

KIBWORTH RECYCLING AND
HOUSEHOLD WASTE SITE


ODOUR MANAGEMENT PLAN

LEICESTERSHIRE COUNTY COUNCIL

JULY 2021



SUMMARY TABLE	
SITE:	Kibworth Recycling and Household Waste Site – Odour Management Plan
SITE ADDRESS:	Harborough Road, Kibworth, Leicestershire, LE8 0EX
CLIENT:	Leicestershire County Council
DATE:	July 2021
REFERENCE	IV.342.19
DEVELOPMENT PROPOSAL:	Operation of a Recycling and Household Waste Facility.

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Date:	July 2021	
Version:	4.0	



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Appendix B	List of Permitted Wastes and their odour potential
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1.0 REVIEW

1.1 Document Review Procedures

This Odour Management Plan is to be reviewed every year or when required by a change in operations, breach of permit, or substantial odour emissions.

Table 1: Document Review

Date of Review	Comments	Name and Signature of Reviewer	Date of Next Review
July 2021	Plan Prepared		July 2022

2.0 INTRODUCTION

2.1 Report Context

This Odour Management Plan (OMP) has been prepared by Ivy House Environmental Limited (Ivy) on behalf of the Operator, Leicestershire County Council (LCC) as part of the management of the proposed Recycling and Household Waste Site at Kibworth. This document has been prepared using the relevant Environment Agency guidance, as is detailed in the document.

This report assesses the risk of odour at the facility and provides details of the odour management procedures that will be in place to control any odorous emissions at the facility. The purpose of this is to ensure that the risk of adverse odour impacts on potential nearby receptors is minimised.

This document has been prepared in accordance with Environment Agency guidance note 'H4 Odour Management'. It is specified in the H4 guidance that the Operator must 'employ the appropriate measures necessary to prevent the odour pollution or minimise it when prevention is not practicable'.

As required by the H4 guidance document, the OMP seeks to:

- Employ appropriate methods, including monitoring and contingencies, to control and minimise odour pollution;
- Prevent unacceptable levels of odour at all times; and
- Reduce the risk of odour releasing incidents or accidents by anticipating them and planning accordingly.

To meet the above objectives, this OMP considers the potential sources, releases and impacts of odour pollution and identifies appropriate opportunities for odour management.

3.0 SITE OPERATIONS

Kibworth Recycling and Household Waste Site will be located approximately 1km south of Kibworth and 15.3 km northwest of the city of Leicester. The site will be situated within agricultural land with the A6 to the south of the site and a railway to the north of the site. The site will be centred at approximate National Grid Reference (NGR) SP 69822 93236.

The site location and the environmental permit boundary is provided on Drawing Number M00460-MAB-00-ZZ-DR-A-1100-S4-P02 in Appendix A.

Access for staff and visitors to the site will be achieved via Harborough Road (A6), which is located to the south of the site. The nearest residential dwelling is located approximately 670m northwest of the site on Harborough Road.

The site is to be a Recycling & Household Waste Site with additional wastes being accepted from commercial contracts. The site will consist of two areas, a Recycling & Household Waste Site area (RHWS) where members of the public will be able to drop off unwanted items and waste items, and a Bulking Area where wastes received via HGV's will be bulked for onwards transport.

The main Recycling & Household Waste Site yard boasts a number of Roll on Roll off (RoRo) containers which will store separate waste streams (metals, plastics, bottles, paper, hard core, plaster board, green wastes, wood wastes, cement bonded asbestos etc), as well as a canopied area for WEEE wastes (televisions, fridges, computers etc) and a separate area for liquid wastes which will be contained in appropriate tanks that are double skinned (oil's, fats, paints etc). In addition, batteries and fluorescent tubes will also be stored within the WEEE area in appropriate containers.

The public will be greeted upon arrival where they will be questioned about what waste they are wanting to deposit and will be directed to the relevant drop off point within the Recycling & Household Waste Site.

The waste brought to the site by HGV vehicles will be separate to that brought to the site via public vehicles. HGV vehicles will be directed to the Bulking Area where they will unload the waste directly into the relevant bay for inspection (the bulking area is located to the west of the site as per Site Layout Plan, Drawing Number M00460-MAB-00-ZZ-DR-A-1101-S4-P02). The Bulking Area will have covered/canopied storage bays to the west which will contain green wastes, wood wastes and other 'residual waste'.

In addition, the site will have designated storage areas for hazardous and non-hazardous wastes, oils, fats and paints to ensure that hazardous wastes do not mix with non-hazardous wastes.

The site will be fully bunded with sealed drainage. The site will contain any quarantined waste in containers/separate area within the Bulking Area which will be covered with tarpaulin if required (this will ensure that quarantined wastes do not contaminate those which have been deemed suitable for acceptance on the site) as well as a fire quarantine area.

3.1 Operating Hours

The facility is designed to be operational between the following hours:

- 06:00 – 20:00

The facility will operate seven days per week, including public holidays, with the exclusion of Christmas Day, Boxing Day and New Year's Day.

As detailed in the Environment Permit Application, Leicestershire County Council will undertake the following Disposal and Recovery operations, provided for in Annex II to Directive 2008/98/EC of The Council of 19th November.

Table 2: Recovery and Disposal Activities

R/D Code	Activity
R13	Storage of waste pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)
D15	Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced;
D14	Repackaging prior to submission to any of the operations numbered D1 to D13;
D9	Physico-chemical treatment not specified elsewhere in Annex II 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;
R3	Recycling/Reclamation of organic substances which are not used as solvents
R4	Recycling/Reclamation of metals and metal compounds
R5	Recycling/Reclamation of other inorganic materials.

The site will ensure that there are no more than 50 tonnes of hazardous wastes onsite at any one time.

3.2 Permitted Waste Types

Waste types to be accepted into the facility and their odour potential are set out in Appendix B of this document. In addition, high odour potential wastes have been detailed in Table 4 below.

3.3 Waste Acceptance Procedures

The site will comply with the waste acceptance procedures outlined in the Operating Techniques. Below is the summary of the acceptance procedures for the Recycling & Household Waste Site area and Bulking Area.

Recycling & Household Waste Site area

When arriving at the site members of the public will be greeted by meet and greet person who will enquire about the type and amount of waste brought to site. They will verify the type of the waste and confirm that the waste is allowed to be accepted at the site and will check for any visible dust. They will then direct the person to the relevant skip/area. If the meet and greet person identifies the householder brought non-conforming wastes to the site, they will inform the person that this waste cannot be accepted at the site and needs to be taken to an alternative facility.

Bulking Area

With regards to the Bulking Area, every vehicle arriving at the site which transfers waste material which arrives on site, must have a Waste Carriers Licence as required by legislation. Checks will be made to ensure that the waste carrier is properly licensed. This information can be checked by the following methods:

- By phoning the Environment Agency on 08708 506 506 and requesting an instant Waste Carrier Validation Check; or
- Checking online on the Environment Agency's waste carrier register on their website.

Wastes will be characterised, as required under the Duty of Care Regulations, prior to acceptance of the delivery. Non-conforming wastes will be rejected. Records of the waste characteristics and origin of the waste will be kept in accordance with Duty of Care requirements.

The following steps will be followed to ensure that waste accepted on site is done so correctly:

1. On arrival vehicles will supply the site with the relevant paperwork for initial checks. Any discrepancies will be resolved before the waste is accepted on site. The load will be checked at this point.
2. Checks on storage capacity will take place to ensure that suitable space is available for incoming wastes.
3. The vehicle will be directed by the relevant operative to the relevant waste unloading area.
4. A visual load inspection will take place, before the waste is unloaded, by trained site operative, to ensure consistency with the waste delivery/acceptance/rejection note. If this is not possible, the waste will be inspected immediately after offloading in the waste reception area.
5. An olfactory inspection will take place, before the waste is unloaded or immediately following its deposit, by trained site Operatives, to assess the waste for excessive odour. The waste will be assessed according to the following intensity scale: 0 – no odour, 1 – very faint odour, 2 – faint odour, 3 – distinct odour, 4 – strong odour, 5 – very strong odour, 6 – extremely strong odour. If odour is perceived between 4 and 6 on the scale the site will employ additional mitigation measures and will aim to remove the waste from the site within 24 hours.
6. The waste will be unloaded or tipped in the appropriate area, and then the vehicle will leave the waste storage area.

3.4 Unauthorised and Rejected Wastes

Leicestershire County Council will have a clear and unambiguous criterion for the rejection of wastes, together with a written procedure for tracking and reporting such non-conformance. This will include notification to the customer/waste producer. Written/computerised records will form part of the waste tracking system information.

LCC will also have a clear and unambiguous criterion for the subsequent storage and disposal of such rejected wastes. This policy will achieve the following:

- identifies the hazards posed by the rejected wastes;
- labels rejected wastes with all information necessary to allow proper storage and segregation arrangements to be put in place; and
- segregates and stores rejected wastes safely pending removal.

In the event that unauthorised wastes are delivered to the site, the material will be loaded back onto the vehicle that discharged it, if it is possible and safe to do so. If this is not

possible, then the material will be quarantined within a designated area and removed from the site as soon as practicable.

3.5 Technical Competence

The site will be supervised by designated technically competent managers who hold the appropriate certificate of technical competence issued by the Waste Management Industry Training and Advisory Board.

3.6 Environmental Management System

LCC will operate their own management system which will ensure that:

- the risks that odour poses to the environment are identified;
- the measures that are required to minimise odour risks are identified;
- the activities are managed in accordance with the odour management system;
- performance against the odour management system is audited at regular intervals;
- and
- they are in compliance with the environmental permit.

The odour management system will be reviewed at least once a year or in response to significant changes to the activities, accidents or non-compliance.

3.7 Odour Records

LCC will keep records of a number of performance indicators and environmental indicators (e.g. activities occurring on site, wind direction etc.) should odour be emitted from the site. Records will be legible and easily retrievable on request (either in hard copy or electronically). Records will be kept in line with the conditions of the Environmental Permit issued for the site. For example, the following records will be kept:

- records of potentially polluting events will be kept at the facility during the life of the permit;
- waste inputs will be recorded 'en masse'; and
- Storage locations and amounts of materials.

The above list is not exhaustive. Records will be kept to satisfy the requirements of the Environmental Permit and all other relevant statutory legislation.

3.8 Incidents and Non-Conformance

LCC has in place procedures to account for the potential for incidents and non-conformances which may affect the environmental performance of the facility. The procedures as set out

below show how any abnormal operation including malfunction, breakdown or failure of plant, equipment or techniques will be dealt with to ensure that normal operation of the facility is regained promptly.

As a minimum, procedures will:

- detect abnormal operation and investigate the causes;
- assess the information and decide on the appropriate course of action;
- retain normal operation in the short term; and
- prevent against the reoccurrence of the problem in the long term.

As will be detailed further in LCC EMS, the procedures will ensure that non-conformances are reported, investigated and rectified, and that failures and weaknesses are prevented.

LCC's EMS will provide a means for the management system and the environmental performance of the facility to be evaluated. This will be accomplished through regular work place inspections and will include, where appropriate, the identification of areas where improvements are required. The regular review of the EMS and its procedures will form an essential role in ensuring that the systems and procedure remain appropriate to the site activities and legal requirements (including compliance with the Environmental Permit) throughout the life time of the facility.

To assist in the reporting of incidences, LCC will display a notice at or near the site entrance with the following information clearly visible:

- Company name;
- Permit number;
- Emergency contact name and the permit holder's (i.e. Leicestershire County Council) telephone number;
- A statement that the site is permitted by the Environment Agency; and
- Environment Agency national number (08708 506 506) and incident hotline number (0800 807060).

3.9 Complaints Procedure and Daily Log

LCC has in place procedures for any complaints received from the operation of site activities. The Complaints Procedure and Public Engagement Plan can be found in Appendix C.

If the complaints have been substantiated by the Environment Agency and are reasonably arising from a poor environmental performance of the site then site operations will be investigated to identify the area of the problem. If any are identified to be releasing odour beyond the site boundary the site will firstly employ additional mitigation measures, i.e.

covering of the waste, prioritising for removal from the site etc. If after employing the mitigation measures above and the identified operation is still causing odour emissions that is extending beyond the site boundary, it will be paused until fully assessed and further improvements can be implemented.

LCC will maintain a site conditions log which will note any abnormal weather conditions, any incidences at the site such as dust, noise, odour, spills or discharges or any malfunction with regards to machinery. Paperwork will be kept so that there is a record of vehicles which have brought waste onto site or removed it from site so that vehicles can be traced and identified if complaints are received.

The daily log shall also record all housekeeping activities. The daily record sheet can be found in Appendix D of this document.

3.10 Accident Management

Leaks and Spillage

In the event of any potentially polluting leak or spillage occurring on site that could lead to odour complaints, the following actions will be taken.

1. Minor spillages will be cleaned up immediately, using sand or proprietary absorbent. The resultant materials will be placed in a container for off-site disposal to a suitable facility as appropriate.
2. In the event of a major spillage, which is causing or is likely to cause polluting emissions to the environment immediate action will be taken to contain the spillage and prevent liquid from entering surface water drains and un-surfaced ground. The spillage will be cleared immediately and placed in containers for off-site disposal. Records of spillages and incidents will be kept on site together with a summary of the remedial action taken.

3.11 Maintenance Procedures

A planned preventative maintenance programme (PPM) will be put in place to minimise the risk to safety, health and the environment by ensuring that all appropriate items and elements within the site are serviced and inspected on a regular basis.

Details of faults, breakdowns and repairs are documented and records are maintained at the site office. Faults and breakdowns will be investigated and the service schedule revised if necessary.

3.12 Responsibility for the Odour Management Plan

The Area Supervisor will be responsible for the understanding and implementation of the measures that are listed in the Odour Management Plan and will ensure compliance with the plan. They will have read it and understood the requirements within the plan and will have communicated these measures to site staff through regular tool box talks, staff meetings on site, new starter inductions, etc.

4.0 FUGITIVE ODOUR EMISSIONS MANAGEMENT

4.1 Receptors

Sensitive receptors within 1,000m of the facility have been identified in Table 3 below and the receptor map has been included in Appendix E of this document. As the Odour Management Plan looks at the 'worst case' scenario, any receptors at a distance greater than 1 km have not been assessed unless they have the potential to be impacted. The sensitivity of the receptors has been assessed taking into consideration the type of the receptor, distance from the site and the prevailing wind direction. There are no sensitive receptors in the vicinity of the site located in the prevailing wind direction – East – North/East.

Table 3: Location of potential receptors in relation to proposed facility

ID on the Receptor Plan	Receptor	Direction from Operational Area	Minimum Distance from proposed permit boundary (m)	Receptor sensitivity to odour
Designated ecological habitats e.g. Ramsars, SAC, SPA, SSSI				
-	-			-
Other Designations e.g. National Parks, ANOB, World Heritage Sites				
-	-			-
Historic buildings / listed buildings / archaeological sites				
-	-			-
Domestic Dwellings				
1	Marriot Drive	NW	722m	Low
2	Milestone Close	NW	827m	Low
3	Braymish Close	NW	815m	Low
4	Harborough Road	NW	750m	Low
5	New Road	NW	911m	Low
6	Fairway	NW	960m	Low
7	Birdie Close	NW	915m	Low
8	Wentworth Close	W	950m	Low
Schools, Shops, Commercial and Industrial				
9	Kibworth Golf Club	SW	443m	Low
10	Beech Tree Bunnies	SSE	768m	Low
11	Unnamed Farm	SW	300m	Low
12	Kibworth Gun Club	SE	500m	Low
13	Premier Music International	NW	500m	Low
14	ACI Financial	NW	487m	Low
15	Readicut Crafts	NW	470m	Low
17	Total Community Care	NW	487m	Low
18	UK Property Finance	NW	493m	Low
19	Cornerstone Tax Advisors	NW	501m	Low
20	Jefferson Payroll Bureau	NW	510m	Low
21	Secured-loans.co.uk	NW	496m	Low
22	Creative World of Crafts	NW	508m	Low
16	CLA UK	NW	519m	Low

24	Crouch Recovery	NW	531m	Low
25	Dynamic Wealth	NW	561m	Low
26	Farleys	NW	625m	Low
27	Spenders Motorcycles	NW	653m	Low
30	Allotments	N	50m	Low
29	Kemps Clothing	NW	850m	Low
28	Horsewear House Ltd	NW	684m	Low
23	DD Automotive	NW	646m	Low
Highway, Minor Road and Railway				
32	Harborough Road (A6)	S	10m	Low
33	W Langton Road	N	125m	Low
34	Railway	N	18m	Low
Farmland				
31	Farmland	W	14m	Low
31	Farmland	N	36m	Low
31	Farmland	E	30m	Low
31	Farmland	S	20m	Low
31	Farmland	SE	65m	Low
Local Wildlife Sites				
-	-			
Protected Species				
-	-			
Protected Habitats				
-	-			
Surface Water				
35	Langton Brook	S	950m	Low
36	Drainage Channel flowing into the Langton Brook	NE	10m	Low
Groundwater (sensitivity)				
-	In accordance with the MAGIC website, the site is not within a Groundwater Protection Zone.			

4.2 Odour Pathway Characterisation

The principal mechanism for the transit of odorous emissions from site operations to adjacent sensitive receptors is via ambient air. The distance and direction that these emissions will be carried is determined by the following factors:

- Source related pathways;
- Meteorological conditions; and
- Topography.

4.3 Source Related Pathways

The pathway an odorous emission takes from a site may depend on the specific source term and/or the location it arises from. The nature of the source related pathway could also influence the scale of the resulting impact on a sensitive receptor.

Odours emitted from the sources identified above are emitted to air and have the potential to be conveyed to the nearby receptors.

4.4 Agency Guidelines for Management of Fugitive Odour

The facility is a waste operation under the Environmental Permitting Regulations 2016, and so is subject to Appropriate Measures. The Operator has adopted the relevant measures for odour control as outlined within Agency Guidance 5.06 – Treatment of Hazardous and Non-Hazardous Wastes and Environment Agency Guidance Note H4 – Odour Management, how to comply with your Environmental Permit and has also taken into account the Environment Agency Guidance Document ‘Non-hazardous and inert waste: appropriate measures for permitted facilities’ which was issued in July 2020 for consultation. The relevant control measures undertaken by the Operator are as follows:

- Strict Waste Acceptance Criteria;
- Use of covered or contained skips/bays to contain particularly odorous wastes;
- Use of bays to act as odour breaks;
- Use of daily cover (if required);
- Ensuring minimal handling of material;
- Routine housekeeping and site inspections;
- Regular cleaning of site equipment with the use of appropriate disinfectants and / or chemicals; and
- Priority for the removal of any odours wastes from the site (operating a FIFO – first in first out – system).

4.5 Meteorological Conditions

Wind Direction

The main controlling factor in determining the pathway of odour is the ambient meteorological conditions. This is fundamental to the transportation of odour to sensitive receptors.

The prevailing wind direction will determine which receptors will be affected and at what frequency. For this site the weather station at the Pitsford Reservoir has been used as this is the closest weather station to the facility. The wind direction distribution as found on www.windfinder.com, is shown below in Figure 1.

Figure 1: Wind Direction of the Household Waste and Recycling Site



The risk assessment in Table 4 represents the risk of exposure to a hazard before mitigating controls are put in place. The probability of exposure is therefore not necessarily a reflection of the severity of the impact on the receptor, which may not be sensitive to the hazard. The severity of the unmitigated consequence presumes the receptor has been exposed to the hazard.

However, if the receptor is unlikely to be exposed, then the overall unmitigated risk is low and vice versa. The mitigated risk is the residual risk presented by the hazard after control measures have been instigated.

This is the most realistic representation of the risk as effective controls will be maintained under the requirements of the environmental permit and LCC's companywide Environmental Management System (EMS).

Wind Velocity

Wind velocity will affect the distance an odour emission will travel. Conversely, increased wind speed could also beneficially improve dispersal. However, those receptors closest to the site itself are still at the highest risk of a negative impact.

Air Temperature

Warm air may carry odours upwards by convection for their dispersal away from the site. However, warm weather will encourage the onset of biodegradation of exposed or temporarily stored wastes and therefore increase odour potential. Therefore, in the summer months the risk of odour emissions is greater and this must be taken into account in the site procedures.

Adverse Weather Conditions

Unusual weather conditions, such as a heat wave, may increase the risk of odour emissions from the site. Site staff will be vigilant to unusual trends in the meteorological data or forecasts which may indicate strong winds or extremes of temperature which may cause a potential problem.

4.6 Topography

The topography of the site and the surrounding area can influence the potential dispersion of odour emissions. The site is situated within a flat area with farmland to the immediate north, south, east and west. Residential and Commercial premises are located to the northwest. The flatness of the site will enable odours to be dispersed easily into the atmosphere.

4.7 Inventory of odorous waste.

Table 4 below outlines the types of waste which will be received on site which could have the potential to become odorous and includes the waste type, storage arrangement and the likely age of the waste.

The maximum (worst case) quantity of odorous waste to be stored on site at any one time is the storage capacity for the site i.e. – 2,400 tonnes. The amount of each waste stream arriving on site will fluctuate throughout the year therefore it is not possible to provide an exact amount of each individual waste type on site at any one time. Please note that waste will not be stored in amounts exceeding the site capacity.

As the waste in the RHWS area is being dropped off by members of the public it is difficult to predict the potential age of wastes when they arrive at the site. The below table shows approximate age of wastes, however waste, on occasion, may be older.

Potentially odorous wastes will not be stored on site for longer than 5 days with the exception of 13 02 04*, 13 02 05*, 13 02 06* and 13 02 07*, which may be stored for longer periods of time. These will be stored in enclosed double skinned tanks/IBCs therefore, the risk of odour from these four wastes is minimised. If a waste stream arrives on site where levels of odour

are detected that are likely to cause odour pollution outside of the site boundary, it will be removed from the site within 24 hours.

Table 4: Inventory of odorous waste types and storage arrangements

EWC Code	Description	Source of Waste	Potential Age of Waste	Storage Arrangements
02 01 03	Plant-tissue waste	Household, Commercial and Industrial	< 5 Days	External covered bay
02 01 07	Wastes from forestry	Household, Commercial and Industrial	< 5 Days	External covered bay
02 02 03	Materials unsuitable for consumption or processing	Household, Commercial and Industrial	< 5 Days	Within a sealed container or within a container stored under cover or an external covered bay
02 03 04	Materials unsuitable for consumption or processing	Household, Commercial and Industrial	< 5 Days	Within a sealed container or within a container stored under cover or an external covered bay
02 05 01	Materials unsuitable for consumption or processing	Household, Commercial and Industrial	< 5 Days	Within a sealed container or within a container stored under cover or an external covered bay
02 06 01	Materials unsuitable for consumption or processing	Household, Commercial and Industrial	< 5 Days	Within a sealed container or within a container stored under cover or an external covered bay
13 02 04*	Mineral-based chlorinated engine, gear and lubricating oils	Household, Commercial and Industrial	< 2.5 weeks	Double skinned tank
13 02 05*	Mineral-based non-chlorinated engine, gear and lubricating oils	Household, Commercial and Industrial	< 2.5 weeks	Double skinned tank
13 02 06*	Synthetic engine, gear and lubricating oils	Household, Commercial and Industrial	< 2.5 weeks	Double skinned tank
13 02 07*	Readily biodegradable engine, gear and lubricating oils	Household, Commercial and Industrial	< 2.5 weeks	Double skinned tank
15 01 01	Paper and cardboard packaging	Household, Commercial and Industrial	< 2.5 weeks	External covered bay- closed compactor container
15 01 02	Plastic packaging	Household, Commercial	< 2.5 weeks	External covered bay – plastic

		and Industrial		open top container
15 01 03	Wooden packaging	Household, Commercial and Industrial	< 2.5 weeks	External covered bay – wood open top container
15 01 04	Metallic packaging	Household, Commercial and Industrial	< 2.5 weeks	External covered bay – scrap open top
15 01 05	Composite packaging	Household, Commercial and Industrial	< 2.5 weeks	External covered bay – closed compactor container
15 01 06	Mixed packaging	Household, Commercial and Industrial	< 2.5 weeks	External covered bay – closed compactor container
15 01 07	Glass packaging	Household, Commercial and Industrial	< 2.5 weeks	External covered bay – glass container closed
15 01 09	Textile packaging	Household, Commercial and Industrial	< 2.5 weeks	External covered bay – sealed pod
19 12 10	Combustible waste (refuse derived fuel)	Household, Commercial and Industrial	< 5 days	External covered bay
20 01 02	Glass	Household, Commercial and Industrial	< 2.5 weeks	External covered bay – closed container
20 01 08	Biodegradable kitchen and canteen waste	Household, Commercial and Industrial	< 2.5 weeks	Within a sealed container
20 01 13*	Solvents	Household, Commercial and Industrial	< 2.5 weeks	Double skinned tank
20 01 25	Edible oil and fat	Household, Commercial and Industrial	< 2.5 weeks	Double skinned tank
20 01 26*	Oil and fat other than those mentioned in 20 01 25	Household, Commercial and Industrial	< 2.5 weeks	Double skinned tank
20 01 27*	Paint, inks, adhesives and resins containing hazardous substances	Household, Commercial and Industrial	< 2.5 weeks	Within a sealed container
20 01 28	Paint, inks, adhesives and resins other than those mentioned in 20 01 27	Household, Commercial and Industrial	< 2.5 weeks	Within a sealed container
20 02 01	Biodegradable waste	Household, Commercial and Industrial	< 2.5 weeks	Within a sealed container or within a container stored under cover or an external covered bay
20 03 01	Mixed municipal waste	Household,	< 2.5 weeks	External covered bay

		Commercial and Industrial		
20 03 02	Waste from markets	Household, Commercial and Industrial	< 1 week	External covered bay
20 03 03	Street-cleaning residues	Household, Waste Collection Authorities	< 5 days	External covered bay

4.8 Mitigation and contingency measures

Table 5 below outlines the risk, pathway, receptor assessment and provides management techniques to control/mitigate each of the risks during normal operations and during abnormal events.

In addition, the locations of potentially odorous areas on the site have been provided on Drawing Number M00460-MAB-00-ZZ-DR-A-1104-S4-P01. As there is no treatment on site the odorous areas only constitute of storage skips within RHWS area and bays within the Bulking Area. Given the location, the character of the facility and mitigation measures that will be implemented on site it is considered that specialised abatement is not required.

Table 5: Odour Emissions Risk Assessment and Management Plan

What do you do that can harm and what could be harmed?			Managing the risk	Assessing the risk		
Hazard	Receptor	Pathway	Risk Management	Probability of Exposure	Consequence	What is the overall risk?
What has the potential to cause harm?	What is at risk? What do I wish to protect?	How can the hazard get to the receptor?	What measures will you take to reduce the risk? If it occurs – who is responsible for what?	How likely is this contact?	What is the harm that can be caused?	What is the risk that still remains? The balance of probability and consequence.
To Air						
Severely odorous wastes received	<p>Site Workers</p> <p>Occupiers of Domestic dwellings listed in Table 3.</p> <p>Industrial and commercial premises listed in Table 3.</p>	Atmosphere	<p>If deemed too odorous, the waste will not be accepted at the site.</p> <p>Should a load that contains severely odorous waste (for example green waste, mixed household wastes) be undetected until it is unloaded, the waste will either be removed from the site as a priority, or, in case of the Bulking Area, it may be 'buried' under less odorous wastes to prevent the release of odour i.e. a daily cover. Using the daily cover would only apply if waste had to be left on site for a period of time that might result in the odour escaping outside of the site boundary. In such cases the waste would be buried under the non-odorous waste of the same type. If the waste could produce offensive odour which could impact nearby receptors, then it will be removed within 24 hours.</p> <p>All skips and bays which will house wastes which could be perceived as odorous will be covered or contained.</p> <p>If severely odorous wastes are likely to impact the infrastructure, i.e. will leave behind odour within a bay or a skip, then the site will implement a full clean of the bay/skip as appropriate.</p> <p>If severely odorous waste is repeatedly received from the same producer, then they will be informed so that they can investigate potential prevention measures.</p>	<p>Odour could potentially reach the nearby dwellings or commercial premises when a strong wind blows in their direction.</p> <p>Management actions should prevent this happening.</p>	Nuisance – having to keep windows closed, not being able to enjoy outdoor spaces etc, customer complaints etc.	Not significant.

Large quantities of waste received.	Site Workers Occupiers of Domestic dwellings listed in Table 3. Industrial and commercial premises listed in Table 3.	Atmosphere	<p>The Recycling Operatives will assess the volumes of waste present on site on a daily basis.</p> <p>The Operator will not accept waste on the site if there is not sufficient storage capacity to handle the waste without increasing the risk of odour emissions.</p> <p>The site will have a fast turnaround for wastes in general and a first in first out mentality for odour producing wastes. In addition, management practices are in place to ensure that before holiday events etc which lead to large waste quantities being produced (such as Christmas), the site is cleared to provide maximum capacity.</p>	<p>Odour could potentially reach the nearby dwellings or commercial premises when a strong wind blows in their direction.</p> <p>Management actions should prevent this happening.</p>	Nuisance – having to keep windows closed, not being able to enjoy outdoor spaces etc, customer complaints etc.	Not significant.
<p>Handling of Materials (storage and transfer of wastes)</p> <p>Transfer of odorous chemicals to air</p>	<p>Site Workers</p> <p>Occupiers of Domestic dwellings listed in Table 3.</p> <p>Industrial and commercial premises listed in Table 3.</p>	Atmosphere	<p>If wastes are likely to produce odour when handled for transfer purposes the Operator will ensure that these are handled as a priority and the containment measures (i.e. sealed containers, and covers over the relevant bays) are enacted to prevent odour emissions.</p> <p>Wastes may be damped down to increase humidity inside of the covered bays or containers and wastes may be damped down prior to transfer.</p> <p>All wastes will be stored in accordance with Table 4 above which are considered sufficient to prevent odour emissions.</p>	<p>Odour could potentially reach the nearby dwellings or commercial premises when a strong wind blows in their direction.</p> <p>Management actions should prevent this happening.</p>	Nuisance – having to keep windows closed, not being able to enjoy outdoor spaces etc, customer complaints etc.	Not significant.
Plant breakdown	<p>Site Workers</p> <p>Occupiers of Domestic dwellings listed in Table 3.</p> <p>Industrial and commercial premises listed in Table 3.</p>	Atmosphere	<p>Receipt of waste will cease, if necessary, until machinery is functioning again.</p> <p>Any necessary repairs and maintenance work will be carried out in a timely manner.</p> <p>Odorous materials may be encased in containers and skips or, in case of the Bulking Area, may be 'buried' under less odorous wastes. Using the daily cover would only apply if waste had to be left on site for a period of time that might result in the odour escaping outside of the site boundary. In such cases the waste would be buried under the non-odorous waste of the same type. If the waste could produce offensive odour which could impact nearby receptors, then it will be</p>	<p>Odour could potentially reach the nearby dwellings or commercial premises when a strong wind blows in their direction.</p> <p>Management actions should prevent this happening.</p>	Nuisance – having to keep windows closed, not being able to enjoy outdoor spaces etc, customer complaints etc.	Not significant.

			<p>removed within 24 hours.</p> <p>If the plant is down for a period of over 5 days the waste will be transferred off-site to an appropriately permitted facility.</p>			
Power Failure	<p>Site Workers</p> <p>Occupiers of Domestic dwellings listed in Table 3.</p> <p>Industrial and commercial premises listed in Table 3.</p>	Atmosphere	<p>A back-up generator may be installed at the facility.</p> <p>If the waste delivery is from a 3rd party, the supplier will be notified as soon as possible and the Operator may decide to cease accepting waste.</p> <p>An immediate investigation and remedial action will be undertaken as required to determine the cause of the power failure.</p> <p>If the failure is for an extended period, the site will cease or minimise the acceptance of waste, as necessary.</p> <p>If the plant is down for a period of over 5 days the waste will be transferred off-site to an appropriately permitted facility.</p>	<p>Odour could potentially reach the nearby dwellings or commercial premises when a strong wind blows in their direction.</p> <p>Management actions should prevent this happening.</p>	Nuisance – having to keep windows closed, not being able to enjoy outdoor spaces etc, customer complaints etc.	Not significant.
Restricted staff availability.	<p>Site Workers</p> <p>Occupiers of Domestic dwellings listed in Table 3.</p> <p>Industrial and commercial premises listed in Table 3.</p>	Atmosphere	<p>The site management staff will have a staff resources plan that ensures that sufficient numbers of staff are available at all times to undertake each role.</p> <p>If required, additional staff may be hired on a temporary basis to cover the absent staff.</p> <p>If necessary, wastes will be transferred off-site to an appropriately permitted facility to reduce or remove waste volumes to a manageable level.</p> <p>If it is deemed that there are insufficient qualified staff to safely and properly run the plant, activities will be temporarily halted.</p>	<p>Odour could potentially reach the nearby dwellings or commercial premises when a strong wind blows in their direction.</p> <p>Management actions should prevent this happening.</p>	Nuisance – having to keep windows closed, not being able to enjoy outdoor spaces etc, customer complaints etc.	Not significant.
Extreme winds and gales	<p>Site Workers</p> <p>Occupiers of Domestic dwellings listed in Table 3.</p>	Atmosphere	<p>Storage will be undertaken within bays, skips and tanks. Relevant bays and skips will be provided containment/covers to prevent wind whip and may be sealed if required while the tanks will be double skinned.</p> <p>The Operator will ensure that they maintain headroom within bays and skips to avoid the waste catching the wind.</p>	<p>Odour could potentially reach the nearby dwellings or commercial premises when a strong wind blows in their direction.</p>	Nuisance – having to keep windows closed, not being able to enjoy outdoor spaces etc, customer complaints etc.	Not significant.

	Industrial and commercial premises listed in Table 3.		The site may have emergency tarpaulins on site which can be deployed for external storage areas to prevent wind whip. Given the above, it is unlikely that gales or wind will cause an increase in odour emissions.	Management actions should prevent this happening.		
Extreme cold/snowfall	Site Workers Occupiers of Domestic dwellings listed in Table 3. Habitats in Table 3. Industrial and commercial premises listed in Table 3.	Atmosphere	If possible, snow will be cleared to enable normal access into and within the site. During snow events, the infrastructure will be checked to ensure that any snow or freezing does not impact on the integrity of the site's infrastructure, i.e. skips, bays, tanks, quarantine area, covers and canopies.	Odour could potentially reach the nearby dwellings or commercial premises when a strong wind blows in their direction. Management actions should prevent this happening.	Nuisance – having to keep windows closed, not being able to enjoy outdoor spaces etc, customer complaints etc.	Not significant.
Fire	Site Workers Occupiers of Domestic dwellings listed in Table 3. Industrial and commercial premises listed in Table 3.	Atmosphere	A Fire Prevention Plan has been prepared and submitted as part of this application. Should a fire occur within the site, operations will be temporarily suspended, and no further waste will be accepted on site. If necessary, wastes will be transferred off-site to an appropriately permitted facility.	Odour could potentially reach the nearby dwellings or commercial premises when a strong wind blows in their direction. Management actions should prevent this happening.	Nuisance – having to keep windows closed, not being able to enjoy outdoor spaces etc, customer complaints etc.	Not significant.
Flooding	Site Workers Occupiers of Domestic dwellings listed in Table 3.	Leachate	The site is located in a Flood Zone 1 making flooding very unlikely, should flooding occur on site, the containment infrastructure will be assessed for breaches or likely damage. Operations may be temporarily suspended if flooding of the general site may lead to pollution and no further waste will be accepted on site.	Odour could potentially reach the nearby dwellings or commercial premises when a strong wind blows in their direction. Management actions	Nuisance – having to keep windows closed, not being able to enjoy outdoor spaces etc, customer complaints etc.	Not significant.

	Industrial and commercial premises listed in Table 3.		If necessary, wastes will be transferred off-site to an appropriately permitted facility.	should prevent this happening.		
Poor Housekeeping	Site Workers Occupiers of Domestic dwellings listed in Table 3. Industrial and commercial premises listed in Table 3.	Atmosphere	If poor housekeeping occurs, the Area Supervisor will delegate members of staff to address the issues identified and may decide to cease accepting waste until such times as any identified issues have been mitigated. If poor housekeeping continues to occur on site, then all staff will be retrained and a daily task list may be instigated which a nominated member of staff will be required to sign off which will be checked by the Area Supervisor at the end of each day.	Odour could potentially reach the nearby dwellings or commercial premises when a strong wind blows in their direction. Management actions should prevent this happening.	Nuisance – having to keep windows closed, not being able to enjoy outdoor spaces etc, customer complaints etc.	Not significant.

4.9 Housekeeping

The Operator will maintain a clean and well organised site. The site has a housekeeping schedule in place in order to prevent build-up of odorous debris. Table 6 below details the cleaning schedule that is in place.

Table 6. Housekeeping schedule.

Frequency	Action
Daily	Visual and olfactory inspection for any odorous residues on surfaces, plant and in bays – any actions required that are not part of daily routine are recorded in the daily log. Manual sweeping/shovelling of debris from site surfaces.
As required	Maintenance of concrete surfaces and infrastructure containing waste. Road sweeper deployed to clean up all site surfaces.

4.10 Proposed Monitoring Requirements

Agency Guidance H4 sets out that odour monitoring should be undertaken at sensitive receptors and as part of an odour management plan and can be undertaken by sniff testing using the FIDOR system (frequency of detection, intensity as perceived, Duration of exposure, Offensiveness using the hedonic scale and Receptor Sensitivity). As the site does not have any sensitive receptors (i.e. residential receptors) within relevant distance of the site, a specific 'off-site' monitoring is not considered to be required above that expected to be undertaken as part of normal day-to-day operations. In addition, if complaints are received, the Operator will follow the complaints procedure in Appendix B which will act to identify the cause of the odour and then link it back to the site operations being undertaken at the time.

As this is a live working document, the Operator can revise this OMP as necessary and put in place additional control measures as required, including revising the site layout, undertaking odour monitoring, reviewing waste acceptance procedures and investigating the need for odour abatement equipment.

5.0 CONCLUSION

Kibworth Recycling and Household Waste Site is operated by LCC and is situated within a rural setting. The facility is not considered to be within close proximity to sensitive receptors (e.g., residential properties).

The information contained within the assessment detailed in Table 5 above indicates that site activities are unlikely to cause any disturbance due to the storage and management techniques employed by the applicant. The management techniques will ensure that any fugitive emissions will be adequately contained and managed.

Due to the above measures, we conclude that it is unlikely that local receptors will be impacted by the proposal.

**Appendix A – Permit Boundary and Site Layout
(Under Separate Cover)**

Appendix B – List of Permitted Waste and their odour potential

EWC Code	Description	Odour potential
02	WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING	
02 01	wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing	
02 01 03	plant-tissue waste	High
02 01 04	waste plastics (except packaging)	Medium
02 01 07	wastes from forestry	Medium
02 01 10	waste metal	Low
02 02	wastes from the preparation and processing of meat, fish and other foods of animal origin	
02 02 03	materials unsuitable for consumption or processing	High
02 03	wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco preparation and processing; conserve production; yeast and yeast extract production, molasses preparation and fermentation	
02 03 04	materials unsuitable for consumption or processing	High
02 04	wastes from sugar processing	
02 04 01	soil from cleaning and washing beet	Low
02 05	wastes from the dairy products industry	
02 05 01	materials unsuitable for consumption or processing	High
02 06	wastes from the baking and confectionery industry	
02 06 01	materials unsuitable for consumption or processing	High
02 06 02	wastes from preserving agents	Low
03	WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND CARDBOARD	
03 01	wastes from wood processing and the production of panels and furniture	
03 01 01	waste bark and cork	Medium
03 01 04*	sawdust, shavings, cuttings, wood, particle board and veneer containing hazardous substances	Low
03 01 05	sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04	Low
03 03	wastes from pulp, paper and cardboard production and processing.	
03 03 01	waste bark and wood	Medium
03 03 08	wastes from sorting of paper and cardboard destined for recycling	Low
07	WASTES FROM ORGANIC CHEMICAL PROCESSES	
07 02	Waste from the MSFU of plastics, synthetic rubber and man-made fibres	
07 02 13	Waste plastic	Low
12	WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS	
12 01	wastes from shaping and physical and mechanical surface treatment of metals and plastics	
12 01 01	ferrous metal filings and turnings	Low
12 01 03	non-ferrous metal filings and turnings	Low
12 01 05	plastics shavings and turnings	Low
13	OIL WASTES AND WASTES OF LIQUID FUELS (EXCEPT EDIBLE OILS, AND THOSE IN CHAPTERS 05, 12 AND 19)	

13 02	Waste engine, gear and lubricating oils	
13 02 04*	mineral-based chlorinated engine, gear and lubricating oils	High
13 02 05*	mineral-based non-chlorinated engine, gear and lubricating oils	High
13 02 06*	synthetic engine, gear and lubricating oils	High
13 02 07*	readily biodegradable engine, gear and lubricating oils	High
15	WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED	
15 01	packaging (including separately collected municipal packaging waste)	
15 01 01	paper and cardboard packaging	High
15 01 02	plastic packaging	High
15 01 03	wooden packaging	High
15 01 04	metallic packaging	High
15 01 05	composite packaging	High
15 01 06	mixed packaging	High
15 01 07	glass packaging	High
15 01 09	textile packaging	High
15 02	absorbents, filter materials, wiping cloths and protecting clothing	
15 02 03	absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02	Medium
16	WASTES NOT OTHERWISE SPECIFIED IN THE LIST	
16 01	end-of-life vehicles from different means of transport [including off-road machinery] and wastes from dismantling of end-of-life vehicles and vehicle maintenance (except 13,14, 16 06 and 16 08)	
16 01 03	end-of-life tyres	Low
16 02	wastes from electrical and electronic equipment	
16 02 11*	discarded equipment containing chlorofluorocarbons, HCFC, HFC	Low
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13	Low
16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15	Low
16 05	gases in pressure containers and discarded chemicals	
16 05 04*	gases in pressure containers (including halons) containing hazardous substances	Low
16 05 05	gases in pressure containers other than those mentioned in 16 05 04	Low
16 06	batteries and accumulators	
16 06 04	alkaline batteries (except 16 06 03)	Low
16 06 05	other batteries and accumulators	Low
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)	
17 01	concrete, bricks, tiles and ceramics	
17 01 01	concrete	Low
17 01 02	bricks	Low
17 01 03	tiles and ceramics	Low
17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06	Low
17 02	wood, glass and plastic	
17 02 01	wood	Low
17 02 02	glass	Low
17 02 03	plastic	Low
17 03	bituminous mixtures, coal tar and tarred products	
17 03 02	bituminous mixtures other than those mentioned in 17 03 01	Low

17 04	metals (including their alloys)	
17 04 01	copper, bronze, brass	Low
17 04 02	aluminium	Low
17 04 03	lead	Low
17 04 04	zinc	Low
17 04 05	iron and steel	Low
17 04 06	tin	Low
17 04 07	mixed metals	Low
17 04 11	cables other than those mentioned in 17 04 10	Low
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	Low
17 06	insulation materials and asbestos-containing construction materials	
17 06 01*	insulation materials containing asbestos	Low
17 06 04	insulation materials other than those mentioned in 17 06 01 and 17 06 03	Low
17 06 05*	construction materials containing asbestos	Low
17 08	gypsum-based construction material	
17 08 02	gypsum-based construction materials other than those mentioned in 17 08 01	Low if kept dry (otherwise will become High Risk)
17 09	other construction and demolition waste	
17 09 04	Mixed construction and demolition waste other than those mentioned in 17 09 01, 17 09 02 and 17 09 03	Low
19	WASTE FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND THE PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION AND WATER FOR INDUSTRIAL USE	
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified	
19 12 01	paper and cardboard	Low-Medium
19 12 02	ferrous metal	Low-Medium
19 12 03	non-ferrous metal	Low-Medium
19 12 04	plastic and rubber	Low-Medium
19 12 05	glass	Low-Medium (clean or dirty glass)
19 12 06*	wood containing hazardous substances	Low-Medium (dry or wet)
19 12 07	wood other than those mentioned in 19 12 06	Low-Medium (dry or wet)
19 12 08	Textiles	Low-Medium (dry or wet)
19 12 09	minerals (for example sand, stones)	Low-Medium
19 12 10	combustible waste (refuse derived fuel)	High
20	MANICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPERATELY COLLECTED FRACTIONS	
20 01	separately collected fractions (except 15 01)	
20 01 01	paper and cardboard	Low
20 01 02	Glass	High
20 01 08	biodegradable kitchen and canteen waste	High
20 01 10	clothes	Low

20 01 11	textiles	Low
20 01 13*	solvents	High
20 01 14*	acids	Low
20 01 15*	alkalines	Low
20 01 17*	photochemicals	Low
20 01 19*	pesticides	Low
20 01 21*	fluorescent tubes and other mercury-containing waste	Low
20 01 23*	discarded equipment containing chlorofluorocarbons	Low
20 01 25	edible oil and fat	High
20 01 26*	oil and fat other than those mentioned in 20 01 25	High
20 01 27*	paint, inks, adhesives and resins containing hazardous substances	High
20 01 28	paint, inks, adhesives and resins other than those mentioned in 20 01 27	High
20 01 29*	detergents containing hazardous substances	
20 01 30	detergents other than those mentioned in 20 01 29	
20 01 33*	batteries and accumulators included in 16 06 01, 16 06 02 or 16 06 03 and unsorted batteries and accumulators containing these batteries	Medium
20 01 34	batteries and accumulators other than those mentioned in 20 01 33	Medium
20 01 35*	discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components	Low
20 01 36	discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35	Low
20 01 37*	wood containing hazardous substances	Low-Medium
20 01 38	wood other than those mentioned in 20 01 37	Low-Medium
20 01 39	plastics	Low
20 01 40	metals	Low
20 01 41	wastes from chimney sweeping	Medium
20 02	garden and park wastes (including cemetery waste)	
20 02 01	biodegradable waste	High
20 02 02	soil and stones	Medium
20 02 03	other non-biodegradable wastes	Medium
20 03	other municipal wastes	
20 03 01	mixed municipal waste	High
20 03 02	waste from markets	High
20 03 03	street-cleaning residues	Medium
20 03 07	bulky waste	Low

Appendix C – Complaints Procedure and Public Engagement Plan

Kibworth Recycling and Household Waste Site

Complaints Procedure

Action	Person responsible for ensuring action is carried out	Timescale for Action Completion
<p>1. The Area Supervisor will be notified of the complaint and will make the appropriate managerial staff and site operatives aware of the complaint.</p> <p>The complaint shall be formally recorded using the Complaint Report sheet contained within the site's EMS.</p>	Area Supervisor	Within one working day of receipt of the complaint.
<p>2. The complaint shall be investigated by:</p> <p>a) Checking the Site Diary and Waste Acceptance Records to see if any particularly odorous waste was accepted.</p> <p>b) Checking the Site Diary to see whether the complaint corresponds to any operational issues at the site, such as damage to containment infrastructure or damage to other site management infrastructure.</p> <p>If the cause of the complaint is established it will be recorded within the Complaint Record Sheet. If no particular cause is identified then this will also be recorded.</p>	Area Supervisor	Within one working day of receipt of the complaint.
<p>3. If a number of complaints are received about a particular incident, then it might be necessary to introduce odour monitoring – note this will occur only after discussions with the Environment Agency.</p>	Area Supervisor	Within one working day of receipt of the complaint.
<p>4. The Area Supervisor will instigate any necessary reviews of procedures and will implement any required changes. Any maintenance to odour management infrastructure will be undertaken as soon as possible.</p>	Area Supervisor	Within seven working days of receipt of the complaint.
<p>5. If appropriate, the complainant and the Environment Agency will be informed of any corrective actions taken.</p>	Area Supervisor	Within seven working days of receipt of the complaint.
<p>6. A follow up audit on the corrective actions shall be undertaken to ensure the preventative procedure was effective and to determine if any additional actions are required.</p>	Area Supervisor	Within two weeks of receipt of the complaint.
<p>7. Once the follow up audit has been completed, the Area Supervisor will ensure that the complaint and any action taken and the effectiveness of that action are recorded in the EMS.</p> <p>This record shall also note any amendments to procedures, both environmental and health and safety, which may be required following the investigation. The record shall be kept in the site office at all times or if it is an electronic record, it will be accessible at the site.</p>	Area Supervisor	Within two weeks of receipt of the complaint.

Kibworth Recycling and Household Waste Site – Communications with the Local Community (Public Engagement Plan)

The Operator, being a County Council, has existing an existing communication network for liaison between the local community and the Operator. Notwithstanding emergency contact details at the Kibworth Recycling and Household Waste Site entrance, for day to day contact the Operator would utilise a combination of the following communication strategies depending on the nature of the communication required.

For general information:

- The Operator's existing website (www.leicestershire.gov.uk);
- The Operator's existing Twitter and Facebook accounts; and
- Local events that the Operator may attend or organise.

For specific, event, information in addition to the above:

- Telephone discussions; and
- Electronic or paper-based correspondence; and
- On site notification – advertising at the entrance using posters in the adshell.

Appendix D – Site Log

Kibworth Recycling and Household Waste Site

Site Condition Log

Date:

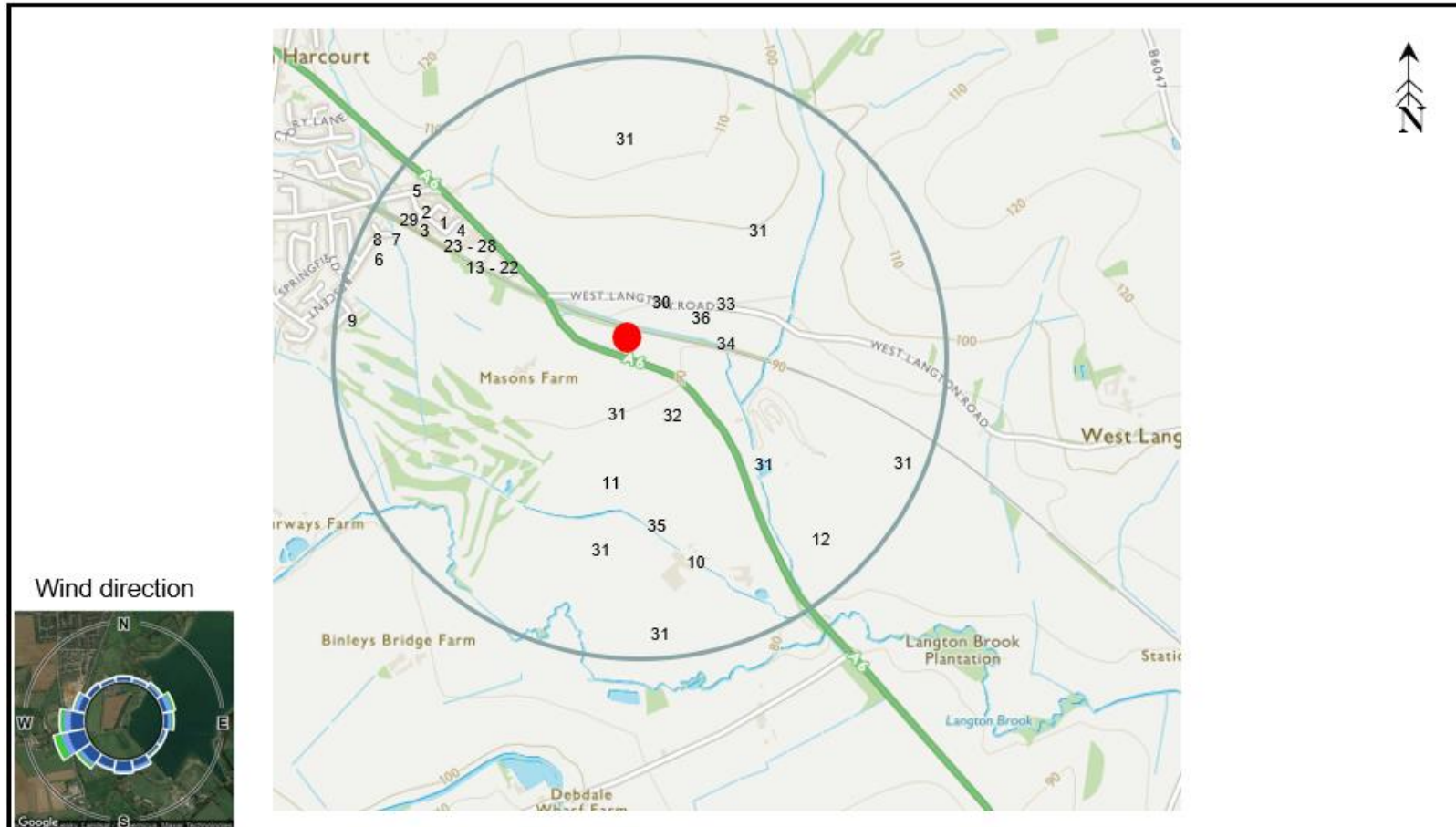
Name:

Observations:

Actions:

Signature:

Appendix E – Receptor map



<p>KEY:</p> <ul style="list-style-type: none"> ○ 1km Radius ● Approximate Site Location 	 <p>Scotland Farm, Ockbrook, Derby, DE72 3RX rps@ivyhouseenv.co.uk • www.ivyhouseenv.co.uk • 01332 661 987</p>	<p>TITLE: Receptor Plan</p>	
		<p>PROJECT: Kibworth, RHWC</p>	
		<p>PROJECT No: IV.342.19</p>	<p>DATE: 06/21</p>
<p>DO NOT SCALE</p>		<p>SCALE: NTS</p>	<p>DRAWN: SRS</p>
		<p>DWG No: Figure 2</p>	

Receptor ID	Receptor	Receptor ID	Receptor	Receptor ID	Receptor
Domestic Dwellings		Schools, Shops, Commercial and Industrial		Highway, Minor Road and Railway	
1	Marriot Drive	17	Total Community Crae	32	Harborough Road (A6)
2	Milestone Close	18	UK Property Finance	33	W Langton Road
3	Braymish Close	19	Cornerstone Tax Advisors	34	Railway
4	Harborough Road	20	Jefferson Payroll Bureau	Surface Water	
5	New Road	21	Secured-loans.co.uk	35	Langton Brook
6	Fairway	22	Creative World of Crafts	36	Drainage Channel which flows to the Langton Brook
7	Birdie Close	23	DD Automotive		
8	Wentworth Close	24	Crouch Recovery		
Schools, Shops, Commercial and Industrial		25	Dynamic Wealth		
9	Kibworth Golf Club	26	Farleys		
10	Beech Tree Bunnies	27	Spenders Motorcycles		
11	Unnamed Farm	28	Horsewear House Ltd		
12	Kibworth Gun Club	29	Kemps Clothing		
13	Premier Music International	30	Allotments		
14	ACI Financial	Farmland			
15	Readicut Crafts	31	Farmland		
16	CLA UK				



KEY:

DO NOT SCALE

IVY HOUSE
environmental

Scotland Farm, Ockbrook, Derby, DE72 3RX
rps@ivyhouseenv.co.uk • www.ivyhouseenv.co.uk • 01332 661 987

TITLE: Receptor Table		
PROJECT: Kibworth, RHWC		
PROJECT No: IV.342.19	DATE: 06/21	
SCALE: NTS	DRAWN: SRS	DWG No: Figure 3