

Dust Management Plan

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For: Harry Barker (Ireleth and Askam) Properties Limited

Site: Barrow-in-Furness

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1. Introduction

1.1 Background

- 1.1.1 ARTHIAN Ltd has been requested by Harry Barker (Ireleth and Askam) Properties Limited (the Client) to update the Dust Management Plan (DMP) for their recycling operations undertaken at Greenscoe Quarry, Dalton Road, Askam-In-Furness, LA16 7HF (the Site).
- 1.1.2 This Dust Management Plan updates the previous plan in place at the Site (HG, undated), in support of a permit application for the addition of 'washing' as an activity to the recycling activities undertaken at the Site.

1.2 Site activities

- 1.2.1 The Site operates in accordance with Environmental Permit Reference UP3696EN (the **Permit**). The Permit was issued on 15 March 2011 for a Standard Rules Permit SR2008 No.1 '75,000 tonnes per annum household, commercial and industrial waste transfer station for the treatment of non-hazardous waste'. On 22 June 2011, the Environment Agency initiated a permit variation to change the Standard Rules Permit from SR2008 No.1 to SR2008 No.3 '75,000 tonnes per annum household, commercial and industrial waste transfer station with treatment'. Since June 2011 the Site has been operating in accordance with the Permit (SR2008 No.3).
- 1.2.2 Though the Permit allows operation of a HCI waste transfer station, the activities undertaken on Site, are more accurately described as the physical treatment and separation of select construction and demolition waste, to produce soil, soil substitutes and recycled aggregate. The majority of waste accepted and treated at the site are waste codes 17 05 04 and 20 02 02 and this is likely to continue.
- 1.2.3 The following changes are proposed and considered within this DMP:
 - Add washing of soils and stones, to allow greater recovery and quality of recycled aggregate product.
 - Increase annual throughputs from 75,000 tonnes per annum to 175,000 tonnes per annum
 - Add waste codes (x4 codes for soil and stones).
- 1.2.4 In terms or risks of dusts and particulates as a consequence of the new activity, this risk is considered to be very low, or improved on previous operation.
- 1.2.5 It should be noted that though the Permit allows the operation of a household commercial and industrial waste transfer station with treatment, the Site effectively operates a waste recycling facility within the base of Greenscoe Quarry. This DMP has been prepared on this basis and considers the risks posed by those wastes to be stored and treated as part of the



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1.2.6 The Permit allows only the treatment of 'specified wastes' to be stored and treated outside a building. These 'specified wastes' are listed in Table 1-1, alongside wastes added in this variation. Which are highlighted in grey. This DMP is based upon the treatment of the wastes listed in Table 1-1.

Table 1-1 - Waste types treated on Site

01 V	Description
	AVACTES DESCRIPTIVES EDGINES OF STREET, MINING, CHARDYING, AND DUNGLOAL AND CHEMICAL
	WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING, AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS
01 01 v	wastes from mineral excavation
01 01 01 v	wastes from mineral metalliferous excavation
01 01 02 v	wastes from mineral non-metalliferous excavation
01 04 v	wastes from physical and chemical processing of non-metalliferous minerals
01 04 08 v	waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09 v	waste sand and clays
01 04 13 v	wastes from stone cutting and sawing other than those mentioned in 01 04 07
01 05 c	drilling muds and other drilling wastes
01 05 04	freshwater drilling muds and wastes
	WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING
02 04 v	wastes from sugar processing
02 04 01 s	soil from cleaning and washing beet
10 11	wastes from manufacture of glass and glass products
10 11 12	waste glass other than those mentioned in 10 11 11
10 12	wastes from manufacture of ceramic goods, bricks, tiles and construction products
10 12 08	waste ceramics, bricks, tiles and construction products (after thermal processing)
10 13	wastes from manufacture of cement, lime and plaster and articles and products made from them
10 13 14	waste concrete
	WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED
15 01	packaging (including separately collected municipal packaging waste)
15 01 07	glass packaging
	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)
17 01	concrete, bricks, tiles and ceramics



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Waste Code	Description
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 02	wood, glass and plastic
17 02 02	Glass
17 03	bituminous mixtures, coal tar and tarred products
17 03 02	bituminous mixtures other than those mentioned in 17 03 01
17 05	soil (including excavated soil from contaminated sites), stones and dredging spoil
17 05 04	soil and stones other than those mentioned in 17 05 03
17 05 06	dredging spoil other than those mentioned in 17 05 05
17 05 08	track ballast other than those mentioned in 17 05 07
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL USE
19 12 05	Glass
19 12 09	minerals (for example sand, stones)
19 13	wastes from soil and groundwater remediation
19 13 04	sludges from soil remediation other than those mentioned in 19 13 03
19 03 06	sludges from groundwater remediation other than those mentioned in 19 13 05
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS
20 02	garden and park wastes (including cemetery waste)
20 02 02	soil and stones

1.2.7 Of the waste types listed in Table 1-1 above, they are grouped by perceived risk to create dust in Table 1-2.

Table 1-2 Dust potential by waste type

Waste types	Potential to create dust
Glass, brick, tile, concrete, sludge (damp)	Low
Soils, clays, silts, sands, sludge (dry)	Medium
All wastes with small particle size/ dry	High



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1.3 Site setting

- 1.3.1 The Site is located in a predominately rural area, centred at National Grid Reference SD 22161 76051 and is situated approximately 800m southeast of the outskirts of Askam-In-Furness and approximately 2km north-northeast of Dalton-in-Furness town in Cumbria. The hamlet of Greenscoe is approximately 125m north of the Site boundary.
- 1.3.2 Land-use immediately adjacent to the Site comprises of agricultural fields to the east, south and north with pockets of woodland and the western boundary is bordered by the A595 road, beyond which is arable land, a brickworks and further to the northwest a recreational caravan park. Beyond the arable land and woodland to north are residential properties in Greenscoe.
- 1.3.3 In the wider landscape, pastures and agricultural land occupies the majority of the land-uses along with associated farms, agricultural buildings, an industrial unit, isolated residential properties and a solar farm is located to the west of the Site and beyond this the Duddon Estuary.
- 1.3.4 The waste processing area itself is located within the quarried void, and sits at c.20m below the surrounding ground level.
- 1.3.5 Access to the Site is gained via Askam Road (the A595) on the western edge which extends from Dalton-in-Furness to Askam-In-Furness.
- 1.3.6 The Site is not located within an Air Quality Management Area (AQMA). The nearest AQMA is located c. 90 miles south, in Liverpool.

1.4 Local dust sources

1.4.1 Select off-Site dust sources have been noted, see Table 1-3 for a tabulated list. Dust sources are shown on displayed on Drawing No. 317024 DW03 Sensitive Receptors Plan.

Table 1-3 Local dust sources

Ref	Receptor	Туре	Direction	Distance
Α	Agricultural fields	Agricultural	Е	0
В	Askam Road	Infrastructure - Road	W	0
С	Furness Brick & Tile Company	Industrial	NW	65
D	Quarry	Industrial	NE	170

1.5 Sensitive Receptors

1.5.1 Receptors, which may be sensitive to the emission of dust from the Site, have been identified within 1km, see Table 1-4 and Sensitive Receptors Plan, Drawing No. 317024 DW03. Table 1-4 also records the distance from the waste processing area of the Site to each receptor.



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1.5.2 A 1 km radius has been applied as a worst-case scenario and it reflects the maximum potential distance that fugitive dust and particulate matter could reasonably be dispersed in extreme meteorological conditions without any mitigation measures in place.

Table 1-4 Sensitive Receptors

No	Receptor	Туре	Direction	Distance	Dist.proc.
1	Askam Road	Infrastructure - Road	W	0	115
2	Furness Brick & Tile Company	Industrial	NW	65	210
3	Greenscoe	Residential	N	125	320
4	Quarry	Industrial	NE	170	350
5	Parkknott Retreat	Recreation	NW	180	375
6	Dwelling	Residential	SW	190	350
7	Farm	Agriculture	SSE	305	310
8	High Haume Glamping	Recreational	ENE	350	590
9	Solar Farm	Infrastructure (Energy)	W	410	510
10	Askam-in-Furness	Residential properties	NW	805	1000
11	Dalton-in-Furness (Village)	Residential	NE	835	1030
12	A590	Infrastructure (Road)	S	855	1120
13	Black Dog Inn	Recreation	E	900	1025
14	Elliscales Quarry (SSSI)	Protected Habitat	SE	940	1155
15	Morecambe Bay & Duddon Estuary (SPA)	Protected Habitat	W	950	1055
16	Morecambe Bay (SAC)	Protected habitat	W	950	1055
17	Duddon Estuary (Ramsar, SSSI)	Protected habitat	W	950	1055

1.5.3 Receptors may have differing sensitivity to dust. Broadly speaking, receptors have been assessed using the perceived sensitivity given in Table 1-5.

Table 1-5 Receptor sensitivity

Sensitivity	Description
Low	Other industry not sensitive to dust e.g. waste site, motor repair, roads (resuspension)
Medium	Dwellings, more sensitive industry or commercial premises e.g. offices, food manufacturers, protected sites (SSSI, SPA, SAC),



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Sensitivity	Description
High	Hospitals, schools, childcare facilities, elderly housing, convalescent facilities, sensitive industry e.g. generating microchips

- 1.5.4 Predicted exposure risk levels have been determined via a qualitative assessment, which evaluates the likelihood of exposure to dust and particulate emissions based on the receptors' proximity to the Site and the location of the sensitive receptors with respect to the prevailing wind direction.
- 1.5.5 Institute of Air Quality Management (IAQM) Guidance on the Assessment of Mineral Dust Impacts for Planning (May 2016) states that "it is commonly accepted that the greatest impacts will be within 100m of a source and this can include both large (>30μm) and small dust particles. The greatest potential for high rates of dust deposition and elevated PM10 concentrations occurs within this distance. Intermediate-sized particles (10 to 30μm) may travel up to 400m, with occasional elevated levels of dust deposition and PM10 possible. Particles less than 10μm have the potential to persist beyond 400m but with minimal significance due to dispersion." This statement has been considered in the assessment of the exposure level for each receptor. The source of dust from the Site will be general mineral dust from the treatment processes or resuspension from the transit of vehicles over unpaved surfaces.
- 1.5.6 Receptors within 100m of the Site are considered not to be very sensitive to dust.
- 1.5.7 The nearest residential receptors is 125m north of the Site and 320m north of the waste processing area. In addition the siting of waste processing within quarry void will serve to minimise risk of dust emissions from the site.
- 1.5.8 There are four protected habitat sites located within 1km of the Site, or just over 1km from the waste processing area. These relate to the Estuary and a local quarry protected site. Impact would be in the form of damage to vegetation and habitat by excessive dust deposition. It is considered that all four of these sites are located sufficiently far from the waste area that they are very unlikely to be impacted in this manner by dust from the Site.
- 1.5.9 The Site does not have any history of dust complaints from existing recycling operations, which pose a greater risk of dust than waste washing.
- 1.5.10 With the depressed elevation of treatment activities, it is considered that any dust emissions from the Site are unlikely to travel more than 50m from the Site boundary.



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2. Site activities

2.1 Waste acceptance

- 2.1.1 All waste accepted to the Site, travels along the internal haul roads (hardcore), down to the quarry void (c. 20m below ground level). Waste is deposited in the waste storage areas. Waste is then processed via crush/screen and washing, to produce a recycled aggregate.
- 2.1.2 Resulting product is removed from Site promptly as a saleable product.
- 2.1.3 Waste consisting solely or mainly of dusts, fibres or loose fibres will not be accepted to the Site.
- 2.1.4 Some, or all, of the following supplementary management decisions are taken:
 - Referral to the Site Manager or Technically Competent Person (TCP) on Site;
 - Referral to the waste producer to confirm the nature of the waste load;
 - Referral to the Environment Agency;
 - Redirection of delivery vehicle off site, to a suitably authorised facility; and
 - If the waste has been discharged, waste will be suitably contained/ quarantined (dampened/covered), prior to off-site removal either to the waste producer or suitably authorised facility.
- 2.1.5 Any waste materials dispatched off site to an authorised facility, will be removed in accordance with the Duty of Care. A registered waste carrier will be used. A record of non-conformance will be noted.
- 2.1.6 Any instances of rejection of loads will be recorded in a Site log, which will be made available for inspection by authorised officers of the Environment Agency at any reasonable time.

2.2 Waste processing and dust controls

- 2.2.1 Waste recycling activities on Site involve the crushing, screening and washing of soils and stones to produce soil, soil substitutes and recycled aggregate.
- 2.2.2 Waste activities with the potential to generate dust, are summarised in Table 2-1, alongside an assessment of the potential for dust generation and risk of dust emission.

Table 2-1 Waste activity – dust generating potential and risk

Ref.	Activity	Activity description	Dust potential / mitigation	Risk of dust emission
1	Crushing	Manual and mechanical crushing of waste (soil, brick, tile etc)	Potential for dust generation, particularly in dry conditions.	Medium



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Ref.	Activity	Activity description	Dust potential / mitigation	Risk of dust emission
			Option to employ water suppression if required. Treatment is typically short duration. Siting in quarry void limits risk of any dust generated, leaving the quarry void.	
2	Screening	Screening of soils and stones	Potential for dust generation, particularly in dry conditions. Option to employ water suppression if required. Siting in quarry void limits risk of any dust generated, leaving the quarry void. Drop heights are kept to a minimum.	Medium
3	Washing	Treatment of soil and stones in dedicated wash plant.	Wet process means risk of dust generation is negligible. One permitted, washing will be the predominant form of waste treatment on site.	Low
4	Waste handling	Deposit and handling of wastes on site, including storage.	Release of dust possible upon deposit, particularly during dry conditions. Siting in quarry void limits risk of any dust generated, leaving the quarry void. Water suppression can be used to dampen material if required. Wastes consisting solely or mainly of dusts, powders or loose fibres shall not be accepted	Medium



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3. Dust and Particulate Management

3.1 Responsibility for Implementation of the DMP

- 3.1.1 The Site Manager and Technically Competent Manager (TCM) or a suitably trained delegate will oversee the implementation of the DMP and ensure that the methods outlined provide effective dust mitigation.
- 3.1.2 If dust emissions are observed following the use of the dust suppression measures, the DMP will be reviewed alongside the root-cause, and additional measures considered to prevent recurrence.
- 3.1.3 The TCM has been assessed in the implementation of site control measures as part of the Certificate of Technical Competence and therefore is deemed proficient to execute and review this DMP.
- 3.1.4 During the induction process, all staff members will be trained in the dust suppression measures outlined in this DMP. Refresher training will be provided in the scenario where additional dust suppression measures have been introduced to ensure staff remain competent.
- 3.1.5 The DMP will be reviewed at least annually or following any adjustments in operations which have the potential to increase the level of exposure to surrounding sensitive receptors.

3.2 Source and control of dust

- 3.2.1 The Source-Pathway-Receptor linkages at the Site have been considered alongside how the pathway can be interrupted, see Table 3-1.
- 3.2.2 Contingency measures for possible incidents are considered in Table 3-2, with respect to dust.



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 Table 3-1
 Source-Pathway-Receptor routes

Source	Pathway	Receptor	Type of impact	Where relationship can be interrupted
Waste treatment	Generation of dusts/ particulates from treatment of waste		Visual soiling of surfaces and vegetation and nuisance at nearby residential properties and commercial premises.	level means that any dust generated is likely to settle out of the air before it reaches ground level and unlikely to reach off-site receptors. • Preferential use of washing treatment process will limit potential for dust
Dust / debris from waste handling		Sensitive receptors identified in Table 1-4	As above	 Delivery vehicles arrive to Site, sheeted. Wastes consisting solely or mainly of dust are not accepted. Drop heights are kept to a minimum. Employment of regular housekeeping to clear up spills.
Vehicles and plant moving	Atmospheric dispersion	Sensitive receptors identified in Table 1-4.	As above	 A water spray system is employed along the internal haul route in dry weather. Paved areas are kept clear of mud and debris. The site employs the use of a roadsweeper x4 times per day to clear mud and prevent resuspension of dust from vehicles. All areas, vehicles and plant machinery are subjected to regular housekeeping and removal of loose particles.
Exhaust emissions	Atmospheric dispersion	Sensitive receptors identified in Table 1-4.	As above	 Plant and equipment will be maintained in accordance with manufacturers instructions. Plant will be switched off when not in use. Delivery and collection vehicles will be required to switch engines off while unloading and loading where possible.



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 Table 3-2
 Contingency measures

Accident / incident	Possible impact	Likelihood of occurrence	Preventative measure
Spills	Unplanned deposit of material can lead to this material being resuspended or dispersed resulting in fugitive dust emissions.	Medium	All vehicles are sheeted. Loading and unloading take place in processing area only.
Acceptance of dust	Generation of dust ckoud from deposit of dsuty load on site. Ongoing fugitive emission from deposited load.		Pre-acceptance checks for incoming waste. Waste acceptance controls at weighbridge and prior to deposit. Reject load. Dampen stockpile until removal is arranged. Cover stockpile until removal is arranged.
Failure of plant / equipment	Failure of dust suppression equipment could lead to fugitive emissions from internal haul road in dry conditions.		Regular maintenance of equipment. In event of failure, and generation of dust emissions from vehicles, vehicle movement will be stopped until resolved. Use of mobile bowser.
	Failure of roadsweeper could lead to build up of mud and dust on site surface.	Medium/ low	Regular maintenance. Maintain contact details for local roadsweeper hire. Cease import/export of vehicles to prevent generation of dust from surfaces.
	Failure of treatment plant unlikely to lead to dust emissions as the dust source is removed.	Medium	n/a
Fire	A fire on site would lead to generation of smoke and particulates.		Fire extinguishers are present in site vehicles. Absence of combustible materials on site.



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Accident / incident	Possible impact	Likelihood of occurrence	Preventative measure
Failure of services	Failure of electricity to site could affect pumps supplying dust suppression system. Failure of water supply is unlikely to impact activities on site as there is are water ponds located on site which can be used.		Employ use of generator.
Inclement weather	Occurrence of excessively windy or prolonged dry conditions could lead to dry and friable waste stored on site, subject to fugitive dust emissions.	Local weather conditions	



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4. Reporting and complaints

- 4.1.1 Any complaints received at the Site about dust, will be reported to the Site Manager or Technically Competent Manager (TCM).
- 4.1.2 On receipt of an external complaint, the following actions will be taken:
 - The Site Manager or responsible person will record the key details, initiating the investigation process. Details will be entered on the Complaint Report Form (see Appendix 3). The form sets out the key information that should be recorded at this time to facilitate further suitable investigation.
 - The Site Manager or TCM will be informed of the complaint as soon as possible, including the location, time and date of the complaint being lodged.
- 4.1.3 In recognising that some causes of complaints, such as dust, can be transient and short-lived, timely notification of complaints directly from the complainant or the Environment Agency is imperative to allow for appropriate investigation. If the complaint occurs more than 12 hours before notification is provided to the Operator, it may not be possible to substantiate the complaint or pinpoint the cause. The Operator will, however, contact the complainant where possible, review any operations at the time which had the potential to cause the complaint and complete and record a comprehensive complaint investigation.
- 4.1.4 For complaints received within 12 hours of the incident the following actions will be undertaken:
 - The Site Manager or TCM will visit the complaint location as soon as possible, with the aim of undertaking monitoring within 2 hours if this is possible within the working day. The Site Manager or Technically Competent Person will subjectively determine the presence or absence of the cause of the complaint, e.g. visible dust presence. Opportunities to meet the complainant to discuss the matter directly will be pursued, where possible.
 - If the cause of complaint, e.g. visible dust, is present, the key 'FIDOR' criteria¹ will be assessed at the complaint location, as follows:
 - Frequency is the cause of the complaint, e.g. dust, intermittent or persistent; is there a history of complaints at this location?
 - Intensity is the cause of complaint faint, moderate, strong, or very strong?
 - Duration how long is the cause of complaint present at this location?
 - Offensiveness provide a description of the cause of complaint; is it high, moderate, or low offensiveness?
 - Receptor sensitivity is the cause of complaint present at a remote or highly sensitive

 $^{^{1}\,\}text{More commonly used for odour assessments, this qualitative scale may be used to help a short-term investigation.}$



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location; is it localised or widespread?

- 4.1.5 The Site Manager or TCM will subsequently undertake the following further assessment process:
 - Review of the operations at the Site prior to and at the time of the complaint;
 - Review of the environmental control systems prior to and at the time of the complaint;
 - Review of the meteorological conditions (wind speed, wind direction, rainfall, atmospheric
 pressure) prior to and at the time of the complaint to establish whether a pathway can be
 established between the Site and the complainant;
 - Review of the previous complaint history at the location identified.
- 4.1.6 Where a significant complaint is substantiated by the Site Manager or TCM, the Operator will contact the Environment Agency to discuss the incident as soon as possible. Allowing sufficient time for the above investigation to be completed, and within a maximum target response period of 24 hours from complaint receipt.
- 4.1.7 If the necessary contact details are available and direct feedback has been requested the Operator will also contact the complainant directly to discuss the issue, the findings of the subsequent investigation, and any actions arising.
- 4.1.8 Once actions have been completed the Site Manager or TCM will visit the complaint location to ensure that the cause of complaint has subsided.

4.2 Reduce or cease operations

- 4.2.1 In the event of repeat substantiated complaints of dust with an on-site source, Operations will cease until the source is mitigated and dust emissions can be eliminated.
- 4.2.2 In the unlikely event of repeat complaints and no obvious sign of an on-site dust source, consideration will be given to engaging with the complainant for a resolution and/ or a visit to the site.
- 4.2.3 Substantiated off-site sources of dust will be recorded in the Site Diary for future reference.

4.3 Community engagement

- 4.3.1 The Site displays the Site Notice Board with information on who may be contacted in the event of an event or incident. It also has the contact details for the Environment Agency in the event of an emergency or if a complaint is to be lodged.
- 4.3.2 The Operator wishes to maintain an unobtrusive presence in the business community and amongst neighbouring residents. In the regretful event of a complaint, the Operator will maintain an open line of communication with the complainant, so they are aware of the steps being taken and the eventual outcome.



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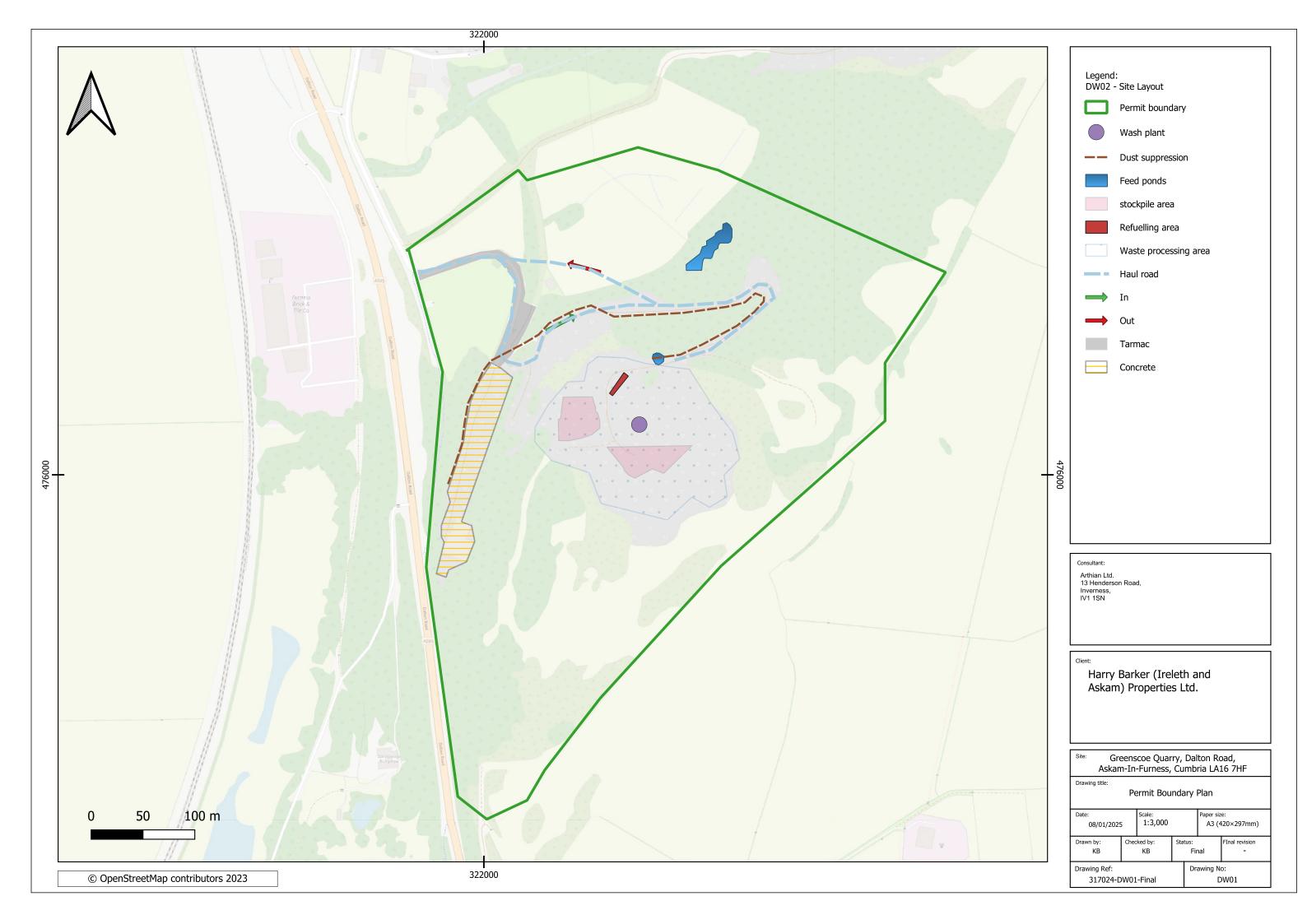
4.3.3 The Operator will engage with any complainant via the preferred method / method used to make the complaint., where this is possible.

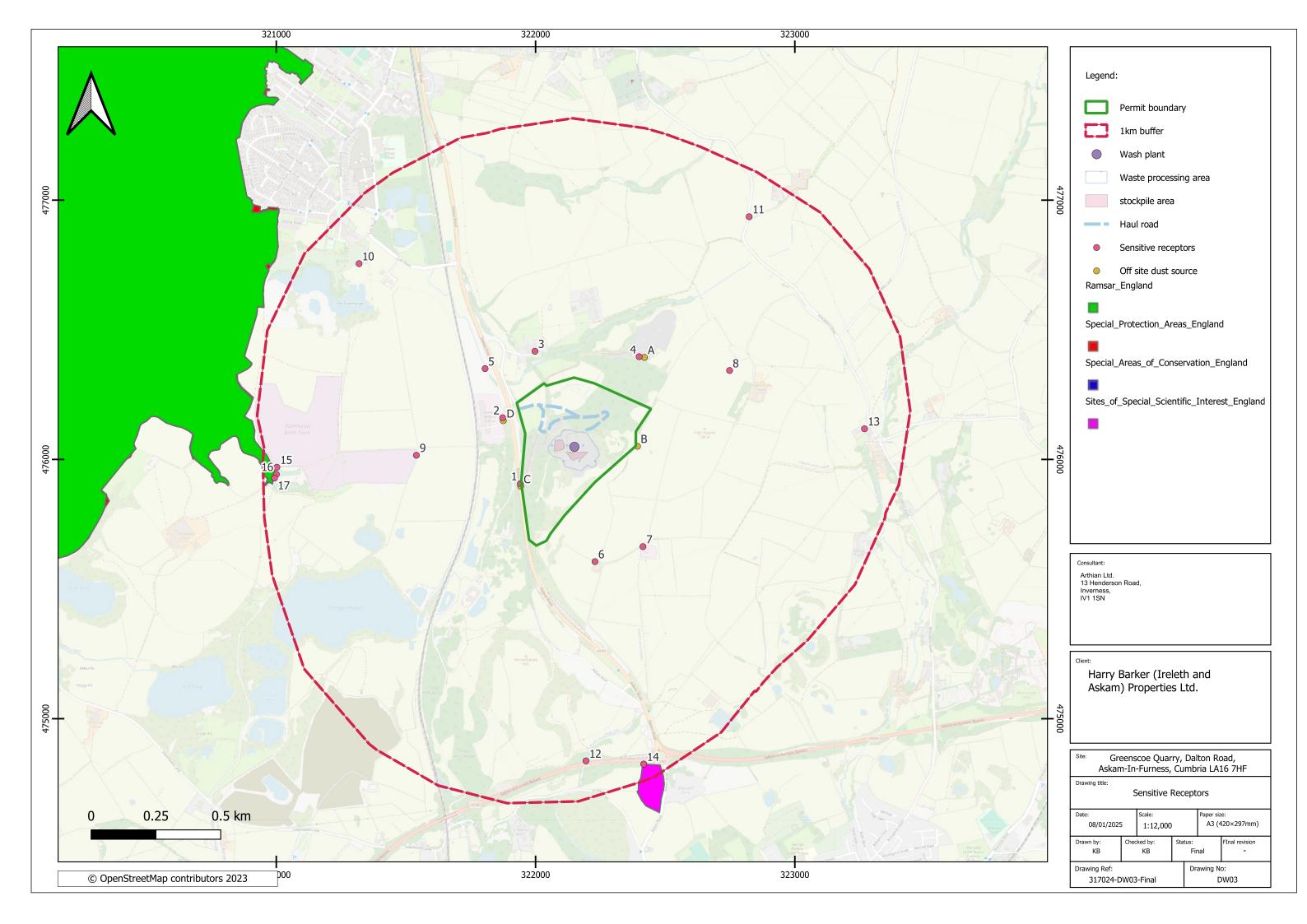
Drawings

Site Layout Plan Drawing No. 317024 DW02

Sensitive Receptors Plan Drawing No. 317024 DW03







Appendices



Appendix A Housekeeping Procedure



Housekeeping Procedure

Purpose: To ensure good housekeeping and control of litter, pest and vermin at the Site.

Good housekeeping ensures that issues are identified and resolved quickly to prevent accidents, incidents and unwanted emissions.

Spills / liquids

- 1. All spills are cleared up immediately upon detection and no later than the end of the working day
- 2. Where possible, the source of the liquid should be identified so that the root cause can be rectified i.e. leaking containers. Vehicles, fault with equipment or infrastructure.

Dust / Particulates

Dust can build from movement of waste types, people and vehicles.

- 1. Site paved surfaces will be swept daily to clear mud and ebris and prevent resuspension of dust from the passage of vehicles.
- 2. All spills or soiling, will be cleared promptly and by the end of the working day.
- 3. Waste storage areas are kept tidy and excessive soiling cleared regularly.

Waste / litter

Permitted waste types are not likely to contain litter.

1. Incumbent litter/ packaging will be cleared daily, where necessary.

Pests / vermin

Accepted wastes do not pose an inherent risk of attracting pests and vermin.

- 1. Keeping the site clear will deter vermin and disturb places where pests may next.
- 2. The site is inspected and cleared weekly.

Responsibilities

- 1. It is the responsibility of duty staff to undertake all regular and daily housekeeping duties, for which they will have received training.
- 2. Ultimate responsibility for these activities rests with the Site Manager and Directors



Appendix B Daily Checklist



Item for Visual Inspection	Aspects for Inspection	Checked?	Remedial Action Required?	Action Form Complete
Litter	None present at boundary			
	None present in waste processing area			
	None present on paved areas/ haul route			
Dust emissions	No visible dust/ powders accumulating on site surfaces			
	No dust clouds leaving Site, checking: - Permit boundary - From treatment process - From stockpiled waste			
Weather conditions	Temp, wet, dry, wind dirn.			
Housekeeping	Surface clear of dusts, liquids			
	Impermeable surface is intact (such that there is no pathway from the Site to the environment in the event of a spill)			



Appendix C Complaint Form



	COMPLAINT RECORD FORM
Who made the complaint?	
Name:	
Address:	
Phone No:	
Date and time they made the complaint	
What caused it?	
Was anyone else aware of this? If so who?	
What was the source of the problem, what went wrong? If source is unknown contact a suitably qualified person to investigate.	
What have you done to make sure it won't happen again?	
Was there any significant pollution – for example oil entering a surface water drain?	
If there was then you must notify the Environment Agency on 03708 506 506 (open 24hours/day)	Yes/No/not applicable
Have you done so?	Time:
You must also notify the Environment Agency via email or letter.	Date: EA Incident number:
Please print name and sign:	

