

ENVIRONMENTAL MANAGEMENT SYSTEM

Simonswood Industrial Estate, Stogate Lane, Simonswood, Knowsley, Merseyside, L33
4YB

Simonswood Properties Limited

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

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

Appendix III - Environmental Permit

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Site Information & Key Contacts List

Site Address:	Simonswood Industrial Estate, Stopgate Lane, Simonswood, Knowsley, Merseyside, L33 4YB		
Site Operator:	Simonswood Properties Limited	National Grid Ref:	SD 43800 00900

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Sean Munro	Operator	0151 548 7273	999
<u>Aintree University Hospital</u> Lower Ln, Fazakerley, Liverpool L9 7AL	Local NHS Hospital (Main)	0151 5255980	999
<u>Merseyside Police</u> L32, Webster-Drive, Liverpool L32 8RF	Local Police Non-Emergency	0151 709 6010 or 101	999
	Police Emergency	999	999
<u>Merseyside Fire & Rescue Service</u> Kirkby fire station, 20 Webster-Drive, Liverpool L32 8SJ	Fire and Rescue Service (in Emergency Dial 999)	0151 2965505	0151 2965505 or 999
<u>Environment Agency</u>	Environmental Regulator	03708 506506	0800 807060
<u>Lancashire County Council</u> County Hall, Fishergate, Preston, Lancashire, PR1 8XJ	County Council General Enquiries	0300 123 6701	999
<u>United Utilities</u>	Mains water & sewerage provider	0345 072 6765	0345 072 6765
<u>Oaktree Environmental Ltd</u> Lime House, 2 Road 2, Winsford, Cheshire CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	999 or 0800 807060

1 General Considerations

1.1 Site operator/permit holder

1.1.1 Simonswood Properties Limited operate a recycling centre that allows for the reception, storage, sorting and treatment of Inert and construction, demolition and excavation (CDE) waste. The EP will be regulated by the EA under the Environmental Permitting (England & Wales) Regulations 2016. The site is currently operated under an A11: Household, Commercial & Industrial Waste Transfer Station.

1.1.2 The proposed additional physical treatment activity will allow the site to accept non-hazardous waste. The operations on site as part of this additional activity will include:

- i) The importation of Inert & CDE wastes; and,
- ii) Separation of different elements of Inert & CDE waste into the various fractions which will be stored on site pending removal.

1.1.3 Waste can be accepted from members of the public and from the commercial and industrial sector.

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

1.2 Relevant contacts

1.2.1 The contact details for the operator are as follows:

Simonswood Properties Limited	Contact:	Sean Munro
Simonswood Industrial Estate, Stopgate Lane, Simonswood, Knowsley, Merseyside, L33 4YB	Position:	Operator
	Tel:	0151 548 7273

1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for Simonswood Properties Limited to assist in the preparation of this Environmental Management System (EMS). This EMS has been prepared to meet the requirements of the Environmental Permitting (England and Wales) Regulations 2016.

1.2.3 Contact details for Oaktree Environmental are as follows:

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

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

1.3 Site location

1.3.1 The site is located on Land at Simonswood Industrial Estate, Stopgate Lane, Simonswood, Knowsley, Merseyside, L33 4YB as shown on Drawing No. 2358-003-02/03.

1.4 Permit area/waste management operations

1.4.1 The permit boundary is outlined in green on Drawing No. 2358-003-03. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant and equipment.

1.4.2 The EP is required for the storage (keeping) prior to removal, and treatment (all types of handling/processing) of waste. Waste treatment processes which are typically carried out on site as part of the proposed physical treatment activity are summarised on the next page:

- Compacting (by loading shovel)
- Sorting (with loading shovel/excavator or by hand)

- Screening (by using appropriate mechanical screening plant and equipment)
- Separation (by using appropriate mechanical screening plant and equipment)
- Crushing (by using appropriate plant and equipment)
- Blending (by loading shovel and trommel)
- Washing (by appropriate wash plant and equipment)

1.4.3 Specified waste management activities and associated limits (including waste disposal and waste recovery operations) are listed below:

- **R13:** Storage of wastes pending any of the operations numbered R3 to R5
- **R3:** Recycling/reclamation of organic substances which are not used as solvents
- **R5:** Recycling/reclamation of other inorganic materials
- **D9:** Physico-chemical treatment not specified elsewhere in Annex IIA which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D8 and D10 to D12
- **D14:** Repackaging prior to submission to any of the operations numbered D1 to 13
- **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 typically open during the following hours for the delivery and receipt of waste on site; including depositing, sorting, moving, storing and removing waste:

Monday to Friday	07:00 – 18:00
Saturday	07:00 – 13:00
Sundays, Bank/Public holidays	No operations

1.5.2 The only other 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 vehicular and/or pedestrian access.

1.6 Waste Storage, Types and Quantities

- 1.6.1 The locations of the operational and storage areas are shown on Drawing No. 2358-003-03. The nature of operations at waste facilities means that certain operational areas may change depending on processing requirements.

- 1.6.2 The waste types handled on site will consist of dry, inert and non-hazardous wastes arising from activities within the surrounding area. This is as defined in the Controlled Waste (England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990.

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

- 1.6.4 The site is currently permitted to accept 360,000 tonnes per annum under the extant A11: Household, Commercial & Industrial Waste Transfer Station. EP. As part of this variation, the operator is proposing to accept an additional tonnage of 936,000 tonnes per annum (based on a worst-case scenario of the wash plant processing capacity being 3,000 tonnes per day and working 6 days a week).

1.7 Exempt activities

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

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

1.7.3 Wastes brought onto site as part of any exempt waste activities will be kept clearly segregated and identified from those wastes imported for the specified waste management operations as shown on Drawing No. 2358-003-03.

1.8 Staffing and management

1.8.1 The site will open for the deposit of waste or for other essential operations during the hours listed in Section 1.5. The table below details the general staffing numbers required when the site is open for the reception of waste:

Table 1.1 - Staffing Levels

Position	Employees	Responsibilities
Site Manager	1	Overseeing and co-ordinating activities which take place at the site
General Operatives	>1	Traffic marshals, general operatives/housekeeping

1.8.2 Additional temporary staff may be employed on site during busy periods to carry out site maintenance works, plant maintenance, administration and record keeping.

1.9 Health and safety

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

1.10 Fit and proper persons

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

1.11 Convictions

- 1.11.1 Simonswood Properties Limited nor any of the relevant people within the company have been convicted of a relevant offence.

2 Site Engineering and Infrastructure

2.1 Site description

2.1.1 The site is located as shown on Drawing No. 2358-003-02. The site benefits from a number of parking spaces for staff, visitors, HGV's and trailers.

2.2 Access and parking

2.2.1 The site is accessed via an access track from Stopgate Lane and parking is also available on site as shown on Drawing Nos. 2358-003-03.

2.3 Site office

2.3.1 The site office will be located as shown on Drawing No. 2358-003-03. The documents listed below will be retained in the site office.

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

2.4 Weighbridge

2.4.1 All incoming wastes will be calculated using a weighbridge or by using conversion factors and/or HGV load capacities.

2.5 Notice board and signs

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

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

2.5.2 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 located within a large industrial estate which provides security. In addition, the site has suitable security infrastructure in place i.e. lockable access gates and CCTV. The security is considered suitable in preventing unauthorised access to the site.

2.6.2 During times when the site is closed, the following measure are in place to further reduce unauthorised access

- a) **CCTV system** - The site will benefit from a remotely accessible 24-hour CCTV system.

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 or daily inspections forms and repaired as soon as practically possible.

2.6.4 The security measures at the site are under constant daily review under the sites inspection regime. If unauthorised access becomes apparent as a problem at the site the security measures will be reviewed and improvements implemented.

2.7 Fuel storage

2.7.1 The location of fuel storage on site (if applicable) will be shown on Drawing No. 2358-003-03 and procedures for any fuel storage on site are as follows:

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

2.8 Rejected Waste

2.8.1 Any waste which is rejected will be stored in a quarantine skip with a maximum capacity of 2.5 tonnes and removed from the site whenever the skip container is full. The location of this skip has not been included on Drawing No. 2358-003-03 as the skip location may vary as operating conditions permit (i.e. to permit the loading of rejected wastes but clear labelling and management control will ensure its use as specified).

2.9 Drainage

2.9.1 The drainage for the site is clearly shown on Drawing No. 2358-003-03 and if there is any deviation from the current drainage arrangement, an amended EA will be submitted for approval by the EA.

2.9.2 Water from the wash plant will be recirculated through the Wash Plant.

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

2.10 Vehicles, plant and equipment

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

Table 2.1 - List of Plant & Equipment

ITEM	NUMBER	FUNCTION
Excavator	>1	Loading/unloading/movement of waste
Loading shovel	>1	Loading/unloading/movement of waste
Jaw Crusher <i>(if required)</i>	1	Crushing / size reduction of waste
Screener <i>(if required)</i>	1	Screening soil, crushed brick etc.
Wash Plant <i>(comprising scalping screen, pre-screen, aggregate screen, dry screen, press, overband, log washer etc..)</i>	1	Processing and washing of waste materials

Note: *The plant/equipment on site will vary depending on the amount of waste accepted at the site. The permit allows for mechanical processing of waste but there are currently no mechanical processing plant/equipment installed at the site apart from the handling equipment detailed in the table above.*

2.11 Preventative maintenance

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

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

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

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

3 Site Operations

3.1 Preliminary procedures

3.1.1 Guidance will be given by the site management to all employees, sub-contractors, other waste carriers and customers regarding the waste types and operations which are acceptable at the site. The site will be used for the acceptance, storage and processing of waste using Simonswood Properties Limited's own vehicles/contracts and also for third-party users/hauliers whose details would be checked prior to the delivery/collection of waste.

3.1.2 The procedures below would be followed prior to the receipt of waste on site.

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

- a) If the load is satisfactory the driver will sign the relevant paperwork (Duty of Care transfer note/delivery ticket) and remove the load from the premises.
- b) If the waste does not meet the description stated on the controlled waste transfer note the customer is advised to check the note and give a more detailed description of the waste.
- c) If the more detailed description of the waste reveals that the waste is not/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).
- d) If further instructions are needed the driver may also report back to the site manager.
- e) Where it is suspected that the details given on the transfer note are incorrect the EA may be contacted for advice.
- f) Where the load contains soil from an industrial site the procedures detailed below will be followed.

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

3.2 Checking in & inspection of loads (general)

- 3.2.1 All incoming vehicles are required to report to the site office. The details of the load will be recorded, and the transfer note and company documentation will be further checked by the operator to ensure that the load is acceptable at the site. The weight of all loads will be recorded using either a weighbridge or agreed WRAP conversion weights for loads where the weight is not known upon receipt at the site. Any deviation from these procedures or problems with any loads will be reported to the site manager.
- 3.2.2 All vehicle drivers must report to the site office upon arrival at the site. Each load will be recorded, and its contents inspected. All waste accepted on site will be directed to the appropriate reception area.
- 3.2.3 Once a load has been accepted the driver will be asked to unsheet the vehicle (if it is sheeted) and a visual inspection of the contents will be carried out to ensure that the material complies with the EP. If non-compliant waste is discovered before deposit, the load will not be accepted and disposed of at an approved facility. In cases where the presence of unauthorised waste is likely to lead to a breach of permit conditions, the EA will be contacted immediately to agree a course of action.
- 3.2.4 Each load is assessed for visual signs of contamination such as plastic, glass or metal within the material. If a load is deemed unacceptable for processing, then it will be returned to its source.
- 3.2.5 Loads are also examined at the point of unloading. If they are found to be unacceptable at this point the load will be reloaded and returned to source. If small levels of contamination are noted, they are handpicked and taken to an appropriate storage area with reject material placed in a skip for safe disposal.
- 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 Checking in & inspection of loads (CDE waste)

- 3.3.1 Each load of material described as inert or excavation waste is assessed for visual signs of contamination such as plastic, glass or metal within the material. If a load is deemed unacceptable for processing, then it will be returned to its source or directed to an alternative site.
- 3.3.2 Loads are also examined at the point of unloading. If they are found to be unacceptable, the load will be reloaded onto the delivery vehicle and undergo the actions stated above. If small levels of physical contamination are noted (plastics, wood, metal, etc.) they are handpicked and taken to a HCI station.
- 3.3.3 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.

3.4 Waste acceptance procedure

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

3.5 Waste acceptance procedure (inert & excavation waste)

- 3.5.1 For the protection of the operator and site supervisor any loads containing excavated soil i.e. EWC code 17 05 04 or 20 02 02 from an industrial site which could also include CDE sites, the waste must be accompanied by written documentation to demonstrate that the

soil is not contaminated by way of waste analysis in line with the EA's Technical Guidance WM3 "Guidance on the classification and assessment of waste (1st Edition v1.1)".

3.5.2 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 will be undertaken.
- 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 where the waste was excavated/produced from
- vii) Detailed waste description, including EWC code

3.5.3 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 and suitable for processing.

3.6 Waste deposit & handling

3.6.1 Once a load has been accepted by the operator, the contents will be discharged into the appropriate reception, storage and treatment area as shown on Drawing No. 2358-003-03.

3.6.2 Wastes will typically be accepted under the following EWC codes.

- 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 than those mentioned in 17 01 06
- 17 05 04 - soil and stones other than those mentioned in 17 05 03
- 17 09 04 - mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
- 19 12 09 - minerals (for example sand, stones)
- 19 12 12 - other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11 comprising of non-hazardous soils, stones and aggregates only
- 19 12 12 - treated bottom ash including IBA and slag other than that containing dangerous substances only
- 19 12 12 - other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11 – Incinerator Bottom Ash Aggregate (IBAA) only
- 20 02 02 - soil and stones

3.6.3 The site is currently permitted to operate as a Household, Commercial & Industrial Waste Transfer Station, however it is unlikely that the operator will accept these materials at the site as it will be predominantly used for the proposed wash plant operation. Should the operator accept HCI wastes at the site then they will be accepted, stored and processed in a separate area or taken to an alternative HCI facility. The operator will update this EMS accordingly should they seek to accept HCI wastes at the site.

3.7 Waste processing procedure

3.7.1 On site processing using mobile plant is required to produce material to the desired specification for re-sale on the commercial market.

WASH PLANT

3.7.2 The site will operate a wash plant comprising a scalping screen, overband magnet, aggregate screener, pre-screen, logwasher, dry screen, press and dewatering screen etc..

The wash plant flow process is detailed in Appendix V of this EMS and the layout is detailed on Drawing No. 2358-003.

3.7.3 In addition to the wash plant, the site may be required to operate a standalone crusher and screener to process and further define the waste, typical operations for this plant are detailed below.

SCREENER

- a) Waste will be loaded into the feed hopper of the screening plant will be loaded using a 360° tracked excavator or a loading shovel equipped with a bucket. This process will then separate the soil from the stone/hardcore.
- b) The screening plant utilises a vibrating grid with evenly spaced vertical bars to separate out the different fractions within the material. Such screens have interchangeable mesh screens to permit the production of a wide range of product sizes (<3 mm to 20 mm).
- c) Soil will be discharged into two different stockpiles depending on its size via conveyors.
- d) The stone/hardcore material off the front conveyor of the screener should consist of stone/hardcore which will consist of a saleable aggregate. Larger items may then be transferred to the crusher.

CRUSHER

- e) The bulky inert waste will be loaded into the feed hopper of the crusher; this then passes into the crushing chamber which uses hydraulically operated jaws to reduce the size of the material.
- f) Small feed/fines pass through the grid bars/mesh at the base of the crushing chamber and out of the plant via a small side conveyor with a discharge height of approximately 1.5 - 3.0 metres. The larger crushed material falls onto the delivery conveyor which will discharge the material in one of two ways: either onto a conveyor feeding the grid of the mobile screen or onto the ground to form a stockpile.

- g) Before the crushed material exits the delivery conveyor (discharge height of up to 3.0 metres) any extraneous metal is extracted using a permanent overband magnet. If the material requires further grading after crushing the mobile screening plant used will have up to 3 discharge conveyors, forming 3 stockpiles of different product.
- h) Small feed/fines pass through the grid bars/mesh at the base of the crushing chamber and out of the plant via a small side conveyor with a discharge height of approximately 1.5 - 3.0 metres. The larger crushed material falls onto the delivery conveyor which will discharge the material in one of two ways: either onto a conveyor feeding the grid of the mobile screen or onto the ground to form a stockpile.
- i) Before the crushed material exits the delivery conveyor (discharge height of up to 4.0 metres) any extraneous metal is extracted using a permanent overband magnet. If the material requires further grading after crushing the mobile screening plant used will have up to 3 discharge conveyors, forming 3 stockpiles of different product.
- j) The stockpiled material which is discharged from the crushing plant will be transferred to the appropriate storage areas by loading shovel.

3.8 Waste/product removal and export

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

3.9 Aggregates protocol

3.9.1 The site processes hardcore and inert material in accordance with an aggregates protocol. All product/aggregates leaving the site will be accompanied with a product note.

3.9.2 To be able to demonstrate compliance with the Aggregates from Inert Waste Quality Protocol, the site will retain all documentation for every load of recycled aggregates sent out of the site and the correct information will be included. If information is missed or

documentation not retained, then the material will remain a waste and be sent to a suitably permitted site.

3.9.3 The inspection and testing including frequency and methods of tests for finished product shall be detailed and appropriate to the material end use, the quality of input material and the complexity of the waste recovery process. The stockpiles will be sampled and tested in accordance with sections B2.8 and B2.9 of WRAP Aggregate Quality Protocol and may be varied to ensure a controlled process depending on the amount of waste received i.e. daily.

3.9.4 Results of tests are required to meet the customer's specification and will be forwarded upon request. If further tests are required for assessment of suitability for a customer's specific end use, then the results shall also be retained.

3.9.5 **Mechanically processed soil** – As there is no end of waste for mechanically processed soil, every load of processed soil (arising from screening) leaving the site will have an accompanying waste transfer note with all recorded details shown below. Mechanically processed soil will be sent to suitably permitted disposal or recovery / restoration site.

3.10 Record keeping

3.10.1 Simonswood Properties Limited use detailed waste transfer and product notes in paper and electronic form to ensure compliance with the Waste Duty of Care Code of Practice - March 2016 (Section 34(9) of the Environmental Protection Act 1990). The following points detail the correct information required in order to comply with the Waste Duty of Care Code of Practice which the operator will provide on all documentation:

- a written description of the waste which has been agreed and signed by the operator and the next holder. The description is part of the waste information the operator will provide.
- a statement confirming that the operator has fulfilled the duty to apply the waste hierarchy as required by regulation 12 of the Waste (England and Wales) Regulations 2011 (see Waste Hierarchy Guidance for England and Wales)

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

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

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

3.10.3 A waste information note will not be required for non-hazardous waste if the waste holder does not change on the transfer of waste e.g. the waste is moved to other premises belonging to the same business. However, it is best practice that the business understands

who has responsibility for that waste and a record is kept of internal transfers for audit purposes.

3.10.4 **Hazardous waste:** The site will not be accepting any hazardous waste into the site and if any hazardous waste or non-conforming waste is to be removed, it will be done so using a fully completed hazardous waste consignment note and sent to a suitably permitted site. The records of which will be kept for 5 years.

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

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

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

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

3.11 Management techniques

3.11.1 All measures necessary to achieve a high level of protection of the environment and to ensure that the site is operated in accordance with this EMS and EP conditions will be strictly adhered to.

- 3.11.2 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 will ensure:
- 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 despatch 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.

3.12 Site closure plan

- 3.12.1 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 & unprocessed waste on site will be assessed by the TCM to set a timetable for the final processing and timely removal of waste from site.
 - c) Following removal of all waste, plant and machinery from site a Site Investigation will be undertaken to ascertain the ground conditions of the land to which the site relates.
 - d) A surrender application will then be submitted to the EA for determination.

4 Environmental Control, Monitoring and Reporting

4.1 Breakdowns and spillages

- 4.1.1 In the event of breakdown of the loading plant, an alternative machine will be brought on site until it is repaired. If an alternative machine cannot be used, then waste will be stored securely until the plant is repaired. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages.
- 4.1.2 All site surfaces will be inspected daily when the site is in operation. Debris will be swept as required and placed in a skip for disposal to a suitably permitted site.
- 4.1.3 Any spillages of fuel/oil will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will be placed in a skip to be taken to a suitably permitted site for disposal. All spillages of waste and windblown litter will be cleared by the end of the working day in which they occur. Spillage clearance procedures are detailed in Section 5.4.
- 4.1.4 All wastes liable to give rise to contamination will be removed from the site if the site is not secure or if operations cease or are temporarily suspended.

4.2 Site inspections and maintenance

- 4.2.1 The type and inspection frequencies for maintenance/housekeeping are listed on record form SIM/RF/4 as an advisory. The inspection form will be completed by a person who is familiar with the requirements of the EMS and EP for the site. All details of defects, problems and repairs carried out will be recorded on the form on the day that each event occurs. Detailed comments may also be recorded in a site diary. All repairs will be carried out as soon as practically possible.
- 4.2.2 All repairs to site security will take place as soon as practically possible and the site will be made secure until the repair has been carried out. Any major defects found during the daily site inspection will be repaired as soon as practically possible.

4.3 Control of mud and debris

4.3.1 Vehicles will be visually inspected before exit to check that loads are safe and that no mud is carried up the access track which could spill onto the surrounding highways from the wheels or bodies of HGVs. Visual inspections of the vehicle running surfaces at the site will also be carried out daily and staff will report any problems with mud or debris on the site roads immediately to the site manager.

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

4.4 Control of dust

4.4.1 The operator is aware that the containment of dust on site and the prevention of its escape is paramount to operational compatibility with local businesses and residents.

4.4.2 A series of dust mitigation measures are implemented on site and when site conditions dictate to ensure dust emissions are controlled as far as is practically possible. The measures include:

- sheeting of vehicles delivering waste to the site (if necessary);
- sheeting of vehicles transporting potentially dusty loads off site;
- cleaning of any spillages using wet cleaning methods;
- use of crusting agents on stockpiles of finer materials, if required;
- stockpiles will be kept to a minimum as operating conditions allow;
- drop heights **ALWAYS** minimised to prevent dust emissions.
- A constant water supply will be available on site which can be used for dust suppression in all dry, hot weather conditions.

4.4.3 Site operatives will continuously monitor dust emissions whilst the site is in operation and will report back to the site supervisor for advice if required. The site supervisor will make a formal visual inspection of dust emissions throughout the day. Results of monitoring will be entered into the site diary/record forms.

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

4.4.5 The site will operate in accordance with a site specific Dust Management Plan (Doc Ref. 2358-003-H).

4.5 Odour control

4.5.1 Strict turnaround times for any wastes which could give rise to odours will mean that the site will present a low risk of odour nuisance. If malodorous waste is deposited on site, it will be consigned to the skip for rejected waste or removed from the site immediately.

4.5.2 The complaints procedure in record form SIM/RF/7 will be rigorously enforced should a third-party complaint be received from a public or private source.

4.6 Litter control

4.6.1 Given the nature of wastes accepted at the site, the risk of litter escaping the site boundary is deemed very 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 Daily inspections for litter will be carried out for the presence of windblown litter and operatives will be instructed to collect the litter and place it in a skip for disposal/recovery before the end of the working day. In any event, all light waste will be placed in skips

before the end of the working day. Regular checks of the areas immediately beyond the site boundary will be carried out by site operatives.

4.7 Control of pests, birds and other scavengers

4.7.1 The site will be inspected daily for the presence of vermin and the results of the inspection noted in the site diary or site inspection form. A recognised pest control contractor will be brought in within 48 hours if any problems are encountered.

4.8 Control and monitoring of noise & vibration

4.8.1 The location and surrounding land uses means noise associated with the operations will not greatly increase the existing noise level in the surrounding area. The waste operations will be carried out using the best practicable means at all times.

4.8.2 The likely sources of noise arising from the development; and, the actions to be taken / procedures to be followed or planned in order to prevent or minimise levels are shown on the table overleaf.

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.	<ul style="list-style-type: none"> All vehicles are required to be driven onto and off site with due consideration for neighbouring premises. HGV movements will be spread out evenly throughout the day.
Loading/unloading of waste delivery vehicles	<ul style="list-style-type: none"> Vehicles must be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around the site (5mph site speed limit). Engines to be switched off when not in use. Reversing alarms to be preferentially fitted with white noise alarms to minimise impacts on neighbouring sites. No shaking of vehicle bodies whilst raised.
Operation of mechanical treatment plant	<ul style="list-style-type: none"> 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 plant in strict accordance with the hours set out in 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)	<ul style="list-style-type: none"> Drop heights to be kept to a minimum, particularly when loading empty tipper wagon/skip/container to minimise

	noise/vibration. <ul style="list-style-type: none"> Engines to be switched off when not in use. Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around site.
Small vehicles travelling to and from the site (e.g. staff and visitor’s cars, courier van deliveries etc.)	<ul style="list-style-type: none"> All those working on and visiting the site to be made aware of need for considerate driving and keeping vehicles well maintained. Small vehicles will arrive marginally earlier than the main site operating hours.

4.8.3 The site will operate in accordance with a site-specific Noise & Vibration Management Plan (Doc Ref. 2358-004-J).

4.9 Complaints procedure

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

5 Emergency Procedures

5.1 General

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

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

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

5.2 Fire

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

5.2.2 For quick reference, the following actions will be taken when fire is detected or suspected (Site operatives):

- a) DON'T PANIC
- b) RAISE THE ALARM (IF NOT DONE SO ALREADY)
- c) NOTIFY THE SITE MANAGER (IF SAFE TO DO SO)
- d) **DO NOT TRY TO TACKLE THE FIRE YOURSELF UNLESS YOU ARE TRAINED IN DOING SO AND YOU ARE SURE OF THE NATURE OF THE FIRE**
- e) LEAVE THE USING THE MAIN ACCESS GATES AS QUICKLY AND AS ORDERLY AS POSSIBLE
- f) ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT WHICH IS LOCATED BY THE SITE ACCESS GATES.
- g) THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON A999" 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.

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

5.4 Spillages

- 5.4.1 Fuel which may be stored on site will be contained within a bunded receptacle/container to contain any primary leaks. If any oil and vehicle maintenance chemicals are kept on site, they will be stored securely. In the event of a spillage a spill containment kit (absorbent pads, booms or granules) will be used to prevent further spillage and the contaminated absorbents placed in a skip for disposal to a suitably permitted facility.
- 5.4.2 Any wastes which would be classified as having the potential to cause polluting runoff will be stored within a concrete area.
- 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/load and is not observed until the skip is deposited in the waste transfer area then the following procedure will apply:
- a) The staff member will visually check the condition of the drum from a safe distance, noting any labels referring to the possible contents or hazards.
 - b) The site manager will be contacted to verify the observations and to decide on further action.
 - c) The producer of the waste and the EA will be contacted for advice and further information if necessary and both will be informed that a breach of the Duty of Care and site permit conditions has occurred as the result of the unauthorised deposit.
 - d) No further waste will be deposited until the emergency has been dealt with.

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

5.6 Adverse reactions

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

5.7 Staff shortages

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

5.8 Adverse weather conditions

- 5.8.1 **High winds** - There will be reduced sorting, processing or treatment of any wastes which are likely to be blown around during conditions of high winds. Vehicles leaving the site will be sheeted to comply with the requirements of the Duty of Care legislation.
- 5.8.2 **Poor visibility** - The site will reduce operational intensity during conditions of poor visibility such as dense fog to reduce the risk of vehicle collision.

5.8.3 **Droughts / warm weather** – The site would source further dust suppression equipment if dust became a nuisance due to these weather conditions.

5.8.4 **Long periods of rainfall or flood events** – Due to the site’s surface and potential for mud tracking off site. Vehicles will undergo a stringent check and vehicle chassis would be washed down to reduce the risk of mud tracking off site. If this isn’t suitable, the operator would source a road sweeper until weather conditions improve.

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

5.9 Closure of destination sites

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

5.10 Operational failure

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

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 Adapting to climate change & weather conditions

6.1 Climate change

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

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

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

- increases in the probability and severity of flooding (fluvial, groundwater, surface);
- exposure to high temperatures and heatwaves; and
- shortages in availability of water.

6.2 Flood risk / increased rainfall

6.2.1 The site is within Flood Zone 1 which is classified as the lowest probability and risk of fluvial flooding. It is also identified on as being at very low risk of surface water flooding.

6.2.2 The site comprises previously developed land and no construction of new buildings is proposed. The wash plant operations will be situated on a concrete pad. All water (surface and rainwater) on the unsurfaced ground naturally evaporates/ drains away consistent with the current situation at the site.

6.2.3 Therefore, it is considered that the proposed development is not at risk from flooding and would not increase the risk of flooding elsewhere.

6.3 High temperatures and heatwaves

- 6.3.1 Dry weather periods may increase 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 a water to dampen down stockpiles and surfaces, regular sweeping, and limiting stockpile and drop heights, it is also worth noting that the wash plant involves the use of water which will reduce dust generation during processing activities.
- 6.3.2 The retention and enhancement of vegetation surrounding the site will also provide a degree of shelter from wind and help to reduce the risk of dust being blown off-site, while also providing for shade and carbon sequestration.

6.4 Availability of water

- 6.4.1 The main water use on site would be for the operation of the wash plant along with dampening stockpiles and surfaces during dry and windy conditions. Mains water will likely be used for this purpose.

6.5 Weather conditions

- 6.5.1 The site is set up to receive weather alerts from the Met Office for the following weather conditions which could cause a potential complaint off site or potential breach of permit:
- i) Prolonged periods of heavy rainfall causing mud and surface water ponding; this could 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 water shortages, hosepipe bans and excessive dust.
 - v) Dense fog leading to poor visibility causing accidents.

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

HEAVY RAINFALL

- Vehicles exiting the site will undergo a more thorough check to ensure mud is not tracked off site.
- Should long periods of rainfall be likely, the site 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 reduced sorting, processing or treatment of any wastes which are likely to be blown around during conditions of high winds.
- Vehicles leaving the site will be sheeted to comply with the requirements of the Duty of Care legislation.
- Stockpiles will be reduced to a suitable height to prevent the material escaping beyond the site boundary.
- In the event of 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 which can be used to ensure suppression techniques can still function.
- For periods of prolonged dry conditions, stockpiles and processing heights may be reduced to a suitable level to reduce the risk of dust.
- If the above measures are not suitable, the site may look to install additional measures.

- Where dust is becoming a major concern then the operator will stop processing the material and cover the piles using tarpaulin until conditions or dust suppression techniques are considered effective.

DENSE FOG (POOR VISIBILITY)

- The site will reduce operational intensity during 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 SIM/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.

7.2 Site rules and infrastructure training

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

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

7.3 Emergency procedures training

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

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

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

7.4 Fire safety / firefighting training

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

7.4.2 Emergency procedures detailing what measures employees should adopt should a fire occur at the site are detailed in Section 5.2 and are covered by the 'emergency procedures' training (see Section 7.3).

7.4.3 Regular fire drills are undertaken by site management to ensure proper procedures are followed by employees in the unlikely event that a fire incident occurs. These will be unannounced drills and will not form part of the induction or review training as specified in Section 7.1.

7.4.4 All training in relation to fire will be undertaken by site management who have been trained by a suitable Fire Risk Consultant. All training records will be kept within the site office.

7.5 Recognition of waste types training

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

7.5.2 Training is provided to all site users who handle waste on site and those in charge of administration and reporting. In-depth training will also be provided to drivers responsible for collecting wastes from the site of production in accordance with Section 3.0. They will be trained to identify any wastes not covered by the EP for the site and inform the producer that an alternative facility must be sought for any non-compliant wastes.

7.6 Storage areas / limits training

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

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

7.7 Vehicle / plant preventative maintenance training

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

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

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

7.8 Duty of care training

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

7.9 Plant operation training

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

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

7.10 Permit / management System

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

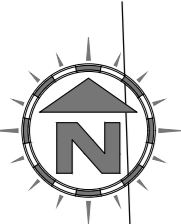
7.11 Training for contractors

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

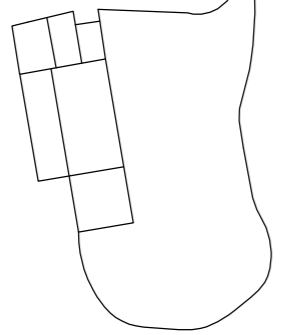
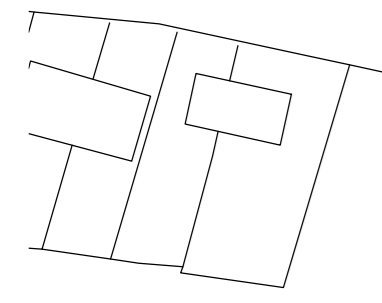
7.11.2 Additional training will be provided to contractors in their area of expertise. If they are dealing with specific items of plant/machinery, site operating conditions and a general understanding of the EP conditions will be provided to prevent any adverse impacts on the environment.

Appendix I

Drawings

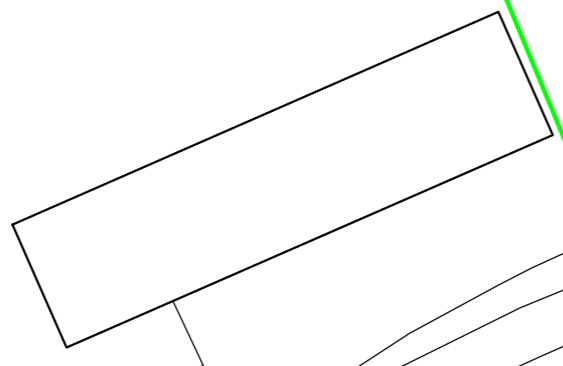


Stopgate Lane

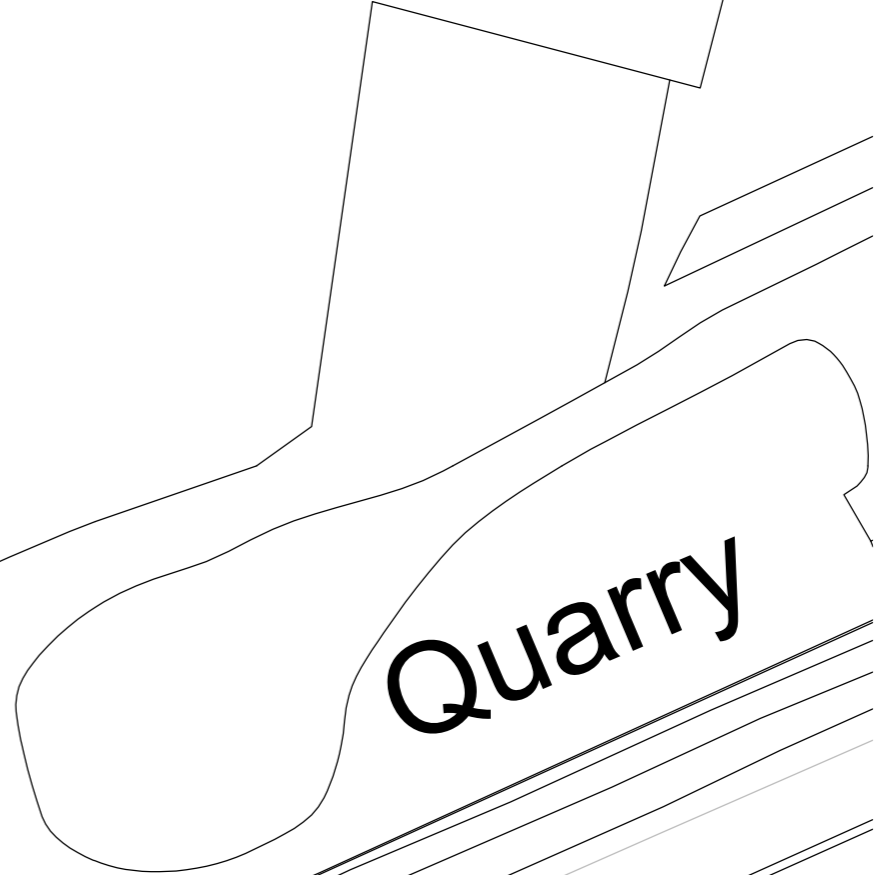


Tower House w/b

37m



Track



Quarry

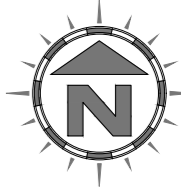
NOTES
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REVISION HISTORY

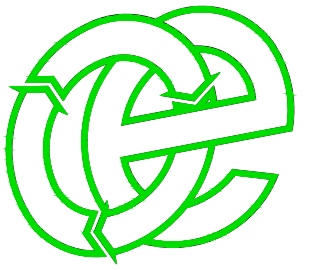
Rev:	Date:	Init:	Description:
-	15.01.24	JH/IA	Initial drawing

KEY:

— Permit boundary



Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
PERMIT BOUNDARY PLAN

CLIENT
Simonswood Properties Ltd

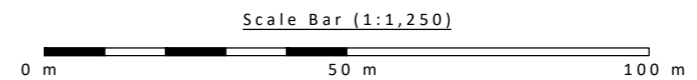
PROJECT/SITE
Simonswood Industrial Estate, Stopgate Lane,
Simonswood, Knowsley, Merseyside, L33 4YB

SCALE @ A2	CLIENT NO	JOB NO
1:1,250	2358	003

DRAWING NUMBER	REV	STATUS
2358-003-02	-	Issued

DRAWN BY	CHECKED	DATE
JH/IA	RS	15.01.24

Lime House, Road Two, Winsford, Cheshire, CW7 3QZ
t: 01606 558833 | e: sales@oaktree-environmental.co.uk







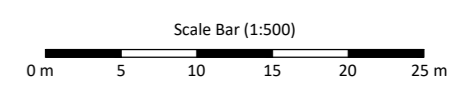
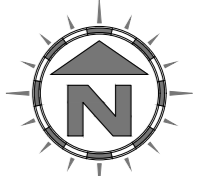
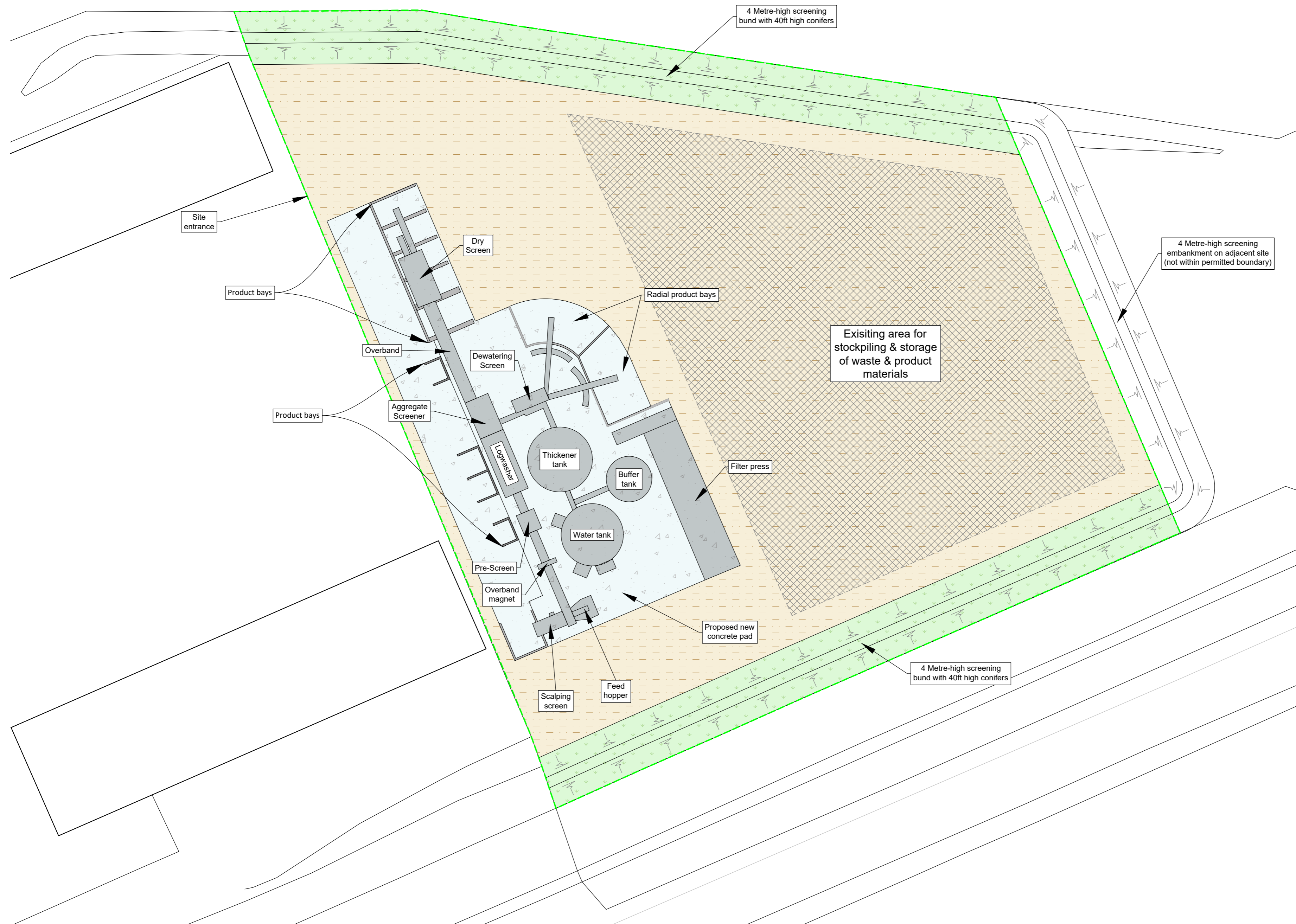
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REVISION HISTORY

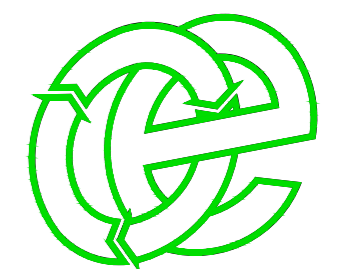
Rev:	Date:	Init:	Description:
-	20.10.22	JH	Initial drawing
A	07.11.22	JH	Client comments
B	12.01.24	IA	Drawing amendments

KEY:

-  Permit boundary
-  Concreted areas (within permit boundary)
-  Stone surface (free-draining)
-  Unsurfaced/landscaped areas



Oaktree Environmental Ltd
 Waste, Planning and Environmental Consultants



DRAWING TITLE
 SITE LAYOUT PLAN

CLIENT
 Simonswood Properties Ltd

PROJECT/SITE
 Simonswood Industrial Estate, Stopgate Lane,
 Simonswood, Knowsley, Merseyside, L33 4YB

SCALE @ A2 1:500	CLIENT NO 2358	JOB NO 003
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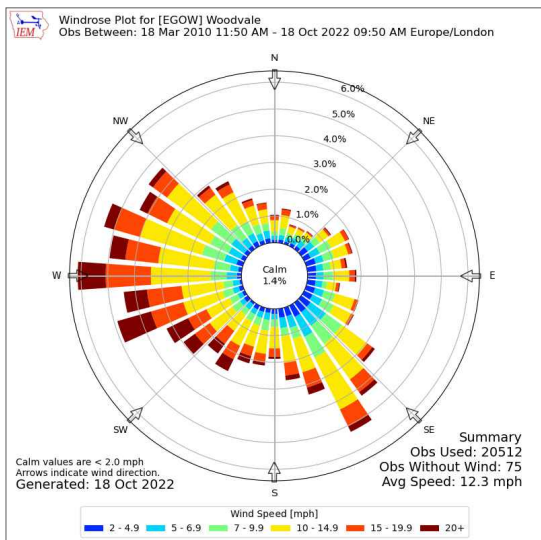
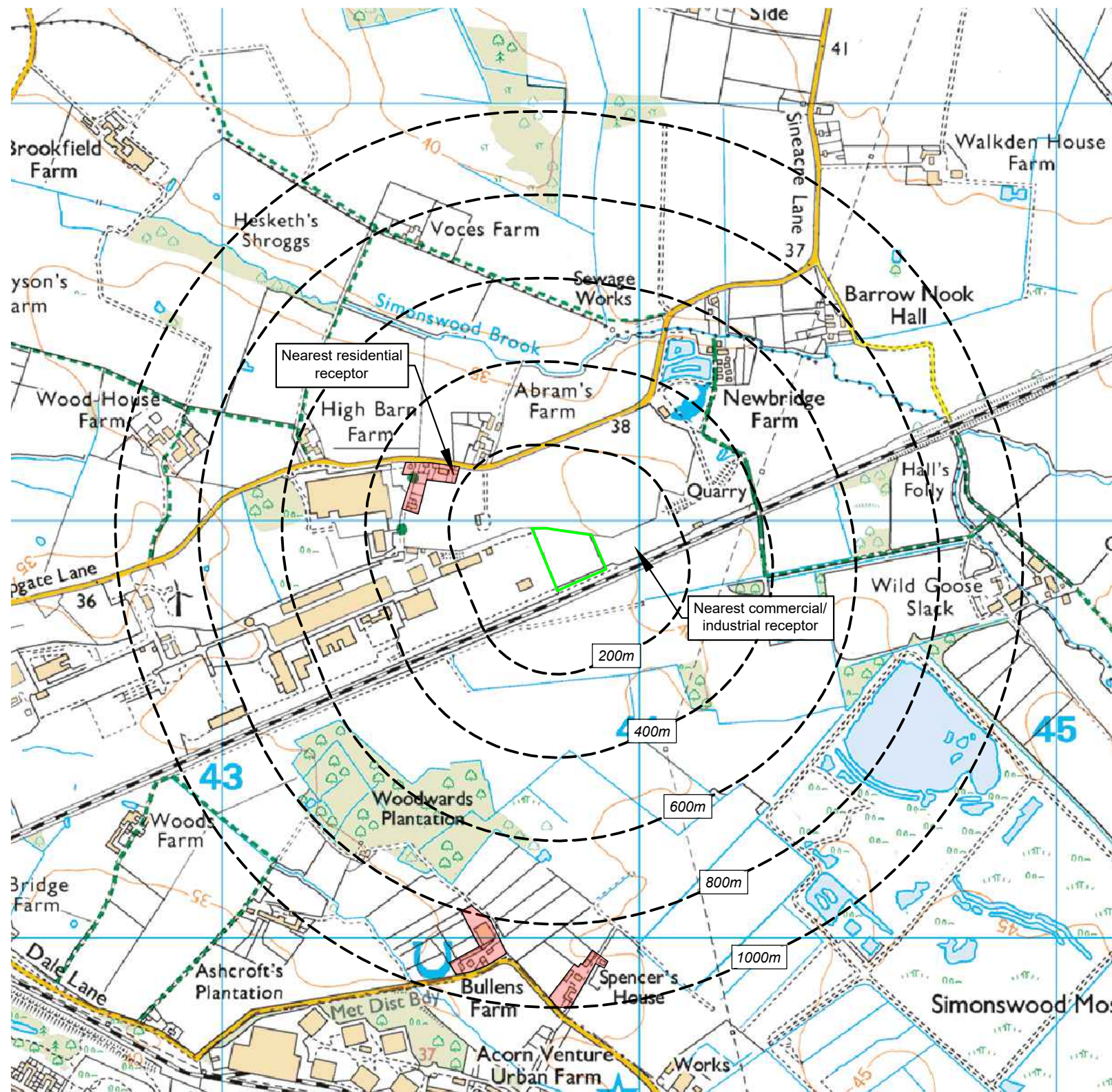
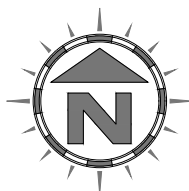
DRAWING NUMBER 2358-003-03	REV B	STATUS Issued
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DRAWN BY JH	CHECKED RS	DATE 12.01.24
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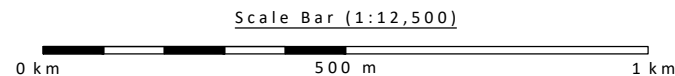
Lime House, Road Two, Winsford, Cheshire, CW7 3QZ
 t: 01606 558833 | e: sales@oaktree-environmental.co.uk

KEY:

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



Compass Wind Rose for Woodvale (EGOW)
 Period 2010-2022
 - source: Iowa State University



NOTES

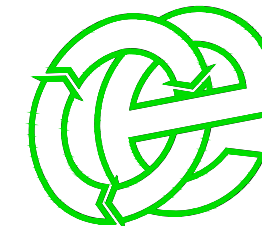
1. Boundaries are shown indicatively.
2. Wind rose data shows the prevailing wind direction to be Southerly.

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REVISION HISTORY

Rev:	Date:	Init:	Description:
-	23.11.22	IA	Initial drawing

Oaktree Environmental Ltd
 Waste, Planning and Environmental Consultants



DRAWING TITLE
 RECEPTOR PLAN

CLIENT
 Simonswood Properties Ltd

PROJECT/SITE
 Simonswood Industrial Estate, Stopgate Lane,
 Simonswood, Knowsley, Merseyside, L33 4YB

SCALE @ A3 1:12,500	CLIENT NO 2358	JOB NO 003
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DRAWING NUMBER 2358-003-04	REV -	STATUS Issued
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DRAWN BY IA	CHECKED IA	DATE 23.11.22
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Lime House, Road Two, Winsford, Cheshire, CW7 3QZ
 t: 01606 558833 | e: sales@oaktree-environmental.co.uk

Appendix II

Record Keeping Forms

**SIMONSWOOD PROPERTIES LIMITED
REJECTED WASTE - RECORD FORM SIM/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	

**SIMONSWOOD PROPERTIES LIMITED
SITE INSPECTION FORM (DAILY INSPECTIONS) – SIM/RF/4**

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

SIMONSWOOD PROPERTIES LIMITED

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

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

**SIMONSWOOD PROPERTIES LIMITED
COMPLAINTS REPORT FORM (SIM/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 SIM/RF/7. This form will normally be completed, signed and dated by the Site Manager; if they are not available the Office Manager will complete the form.

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

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

Appendix III

Environmental Permit

Appendix IV

Health & Safety – Conditions of Site Use

HEALTH AND SAFETY - CONDITIONS OF SITE USE

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

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

Declaration: To be completed by site users

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

Signed.....

Print name.....

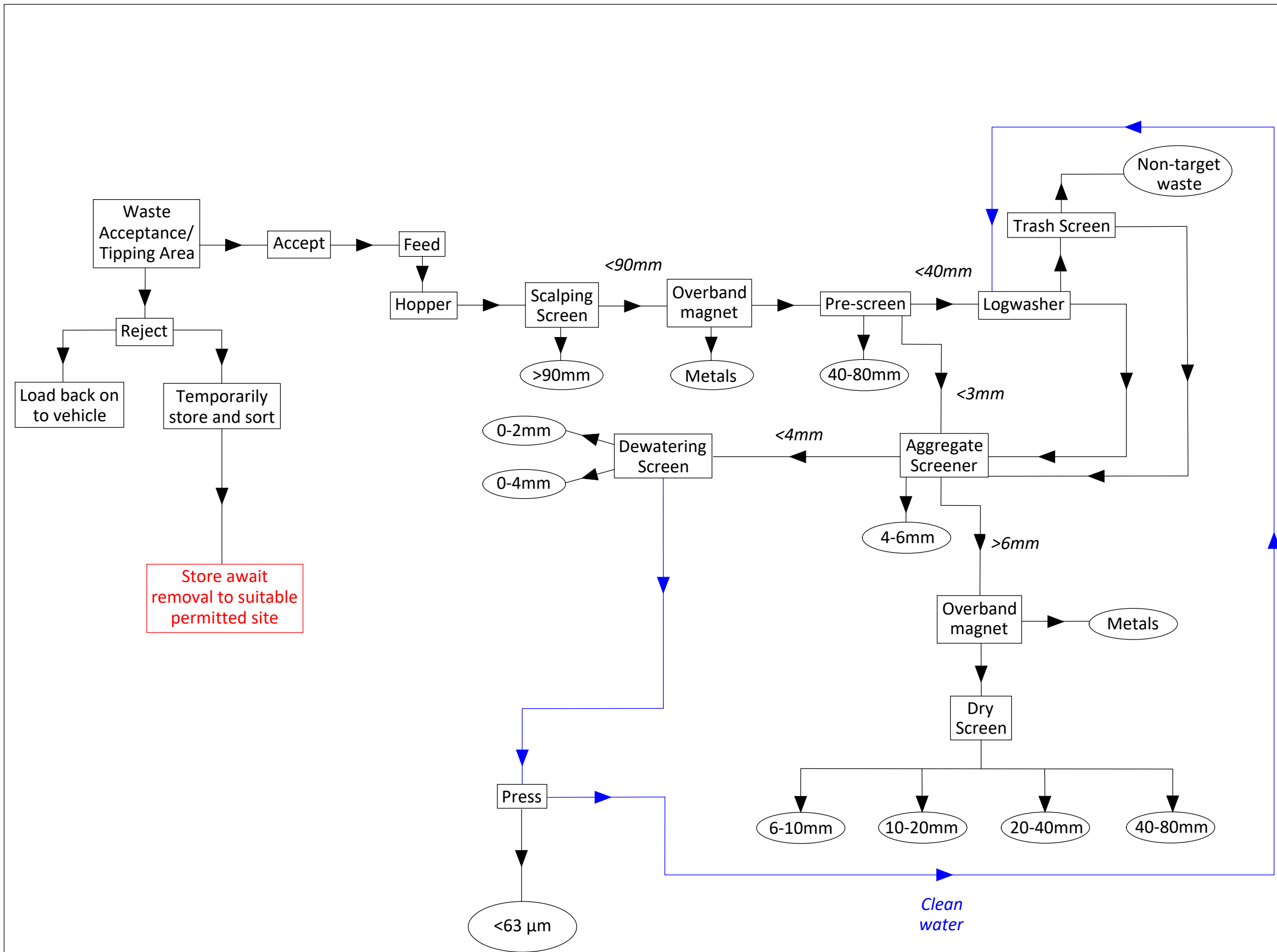
Company/Organisation.....

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

Appendix V

Wash Plant Process Flow



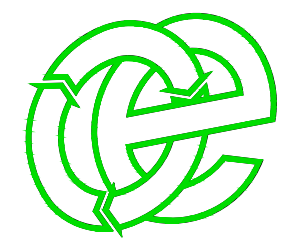
NOTES
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The water flow for the process is shown in Blue. The black diagram denotes the process flow for the proposed wash plant

REVISION HISTORY

Rev:	Date:	Init:	Description:
-	10.01.24	IA	Initial drawing
A	15.01.24	IA	Process amendment

Oaktree Environmental Ltd
 Waste, Planning and Environmental Consultants



DRAWING TITLE
 PROCESS FLOW DIAGRAM (WASH PLANT PROCESS)

CLIENT
 Simonswood Properties Ltd

PROJECT/SITE
 Simonswood Industrial Estate, Stopgate Lane, Simonswood, Knowsley, Merseyside, L33 4YB

SCALE @ A3 Not to scale
CLIENT NO 2358
JOB NO 003

DRAWING NUMBER 2358-WASH-05
REV A
STATUS Issued

DRAWN BY IA
CHECKED RS
DATE 15.01.24

Lime House, Road Two, Winsford, Cheshire, CW7 3QZ
 t: 01606 558833 | e: sales@oaktree-environmental.co.uk