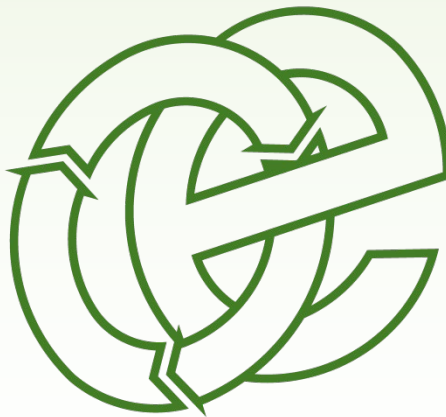


ENVIRONMENTAL MANAGEMENT SYSTEM

Unit 25B, Sefton Lane Industrial Estate, Maghull, Liverpool L31 8BX

Darren Sinners T/A Knowsley Waste Services

Version:	1.4	Date:	11 January 2022		
Doc. Ref:	SEF-2128-A	Author(s):	CP	Checked:	--
Client No:	2128	Job No:	002		



Oaktree Environmental Ltd

Waste, Planning & Environmental Consultants



Oaktree Environmental Ltd, Lime House, 2 Road Two, Winsford, Cheshire, CW7 3QZ
Tel: 01606 558833 | Fax: 01606 861183 | E-Mail: sales@oaktree-environmental.co.uk | Web: www.oaktree-environmental.co.uk
REGISTERED IN THE UK | COMPANY NO. 4850754

Document History:

Version	Issue date	Author	Checked	Description
1.0	19/08/16	CP	KWS	Submission to EA
1.1	14/11/16	CP	KWS	COTC information added
1.2	15/12/16	CP	KWS	Amended site layout
1.3	22/12/2021	TH	CP	Draft for variation application
1.4	11/01/2022	CP	--	Application copy

Contents

DOCUMENT HISTORY:	I
CONTENTS	II
LIST OF TABLES	IV
LIST OF APPENDICES:	V
SITE INFORMATION & EMERGENCY CONTACTS LIST	VI
1 GENERAL CONSIDERATIONS	1
1.1 SITE OPERATOR/PERMIT TYPE	1
1.2 RELEVANT CONTACTS.....	1
1.3 EMS.....	1
1.4 SITE INFORMATION AND LOCALITY	2
1.5 PERMIT AREA/WASTE MANAGEMENT OPERATIONS	2
1.6 WASTE TYPES AND QUANTITIES.....	3
1.7 STAFFING AND MANAGEMENT	3
1.8 HEALTH AND SAFETY.....	4
1.9 FIT AND PROPER PERSONS.....	4
1.10 HEALTH AND SAFETY.....	4
1.11 WASTE CARRIERS.....	5
2 SITE ENGINEERING AND INFRASTRUCTURE	6
2.1 SITE DESCRIPTION	6
2.2 ACCESS AND PARKING	6
2.3 SITE OFFICE.....	6
2.4 WEIGHING AND CATEGORISING LOADS	6
2.5 NOTICE BOARD AND SIGNS.....	7
2.6 SITE SECURITY	7
2.7 FUEL & HAZARDOUS FLUIDS STORAGE	8
2.8 REJECTED WASTE	8
2.9 DRAINAGE.....	8
2.10 VEHICLES, PLANT AND EQUIPMENT	9
3 SITE OPERATIONS	10
3.1 PROCEDURES FOR PRE-ACCEPTANCE AND ACCEPTANCE OF ASBESTOS	10
3.2 ASBESTOS HANDLING PROCEDURE	10
3.3 STORAGE PROCEDURE	11
3.4 UNSUITABLE PAPERWORK AND NON-CONFORMING LOADS	12
3.5 REMOVAL OF ASBESTOS	13
3.6 RECORD KEEPING	13
3.7 SITE CLOSURE PLAN	15
4 ENVIRONMENTAL CONTROL, MONITORING AND REPORTING	16
4.1 SITE INSPECTIONS AND MAINTENANCE.....	16
4.2 CONTROL OF MUD AND DEBRIS	17
4.3 DUST CONTROL	18
4.4 ODOUR CONTROL	18
4.5 LITTER CONTROL	18
4.6 CONTROL OF PESTS, BIRDS AND OTHER SCAVENGERS	19

4.7	CONTROL AND MONITORING OF NOISE & VIBRATION.....	19
4.8	COMPLAINT'S PROCEDURE.....	19
5	EMERGENCY, ACCIDENT MANAGEMENT & CONTINGENCY PROCEDURES.....	20
5.1	GENERAL	20
5.2	FIRE	21
5.3	BREAKDOWNS.....	21
5.4	SPILLAGES	22
5.5	DRUMS.....	22
5.6	ADVERSE REACTIONS	23
5.7	STAFF SHORTAGES.....	23
5.8	WEATHER CONDITIONS	23
5.9	CLIMATE CHANGE	24
5.10	OPERATIONAL FAILURE/ENFORCED SHUTDOWNS.....	24
5.11	BOMB SCARE	24
6	TRAINING FOR SITE STAFF	25
6.1	TRAINING NEEDS ASSESSMENT	25
6.2	SITE RULES AND INFRASTRUCTURE TRAINING.....	25
6.3	EMERGENCY PROCEDURES TRAINING.....	25
6.4	FIRE SAFETY / FIREFIGHTING TRAINING	26
6.5	RECOGNITION OF WASTE TYPES TRAINING	26
6.6	STORAGE AREAS / LIMITS TRAINING	27
6.7	VEHICLE / PLANT PREVENTATIVE MAINTENANCE TRAINING.....	27
6.8	DUTY OF CARE TRAINING	27
6.9	PLANT OPERATION TRAINING.....	28
6.10	PERMIT / MANAGEMENT SYSTEM TRAINING	28
6.11	TRAINING FOR CONTRACTORS.....	28

List of Tables

Table 1.1 - Staffing Levels3

List of Appendices:

Appendix I - Drawings

Drawing No. SEF/2128/01 – Site Location Map

Drawing No. SEF/2128/02 – Permit Boundary Plan

Drawing No. SEF/2128/03 – Site Layout Plan

Appendix II - Record Keeping Forms

KWS/RF/2 - Rejected Waste

KWS/RF/4 - Site Diary/Inspection Form

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

KWS/RF/7 - Complaints Form

Appendix III - Copy of Environmental Permit

Appendix IV - Health & Safety – Conditions of Site Use

**FOR REFERENCE ONLY; OPERATOR MAY USE INTERNAL INSPECTION SHEETS OR THE FORMS
WILL BE KEPT IN ELECTRONIC FORMAT**

Site Information & Emergency Contacts List

Site Address:	Unit 25B, Sefton Lane Industrial Estate, Maghull, Liverpool L31 8BX		
Site Operator:	Darren Sinners T/A Knowsley Waste Services	National Grid Ref:	SD 36627 01312

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Darren Sinners Brian Sinners	Proprietors	0151 426 2110	07966 232 515
Anthony Talbot	Technically Competent Manager	07764 270206	07764 270206
<u>Ashworth Hospital</u> Parkbourn, Maghull, Liverpool, L31 1HW	General Enquiries	0151 473 0303	999
	NHS Direct	111	999
<u>Maghull Health Centre</u> Westway, Liverpool, L31 0DJ	Local Doctor Surgery (GP)	0151 2830400	999 or 111
<u>Merseyside Police</u> Maghull, Liverpool, L31 0AA	Local Police Non-Emergency	101	999 or 112
	Police Emergency	999 or 112	999 or 112
<u>Merseyside Fire & Rescue HQ</u> Bridle Road, Bootle, L30 4YD	Fire and Rescue Service (in Emergency Dial 999)	0208 555 1200	999 or 112
<u>Environment Agency</u> Richard Fairclough House, Knutsford Road, Latchford, Warrington, WA4 1HT	Environmental Regulator	03708 506506	0800 80 70 60
<u>Sefton Metropolitan Borough Council</u> Altway, Aintree, Liverpool L10 6LF	General Enquiries	0345 140 0845 / 0151 5263705	0345 140 0845 / 0151 5263705
<u>United Utilities</u>	Mains water and sewerage supplier	0345 072 6072	0345 072 6072
<u>Oaktree Environmental Ltd</u> - Lime House, 2 Road Two, Winsford, Cheshire CW7 3QZ	Specialist waste and permitting compliance advisors	01606 558833	01606 558833

1 General Considerations

1.1 Site operator/permit type

1.1.1 Darren Sinners T/A Knowsley Waste Services (the operator) operate EB3508LA/A001 which is a hazardous waste Environmental Permit (EP) for acceptance, storage and transfer of asbestos waste.

1.1.2 The site receives waste from in-house asbestos removal operations.

1.2 Relevant contacts

1.2.1 The contact details for the operator are as follows:

Darren Sinners T/A Knowsley Waste Services	Contact:	Darren/Brian Sinners
Unit 25B	Position:	Proprietors
Sefton Lane Industrial Estate		
Maghull		
Liverpool L31 8BX		

1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for Darren Sinners T/A Knowsley Waste Services to assist in the preparation of this Environmental Management System (EMS). Contact details for Oaktree Environmental are as follows:

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

1.3 EMS

1.3.1 This EMS has been prepared to meet the requirements of The Environmental Permitting (England and Wales) Regulations 2016 and the Environment Agency's Guidance: "Develop

a management system: environmental permits". This EMS will supersede the former 'Working Plan' which is referenced throughout the EP. The EMS will also cover all aspects of waste acceptance, removal to ensure correct waste classification is achieved through *"Technical Guidance WM3: Waste Classification - Guidance on the classification and assessment of waste"* throughout the life time of the permit. The EMS will also demonstrate compliance the *"Waste duty of care: code of practice – 2018"*.

- 1.3.2 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.

1.4 Site information and locality

- 1.4.1 The site is located at Unit 25B, Sefton Lane Industrial Estate, Maghull, Liverpool L31 8BX as shown on Drawing Nos. SEF/2128/01 & 02. The national grid reference for the site is SU 51850 98326

1.5 Permit area/waste management operations

- 1.5.1 The permit boundary is outlined in green on Drawing No. SEF/2128/02. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant and equipment.
- 1.5.2 The EP is required for the storage (keeping) prior to transfer of asbestos waste. Specified waste management operations include waste disposal and waste recovery operations listed Annex IIA and IIB of The Waste Framework Directive 2008/98/EC are shown below:
- **D15:** Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)
- 1.5.3 The only activities on site which will be permitted outside of these hours are maintenance works and general office/workshop use.

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

1.6 Waste types and quantities

1.6.1 The only waste types permitted for acceptance and storage at the site are insulation and construction materials containing asbestos (i.e. EWC codes 17 06 01* and 17 06 05*).

1.6.2 The maximum amount of asbestos waste to be accepted at the site will be **<10 tonnes per day** and the site will not store more than **50 tonnes** at any one time.

1.6.3 If the maximum storage capacity of the site is reached then no further waste will be accepted until waste can be removed from the site and taken to a suitably permitted or exempt site.

1.7 Staffing and management

1.7.1 The site will open for the deposit of waste or for other essential operations during the hours listed in Section 1.4. The table below details the staff structure of the site when operating at full capacity. Positions in bold italic print below are the minimum staff requirements when the site is open for the reception of waste:

Table 1.1 - Staffing Levels

Position	Employees	Responsibilities
Site manager	1 (1)	Overseeing all activities which take place at the site
<i>Technically competent manager</i>	1 (1)	Weekly attendances to ensure compliance with the permit and H&S
Admin / Office Staff	2	Managing site administration

1.7.2 Knowsley Waste Services also employ a number of drivers associated with the collection and disposal of acceptance at the site but they are not included in the above table as they are not permanently based at the site.

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 attached to this Management System as Appendix IV. These conditions will be shown to all site users and must be signed prior to using the site. Anyone refusing to comply with the conditions of use will be asked to leave the site.

1.9 Fit and proper persons

1.9.1 Anthony Talbot is the current Technically Competent Manager (TCM) who will provide the required attendance time at the facility as required by guidance periodically issued by the EA. A copy of TCM's Certificate of Technical Competence (COTC) will always be made available in the site office.

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

1.9.3 At the time of permit issue, none of the relevant people within Darren Sinners T/A Knowsley Waste Services had been convicted of a relevant offence.

1.10 Health and safety

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

1.11 Waste carriers

- 1.11.1 Darren Sinners T/A Knowsley Waste Services hold an upper tier waste carrier; Ref. CBDU207376

2 Site Engineering and Infrastructure

2.1 Site description

2.1.1 The site measures approximately 1,820m² and comprises sealed concrete pad measuring 100m² which is used for the storage and transfer of asbestos. Other areas of the site comprise hardstanding for de-contamination units (staff changing/welfare), general storage equipment and site offices.

2.2 Access and parking

2.2.1 The site is located as shown on Drawing Nos. SEF/2128/01 and SEF/2128/02 and access to the site is gained 450m north-west off Sefton Road into the into the Industrial Estate.

2.2.2 Parking is available on site for staff and visitors as shown on Drawing No. SEF/2128/03.

2.3 Site office

2.3.1 The site office is located to the north-east of the site. The documents listed below will be retained in the site office.

Documents to be retained in site office
The Environmental Permit (original & any subsequent variations) This Environmental Management System (EA agreed document) Current site diary (to record all inspections/visitors to the site) Environment Agency inspection (CAR) forms In-house inspection sheets/recording forms Duty of care transfer notes (for 2 years minimum) 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 No weighbridge is required at the site as all asbestos is weighed prior to acceptance.

2.5 Notice board and signs

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

- The site name and address.
- The name of the permit holder and operator.
- The Environmental Permit number and accompanying statement stating that the site is permitted by the Environment Agency.
- Environment Agency contact details, Emergency No. 0800 80 70 60 and
- General Enquires No. 03708 506 506.
- Operator's "out of hours" emergency contact details (telephone number).
- 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 The site is secured with steel palisade fencing which surrounds the site and steel palisade gates.

2.6.2 **CCTV system** - The 24-hour CCTV system is alarmed for intruders and remotely accessible by site management via phones/computers.

2.6.3 The site security will be inspected on a daily basis and any defects which impair the effectiveness of the security will be repaired to the same or better standard within a suitable timescale. All repairs will be noted on the site diary repaired as soon as practically possible. The checklist in Appendix II provides further information.

2.7 Fuel & Hazardous Fluids Storage

2.7.1 There is no storage of the above at the site.

2.8 Rejected Waste

2.8.1 Any waste which is rejected will be stored in a quarantine skip with a maximum capacity of and removed from the site the skip container is full. The location of this skip may vary as operating conditions permit (i.e. to permit the loading of rejected wastes but clear labelling and management control will ensure its use as specified). Rejected waste will be recorded on form KWS/RF/2 or similar.

2.9 Drainage

2.9.1 The concrete pad on site is sealed by a 0.15m high concrete kerb and has ACO drains to the front and rear to capture surface water. The pad falls to the rear (south-east) and then into two underground tanks which lead into a water filter system then prior to being discharged into the foul sewer sewer system on the wider industrial estate. This is illustrated on Drawing No. SEF/2128/03.

2.9.2 Non-concreted areas of the site are comprised of a compacted stone/hardcore hardstanding surface and drain naturally to ground or evaporate.

2.9.3 Inspection of the above drainage system will be carried out throughout the day using inspection forms by site staff and in the event of surface water pooling from heavy rainfall events, the operator will inspect the water by eye and any distinctive colouring from either oil or potentially contaminated wastes will be pumped out using a hired in tanker. If the water is suitable for suppression techniques, it will be scooped and doused on external stockpiles or fed into the dust suppression system using pipes and mobile pumps as additional water supplies.

2.10 Vehicles, plant and equipment

- 2.10.1 There is no mobile plant associated with the site as all waste is delivered using transit vans and removed by hand into the asbestos skips. Once a skip is full, it is collected, emptied off-site and then a new skip is replaced.

3 Site Operations

3.1 Procedures for pre-acceptance and acceptance of asbestos

- 3.1.1 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.
- 3.1.2 The following procedures will be implemented 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 EP for the site, the site will store a maximum of 10 tonnes of asbestos at any one time.

3.2 Asbestos handling procedure

- 3.2.1 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.

3.2.2 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

3.3 Storage Procedure

3.3.1 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.

3.4 Unsuitable paperwork and non-conforming loads

- 3.4.1 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.
- 3.4.2 If unsuitable waste is discovered before deposit i, the load will not be tipped and will be rejected by Darren Sinners T/A Knowsley Waste Services 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.
- 3.4.3 If unsuitable waste is discovered after the deposit of asbestos the same procedure in Section 3.4.2 will apply.
- 3.4.4 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.

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

3.4.6 If the site reaches the 50-tonne capacity no further asbestos will be accepted at the site until the skip/container is removed to suitably permitted facility.

3.5 Removal of asbestos

3.5.1 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.

3.5.2 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.

3.6 Record keeping

3.6.1 The details below shall be recorded on all waste transfer notes, internal invoices, alternative documentation for all incoming and outgoing loads in line with the Waste Duty of Care: Code of Practice:

- a written description of the which has been agreed and signed by the operator and the next holder. The description is part of the waste information the operator will provide.

- a statement confirming that you have fulfilled your duty to apply the waste hierarchy as required by regulation 12 of the Waste (England and Wales) Regulations 2011 (see Waste Hierarchy Guidance for England and Wales)
- the description of the waste is accurate and contains all the information you are reasonably in a position to provide to ensure the lawful and safe handling, transport, treatment, recovery or disposal by subsequent holders, including classification of the waste by using the appropriate codes (referred to as the List of Wastes (LoW) or European Waste Catalogue (EWC)) - Appendix A of the Waste Classification Technical Guidance provides a list of the codes as well as advice on how to assess and classify waste.
- the quantity and nature and whether it is loose or in a container, if in a container, the type of container
- the time and place of transfer
- the SIC code of the transferor (current holder of the waste)
- the name and address of the transferor and transferee (person receiving the waste) and their signatures (the signature can be electronic as long as an enforcement officer can view it)
- the capacity in which the transferor and transferee are acting (e.g. as a producer, importer or registered waste carrier, broker or dealer) and their relevant authorisation to act in that capacity (e.g. their permit number or registration number)

3.6.2 **Hazardous waste:** The acceptance of asbestos will be done so using a fully completed hazardous waste consignment note for incoming and outgoing loads. The records of which will be kept for 5 years.

3.6.3 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 hazardous waste online returns procedure 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)

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

3.6.5 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.

3.7 Site closure plan

3.7.1 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:

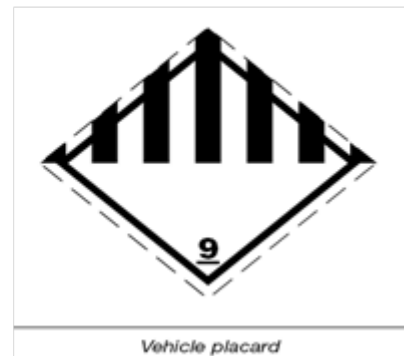
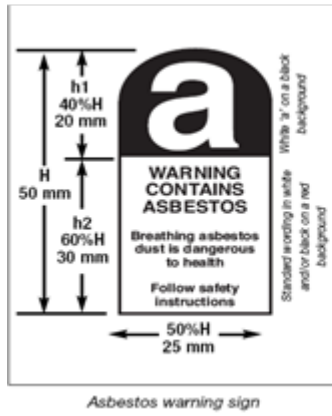
- i) Contact the EA to advise the Environment Officer(s) that the site is planned to cease / has ceased the acceptance of wastes under the EP.
- ii) The amount of residual processed and unprocessed waste on site will be assessed by the TCM to set a timetable for the final processing and timely removal of waste from site.
- iii) 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.
- iv) A surrender application will then be submitted to the EA for determination.

4 Environmental Control, Monitoring and Reporting

4.1 Site inspections and maintenance

- 4.1.1 The inspection frequencies for maintenance/housekeeping are listed on record form KWS/RF/4. The inspection form will be completed by a person who is familiar with the requirements of the management system and permit for the site. All details of defects, problems and repairs carried out will be recorded on the form on the day that each event occurs. Detailed comments may also be recorded in the site diary. All repairs will be carried out within 5 working days unless agreed otherwise with the EA.
- 4.1.2 All repairs to site security including gates and fencing will be made within 5 working days of the discovery of the damage and the site will be made secure until the repair has been carried out.
- 4.1.3 Any major defects found during the daily site inspection which are likely to lead to a breach of permit conditions will be repaired by the end of the working day in which they are found, where possible. If a repair is not possible by the end of the working day and a potential breach of permit conditions may occur, the EA will be contacted to agree a suitable timescale for repair.
- 4.1.4 The person conducting the inspections of the site will give particular attention to areas of asbestos storage and confirm that all asbestos on site is stored within a dedicated container which is locked and at all times.
- 4.1.5 The asbestos container will be stored at all times on an area of impermeable concrete with sealed drainage.

4.1.6 Site staff will ensure asbestos bags and containers are labelled with the asbestos warning sign at all times. Vehicles and packaging should be marked in accordance with the Regulations for the carriage of dangerous goods, as shown below:



4.1.7 The results of site inspections with regard to asbestos will be recorded in a site diary shown in the site's EMS or similar and made available to the EA and Local Planning Authority upon request.

4.1.8 If any problems are encountered with the acceptance, storage and handling of asbestos, they will be dealt with as shown in Section 5.

4.1.9 Essential spares for plant maintenance are kept on site in the workshop/store as shown on Drawing No. SEF/2128/03.

4.2 Control of mud and debris

4.2.1 Due to the type of wastes accepted, vehicles used and site surfacing, the issue of mud and debris is unlikely to present a problem at the site; however, all vehicles will be visually inspected before exit to check that loads are safe and that no mud is carried out on the wheels or body of the vehicle. Visual inspections of the site roads are carried out daily; however, staff will report any problems with mud or debris on the site roads immediately to the site manager.

- 4.2.2 The deposit of material on the access road or public highway will be treated as an emergency and will be cleared immediately by the operator using either a brush and shovel or vacuum tanker/road sweeper if necessary. Silt will not be washed into roadside drains or gullies.

4.3 Dust control

- 4.3.1 Due to the type of wastes accepted, the wastes being bagged, vehicles used and site surfacing, the issue of dust is unlikely to present a problem at the site; however, 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.

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

- 4.3.3 A permanent water supply is available on site in all dry/hot weather conditions to ensure that the dust suppression systems can function effectively.

4.4 Odour control

- 4.4.1 Due to the type of wastes accepted and the wastes being bagged the issue of odour is unlikely to present a problem at the site; however, the complaints procedure in record form KWS/RF/7 will be rigorously enforced should a third-party complaint be received from a public or private source.

4.5 Litter control

- 4.5.1 Due to the type of wastes accepted and the wastes being bagged the issue of litter is unlikely to present a problem at the site; however, the site will carry out daily inspections

for litter. Any trade waste bins used on site will be monitored daily to ensure they are not overflowing.

4.6 Control of pests, birds and other scavengers

4.6.1 Due to the type of wastes accepted and the wastes being bagged the issue of pests is unlikely to present a problem at the site; however, the site will carry out daily inspections for litter.

4.7 Control and monitoring of noise & vibration

4.7.1 The location of the site in an industrial area and the very light nature of handling procedures for the asbestos wastes received on site means noise associated with the proposed operations should not greatly increase the existing noise level in the surrounding area. The waste operations will be carried out using the Best Practicable Means at all times. It is worth noting that the site has never received any complaints in terms of noise.

4.8 Complaint's procedure

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

5 Emergency, 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 Darren Sinners T/A Knowsley Waste Services, 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 There is no smoking or burning on site.

5.2.2 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 AND SOURCE 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 breakdowns, alternative vehicles will be sourced until the others have been repaired to prevent potential waste storage exceedances.

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

5.4 Spillages

- 5.4.1 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 Weather conditions

- 5.8.1 The site is set up to receive weather alerts from the Met Office for the following weather conditions which could cause a potential complaint off site or potential breach of permit:
 - i) Prolonged periods of heavy rainfall causing mud and surface water ponding; this could also lead to waste becoming wet and causing odour
 - ii) Periods of cold weather leading to stockpiles freezing reducing processing operations causing over stockpiling of waste
 - iii) High winds creating a risk of litter and dust escaping beyond the site boundary

- iv) Droughts or periods of hot weather which could lead to heating of combustible waste, water shortages, hosepipe bans and excessive dust.
- v) Dense fog leading to poor visibility causing accidents.

5.8.2 The site will not operate in conditions relating to the above which could lead to vehicle collisions or other potential accidents.

5.9 Climate change

5.9.1 The site is situated outside of a flood zone and not at risk of tidal flooding so it is considered that rising sea levels, changes in rainfall patterns and storm intensity should not affect normal working operations.

5.10 Operational failure/enforced shutdowns

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

5.11 Bomb scare

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

6 Training for Site Staff

6.1 Training needs assessment

6.1.1 All new and existing site staff are subject to a specific training regime based on their responsibilities to ensure all operations are carried out without harm to the environment or amenity of the surrounding area. Training in all aspects of the site and waste operations at the site with regard to the individual responsibilities of the site staff will help to prevent incidents occurring which may have an adverse impact on the environment and/or the employees and their co-workers.

6.1.2 An employee training record KWS/RF/6 is provided in Appendix II which details a list of the training needs of all new site staff and also serves as a training review for existing site staff which will be carried out annually or a period set at the operator's preference.

6.2 Site rules and infrastructure training

6.2.1 This information is provided to all employees, visitors and contractors with a full understanding of the site's conditions of use, which is communicated and documented at induction for all staff with specific induction for visitors and contractors.

6.2.2 Competency should be demonstrated within this field to ensure the employee is fully aware of the site's surroundings and operations to ensure their safety and compliance with specific operating conditions at the site.

6.3 Emergency procedures training

6.3.1 All employees are required to be familiar with the Environmental Controls in Section 4.0 and the Emergency Procedures as detailed in the Section 5.0.

6.3.2 In addition to normal operating conditions as specified in the site rules, employees must also be trained in dealing with eventualities which may occur outside the scope of normal

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

6.4 Fire safety / firefighting training

6.4.1 Management must provide all employees with appropriate fire safety training with regard to their individual responsibilities.

6.4.2 Emergency procedures detailing what measures employees should adopt should a fire occur at the site are detailed in Section 5.2 and are covered by the 'emergency procedures' training (see Section 6.3).

6.4.3 Regular fire drills are undertaken by site management to ensure proper procedures are followed by employees in the unlikely event that a fire incident occurs. These will be unannounced drills and will not form part of the induction or review training as specified in Section 6.1.

6.5 Recognition of waste types training

6.5.1 All employees are given induction training and subsequent regular training to identify those waste types which are permitted for acceptance at the site under the site's EP and those wastes which are not. This will include specific training to identify those common wastes which may be found following deposit and are not permitted at the site and will also include more obscure wastes and how to handle these wastes safely. All employees are advised that they should refer any unrecognisable or unknown wastes to senior management, who should, in turn, follow procedures outlined in the EMS and/or contact the EA to agree a suitable method for removal.

6.5.2 Training is provided to all site users who handle waste on site and those in charge of administration and reporting. In-depth training will also be provided to drivers responsible for collecting wastes from the site of production in accordance with Section 3.0. They will

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

6.6 Storage areas / limits training

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

6.6.2 Employees in these roles must also be trained to recognize storage limits to ensure that they are in accordance with those specified in Section 1.6.

6.7 Vehicle / plant preventative maintenance training

6.7.1 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.

6.7.2 Training will be in accordance with Section 3.9 of this document and will be based on the preventative maintenance schedule supplied by the plant/equipment manufacturer.

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

6.8 Duty of care training

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

6.9 Plant operation training

6.9.1 Any employees who are required to operate loading or treatment plant for the movement or processing of waste will be required to undertake the necessary qualifications for the operation of the specific item of plant in question. This will be required prior to operating the plant and will be obtained through necessary external certification programmes.

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

6.10 Permit / Management System training

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

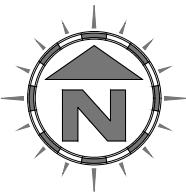
6.11 Training for contractors

6.11.1 General site training will be provided to any contractors who are working on the site on a temporary basis as described in Sections 6.2, 6.3 and 6.4 above.

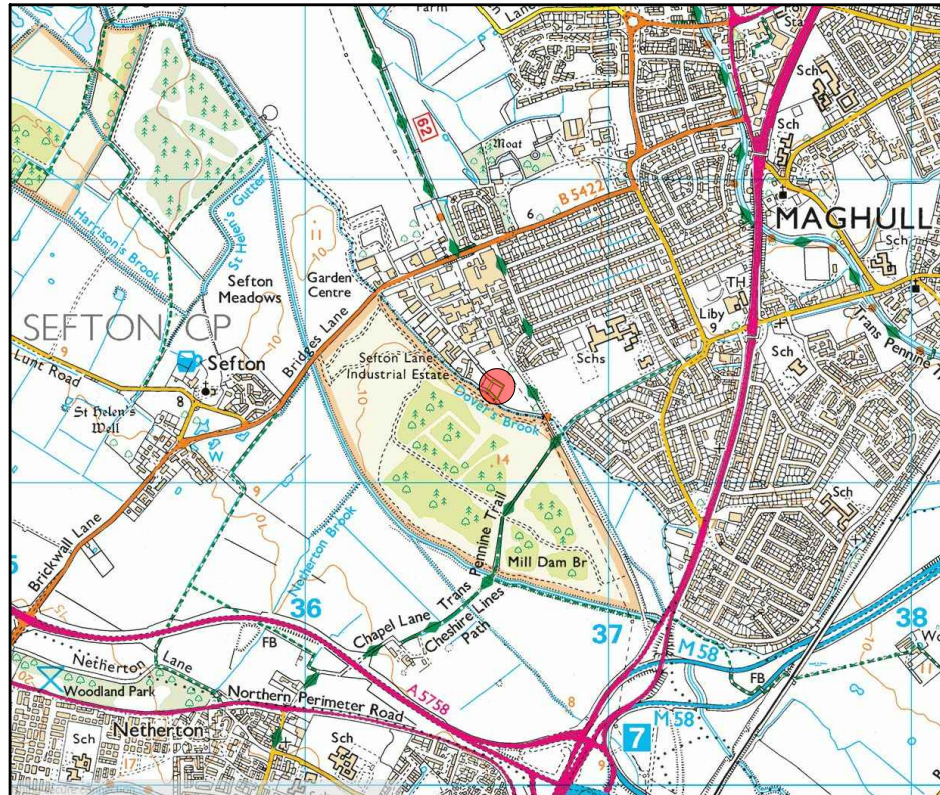
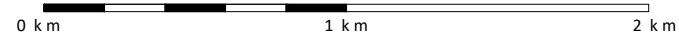
6.11.2 Additional training will be provided to contractors in their area of expertise. If they are dealing with specific items of plant/machinery, site operating conditions and a general understanding of the EP conditions will be provided to prevent any adverse impacts on the environment.

Appendix I

Drawings



Scale Bar (1:25,000)



Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



Unit 5, Oasis Park
 19 Road One
 Winsford Ind. Est.
 Winsford, Cheshire
 CW7 3RY

t: 01606 558833
 f: 01606 861182

w: www.oaktree-environmental.co.uk
 e: sales@oaktree-environmental.co.uk

Drawing No: SEF/2128/01 Rev: -

Title: SITE LOCATION MAP

Site: Unit 25 B, Sefton Lane Industrial Estate, Maghull L31 8BX


Client: Darren Sinners T/A Knowsley Waste Services

Date: 13 August 2022 Job: 002

Drawn: CP Checked: -- Client: 2128

Scale: 1:25,000 Printed @: A4

KEY:

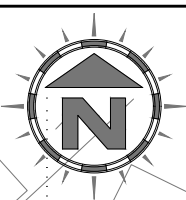
 Site location

Notes:

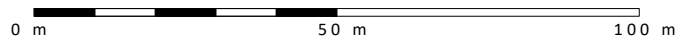
- (1) Drawing for indication only.
- (2) Do not scale from this drawing.
- (3) All measurements must be verified on site.

REVISION HISTORY

Rev:	Date:	Init:	Description:
-	19/08/16	CP	Initial drawing
A	13/01/22	CP	Variation copy

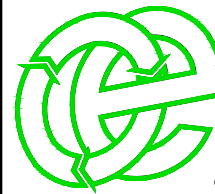


Scale Bar (1:1,250)



Oaktree Environmental Ltd

Waste, Planning and Environmental Consultants



Unit 5, Oasis Park
19 Road One
Winsford Ind. Est.
Winsford, Cheshire
CW7 3RY
t: 01606 558833
f: 01606 861182

w: www.oaktree-environmental.co.uk
e: sales@oaktree-environmental.co.uk

Drawing No: SEF/2128/02 Rev: -

Title: PERMIT BOUNDARY PLAN


Site: Unit 25 B, Sefton Lane Industrial Estate, Maghull L31 8BX

Client: Darren Sinners T/A Knowsley Waste Services

Date: 13 January 2022 Job: 002

Drawn: CP Checked: -- Client: 2128

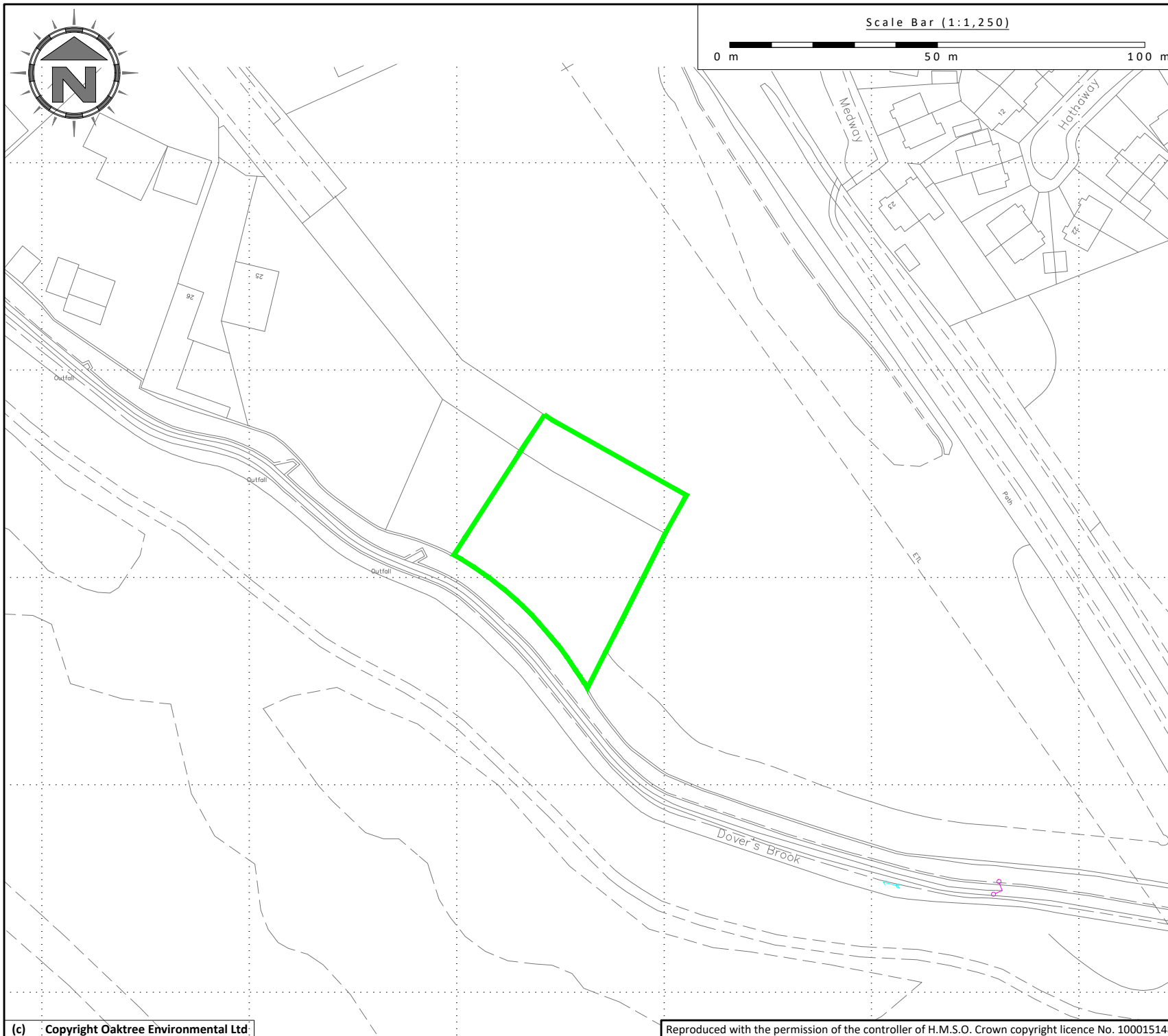
Scale: 1:1,250 Printed @: A4

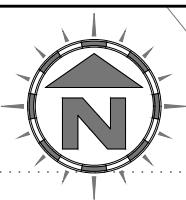
KEY:
 Permit boundary

Notes:
(1) Drawing for indication only.
(2) Do not scale from this drawing.
(3) All measurements must be verified on site.

REVISION HISTORY

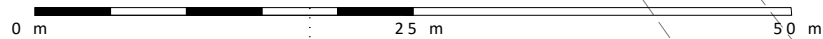
Rev:	Date:	Init:	Description:
-	19/08/16	CP	Initial drawing
A	13/01/22	CP	Variation copy





To Sefton Lane

Scale Bar (1:500)



Oaktree Environmental Ltd
 Waste, Planning and Environmental Consultants

Lime House, Road Two
 Winsford Ind. Est.
 Winsford, Cheshire
 CW7 3QZ

t: 01606 558833

w: www.oaktree-environmental.co.uk
 e: sales@oaktree-environmental.co.uk

Drawing No:	SEF/2128/03	Rev:	C
-------------	-------------	------	---

Title: **SITE LAYOUT PLAN**

Site: **Unit 25 B, Sefton Lane Industrial Estate, Maghull L31 8BX**

Client: **Darren Sinners T/A Knowsley Waste Services**

Date:	13 January 2022	Job:	002
-------	-----------------	------	-----

Drawn:	CP	Checked:	KWS	Client:	2128
--------	----	----------	-----	---------	------

Scale:	1:500	Printed @:	A4
--------	-------	------------	----

KEY:

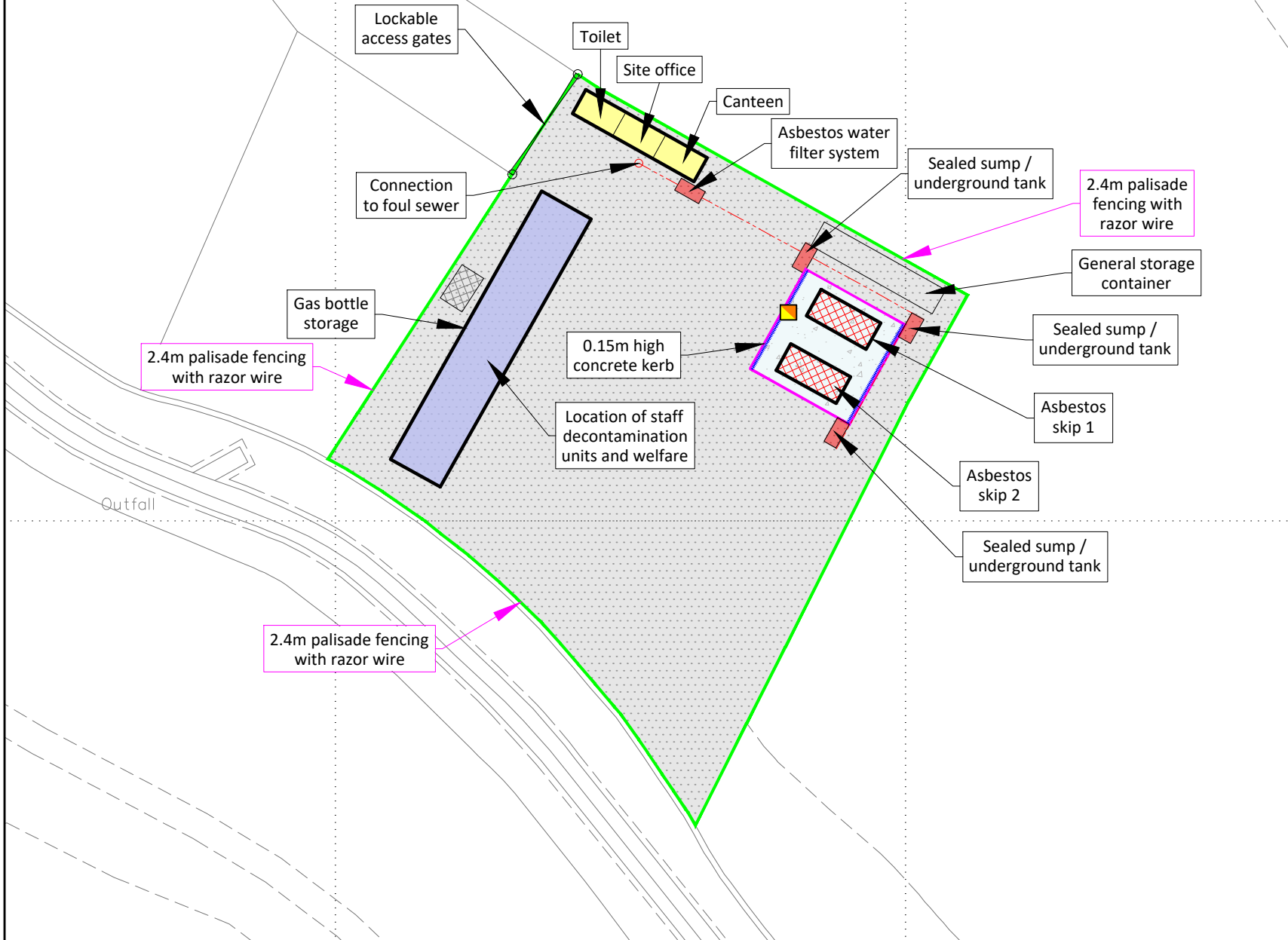
- Permit boundary
- Spill kit
- Sealed concrete pad
- Hardstanding area
- Buildings/offices
- - - Underground drainage

Notes:

- (1) Drawing for indication only.
- (2) Do not scale from this drawing.
- (3) All measurements must be verified on site.

REVISION HISTORY

Rev:	Date:	Init:	Description:
-	19/08/16	CP	Initial drawing
A	14/12/16	CP	Amended layout
B	05/05/17	CP	Client comments
C	13/01/22	CP	Variation copy



Appendix II

Record Keeping Forms

**DARREN SINNERS T/A KNOWSLEY WASTE SERVICES
REJECTED WASTE - RECORD FORM KWS/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	

	DARREN SINNERS T/A KNOWSLEY WASTE SERVICES SITE INSPECTION FORM – KWS/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							
HOLDING TANKS	WEEKLY							
WASTE CONTAINERS	DAILY							
WASTE STORAGE LIMITS ASBESTOS	DAILY							
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	
<i>Sheet</i>			<i>of</i>	

**DARREN SINNERS T/A KNOWSLEY WASTE SERVICES
PREVENTATIVE MAINTENANCE CHECKLIST– KWS/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						

**DARREN SINNERS T/A KNOWSLEY WASTE SERVICES
 EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - KWS/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:							

**DARREN SINNERS T/A KNOWSLEY WASTE SERVICES
COMPLAINTS REPORT FORM (KWS/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 KWS/RF/7. This form will normally be completed, signed and dated by the Site Manager; if they are not available the Office Manager will complete the form.

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

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

Appendix III

Copy of Environmental Permit

Appendix IV

Health & Safety – Conditions of Site Use

HEALTH AND SAFETY - CONDITIONS OF SITE USE

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

- 1) The site is covered by the Health and Safety at Work Act 1974 and its associated regulations and all users must abide by any relevant provisions. Any person found to be in contravention of the requirements of this Health and Safety Statement will be asked to leave the site.
- 2) All visitors 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 Darren Sinners T/A Knowsley Waste Services 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 Darren Sinners T/A Knowsley Waste Services 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.