
DRAWING NO:	REV:	STATUS:
TBP-3361-04	-	Issued
DATE:	DRAWN:	CHECKED:
21.02.25	EG	CP

Oaktree Environmental
Waste, Planning & Environmental Consultants

Appendix II

Record Keeping Forms

CHAPEL ROAD ENTERPRISE LTD
REJECTED WASTE - RECORD FORM TBP/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	

	CHAPEL ROAD ENTERPRISE LTD **SITE INSPECTION FORM – TBP/RF/4**

WEEK STARTING									
TYPE OF INSPECTION		**FREQ**	**DAY**						
			M	**T**	**W**	**T**	**F**	**S**	**S**
SITE ENTRANCE/NOTICE BOARD		**WEEKLY**							
SECURITY - GATES		**WEEKLY**							
SECURITY - FENCING		**WEEKLY**							
SITE ROADS (CLEAR FROM HAZARDS)		**DAILY**							
IMPERMEABLE CONCRETE AREAS		**DAILY**							
BUND AROUND CONCRETE PAD (INTEGRITY)		**DAILY**							
DRAIN (FUNCTIONING)		**DAILY**							
WASTE CONTAINERS		**DAILY**							
WASTE STORAGE LIMITS	MIXED WASTE	**WEEKLY**							
WASTE STORAGE LIMITS	INERTS	**WEEKLY**							
WASTE STORAGE LIMITS	OTHER	**WEEKLY**							
REJECTED WASTE TYPES / STORAGE		**WEEKLY**							
NOISE LEVELS		**DAILY**							
FIRES (ANY INCIDENTS REPORTED)		**DAILY**							
NO SMOKING SIGNS IN PLACE		**MONTHLY**							
SPILLAGES & ABSORBENTS		**DAILY**							
FUEL TANK/BUND INTEGRITY		**WEEKLY**							
LITTER		**DAILY**							
DUST		**DAILY**							
ODOUR		**DAILY**							
VERMIN		**DAILY**							
RECORDS		**WEEKLY**							
COMPLAINTS RECEIVED		**AS REQUIRED**							
OTHER (SEE NOTES BELOW)		**AS REQUIRED**							
INSPECTION CARRIED OUT BY									

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

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

CHAPEL ROAD ENTERPRISE LTD
PREVENTATIVE MAINTENANCE CHECKLIST– TBP/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						

CHAPEL ROAD ENTERPRISE LTD
EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - TBP/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:							

CHAPEL ROAD ENTERPRISE LTD
COMPLAINTS REPORT FORM (TBP/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 TBP/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.

CHAPEL ROAD ENTERPRISE LTD
PPE RISK ASSESSMENT & RECORD OF ISSUE – TBP/RF/11

EMPLOYEE NAME:				**ASSESSMENT DATE:**			
HAZARD	AREA EXPOSED TO RISK REQUIRING PROTECTION			TYPE OF PROTECTION REQUIRED		DATE ISSUED	REPLACEMENT IN STOCK
Falls from height		Cranium		Safety helmet			
Blows, cuts		Ears		Hard hat			
Impact, crushing		Eyes		Face screen			
Stabs, cuts, grazes		Respiratory tract		Safety glasses			
Vibration		Face		Safety goggles			
Slips, falling over		Whole head		Ear plugs			
Scald, heat, fire		Hands		Ear defenders			
Cold		Forearms		Gloves			
Immersion		Arms(part)		Nitrile gloves			
Non-ion. Radiation		Feet		Gauntlets			
Electrical		Legs		Wrist cuffs			
Noise		Skin		Wrist cuffs			
Ionising radiation		Trunk/abdomen		Armlets			
Dust fibre		Whole body		Leggings			
Fume				Knee pads			
Vapours				Safety boots			
Splashes, spurts				S. Wellingtons			
Harmful bacteria				Overalls			
Harmful viruses				Disp. overalls			
Fungi				Protective aprons			
Non microbiological antigens				Hi-vis coat			
Others...				Hi-vis vest			
				Respirators			
				Breathing app.			
				Dust masks			
				Waterproofs			

CHAPEL ROAD ENTERPRISE LTD
H&S (FIRST-AID) REGULATIONS 1981 - SITE CHECKLIST – TBP/RF/13

First aid is defined as treatment by a medical practitioner or minor injuries treated by a first aider or not requiring treatment. The first aid box must contain suitable first aid materials and nothing else and only contains items which the first aider has been trained to use. Check items frequently for expiry dates. Items must be stored in a clearly marked box.

Contents of first aid box - Item	On site	Checked	On skip vehicle(s)	Checked
Guidance card				
Individually wrapped sterile adhesive 'plasters'				
sterile eye pads, with attachment				
individually wrapped triangular bandages				
safety pins				
medium sterile individually wrapped unmedicated wound dressing				
large sterile individually wrapped unmedicated wound dressing				
ex-large sterile individually wrapped unmedicated wound dressing				
0.9% saline solution - eye wash (no other eye bath products allowed)				

THE EMPLOYER MUST	y/n
Make provision for first aid	
Provide equipment/facilities adequate for first aid if employees become ill or are injured at work	
Relate first aid provisions to the hazards on site	
Provide first aid equipment to remote workers	
Place first aid kit in clearly identified/accessible location. Convenient to greatest risk.	
Provide access to first aid facilities for trained first aiders.	
Provide soap and water/ disposable drying materials or non-alcohol cleansing wipes.	
Provide a first aid room in high risk situations	
Train remote workers in emergency first aid	
Provide an appointed person at all times when employees are in work. Not less than 1 first aider per 50 employees.	
Send first aiders on a recognised training course	
Inform employees of arrangements made for first aid i.e. location of equipment, personnel and facilities.	
NOTES	

Appendix III

Copy of Environmental Permits

Notice of transfer and Environment Agency initiated variation with introductory note

The Environmental Permitting (England & Wales) Regulations 2016

Chapel Road Enterprise Ltd
Unit 18 Thorn Business Park
Thorn Business Park
Rotherwas
Hereford
Herefordshire
HR2 6JT

Transfer application number

EPR/TP3595FH/T007

Permit number

EPR/TP3595FH

Chapel Road Enterprise Ltd
Permit number EPR/TP3595FH

Introductory note

This introductory note does not form a part of the notice.

The following notice gives notice of the transfer of an environmental permit to a new operator (the transferee) and notice of an Environment Agency initiated variation of the environmental permit carried out at the time of transfer.

Any changes made as a result of the transfer are set out in the schedules.

This permit authorises the storage of combustible waste and so we have varied it to include a standard condition that requires operators to take all appropriate measures to prevent fires on site and minimise the risk of pollution from them and, if required by us, to submit for approval a fire prevention plan that once approved must be implemented.

The changes made to the original permit as a result of the Environment Agency initiated variation are set out in schedule 3.

We consider that in reaching our decision to transfer the permit we have taken into account all relevant considerations and legal requirements.

The status log of a permit sets out the permitting history, including any changes to the permit reference number.

Status log of the permit		
Description	**Date**	**Comments**
Permit application EAWML 30271	15/10/2002	Permit issued to Joseph Henry Lively.
Variation to EAWML30271 determined	19/01/2005	Varied permit issued.
Application EPR/TP3595FH/V003 determined	06/04/2010	Varied permit issued.
Application EPR/TP3595FH/V004 determined	24/06/2014	Varied permit issued.
Application EPR/TP3595FH/V005 determined	13/08/2014	Variation to correct waste codes on permit issued.

Status log of the permit		
Description	**Date**	**Comments**
Application EPR/TP3595FH/V006 returned	18/12/2023	Application for admin variation returned
Application EPR/TP3595FH/T007 (full transfer of permit EPR/TP3595FH)	Duly made 15/04/2024	Application to transfer the permit in full to Chapel Road Enterprise Ltd
Transfer determined EPR/TP3595FH	13/05/2024	Full transfer and Environment Agency initiated variation of permit complete

End of introductory note

Notice of transfer

The Environmental Permitting (England and Wales) Regulations 2016

The Environment Agency in exercise of its powers under regulation 21 of the Environmental Permitting (England and Wales) Regulations 2016 transfers

Permit number

EPR/TP3595FH

to

Chapel Road Enterprise Ltd (“the operator”)

whose registered office is

Brewery House
Norton Canon
Hereford
HR4 7BG

company registration number 13452810

to operate a regulated facility

from Joseph Henry Lively

The notice shall take effect from 13/05/2024

Name	Date
Caroline Wynn	**13/05/2024**

Authorised on behalf of the Environment Agency

Schedule 1 – conditions to be deleted

None.

Schedule 2 – conditions to be amended

None.

Schedule 3 – conditions to be added

4.3 Fire prevention

4.3.3 The operator shall take all appropriate measures to prevent fires on site and minimise the risk of pollution from them including, but not limited to, those specified in any approved fire prevention plan.

4.3.4 The operator shall:

(a) if notified by the Environment Agency that the activities are giving rise to a risk of fire, submit to the Environment Agency for approval within the period specified, a fire prevention plan which prevents fires and minimises the risk of pollution from fires;

(b) implement the fire prevention plan, from the date of approval, unless otherwise agreed in writing by the Environment Agency.

Notice of variation with introductory note

Environmental Permitting (England & Wales) Regulations 2010

Joseph Henry Lively

Quickskip (Hereford) Transfer Station
Unit 18 Thorn Business Park
Rotherwas
Hereford
Herefordshire
HR2 6JT

Variation application number

EPR/TP3595FH/V004

Permit number

EPR/TP3595FH

Quickskip (Hereford) Transfer Station
Permit number EPR/TP3595FH

Introductory note

This introductory note does not form a part of the notice

The following notice gives notice of the variation of an environmental permit.

Variation is to increase annual throughput from less than 25,000 tonnes per annum to less than 75,000 tonnes per annum and increase storage capacities.

The schedules specify the changes made to the original permit.

The status log of a permit sets out the permitting history, including any changes to the permit reference number.

Status log of the permit		
Description	**Date**	**Comments**
Permit Application EAWML 30271	15/10/2002	Permit issued to Joseph Henry Lively
Variation to EAWML 30271 - Issued	19/01/2005	Varied permit issued
Administrative variation EPR/TP3595FH/V003 - Issued	06/04/2010	Varied permit issued
Minor Technical variation EPR/TP3595FH/V004 - Received	Duly Made 27/02/2014	Application to vary the permit
Minor Technical variation EPR/TP3595FH - Issued	24/06/2014	Varied permit issued

End of introductory note

Notice of variation

Environmental Permitting (England and Wales) Regulations 2010

The Environment Agency in exercise of its powers under regulation 20 of the Environmental Permitting (England and Wales) Regulations 2010 varies

Permit number
EPR/TP3595FH

issued to:
Joseph Henry Lively ("the operator")

of

Unit 18 Thorn Business Park
Rotherwas
Hereford
HR2 6JT

to operate a regulated facility at

Quickskip (Hereford) Transfer Station
Unit 18 Thorn Business Park
Rotherwas
Hereford
HR2 6JT

to the extent set out in the schedules.

The notice shall take effect from 24/06/2014

Name	Date
Philip Lamb	**24/06/2014**

Authorised on behalf of the Environment Agency

Schedule 1 – conditions to be deleted

The following conditions are deleted as a result of the application made by the operator

Table 1.1

Condition 1.2.2

Schedule 2 – conditions to be amended

None

Schedule 3 – conditions to be added

The following conditions as a result of the application made by the operator

Table 1.1

Condition 1.2.2

Table 1.1 Specified waste management operations		
Specified Waste Management Operation	Permitted Waste Types which may be subject to the Specified Operation	Limits on Specified Waste Management Operations
Storage of waste pending recovery or disposal (R13 or D15)	All	i. Only in the dedicated waste transfer building identified in section 2.8 of the working plan. ii. The maximum quantity of non-inert wastes stored in the building shall be less than 145 tonnes at any one time. iii. The maximum quantity of inert wastes stored on site shall not exceed 600 tonnes at any one time. iv. Degradable waste other than putrescible wastes shall be stored on the site for no longer than 7 days. Putrescible wastes shall be stored for no longer than 3 days v. Quarantined wastes shall only be stored within the dedicated area identified in section 1.5.5 the working plan and on drawing QSH/03 vi. The maximum quantity of asbestos stored shall not exceed 10 tonnes.

		vii. The maximum quantity of road sweepings stored shall not exceed 50 tonnes daily.
Recovery (R2, R3 and R4) of waste including: Sorting and separation Physico-chemical treatment for disposal (D9) including dewatering	All non-hazardous wastes	Treatment consisting only of physical sorting, separation or dewatering of wastes into different components for disposal (no more than 50 tonnes per day) and recycling or reclamation.

1.2.2

Permitted Quantities of wastes

The total quantity of waste accepted at the site per year shall be less than 75,000 tonnes.

Variation notice with introductory note

Environmental Permitting (England & Wales) Regulations 2007

Quickskip (Hereford) Transfer Station

Quickskip Hereford
Unit 18 Thorn Business Park
Rotherwas
Hereford
Herefordshire
HR2 6JT

Variation notice number
EPR/TP3595FH/V003

Permit number

EPR/TP3595FH

Quickskip (Hereford) Transfer Station
Permit Number EPR/TP3595FH

Introductory note

This introductory note does not form a part of the permit

The following notice, which is issued pursuant to regulation 20 and Part 1 of Schedule 5 of the Environmental Permitting (England and Wales) Regulations S.I.2007 No. 3538 (the Regulations), gives notice of the variation of an environmental permit to operate a regulated facility.

This variation is an administrative change to add 2 waste codes to the list of permitted waste types accepted by the facility.

Schedule 1 of this notice lists any deleted conditions, Schedule 2 lists any amended conditions, Schedule 3 lists any conditions that have been added.

The status of the permit sets out the permitting history, including any changes to the permit reference number.

Status Log of the permit		
Detail	**Date**	**Response Date**
Original Application EAWML 30271 - Issued	15/10/2002	
Variation to EAWML 30271 - Issued	19/01/2005	
Administrative variation EPR/TP3595FH/V003 - Received	08/02/2010	
Administrative variation EPR/TP3595FH/V003 - Issued	06/04/2010	

End of Introductory Note

Notice of variation

Environmental Permitting
(England and Wales) Regulations 2007

Permit number
EPR/TP3595FH

The Environment Agency in exercise of its powers under Regulation 20 of the Environmental Permitting (England and Wales) Regulations 2007 (SI 2000 No 3538) varies the permit as set out below.

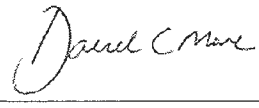
Quickskip Hereford ("the operator"),

holds a permit to operate a regulated facility at

Quickskip Hereford Transfer Station
Unit 18 Thorn Business Park
Rotherwas
Hereford
Herefordshire
HR2 6JT

and that permit is varied to the extent set out in Schedules 1 to 3 of this notice.

The notice shall take effect from 06 April 2010

Name	Date
	06/04/2010

David More

Authorised on behalf of the Agency

SCHEDULE 1 – CONDITIONS TO BE DELETED

None

SCHEDULE 2 – CONDITIONS TO BE AMENDED

Appendix B of Schedule 2, Table 1.2A Permitted Quantities of Waste is amended as follows.

01 Wastes Resulting from Exploration, Mining, Quarrying and Physical and Chemical Treatment of Minerals	
01 04	Wastes from physical and Chemical processing of non-metalliferous minerals
01 04 08	Waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	Waste sand and clays
02 Wastes from agriculture, Horticulture, Aquaculture, Forestry, Hunting and Fishing, Food preparation and processing	
02 01	Wastes from agriculture, Horticulture, Aquaculture, Forestry, Hunting & Fishing
02 01 03	Plant-tissue waste
02 01 04	Waste plastics (expect packaging)
02 01 07	Wastes from forestry
02 01 10	Waste metal
03 Wastes from wood processing and the production of panels and furniture, pulp, paper and cardboard	
03 01	Wastes from wood processing and the production of panels and furniture
03 01 01	Waste bark and cork
03 01 05	Sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04
03 03	
03 03 01	waste bark and wood
03 03 07	Mechanically separated rejects from pulping of waste paper and cardboard
03 03 08	Wastes from sorting of paper and cardboard destined for recycling
04 Wastes from leather, fur and textiles industries	
04 02	Wastes from textile industry
04 02 21	Wastes from unprocessed textile fibres
04 02 22	Wastes from processed textile fibres

07 Wastes from organic chemical processes	
07 02	Wastes from the MFSU of plastics, synthetic rubber and man-made fibres
07 02 13	Waste plastic
10 Waste from thermal processes	
10 02	wastes from the iron and steel industry
10 02 01	Wastes from the processing of slag
10 02 02	Unprocessed slag
10 02 10	Mill scales
10 11	wastes from manufacture of glass and glass products
10 11 03	Waste glass-based fibrous materials
10 11 10	waste preparation mixture before thermal processing, other than those mentioned in 10 11 09
10 11 12	Waste glass other than those mentioned in 10 11 11
10 12	Wastes from manufacture of ceramic goods, bricks, tiles and construction products
10 12 01	Waste preparation mixture before thermal processing
10 12 06	Discarded moulds
10 12 08	waste ceramics, bricks, tiles and construction products (after thermal processing)
10 12 12	wastes from glazing other than those mentioned in 10 12 11
15 Waste packaging; Absorbents, wiping cloths, Filter materials and protective clothing not otherwise specified	
15 01	packaging (including separately collected municipal packaging waste)
15 01 01	Paper and cardboard packaging
15 01 02	Plastic packaging
15 01 03	Wooden packaging
15 01 04	Metallic packaging
15 01 05	Composite packaging
15 01 06	Mixed Packaging
15 01 07	Glass Packaging
15 01 09	Textile packaging
15 02	absorbents, filter materials, wiping cloths and protective clothing
15 02 03	absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02
17 Construction and Demolition Wastes (including excavated soil from contaminated sites)	
17 01	Concrete, Bricks, Tiles & Ceramics

17 01 01	Concrete
17 01 02	Bricks
17 01 03	Tiles and ceramics
17 01 07	Mixtures of concrete, bricks, tiles and ceramics other then those mentioned in 17 01 06
17 02	Wood, glass and plastic
17 02 01	Wood
17 02 02	Glass
17 02 03	Plastic
17 03	bituminous mixtures, coal tar and tarred products
17 03 02	bituminous mixtures other than those mentioned in 17 03 01
17 04	Metals (including their alloys)
17 04 01	Copper, bronze, brass
17 04 02	Aluminium
17 04 03	Lead
17 04 04	Zinc
17 04 05	Iron and steel
17 04 06	Tin
17 04 07	Mixed metals
17 04 11	Cables other than those mentioned in 17 04 10
17 05	soil (including excavated soil from contaminated sites), stones and dredging spoil
17 05 04	Soil and stones other then those mentioned in 17 05 03
17 05 06	dredging spoil other than those mentioned in 17 05 05
17 05 08	track ballast other than those mentioned in 17 05 07
17 06	insulation materials and asbestos-containing construction materials
17 06 01*	Insulation materials containing asbestos
17 06 04	insulation materials other than those mentioned in 17 06 01 and 17 06 03
17 06 05*	construction materials containing asbestos[4]
17 08	gypsum-based construction material
17 08 02	gypsum-based construction materials other than those mentioned in 17 08 01
17 09	other construction and demolition wastes
17 09 04	mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
19 Wastes from Waste Management Facilities, Off-site Waste Water Treatment Plants and the Preparation of Water Intended for Human Consumption and Water for Industrial Use	

19 08	wastes from waste water treatment plants not otherwise specified
19 08 01	Screenings
19 08 02	Waste from desanding
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 01	Paper and cardboard
19 12 02	Ferrous metal
19 12 03	Non-ferrous metal
19 12 04	Plastic and rubber
19 12 05	Glass
19 12 07	Wood other than that mentioned in 19 12 06
19 12 08	Textiles
19 12 09	minerals (for example sand, stones)
19 12 10	combustible waste (refuse derived fuel)
20 Municipal Wastes (Household waste and similar commercial, industrial and institutuional wastes) Including separately collected fractions	
20 01	separately collected fractions (except 15 01)
20 01 01	Paper and cardboard
20 01 02	Glass
20 01 10	Clothes
20 01 11	Textiles
20 01 36	discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35
20 01 38	wood other than that mentioned in 20 01 37
20 01 39	Plastics
20 01 40	Metals
20 02	garden and park wastes (including cemetery waste)
20 02 01	Biodegradable waste
20 02 02	Soil and Stones
20 03	other municipal wastes
20 03 01	Mixed municipal waste
20 03 03	Street-cleaning residues

SCHEDULE 3 – CONDITIONS TO BE ADDED

None

ASIANTAETH YR AMGYLCHEDD CYMRU
ENVIRONMENT AGENCY WALES

ENVIRONMENTAL PROTECTION ACT 1990.
WASTE MANAGEMENT LICENCE.

LICENCE REF No: - EAWML 30271 **FACILITY TYPE: - TRANSFER STATION**

The Environment Agency, in pursuance of Part II of the Environmental Protection Act 1990, hereby grant a waste management licence authorising the keeping and treating of controlled waste on the land specified in Schedule 1 to this licence to **JOSEPH HENRY LIVELY** of **Reynard Close, Rotherwas Industrial Estate, Hereford, HR2 6JH**, that person being in occupation of the said land, the said licence being subject to the conditions specified in Schedule 2 to this licence.

In this licence the words and expressions contained in Schedule 2 shall have the meaning assigned to them therein.

SCHEDULE 1 - SPECIFIED LAND.

The licence relates to the land at **Thorn Business Park, Rotherwas, Hereford, HR2 6JT**, hereinafter called "the site" shown edged red on Drawing Reference Number **QC/LIC/02**, dated 14 August 2002 and attached to this licence.

Signed _____ Dated 15th October 2002

DANE BROOMFIELD
Team Leader – Environment Management

FOR ENVIRONMENT AGENCY OFFICIAL USE ONLY.

18.06.03
SCANNED

YOUR ATTENTION IS DRAWN TO THE RIGHTS OF APPEAL IN THE NOTES OVERLEAF

Environment Agency Wales
Rivers House
St. Mellons Business Park
St. Mellons
CARDIFF
CF3 0EY
DX Address 121375
Telephone: - 02920 770088,
Fax: - 02920 362487,GTN 7-26 X 1000

Asiantaeth yr Amgylchedd Cymru
Plas-yr-Afon,
Parc Busnes Llaneirwg
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CAERDYDD
CF3 0EY
Cyfeiriad DX 121375
Ffon:- 02920 770088,
Ffacs:- 02920 362487 GTN 7-26 X 1000

RIGHTS OF APPEAL

Section 43(1) of the Environmental Protection Act 1990 provides that:

Where, except in pursuance of a direction given by the Secretary of State:

(a) an application for a licence or a modification of the conditions to the licence is rejected;

(b) a licence is granted subject to conditions;

the applicant may appeal about the decision to the Secretary of State.

Therefore if you feel aggrieved by the decision or any of the conditions to the licence as granted you may obtain the appropriate form on which to give written notice of an appeal from:-

The Planning Inspectorate
Environment Appeals Administration
Room 4/19 Eagle Wing
Temple Quay House
2 The Square
Temple Quay
Bristol
BS1 6PN

TEL 0117 372 8000
FAX 0117 372 6093

This notice of appeal should be accompanied by the following information:

a copy of the licence;

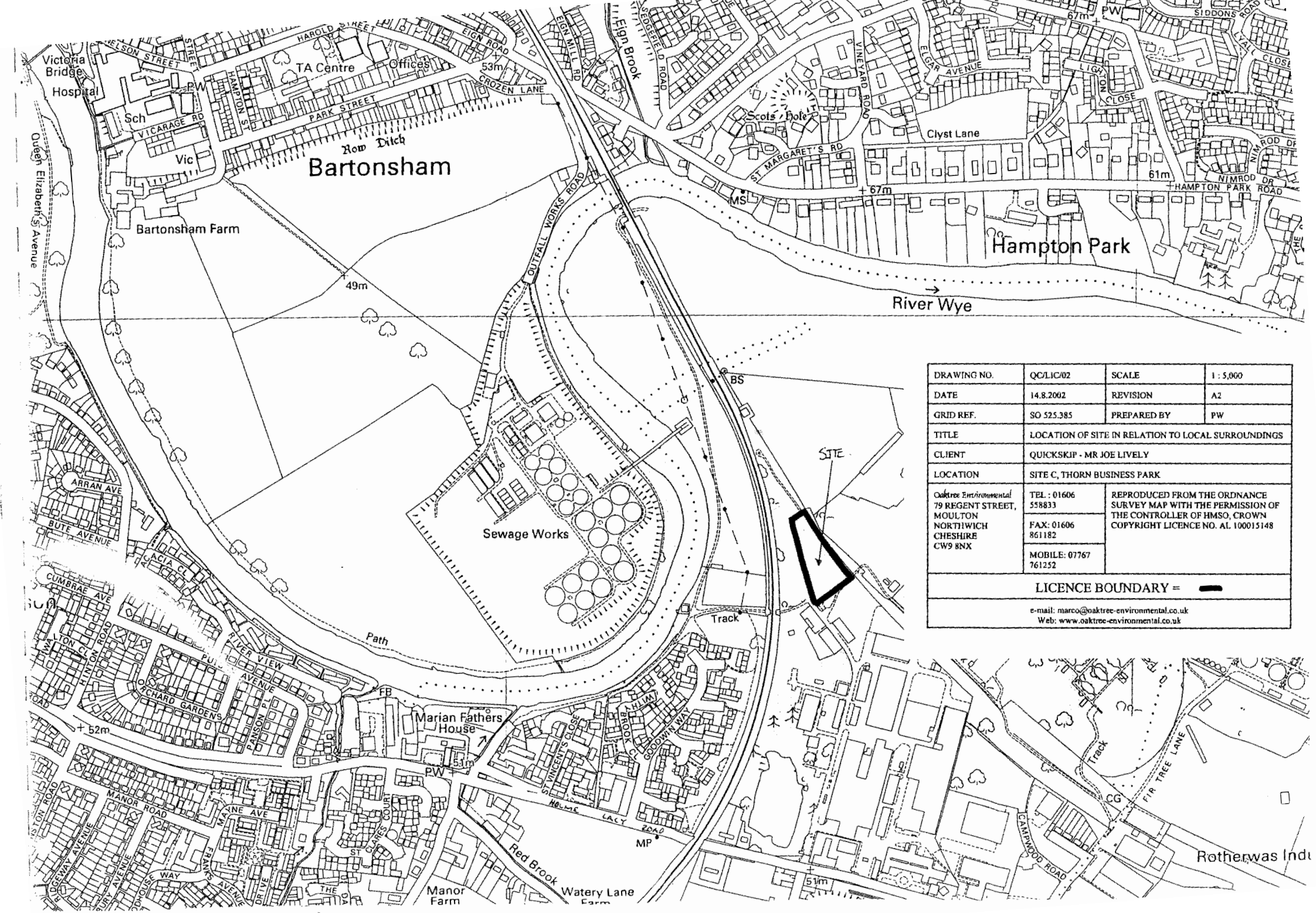
a copy of any correspondence relevant to the appeal;

a copy of any other document relevant to the appeal including, in particular, any relevant consent, determination, notice, planning permission, established use certificate or certificate of lawful use or development; and

a statement indicating whether you wish the appeal to be in the form of a hearing or on the basis of written representations.

You are also required to serve a copy of your notice of appeal, together with copies of any of the above documents that have accompanied your notice of appeal, on the Environment Agency (at the address below.) You should appeal within 6 months of the date that this notice takes effect but the Secretary of State may allow notice of appeal to be given after the expiry of this time period.

Environment Agency Wales
Rivers House
St Mellons Business Park
St Mellons
Cardiff
CF3 0EY



DRAWING NO.	QC/LIC/02	SCALE	1 : 5,000
DATE	14.8.2002	REVISION	A2
GRID REF.	SO 525.385	PREPARED BY	PW
TITLE	LOCATION OF SITE IN RELATION TO LOCAL SURROUNDINGS		
CLIENT	QUICKSKIP - MR JOE LIVELY		
LOCATION	SITE C, THORN BUSINESS PARK		
Oaktree Environmental 79 REGENT STREET, MOULTON NORTHWICH CHESHIRE CW9 8NX	TEL : 01606 558833 FAX: 01606 861182 MOBILE: 07767 761252	REPRODUCED FROM THE ORDNANCE SURVEY MAP WITH THE PERMISSION OF THE CONTROLLER OF HMSO, CROWN COPYRIGHT LICENCE NO. AL 100015148	
LICENCE BOUNDARY =			
e-mail: marco@oaktree-environmental.co.uk Web: www.oaktree-environmental.co.uk			

1 General considerations

1.1 Specified waste management operations

1.1.1 No waste management operations shall be authorised by this licence unless:

a specified in and undertaken in accordance with the limitations in section 1.3 of the working plan and in the following table; or

b otherwise required by the conditions of this licence as being an integral part of those operations.

Table 1.1 Specified waste management operations

Specified Waste Management Operation	Permitted Waste Types which may be subject to the Specified Operation	Limits on Specified Waste Management Operations	
Storage of waste pending recovery or disposal (R13 or D15)	Inert Wastes (Category 21) General and Biodegradable wastes (Category 22) Metal Wastes (Category 23)	i)	Only in the dedicated waste transfer building identified in section 2.8 of the working plan.
		ii)	The maximum quantity of biodegradable wastes stored in the building shall not exceed 50 tonnes at any one time.
		iii)	The maximum quantity of inert wastes stored on site shall not exceed 100 tonnes at any one time.
		iv)	Degradable waste shall be stored on the site for no longer than 3 days.
		v)	Quarantined wastes shall only be stored within the dedicated area identified in section 1.5.5 of the working plan and on drawing QSH/03
Recovery (R2, R3 and R4) of waste including: Sorting and Separation	Inert Wastes (Category 21) General and Biodegradable wastes (Category 22) Metal Wastes (Category 23)	Treatment consisting only of physical sorting or separation of wastes into different components for disposal, recycling or reclamation.	

Specified Waste Management Operations and Exempt Waste Management Operations

1.1.2 Where wastes are being brought onto the site for waste management operations which are exempt from licensing under the 1994 Regulations, then the wastes which are subject to the specified waste management operations shall be kept clearly segregated and identified from those wastes which are being kept on the site for the exempt waste management operations.

1.2 Permitted wastes

Permitted categories and types of wastes

1.2.1 No wastes other than those, which are categorised below in Table 1.2A and specified in detail in section 1.5 of the working plan, shall be accepted at the site.

Table 1.2A. Permitted quantities of waste

Permitted Waste Categories (equivalent UK Waste Classification Scheme given in brackets)	Maximum Permitted Quantities for each waste category (subject to maximum permitted total quantity in condition 1.2.2) (tonnes/year)
Inert wastes (Category 21)	No limit subject to maximum storage capacities detailed in Table 1.1
Degradable Household wastes Degradable Commercial wastes Degradable Industrial wastes (Category 22)	No limit subject to maximum storage capacities detailed in Table 1.1
Metal wastes (Category 23)	No limit subject to maximum storage capacities detailed in Table 1.1
Contaminated general wastes (Category 24)	Not Permitted
Special waste (in Categories 22 to 32)	Not Permitted
Other Categories of waste (Categories 25 to 32)	Not Permitted.

Permitted quantities of wastes

1.2.2 The total quantity of waste accepted at the site per year shall not exceed 24,999 tonnes.

Exclusion of wastes with other specified characteristics

1.2.3 Notwithstanding the specification of permitted waste types under condition 1.2.1 above, wastes shall not be accepted at the site which have any of the following characteristics:

Table 1.2B. Excluded wastes of specified form and type	
Waste Characteristic	**Type**
Form and type:	Consisting solely or mainly of dusts, powders or loose fibres; Wastes that are in a form which are either sludge or liquid.
Properties:	Likely to be odour producing.

1.3 Staffing and understanding of requirements of licence conditions

Minimum staffing and supervision

1.3.1 Whenever the site is open to receive or dispatch wastes, or is carrying out any of the specified waste management operations, it shall be supervised in accordance with section 1.6 of the working plan by at least one member of staff who is suitably trained and fully conversant with the requirements of the licence regarding:

a waste acceptance and control procedures;

b operational controls;

c maintenance;

d record-keeping;

e emergency action plans;

f notifications to the Agency.

Availability of licence

1.3.2 A copy of this licence shall be kept available on site for reference when required by all site staff carrying out work under the requirements of the licence.

Understanding of licence

1.3.3 All site staff shall be, or shall work under the direct supervision of a member of staff who is, fully conversant with those aspects of the licence conditions that are relevant to their specific duties.

1.4 Changes in technically competent persons

1.4.1 Any changes in the technically competent management of the site and the name of any incoming person, and, where the technically competent management of the site is subject to the WAMITAB scheme of technical competence, evidence that such person has the required technical competence shall be submitted to the Agency in writing within 5 working days of the change in management. Technically competent management and technical competence shall be as defined under section 74 of the Environmental Protection Act 1990 and Regulations 4 and 5 of the 1994 Regulations.

1.5 Relevant convictions

Notification of relevant convictions

1.5.1 In the event of the Licence Holder and/or any relevant person being convicted of any relevant offence and which is in addition to any already notified to the Agency, then full details shall be provided to the Agency within 14 days following sentencing, whether or not the conviction or sentence is subsequently appealed. Such details shall include, in respect of each relevant person (as defined in section 74(7) of the Environmental Protection Act 1990 or any subsequent amendments to that section), the nature of the offence, the place and date of conviction, and any fine or other penalty imposed.

Notifications of appeals against convictions

1.5.2 In the event that the Licence Holder and/or any relevant person lodges an appeal against any such conviction or sentence, the Licence Holder shall notify the Agency of this within 14 days of the lodging. The Licence Holder shall notify the Agency of the results of that appeal, within 14 days of the appeal being decided.

1.6 Maintenance of financial provision

1.6.1 The financial provision for meeting the obligations under this Licence set out in the Agreement made between the Licence Holder and the Agency (dated the 15th October 2002) shall be maintained by the Licence Holder throughout the subsistence of this Licence and the Licence Holder shall produce evidence of such provision whenever required by the Agency.

1.7 Amendments to working plan and supporting information

Amendments to working plan requiring prior consent from the Agency

1.7.1 The Licence Holder shall give the Agency prior notice in writing of any proposed change to those sections of the working plan which are specified in Table 1.7 below, and to any appendices, drawings and figures which are referenced in those sections.

Table 1.7 Sections of the working plan requiring prior consent for amendments

Number and Heading of Working Plan Sections And Appendices	Sections, Subsections and Appendices requiring Prior consent for Amendments
1.0 General Considerations	1.3, 1.5
2.0 Site Engineering and Infrastructure	2.0, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 2.9, 2.10
3.0 Site Operations	3.1, 3.2, 3.3, 3.4
4.0 Environmental Control, Monitoring and Reporting	4.2, 4.3, 4.4, 4.5, 4.7
Drawings	QC/LIC/02 Site location plan QSH/02 Site layout plan QSH/03 Transfer Building layout

1.7.2 The notice shall be accompanied by a copy of the proposed changes, and by a written assessment of the effect that implementing the proposed change to the working plan would have on the risk posed by the site to human health and the environment.

1.7.3 The Licence Holder shall provide up to 6 additional copies of the proposed change and supporting risk assessment to the Agency, when required by the Agency in writing.

1.7.4 The proposed change to the working plan shall not be implemented unless the Agency has given its written consent to it. Following consent, the Licence Holder shall give the Agency prior written notification of the implementation date of the change, and from that date the changed section shall be deemed to be incorporated in the working plan in replacement of the previous version of that section.

Amendments to the working plan requiring prior notification to the Agency

1.7.5 Except where it is specified under condition 1.7.1 above that the amendment of specified sections of the working plan requires the prior consent of the Agency, the Licence Holder shall give the Agency not less than 7 days prior written notice of any change to the working plan and to any appendices, drawings and figures which are referenced from those sections.

1.7.6 The notice shall be accompanied by a copy of the specified changes.

1.7.7 The Licence Holder shall provide up to 6 additional copies of the proposed change to the Agency, when required by the Agency in writing.

1.7.8 Such changes to the working plan shall be deemed to be incorporated in the working plan and implemented on the date specified to the Agency in the amendment notification.

1.8 Notification of change of operator's or holder's details

1.8.1 The following information shall be notified in writing within 5 working days to the Agency:

- **a** where the Licence Holder consists of more than one named individual, the death of any of those individuals;
- **b** any change in the Licence Holder's name(s) or address(es);
- **c** any steps taken with a view to the Licence Holder, or any one of them, going into bankruptcy, entering into a composition or arrangement with creditors, or, in the case them being in a partnership, dissolving the partnership;
- **d** the operator at the time of issue of the licence and of any change in the operator or in the operator's trading name, address, registered name or registered office address (if different from the Licence Holder).

1.9 Notification of preparatory works

1.9.1 No preparatory works shall be undertaken until at least 7 days prior notice in writing has been given to the Agency of the intention to do so. The notification shall include details of what work is being done and when.

1.10 Notification of commencement, cessation and recommencement of waste storage operations

Specified waste management operations

1.10.1 No specified waste management operation shall be carried out until at least 7 days prior notice in writing has been given to the Agency of the intention to commence carrying out the specified waste management operation.

Cessation and recommencement of specified waste management operations

1.10.2 In the event that the site ceases receiving wastes for longer than 21 days then within 7 days following the elapse of that time, the Licence Holder shall inform the Agency in writing of the date of cessation and of the planned date of recommencement. In the event that it is intended that the site shall recommence receiving wastes sooner than the notified date then the Licence Holder shall give the Agency not less than 7 days prior notice in writing.

1.11 Notifications and submissions to Agency

1.11.1 Except where otherwise specified, all notifications and submissions to the Agency under the requirements of these licence conditions:

- **a** shall be made in writing to the address specified by the Agency in writing at the time of issue of this licence, or as subsequently specified by written notification to the Licence Holder;
- **b** shall quote the licence reference number and the name of the Licence Holder.

2 Site engineering for pollution prevention and control

2.1 Engineering site containment and drainage systems

Provision and maintenance of site containment and drainage systems

2.1.1 No waste shall be deposited, stored, treated or otherwise handled in any area of the site until the engineered site containment and drainage system for that area has been constructed and completed in accordance with this condition, condition 2.1.2 and sections 2.7 – 2.10 of the working plan.

2.1.2 The engineered site containment and drainage systems shall be designed, constructed, inspected, validated and maintained, and shall be fully documented and recorded, to be fit for purpose and meet the standards specified in Table 2.1 below.

Table 2.1 Site containment and drainage standards

Type of Site Surface and Drainage		Minimum Specified Standards of Design, Construction and Maintenance	
a)	Hardstanding	Areas of hardstanding shall be constructed of granular material (e.g. crushed stone, aggregate, road planings or other similar material) and maintained such that the working surface:	
		i)	shall remain even
		ii)	shall not be subject to settlement or differential settlement
		iii)	shall not be subject to rutting by vehicles even when wet
		iv)	shall have sufficient durability to allow cleaning for example by scraping
		v)	shall remain free of standing water.
b)	Impermeable pavement, bunding and sills	Areas of impermeable pavement, bunding and sills shall be constructed and maintained so as to prevent fluids running off the pavement and the transmission of fluids through the pavement or joints.	
c)	Sealed drainage systems	i)	Drainage to areas of impermeable pavement shall be provided by a three chamber oil interceptor, which shall have a minimum of six minutes retention time per chamber at its maximum flow rate, shall discharge to either a foul sewer or surface water or a soakaway, shall be inspected no less frequently than daily and after rain, and shall be maintained so as to intercept all liquids which run off the pavement.
		ii)	Inspections and emptying of the interceptor shall be recorded in the site diary.
		iii)	Uncontaminated drainage from clean yard areas shall be kept separate and discharged to soakaway.

[Table continued overleaf]

Table 2.1 Site containment and drainage standards [continued]

Type of Site Surface and Drainage		Minimum Specified Standards of Design, Construction and Maintenance
iv)	Covered buildings or roofed areas	i) All buildings shall be designed, constructed and maintained to prevent ingress of rain and surface water. ii) Roof water shall be kept separate from contaminated water and other liquids and shall be discharged to either surface water or a sewer or a watercourse or a soakaway.
v)	Fixed bays and other fixed containers	All fixed bays and other fixed containers used for the storage and treatment of wastes must be constructed and maintained to a standard, which is fit for purpose.
vi)	Storage areas for skips and containers	All skips and containers having individual capacities of greater than 10 litres, which are used for the storage of wastes, shall be constructed and maintained so that they do not leak any liquids contained in them.
vii)	Inspection and maintenance of engineered containment	All areas of hardstanding, impermeable pavement, sealed drainage systems, covered buildings, roofed areas, fixed bays and other containers, and storage areas for skips and containers: i) Shall be inspected no less frequently than monthly, to ensure the continuing integrity and fitness for purpose of their construction, and the inspection and any necessary maintenance shall be recorded in the site diary; and ii) In the event of any damage occurring which breaches the integrity of the engineered containment so that it no longer meets the specified standards, the Licence Holder shall cease importing waste into or treating waste in the affected area, shall notify the Agency immediately, and shall not recommence importing waste into or treating waste in the affected area until it has been repaired to a standard at least as good as the original specification.

Construction quality assurance of new site containment and drainage systems

2.1.3 No wastes shall be deposited, stored, treated or otherwise handled in any area for which an engineered site containment and drainage system is to be newly constructed to meet the requirements of this condition unless:

a details of the identities, relevant experience and relevant qualifications of the personnel who will be providing Quality Assurance of the engineered site containment and drainage systems have been submitted in writing to the Agency and acknowledged in writing by the Agency;

b the engineered site containment and drainage system has been constructed in accordance with the other requirements of condition 2.1;

c the Validation Report on the construction of the engineered site containment and drainage system has been submitted in writing to the Agency, and the Agency has confirmed in writing that it has no objection to the placement of wastes on that containment area.

3 Site infrastructure

3.1 Provision of site identification board

3.1.1 No wastes shall be received at the site until an identification board has been provided at or near the site entrance.

3.1.2 The identification board shall be inspected at least once per week. In the event of damage or defect, the board shall be repaired or replaced within 3 working days.

3.1.3 The board shall be easily readable from outside the site entrance in daylight hours, and shall display the following information:

a Site name and address;

b Licence Holder name (company name, not individual name unless justified as necessary);

c Operator name (company name, not individual name unless justified as necessary);

d Licence number;

e Emergency contact name and telephone number (for security reasons, personal names and home phone numbers should not be used except where no alternative is practicable);

f Statement that the site is licensed by the Environment Agency;

g Agency national numbers, for General Enquiries (0845 933 3111)and Emergencies (0800 807060), or as subsequently notified in writing by the Agency;

h Days and hours site is open to receive waste.

3.2 Site security

3.2.1 Site security systems shall be provided at all times during the subsistence of this licence, the objective of which shall be to prevent access by humans, and livestock, which are not authorised either by the Licence Holder or under legal powers of entry. These shall be installed, operated and maintained, and shall be fully documented and recorded, in accordance sections 2.3 and 4.2 of the working plan and with the requirements specified in Table 3.2:

Table 3.2 Site security system standards

Site security system	Specified standards
Maintenance standards	The site security shall be fully inspected at the commencement of each working day. Any defects or damage shall be made secure by temporary repair by the end of the working day, and shall be repaired within 7 working days of the damage being detected. All inspections, defects, damage and repairs shall be recorded in the site diary.

4 Site operations

4.1 Control of mud and debris and loose waste

Prevention of mud and debris on road

4.1.1 Whenever the site is receiving or despatching wastes, measures shall be provided, operated and maintained in accordance with section 2.6 and 4.3 of the working plan with the objective of preventing the deposit or tracking of mud or debris arising from the site onto public areas outside the site, which shall include public highways and areas of public access.

4.1.2 All vehicles leaving areas of the site which are operational or upon which engineering works are being carried out shall, before leaving the site, be cleaned as necessary and shall be checked to ensure that they are clear of loose waste and that any waste is secure.

Remediation of mud and debris on road

4.1.3 In the event that mud, debris or waste arising from the site is deposited onto public areas outside the site, the following remedial measures shall be implemented immediately, in accordance with section 2.6 and 4.3 of the working plan:

a the affected public areas outside the site shall be cleaned;

b traffic shall be isolated from sources of mud and debris within the site to prevent further tracking of mud and debris, and measures shall be taken to clear any such sources as soon as practicable.

4.2 Leaks and spillages

Potentially polluting leaks and spillages from vehicles, plant and equipment

4.2.1 All vehicles used on the site by the operator, and all plant and all equipment used on the site in connection with specified waste management operations, shall be operated and maintained with the objective of preventing potentially polluting leaks and spillages of wastes.

4.3 Fires on the site

Prohibition of fires on site

4.3.1 No wastes shall be burned on the site.

Actions to be taken in the event of a fire

4.3.2 In the event of a fire on the site, notwithstanding the implementation of actions to suppress and extinguish the fire, the following actions shall be implemented immediately and recorded in the site diary:

a the Agency shall be informed immediately of the fire; and

b so far as practicable, contaminated site drainage shall be prevented from entering any surface water drain or water course or unsurfaced ground.

4.4 Waste acceptance and control procedures

Waste acceptance procedures

4.4.1 All wastes shall be received, inspected, accepted or rejected, and recorded in accordance with sections 3.2 and 3.3.1 of the working plan.

Waste control procedures

4.4.2 All wastes accepted at the site shall be handled, kept and recorded in accordance with sections 3.3 and 3.4 of the working plan and the standards specified in Table 4.4 below.

Waste despatch procedures

4.4.3 All outgoing wastes shall be inspected, despatched and recorded in accordance with section 3.3.4 of the working plan and the standards specified in Table 4.4 below.

Table 4.4 Standards for waste acceptance and control procedures

Stage of Waste Handling		Specified standards	
a)	Waste inspection	All wastes received at the site:	
		i)	Shall be inspected on receipt to confirm their description and composition against the relevant waste transfer note and other accompanying documentation.
		ii)	Shall be kept separate from and shall not be mixed with other wastes until they have been confirmed and recorded for acceptance at the site.
b)	Waste Control Procedures: Quarantine storage and rejection of wastes	i)	Any items of non-permitted waste which are detected after acceptance at the site, shall be placed immediately in a designated quarantine container, and, where these are or appear to be special wastes, the Agency shall be informed immediately;
		ii)	In the quarantine area, wastes shall be kept segregated from other wastes which are or are likely to be incompatible and must be stored in the transfer building shown on plan QSH/03;
		iii)	Quarantined wastes shall be removed from site within 72 hours;
		iv)	The maximum quantity of wastes kept in the quarantine storage area shall be 2 tonnes at any one time.
		v)	A record shall be kept in the site diary of all rejected wastes and all wastes kept in quarantine storage.

[Table continued overleaf]

Table 4.4 Standards for waste acceptance and control procedures [continued]		
Stage of Waste Handling		**Specified standards**
c)	Identification of wastes	Bays and containers shall be clearly defined and labelled to identify the wastes stored within them.
d)	Waste despatch procedures	All wastes despatched from the site shall be inspected prior to despatch to confirm their description and composition.
e)	Incompatible wastes	Incompatible wastes that are likely, in combination with each other or with other material at the facility, to give rise to pollution of the environment or harm to human health outside the site, shall be clearly identified and kept physically separate in designated areas.

4.5 Waste quantity measurement systems

Means of measurement

4.5.1 All wastes accepted at and despatched from the site shall be measured in accordance with section 2.5 of the working plan.

4.6 Storage of wastes with specified hazardous properties or forms

4.6.1 Notwithstanding the specification of permitted waste types under condition 1.2, wastes displaying any of the hazardous properties or forms specified in Table 4.6 shall only be handled and/or stored on the site in accordance with the standards specified in accordance with section 1.5.8 and 2.8.4 of the working plan and in Table 4.6.

Table 4.6 Standards for handling and/or storage of wastes with specified characteristics		
Storage requirement		**Specified standards**
a)	Solid wastes which when handled or stored are likely to generate significant quantities of dusts, fibres or particulates.	These wastes only permitted if they are handled and stored in: i) Buildings or containers providing containment of aerial emissions of dusts and particulates; or ii) Bays or roofed areas provided with a permanent water supply and water spraying or misting equipment, and with an impermeable pavement and a sealed drainage system; and the water spraying or misting equipment is used at all times when significant quantities of dusts, fibres or particulates are likely to be, or are being generated.

[Table continued overleaf]

Table 4.6 Standards for handling and/or storage of wastes with specified characteristics [continued]

Storage requirement		Specified standards
b)	Solid wastes which are likely to produce polluting or contaminating run-off.	i) Inert (Category 21) wastes only permitted if stored in areas with • hardstanding and drainage that prevents run-off from the waste into adjacent surface water bodies or storm water drains. ii) Degradable Household, Commercial and Industrial (Category 22) wastes only permitted if stored in areas with impermeable pavement and sealed drainage and either: • received and stored in sealed containers; or • stored in covered shelters or roofed area.
c)	Combustible wastes	These wastes only permitted if stored in bays provided with an impermeable pavement and sealed drainage, and with access to fire fighting equipment.
d)	Wastes which are likely to attract pests.	These wastes shall be subject to monitoring in accordance with condition 5.3, and shall in any case not be stored for longer than 48 hours, unless otherwise agreed in writing with the Agency.
e)	Wastes which are likely to attract scavengers.	i) These waste only permitted if: • stored in covered buildings providing security against scavengers. ii) These wastes shall be subject to monitoring in accordance with condition 5.4.
f)	Wastes which include light wastes or other wastes liable to give rise to litter.	These wastes only permitted if: • Received in sealed containers and stored in sealed containers and in areas provided with impermeable pavement and sealed drainage; or • Stored in covered buildings providing containment of aerial emissions of litter; or • Stored in bays provided with litter control netting or fencing.

4.7 Specified waste treatment process

4.7.1 Specified waste treatment process shall only be carried out on the site in accordance with sections 3.3.2 and 4.2.3 of the working plan and the standards specified in Table 4.7 below.

Table 4.7 Standards for specified waste treatment process	
Process requirement	**Specified standards**
Operation	The Trommel screen shall be operated in accordance with the manufacturer's instructions and guidance.
Maintenance	The Trommel shall be fully maintained in accordance with the manufacture specification and in the recommended time scales. A record shall be kept in the site diary of all maintenance undertaken.

4.8 Removal of residual wastes from site

4.8.1 In the event that no wastes are received on the site for 3 months and the Agency has reasonable grounds to believe that the importation of wastes will not be resumed, then, notwithstanding any operational limits on storage times of wastes specified in the other conditions of this licence, the licence holder shall ensure that all wastes remaining on the site shall be removed by the date specified by the Agency in writing. This shall include, where required by the Agency, cleaning of plant, equipment and engineered containment used in the specified waste management operations, and emptying of any sealed sumps or interceptors.

5 Amenity management and reporting

5.1 Control, monitoring and reporting of dusts, fibres and particulates

5.1.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor emissions of dusts, fibres and particulates from the site in accordance with section 4.4 of the working plan and the standards specified in Table 5.1 below

Table 5.1 Standards for monitoring and control of aerial emissions of dusts, fibres and particulates			
a)	Monitoring of aerial emissions		Visual monitoring of aerial emissions shall be carried out by site staff supervising waste handling operations: • By the site staff supervising individual waste handling operations, during the carrying out of those operations; • By the site manager or supervisor, at least twice per day, at the site boundary situated downwind of the waste operations.
b)	Remedial action	i)	On detection or notification of visible aerial emissions that are likely to be transported beyond the site boundary, immediate action shall be taken to stop the waste handling operations giving rise to the emission and to suppress the aerial emission from the waste.
		ii)	The incident and the remedial action shall be recorded in the site diary.

5.1.2 All emissions to air from the specified waste management operations on the site shall be free from visible concentrations of dusts, fibres or particulates as are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality outside the site boundary, as perceived by an authorised officer of the Agency.

5.2 Monitoring and control of odorous emissions

5.2.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor emissions of odours from the site, in accordance with this condition and section 4.5 of the working plan to meet the standards specified in Table 5.2.

5.2.2 All emissions to air from the specified waste management operations on the site shall be free from odours at levels as are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality outside the site boundary, as perceived by an authorised officer of the Agency.

Table 5.2 Standards for monitoring and control of emissions of odours			
a)	Monitoring of odorous emissions	Olfactory monitoring of aerial emissions from the site shall be carried out: • by the site manager or supervisor, at least twice a day, at the site boundary situated downwind of the waste operations, and shall be recorded in the site diary; and • by site staff supervising individual waste handling operations, during the carrying out of those operations.	
b)	Odorous emissions action plan	i)	On detection or notification of aerial emissions of odour that are or are likely to be transported beyond the site boundary at such levels that they are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality, immediate action shall be taken to stop the waste handling operations giving rise to the emission and to suppress the aerial emission from the waste.
		ii)	The incident and the remedial action shall be recorded in the site diary.

5.3 Monitoring and control of pest infestations

5.3.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor the presence of pests on the site, in accordance with section 4.7 of the working plan and the standards specified in Table 5.3. The objective of these measures shall be to prevent pest infestations that are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality.

Table 5.3 Standards for monitoring and control of pest infestations			
Stage of Waste Handling		**Specified standards**	
a)	Monitoring of pest infestations	An inspection of stored wastes for pest infestations shall be carried out at least at weekly intervals by the site supervisor, and shall be recorded in the site diary.	
b)	Pest infestations action plan	i)	On detection or notification of pest infestations, immediate action shall be taken to secure the attendance of a professional pest control contractor, to eliminate the pest infestation.
		ii)	The incident and the remedial action shall be recorded in the site diary.

5.4 Control of scavenging birds and other scavengers

5.4.1 Measures shall be implemented and maintained throughout the operational life of the site to control and monitor the presence of scavenging birds and other scavengers on the site, in accordance with section 4.7 of the working plan and standards specified in Table 5.4. The objective of these measures shall be to prevent scavenging birds and other scavengers from gathering on operational areas or scavenging wastes in such numbers that are likely to cause harm to human health or serious detriment to the amenity of the locality.

Table 5.4 Standards for monitoring and control of scavenging birds and other scavengers

a)	Monitoring of scavengers		Stored wastes which are likely to attract scavengers shall be routinely monitored for the presence of scavenging animals or flocks of scavenging birds, throughout the working day by the site supervisor.
b)	Scavengers action plan	i)	On detection or notification of scavenging animals or flocks of scavenging birds, immediate action shall be taken to: • remove or deter them from the site; and • isolate and secure the wastes attracting the scavengers against further scavenging.
		ii)	The incident and the remedial action shall be recorded in the site diary.

5.5 Control of litter

5.5.1 Measures shall be implemented and maintained throughout the operational life of the site to prevent the escape of litter from the confines of the site.

5.5.2 In the event that litter does escape from the site, it shall be retrieved as soon as practicable and no later than 1 hour after the end of the working day.

6 Site records

6.1 Security and availability of records

Security of records

6.1.1 All records which are required to be made under the conditions of this licence shall be maintained and kept secure from loss, damage or deterioration, and shall be kept at the locations specified in section 2.4 of the working plan and in accordance with the requirements specified in Table 6.1 below.

Availability of records

6.1.2 All records which are required to be made under the other conditions of this licence shall be made available for inspection at the place where they are kept immediately when required by an authorised officer of the Agency.

Table 6.1 Standards for keeping of site records

Site records	Specified standards	
Wastes accepted at the site; Wastes rejected. Wastes despatched from the site; Site diaries.	i)	All records shall be stored either: • on paper in a secure cabinet or cupboard; or • on computer disc with a back up copy.
	ii)	Records shall be kept for a minimum of two years.

6.2 Records of waste movements

Recording of wastes accepted and removed

6.2.1 A record shall be kept of each load of waste accepted and each load of waste removed from the site. This record shall include the following details:

a Loads in:-

nature of the waste (solid, sludge or liquid);

waste type as specified under condition 1.2;

quantity in tonnes received;

date received;

date accepted.

b Loads out:-

Nature of the waste (solid, liquid or sludge);

waste type as specified under condition 1.2;

quantity of waste removed (tonnes);

date removed.

Summary records of wastes accepted and removed

6.2.2 A summary record of the waste types and quantities accepted and removed from the site shall be made for each quarter of the financial year and shall be submitted to the Agency within one month of the end of that quarter. The summary record shall be in the format detailed in Appendix A or otherwise subsequently agreed with the Agency in writing.

6.3 Site diary

6.3.1 A site diary shall be kept secure and shall be available for inspection at the site when required by an authorised officer of the Agency. This shall include a record of the following events, in accordance with the other conditions of this licence:

- **a** construction work;
- **b** start and finish of daily waste management activities on site;
- **c** maintenance;
- **d** breakdowns;
- **e** emergencies;
- **f** problems with waste received and action taken;
- **g** site inspections and consequent actions carried out by the operator;
- **h** technically competent management attendance on site: the date and the time onto site and the time left site;
- **i** despatch of records to the Environment Agency;
- **j** severe weather conditions;
- **k** complaints about site operations and actions taken;
- **l** environmental problems and remedial actions.

6.3.2 Each record shall be completed within 24 hours of the relevant event.

6.4 Periodic reporting of environmental performance

6.4.1 The licence holder shall provide the Agency on an annual basis by 1st April each year, or such other time as is agreed in writing with the Agency, a report on the environmental performance of the site, which shall include the following information:

- **a** an analysis and review of all complaints received during the year, and of actions taken;
- **b** an analysis and review of all events causing the implementation of actions to control and minimise emissions or releases from the site, in accordance with these conditions;
- **c** a review of the risk assessment and risk management systems for the site, taking account of the findings under **a** and **b**.

7 Interpretation

In these conditions and their interpretation, unless the context otherwise requires, the following terms have the specified meanings:

"accepted"
for waste being delivered to the site, shall mean accepted as waste input to the site for storage and/or processing and/or disposal under the specified waste management operations.

"authorised officer of the Agency"
means any person(s) authorised in writing by the Agency pursuant to section 108(1) of the 1995 Act to exercise any of the powers specified in subsection (4) of that section.

"consequences"
for **risk assessments** carried out within these conditions, means the adverse effects of harm as a result of realising a **hazard** which causes the quality of human health (other than health and safety of site staff or visitors to the site covered under the Health and Safety at Work Act 1974) or the environment to be impaired in the short or longer term.

"container"
means a container which does not permit either the ingress or egress of liquids, or the escape of dusts or wastes contained within it.

"engineered"
for works specified in these conditions, means carried out and completed using the relevant engineering process specified in these conditions.

"engineering site containment and drainage system"
means all elements relating to engineered containment of activities on the site, other than final disposal to land, and incorporating site surfacing, bunding and drainage systems, buildings and fixed tanks.

"engineering"
for engineering works specified in these conditions, means the relevant process of design, construction or installation, quality assurance or validation or commissioning specified in these conditions.

"environmental targets or receptors"
for **risk assessments** carried out within these conditions, shall mean identified human and environmental populations or components, as specified in these conditions or otherwise agreed by the Agency within these conditions.

"groundwater"
means any water contained in underground strata.

"hazard"
means a property that in particular circumstances could lead to harm.

"immediately"

for carrying out of actions under the conditions, shall mean without delay and within a reasonable time, taking into account any more immediate direct action necessary to prevent or minimise risk to human health and the environment. For carrying out notifications to the Agency, shall also mean by the fastest effective means available (for example, telephone) and confirmed in writing within 1 working day (or such other time as may be agreed by the Agency within the conditions).

"inert waste"

means wastes which will not undergo any significant physical, chemical or biological transformations. Inert waste will not dissolve, burn or otherwise physically or chemically react, biodegrade or adversely affect other matter with which it comes into contact in a way likely to give rise to environmental pollution or harm to human health. The total leachability and pollutant content of the waste and the ecotoxicity of the leachate must be insignificant and in particular not endanger the quality of surface water and/or groundwater.

"maintenance"

for engineering maintenance specified in these conditions, means the process of inspection, testing, repair of the relevant engineering works specified in these conditions.

"preparatory works"

means engineering works required prior to the carrying out of the activities authorised by this licence.

"probability"

means the quantified expression of chance, denoted either as:

- the ratio or percentage of the occurrence of a particular event as one among a number of possible events;
- or as the frequency of occurrence of a particular event in a given period of time.

"received"

for waste being delivered to the site, shall mean delivered to the site and undergoing the waste acceptance procedures, including storage of those wastes during those procedures prior to acceptance of the waste.

"release pathways"

for **risk assessments** carried out within these conditions, shall mean the routes by which defined **hazards** may potentially realise their **consequences**, defined in terms of releases or emissions from the site that go beyond the site containment or boundary via one or more of the following routes, either directly or indirectly: **Land; Groundwater, Surface water; Atmosphere.**

"relevant offences"

are offences within the meaning of regulation 3 of the Waste Management Licensing Regulations 1994 or any statutory provisions or regulations amending or replacing them.

"risk"

means a combination of the **probability** and **consequences** of occurrence of a defined **hazard**.

"risk assessment"

means the systematic identification, analysis, estimation and evaluation within a defined **scope** of the defined **risks** of a particular activity, operation, process or design, carried out and reported by suitably qualified or competent persons, using recognised quantified or semi-quantified methods and techniques.

Unless otherwise agreed by the Agency within these conditions, a risk assessment shall include and record the following:

- definition of the **hazards** associated with an activity, operation, process or design;
- assessment of the **probability** of those **hazards** occurring;
- determination of the potential **consequences** of those hazards for defined **environmental targets or receptors**, taking into account defined **release pathways** and defined protective measures;
- evaluation of the potential **magnitude** of those consequences and the **probability** of their occurrence.

"scope of risk assessment"

means the boundaries of the **risk assessment** and the **risks** to be assessed within those boundaries, as defined in the conditions or otherwise agreed by the Agency within the conditions.

"sealed container"

means a container which does not permit either the ingress or egress of liquids, or the escape of dusts or wastes contained within it.

"special waste"

has the meaning as defined by regulation 2 of the Special Waste Regulations 1996 or any statutory provisions or regulations amending or replacing them.

"specified waste management operations"

means the waste management operations authorised by condition 1.1 of this licence.

"surface water"

means any lake, pond, river or watercourse whether natural or artificial.

"the 1994 Regulations"

means the Waste Management Licensing Regulations 1994 and any statutory provisions or regulations amending or replacing them.

"the Agency"

means the Environment Agency.

"the Licence Holder"

means the Licence Holder specified in this licence or other person to whom the licence has been transferred in accordance with section 40 of the Environmental Protection Act 1990.

"the operator"

means a person who is in occupation of the site and has responsibility for carrying out day to day activities at the site.

"the site"

means the land, structures, plant and equipment to which this licence relates.

"time periods, e.g. annually, quarterly, monthly, per year, etc. "

Where periods are referred to in conditions, they shall be calculated in the following way:

- annually or per year: 1 April to 31 March;
- quarterly: 1 April to 30 June, 1 July to 30 September, 1 October to 31 December, 1 January to 31 March;
- monthly: calendar month;
- weekly: Monday to Sunday.

Where the issue of the licence does not coincide with the start of any of these periods, then any relevant limits for the first period shall apply pro rata.

"waste"

means controlled waste as defined in section 75(4) of the 1990 Act and the Controlled Waste Regulations 1992 or any statutory provisions or regulations amending or replacing them.

"working plan"

means the working plan identified in writing by the Agency at the time of issue of this licence and any subsequent amendments to it made in accordance with the conditions of this licence.

8 Appendices to conditions

Appendix A Waste Returns Form WMS1(Condition 6.2.2)

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 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) will be 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 processing/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 Chapel Road Enterprise Ltd unless alternative instructions are given by the site manager. Access to fire exits and firefighting equipment must be kept clear at all times. If a 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 site will follow the instructions of the operator and only tip in the designated area, unless advised otherwise. No tipping will 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 ropes, hooks and sheets are in good condition.

17) Never travel with the vehicle body raised and ensure the maximum height of the raised body the vehicle is known.

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 Chapel Road Enterprise 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.