ENVIRONMENT AGENCY
QUADRANT TWO
- 9 OCT 2019
SHEFFIELD

SJW Enviro Consulting Ltd

Environment Agency
Permitting Support Centre
Quadrant 2
99 Parkway Avenue
Parkway Business Centre
Sheffield
S9 4WF

5th October 2019

Dear Sir/Madam

BESPOKE PERMIT APPLICATION, B W SKIP HIRE LTD, GRANGEFIELD INDUSTRIAL ESTATE, PUDSEY, LEEDS

Please find enclosed an application for a bespoke household, commercial and industrial waste transfer station for the above facility. The application fee of £9176.00 will be paid directly by the applicant.

If you have any queries regarding this application or require any additional information then please get in touch via the contact details below.

Yours sincerely

Simon Walker

SJW Enviro Consulting Ltd, 8 Meadow Bank, Holmfirth, West Yorkshire, HD9 1QS

Tel: 07471 910102
Email: sjwenviros@gmail.com
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Registered in England and Wales No.10213314 Registered Office: 8 Meadow Bank, Holmfirth, West Yorkshire, HD9 1QS

Additional Directors – BW Skip Hire Ltd

Document Reference: DIR/01

Title	Mrs
First Name	Adele
Last Name	Woodhead
Date of Birth	[redacted]

PERMIT APPLICATION

B W Skip Hire Ltd

Grangefield Industrial Estate

Richardshaw Road

Stanningley

Pudsey

LS28 6QW

NON-TECHNICAL SUMMARY

Document Reference No. NTS/01

SJW Enviro Consulting Ltd

CONTENTS:

1. Introduction

This document provides the non-technical summary for the environmental permit application by B W Skip Hire Ltd for its site at Grangefield Industrial Estate, Richardshaw Road, Pudsey, Leeds, LS28 6QW.

The site comprises a large building, formerly used as a foundry, and associated yard area. All waste processing will take place within the building with the yard only being used for storage of processed material in covered bays and empty skips.

This application seeks a new bespoke environmental permit to allow the storage, transfer and treatment of a rage of household, commercial and industrial wastes. The site will be the third such facility under the control of B W Skip Hire Ltd in the Leeds area following sites on Whitehall Road and Whitehall Industrial Estate.

2. Environmental setting

The site is located at Richardshaw Road, Pudsey, Leeds, LS28 6QW at approximate grid reference SE2280 3418. Access to the site is off Richardshaw Road.

The site is set in an urban area and is bound by a public road and other industrial and commercial buildings. The nearest residential properties lie approximately 90 metres to the south of the site.

The site does not lie within a groundwater source protection zone and there are no known SSSI's in the vicinity of the site.

3. Waste acceptance

B W Skip Hire Ltd will accept household, commercial and industrial waste at the site for recycling and reclamation. The waste is sorted, separated and screened once accepted onto the site with a view to recycling as much of the material as possible to avoid landfill. Currently the company reclaims 94% of the material accepted at its other two permitted facilities.

Material recycled includes wood, cardboard, green waste, scrap metal and cable, plastic, soil and stone.

Waste arrives on site in a variety of different vehicles, although predominantly skip wagons. The site is not limited to B W Skip Hire vehicles as a number of local waste management organisations may also bring waste onto site.

All mixed waste will be deposited within the building for sorting. The initial screening of the waste involves removal by hand of any large items that can be immediately removed to the various stockpiles of recyclable material. The remaining material is then placed into a trommel located within the existing building on site. The trommel removes the fine material from the waste with the remainder passing onto a

slow-moving conveyor belt. As the material passes along the conveyor belt the remaining items of recyclable material are removed by hand.

In addition to mixed skip waste the site will accept processed fines from the companies operation at Whitehall Road. The intention is to secondary process these fines to remove as much of the non-inert material as possible. This is done by reducing the diameter of the holes in the trommel to catch larger items of predominantly paper and plastic. Fines will be delivered to the site by BW Skip Hire vehicles and deposited inside the building. Once processed the resultant fines will be stored outside the building in covered bays and on an impermeable surface.

Pre-acceptance procedures are in place to ensure that only waste that may be accepted under the environmental permit is directed to the site. All waste delivered to the site will be checked by a suitably trained operative to ensure that only permitted waste is accepted. The site has a dedicated weighbridge where visual checks of the loads can be made. Any loads containing non-permitted waste will be rejected from the site.

All other additional waste codes will not involve any changes to the site infrastructure or storage, nor will they add any additional risks to the day to day running of the site.

The site will no accept any material that is hazardous.

4. Environmental protection and control measures

All waste treatment and storage will take place within building and on external impermeable surface areas.

The site will be monitored by all staff with daily inspections by the technically competent manager or site supervisor.

The environment management system for the site includes dust, noise and odour management plans and a fire prevention plan to ensure compliance. Site staff will all be made familiar with the terms of these plans and what to do should issues arise.

All waste will be treated on a first in first treated basis to minimise storage times and prevent the build up of waste on site.

5. Maintenance

The risk of unplanned breakdowns is minimised through the implementation of preventative and active maintenance being carried out. All plant and equipment maintenance are scheduled so that regular repairs can take place. This helps to ensure that plant and equipment are functioning correctly, and potential faults are identified before they result in malfunction.

6. Environmental management system

B W Skip Hire Ltd have an appropriate environmental management system in place and will operate the site in accordance with the system. B W Skip Hire will have ultimate control over site operations, maintenance, staff competence and training, prevention of accidents, organisation, document management and records.

BESPOKE PERMIT APPLICATION

B W Skip Hire Ltd

Grangefield Industrial Estate

Richardshaw Road

Stanningley

Pudsey

LS28 6QW

SITE CONDITION / BASELINE REPORT

Document Reference No. SCBR/01

SJW Enviro Consulting Ltd

CONTENTS:

1. Site Details

Name of the applicant	B W Skip Hire Ltd
Activity address	Grangefield Industrial Estate Richardshaw Road Stanningley Pudsey West Yorkshire LS28 6QW
National grid reference	SE 2280 3418
Document reference	Reference No. SCBR/01 for site condition report at permit application.
Site plans	This report is to be read in conjunction with drawing numbers BW/GIE/01, BW/GIE/02 and BW/GIE/03 attached to the Environment Management System Version 1.0, October 2019 for the site at Appendix 1.

2. Condition of the land at permit issue

Geology	The superficial geology underlying the site, including the main waste reception building comprises of alluvium (clay, silt, sand and gravel). The bedrock geology comprises Kirkburton sandstone.
Hydrogeology	The Environment Agency groundwater vulnerability map classifies the area under the site as a minor aquifer with high vulnerability. There are several boreholes which could potentially be used to abstract water within one kilometre of the site. The nearest is 120 metres to the west of the site on the Grangefield Industrial Estate. The site is not located in a surface water Nitrate Vulnerable Zone.
Surface waters	The nearest surface water is a small section of an unnamed stream which lies 115 metres to the south east of the site. This stream appears to flow in culvert under a housing estate and the A647 Stanningley by-pass.

	The nearest significant surface water is Farnley Beck which lies 1.4 kilometres to the south east of the site.
Pollution history	There are no records of pollution occurring on this site but as part of the permitted area has been used previously as a foundry the permit holders accept that there may be contamination present. There are no records of significant pollution events taking place on site.
Historic contamination	As above
Baseline data	No baseline data for the site exists. It has previously been in use as a foundry and before that was part of a now railway line which closed in 1964. As a result significant contamination of the site surface may be present. The site operators acknowledge that contamination is likely to be present and accept liability for remediation of the site should they wish to surrender the permit at some point in the future.

3. Permitted activities

Permitted activities	The site is to be permitted as a waste treatment and transfer facility for household, commercial and industrial waste. No hazardous waste will be accepted.
Non-permitted activities	All the activities at the site will be covered by the permit.
Plans	This report is to be read in conjunction with drawing numbers BW/GIE/01, BW/GIE/02 and BW/GIE/03 attached to the Environment Management System Version 1.0, October 2019 for the site at Appendix 1
Risk assessment	An Environmental Risk Assessment for the site is provided as Appendix 7 of the Environment Management System Version 1.0 October 2019 included with this application.

ENVIRONMENT MANAGEMENT SYSTEM

B W Skip Hire Ltd

Grangefield Industrial Estate

Richardshaw Road

Stanningley

Pudsey

LS28 6QW

Version 1.0 October 2019

SJW Enviro Consulting Ltd

CONTENTS:

1.0 GENERAL CONSIDERATIONS

1.1 Site operator / permit holder

1.1.1 The site which is the subject of this environmental management system (EMS) is operated by B W Skip Hire Ltd.

1.1.2 The main activity at the site will be the re-processing of trommel fines from the companies site at Whitehall Road, Leeds to further remove non-inert material. The site is also to be used as a waste recycling centre for predominantly mixed industrial and commercial wastes along with general skip waste.

1.1.3 The site is approximately 9000 square metres in size and has been previously in use as a foundry but has been derelict for at least the past ten years. The waste reception and processing building covers approximately 2200 square metres

1.1.4 This EMS will form part of the Environmental Permit for this site. It is also to be used to give instructions to staff specifying how the site shall be managed and operated.

1.1.5 The site is situated at the following address:

Grangefield Industrial Estate
Richardshaw Road
Stanningley
Pudsey
West Yorkshire
LS28 6QW

Contact: Roger Woodhead
Tel: 0113 231 1470

1.1.6 SJW Enviro Consulting Ltd has been employed as consultants for B W Skip Hire Ltd to update the existing EMS for this facility. Contact details are as follows:

Address: SJW Enviro Consulting Ltd
8 Meadow Bank
Holmfirth
West Yorkshire
HD9 1QS

Tel: 07471 910102

Contact: Simon Walker

E-mail: sjwenviros@gmail.com

1.2 Permit area

1.2.1 The site is located at Grangefield Industrial Estate, Stanningley, Pudsey with the site entrance being approximately 160 metres to the north of the A647, Stanningley By-Pass as shown on the attached map numbered BW/GIE/01, served at OS map reference SE2280634237. The immediate surrounding areas have mainly been developed for industrial and commercial uses with the nearest residential area being 90 metres to the south of the southern boundary

of the site. The site is bounded by industrial premises to the south, west and east and Richardshaw Road to the north. The area which is subject to this application is outlined in red on drawing no. BW/GIE/02. All references to 'the site' in this document shall mean this area.

1.3 Hydrology and Hydrogeology

1.3.1 Flood maps indicate that the site is not in an area where there is potential for flooding nor in an area benefitting from flood defences or a flood water storage area.

1.3.2 The Environment Agency groundwater vulnerability map classifies the area under the site as a minor aquifer with a high vulnerability.

1.3.3 There are several boreholes located in the industrial premises on Richardshaw Road. The nearest of which is 120 metres to the west of the site.

1.3.4 The site is not located within a surface water Nitrate Vulnerable Zone. No nitrate is produced or used on the site.

1.4 Waste management operations

1.4.1 A waste permit is required for the operations at the site. This EMS is submitted as part of a bespoke application for such a permit.

1.4.2 Waste processes carried out on this site include the following:

Specified waste management operations include waste recovery operations listed in Parts II and III of Schedule 4 of the Environmental Permitting Regulations (England and Wales) 2010. They are listed in summary below:

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

R13 Temporary storage of wastes pending any other recovery operation (excluding temporary storage, pending collection, on the site where it is produced)

D14 Transfer for disposal

D15 Storage for disposal

1.5 Hours of operation

1.5.1 Site operations will only take place during the hours agreed with the Local Planning Authority.

Waste Delivery and Process Activities:

Monday to Friday	0700 – 1900 hrs
Saturday	0700 – 1300 hrs

No operations will take place on Sundays or Public Holidays or outside the above hours without written agreement from the Local Planning Authority and the Environment Agency.

1.5.2 Floodlights are available for use if permitted operations or emergency procedures are carried out after official lighting up times. Mobile floodlights will be made available if additional lighting is required.

1.6 Waste types and quantities

1.6.1 The site has the potential and capacity to accept a wide range of non-hazardous commercial, industrial and general skip waste.

1.6.2 A list of the waste types, consisting of the relevant codes and descriptions from the EWC Waste Classification is attached to this management system in Appendix 3. The Environment Protection (Duty of Care) Regulations 1991, as amended, require the use of these codes on all waste transfer notes.

1.6.3 The total maximum amount of waste accepted at the site shall not exceed 74,999 tonnes per annum. The throughput of the site will be limited to a maximum of 600 tonnes per day.

1.6.4 The maximum amount of waste stored on site at any one time shall not exceed 2000 tonnes.

1.6.5 If the maximum storage capacity of the site is reached then no further waste will be accepted until waste can be processed or removed from site and taken to a suitably authorised facility.

1.7 Staffing and management

1.7.1 The site will be open for the acceptance of waste or for other essential operations during the hours listed in Section 1.4 above.

1.8 Health and safety

1.8.1 All operations on site will be carried out in accordance with the relevant requirements of the Health and Safety at Work Act 1974.

1.9 Fit and proper persons

1.9.1 The designated technically competent manager for the site is Rebecca Wall WAMITAB certificates of technical competence along with proof of continuing competence are attached to this document in Appendix 2.

1.9.2 There will be a training programme for all staff involved in site operations to ensure sufficient suitably trained persons are available on site to ensure compliance with the permit. Personnel training records will be maintained and available for inspection in the site office.

1.10 Exempt activities

1.10.1 There are currently no exemptions from permitting registered for this site.

1.10.2 Wastes brought onto site as part of an exempt waste activity in the future will be kept clearly segregated and identified from those wastes imported for the specified waste management operations.

1.10.3 Once registered a copy of all exemption notifications and register entries will be kept in the site office.

2.0 SITE ENGINEERING AND INFRASTRUCTURE

2.1 Access and parking

2.1.1 The main access to the site is off Richardshaw Road. The site is predominantly surfaced with mesh reinforced concrete with some areas of hardstanding. Site location is shown on Drawing No. BW/GIE/01.

2.1.2 There is provision for parking for staff and visitors on the site to the right of the site entrance. An electrical vehicle charging point is to be fitted as per condition 13 of planning permission 19/00020/FU. The location of the car park is shown on Drawing No. BW/GIE/03.

2.2 Notice board and signs

2.2.1 A noticeboard is located on the wall adjacent to the site entrance and displays the following information:

- The site name and address
- The name of the permit holder and operator
- The Environmental permit number
- The Environment Agency contact details
- Operators 'out of hours' emergency number

2.2.2 Additional signs will be displayed around the site for operational and health and safety purposes. All staff and visitors will be required to comply with the requirements of all signs whilst on site.

2.3 Site security

2.3.1 There is a security gate at the entrance to the site which consists of 2.5 metre high metal paling with spikes and topped with razor wire. There is a second gate of identical construction which allows access to the rear of the building with a further locked gate to the rear. The security gates are locked at all times when the site is closed.

2.3.2 The site is surrounded by a mixture of different fencing types but predominantly with 2.5 metre high paling fencing with three pronged metal spikes and in places topped with razor wire.

2.3.3 CCTV cameras cover the site. These are monitored 24 hours a day, 365 days a year from the companies main site on Whitehall Road, Leeds.

2.4 Site office

2.4.1 The site office is located as shown on Drawing No. BW/GIE/03. A copy of the waste permit and management documents will be held on site in the site office. Welfare facilities are provided for site staff.

2.4.2 The following documentation will be retained on site:

- Environmental waste permit
- Management system documents
- Site diary
- Environment Agency inspection forms
- In-house inspection and recording forms
- Waste delivery tickets
- Weighbridge tickets
- Accident management plan
- Accident book

2.5 Measurement of waste inputs

2.5.1 All waste inputs are weighed on the weighbridge on site. Waste arrives on site in a variety of vehicles including skip wagons and tipper lorries. All waste is weighed in kilograms and the totals used to provide accurate quarterly waste returns.

2.6 Wheel cleaning facilities

2.6.1 There is currently no wheel wash or spinner associated with this site

2.6.2 A jet wash is provided near the site entrance to clean vehicles prior to their exit from the site if necessary.

2.6.3 A road sweeper is available at short notice to ensure that the site access roads and Richardshaw Road are kept mud and dust free.

2.6.4 In dry conditions when dust could become windborne as a result of vehicle movements a tractor and bowser will be deployed damp the haul and access roads within the site. Details of these deployments will be retained in the site office and will be available for inspection by the Environment Agency on request.

2.7 Fuel Storage

2.7.1 Fuel for B W Skip Hire's fleet of more than 50 vehicles plus the plant and equipment that operate on the site is stored at the companies main facility on Whitehall Road, Leeds. No fuel is stored at this site.

2.8 Waste Quarantine area

2.8.1 An area for the storage of rejected waste is provided on site for the deposit of rejected waste that cannot be removed from the site immediately. The location of this quarantine area is shown on Drawing No. BW/GIE/03

2.9 Drainage

2.9.1 There is no drainage inside the building. The building is fully enclosed, and it is not anticipated that drainage will be required.

2.9.2 Roof water from the building drains to soakaways.

2.9.3 The external yard area does not, currently, have any drainage or interceptors. This may change in the future as the use of the site evolves. Should this be the case then this EMS will be updated accordingly and a copy sent to the Environment Agency for their consideration and incorporation into the permit for the site.

2.10 Surfacing

2.10.1 The site is a mixture of impermeable pavement and hardstanding areas. All waste processing areas associated with the waste transfer station are within the building and on impermeable pavement.

2.10.2 The external yard areas are a mixture of impermeable surface and hardstanding. All processed material stored outside the building will be in bays on impermeable surfaces or within skips.

2.10.3 All car parking areas are on impermeable surfaces.

2.11 Vehicles, plant and equipment

2.11.1 The list below details the plant and equipment which are available to BW Skip Hire Ltd, some of which may be deployed at the site. Additional equipment may be installed as required and will be added to the list below :

- 4 telehandlers
- 6 js160 track excavators
- 2 grab JCB 220 excavators
- 2 cat loading shovels
- 1 Doosan loading shovel
- 1 417 JCB loading shovel
- 1 Tractor and bowser
- 2 road sweepers
- 3 forklift trucks
- 1 trommel
- 2 Hitachi magnet track excavator
- 1 artic shunter
- 1 hook loading shovel
- 1 18 tonne chain lift shunter

- 1 wheeled Hala excavator
- 1 small baler and shear
- 1 JCB 220 generator

3.0 SITE OPERATIONS

3.1 Preliminary procedures

3.1.1 Guidance will be given by the site management (operator and permit holder) to all employees, sub-contractors, other waste carriers and customers regarding the waste types which are acceptable at the site i.e. a copy of Appendix 3 of this document. Carrier registration details will be taken for any new haulage operators bringing waste to the site and the details will be periodically checked via the Environment Agency's website to ensure that they are still registered.

3.1.2 A large proportion of the waste processed at the facility will generally be collected by B W Skip Hire's own vehicles. However, various other collectors or producers may deliver waste to the site. The waste is delivered mainly in skips and tipper waggons.

3.1.3 Where a skip is to be collected by a B W Skip Hire vehicle an initial inspection will be made by the driver prior to loading the skip onto the wagon. Should waste items that are not permitted at site be noticed then the driver will request that these be removed prior to the skip being taken away.

3.1.4 Any individual or organisation that hires a skip or container or wishes to deliver waste to site in their own vehicles, shall be made aware that gypsum based material is not permitted at this site.

3.2 Checking in and inspecting loads

3.2.1 On arrival at the site the driver will report to the weighbridge where the load will be weighed. The load will be visually inspected to ensure that the composition of the waste complies with the documentation and that it is in a satisfactory condition.

3.2.2 Operators arriving at site without a valid waste carriers registration will not be allowed to deposit waste.

3.2.3 If unsuitable waste is discovered before deposit the load will not be unloaded and will be rejected by the operator and returned to the producer. In cases where the unauthorised waste is likely to lead to a breach of permit conditions or where the rejected waste is thought to be hazardous the Environment Agency will be contacted.

3.3 Waste deposit, manual handling and storage

3.3.1 If accepted at the site waste will be unloaded into the designated processing areas within the building.

3.3.2 Loads consisting of mixed waste will be deposited inside the waste acceptance building where larger items of wood, plastic and scrap metal will be removed by hand and moved to the designated storage areas as shown on Drawing No. BW/GIE/003 attached to this document.

3.3.3 The remaining material in the waste acceptance building is then fed through the trommel and picking line in the waste processing building to further separate recyclable material.

3.3.4 Loads consisting of solely wood, plastic, scrap metal or scrap cable will be deposited in or adjacent to the designated storage areas for that particular material.

3.3.9 Loads of solely inert material will be directed to the organisations site at Whitehall Industrial Estate and will not be deposited at this site.

3.3.10 Trommel fines, initially processed at the companies facility at Whitehall Road, Leeds, will be delivered to site by BW Skip Hire vehicles and deposited in the processing building.

3.3.11 Loads are inspected when they are deposited either in the waste acceptance building or within the waste piles to ensure that it complies with the terms of the site permit.

3.3.12 All staff who work on the site shall be made aware of the acceptable categories of waste allowed to be deposited. Site staff shall be responsible for inspecting each load. To ensure compliance with this, periodic spot checks shall be made by the site manager.

3.3.13 Should non-permitted waste be deposited within a load delivered to site by a vehicle outside the ownership of B W Skip Hire Ltd then, where possible, the material will be re-loaded into the vehicle and the driver shall be asked to leave the site.

3.3.14 Persistent non-compliance with the terms of the site permit by a contractor may result in the contractor being banned from the site for a specified length of time to be determined by site management.

3.3.15 Rejected wastes not immediately returned to the customers will be deposited in the quarantine area and will be recorded in the site diary.

3.3.16 In the unlikely event of any non-permitted hazardous waste being found in the loads, arrangements for its removal from site shall be made as a matter of urgency by means of a specialist contractor operating to the requirements of the relevant legislation. In such cases the Environment Agency will be informed of the nature and quantity of the waste involved and the date and time it was noticed.

3.3.17 Whilst on site such non-compliant hazardous waste shall be handled in accordance with site procedures and the material shall be placed within the quarantine area if possible.

3.3.18 No material will remain within the quarantine area for longer than seven days.

3.4 Waste treatment and mechanical sorting operations

3.4.1 Already processed trommel fines will be fed into the trommel on site for secondary processing. This trommel has much smaller diameter holes which allows for larger items to be removed and thus reducing the non-inert fraction of the fines making them more suitable for landfill cover or for recycling.

3.4.2 Secondary processed fines will be stored in covered bays on an impermeable pavement in the yard area as shown on Drawing No BW/GIE/03.

3.4.3 Larger items that pass through the trommel are directed onto a conveyor belt where operatives remove any other recyclable materials plus non-inert material that is destined for landfill.

3.4.4 Material destined for landfill is retained within the processing building while the recyclable materials are removed to the appropriate stockpiles.

3.4.5 Non-fines material arriving on site is processed in the same way as the fines in that it is passed through a trommel and along a picking line to separate recyclable material from that destined for landfill.

3.5 End of life vehicles

3.5.1 The site is not permitted to accept end of life vehicles for depollution. Fully depolluted vehicle shells may be accepted but only for the scrap metal value.

3.6 Waste removal and export

3.6.1 All outgoing waste and recycled material is weighed on the weighbridge prior to leaving the site. Transport of material away from the site is undertaken by outside hauliers or B W Skip Hire Ltd.

3.6.2 Wood, plastic, scrap metal and scrap cable are transported to other suitably permitted facilities outside the control of B W Skip Hire Ltd for further processing and recycling.

3.6.3 The remaining non-inert, non-recyclable material stockpiled in the processing building is taken to various landfill sites for disposal.

3.6.4 Trommel fines are removed from site and used as landfill cover at landfill sites within West Yorkshire

3.7 Record keeping

3.7.1 The details below will be recorded on a combination of the record keeping forms, invoices, weighbridge tickets, the site diary and controlled waste transfer notes when required. The records will be kept in paper or electronic format and be available in the site office for inspection upon request.

3.7.2 The following details will be recorded for every load deposited at the site:

- The date and time of delivery.

- The name and address of the waste producer.
- The type and quantity of waste including EWC code.
- The carriers name and address.
- Drivers name, signature and vehicle registration number.

3.7.3 The following details will be recorded for all deposits of non-conforming waste at the site and will be forwarded to the Environment Agency where required:

- Date and time of deposit.
- A description of the waste including EWC code.
- The quantity of waste.
- Name, address and telephone number of the waste producer.
- The carriers name and vehicle registration number.
- The reason for the rejection of the waste and the action taken.

3.7.4 The following details will be recorded for every load of waste leaving the site:

- The date and time of removal.
- The type and quantity of waste including EWC codes.
- The destination waste management site or exempt facility.
- The name and registration number of the carrier or employee removing the waste.

3.7.5 A summary of the waste types and quantities deposited and removed from the site will be provided to the Environment Agency at intervals specified by the environmental permit for the site in a form approved by the Agency.

3.7.6 The outcome of all inspections of waste types, yard areas, storage tanks, bunds, drainage channels etc. will be recorded and detailed comments will be entered into the site diary including action taken or proposed.

3.7.7 Visitors to the site will sign the visitors book upon arrival and exit stating the purpose of their visit and whom they represent.

4.0 ENVIRONMENTAL CONTROL, MONITORING AND REPORTING

4.1 Breakdowns and spillages

4.1.1 In the event of a breakdown of plant or equipment an alternative will be brought onto site until it is repaired. If an alternative machine cannot be used then no further waste will be accepted until suitable plant is obtained. Minor repairs on plant and machinery will be carried out on site with absorbents used to clear oil or fuel spillages. All other operations on site will continue as normal.

4.1.2 All internal and external 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.

4.1.3 Any spillages of fuel will be cleared immediately by depositing sand or absorbents on the affected area. The sand or adsorbents will be placed in a skip to be taken to a suitably authorised site for disposal. All spillages of waste on the yard area and any windblown litter will be cleared by the end of the working day on which they occur. Spillage clearance procedures are detailed in Section 5.

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 inspections for maintenance or housekeeping will be completed by a person who is familiar with the requirements of this management system and environmental permit for the site. All details of defects, problems and repairs carried out will be recorded in the site diary on the day that each event occurs. Detailed comments may also be recorded. All repairs will be carried out within five working days unless otherwise agreed with the Environment Agency.

4.2.2 All repairs to site security will be made within five working days of the discovery of the damage and the site will be made secure until the repair has been effected.

4.2.3 Any major defects found during the daily site inspection which are likely to lead to a breach of permit conditions will be repaired by the end of the working day in which they were found where possible. If a repair is not possible by the end of the working day the Environment Agency will be contacted to agree a suitable timescale for the repair.

4.2.4 All defects and problems likely to give rise to pollution will be recorded in the site diary with repairs or solutions being carried out as soon as is practicable.

4.2.5 A programme of planned maintenance will be followed and ensuring manufacturers recommendations for inspection and maintenance are carried out. Essential spares for plant maintenance will be kept on site.

4.2.6 Waste processing areas, storage areas, concrete hardstanding, buildings, kerbs and bunding will undergo weekly visual checks for wear and tear or physical damage.

4.2.7 Any drainage systems installed at the site will be inspected at twice weekly intervals to ensure that they are functioning effectively. Any silt traps will be inspected and emptied when necessary.

4.3 Monitoring and control of debris and site residues

4.3.1 Vehicles will be visually inspected before exit to check that loads are secure and that no debris is carried out on the wheels or body of the vehicle to ensure that they comply with the requirements of the Duty of Care. Visual inspections of the site are carried out daily and staff will report any problems with debris on the site surfaces immediately to the site manager.

4.3.2 The deposit of materials on the public highway will be treated as an emergency and will be cleared immediately by the operator using a road sweeper.

4.4 Monitoring and control of dust

4.4.1 Details of the management of dust at the site is contained within the document entitled Dust Management Plan Version 1.0, October 2019 attached to this document at Appendix 4.

4.5 Monitoring and control of odour

4.5.1 The site does not accept domestic refuse which can be odour forming, nor is waste kept on site for a significant length of time. The site may, however, accept significant quantities of non-inert material.

4.5.2 Site operatives and site management remain vigilant for odours resulting from waste management operations.

4.5.3 Should an odour problem develop, or a complaint be received from members of the public or the Environment Agency then immediate action will be taken to identify the source. This includes investigating other potential sources outside the permitted area of the site.

4.5.4 If an odour issue is identified within the site then action will be taken to deal with the problem immediately. Suspected waste will be removed from the site and an investigation into waste acceptance procedures and waste storage times undertaken.

4.5.5 Details of the management of odour at the site is contained within the document entitled Odour Management Plan Version 1.0, October 2019 attached to this document at Appendix 6.

4.6 Monitoring and control of litter

4.6.1 All waste which have the potential to become windblown will be deposited within the waste reception and processing building.

4.6.2 On site training for site operatives include good housekeeping practices and any loose waste that does escape the confines of the building are cleared up at the end of the working day and returned to the building.

4.6.3 A daily check of the site and the site boundaries is carried out as part of the site managers daily inspection and is recorded in the site diary. Checks off site in the vicinity are carried out following periods of adverse weather conditions where there is a possibility of litter escape from site or in the event of a complaint. If it is determined that action is required site staff will be despatched to clean the affected area.

4.7 Monitoring and 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. If the presence of

vermin is detected a pest control contractor will be contacted immediately to provide appropriate remedies.

4.8 Monitoring and control of noise

4.8.1 Noise levels shall be controlled by using efficient silencers on all on-site plant and machinery. A regular and effective plant maintenance programme shall ensure that all noise reduction measures continue to operate effectively.

4.8.2 Any incidence of noise nuisance or complaints shall be investigated, and where applicable, corrective mitigating action taken. All action will be recorded in the site diary and the Environment Agency informed if necessary.

4.8.3 A noise management plan, approved by Leeds City Council, is attached to this document as Appendix 5.

4.9 Environmental monitoring and reporting

4.9.1 No surface water or groundwater monitoring is required at this time.

4.9.2 Weather conditions will be logged in the site diary if they are likely to lead to a breach of permit conditions.

4.9.3 All complaints received, and action taken, in respect of any complaints will be recorded in the site diary.

4.9.4 The site diary and all associated monitoring forms will be available for inspection in the site office at all times.

4.10 Monitoring of sewer discharges

4.10.1 There are no sewer discharges associated with the waste management activities on this site.

5.0 EMERGENCY PROCEDURES

5.1 General

5.1.1 In addition to obligations imposed by RIDDOR '95 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) the operator will notify the Environment Agency of any serious injuries to employees, other site users or members of the public arising as a result of operations on site. Minor injuries such as cuts and bruises 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 site management as follows:

'Any incident 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 unless the manager instructs that the hazard is too severe and outside help is needed from the emergency services or specialist waste contractors.

5.2 Fire

5.2.1 No waste will be burned on site. Any fire on site will be treated as an emergency.

5.2.2 Details of the potential fire risks on site and the methods of dealing with a fire are contained in the document entitled Fire Prevention Plan Version 1.0 October 2019.

5.3 Spillages

5.3.1 There are no fuel or chemicals stored on site. If any spills occur from vehicles or plant using the site then 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 at a suitably permitted landfill site.

5.4 Adverse reactions

5.4.1 No wastes are accepted which will react to present such a hazard.

5.5 Poor visibility

5.5.1 The site will not operate in conditions of poor visibility such as dense fog to reduce the risk of vehicle collision or other accident.

5.6 Operational Failure

5.6.1 The manager will be contacted 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. Operational failures which result in the closure of the site will be recorded in the site diary.

5.7 Overturned vehicle

5.7.1 If a vehicle is overturned on the site or near the site entrance then no further waste will be accepted until the vehicle is righted and any spillages have been cleared as described in Section 5.3.

6.0 CONTINAL IMPROVEMENT

6.1 Review

6.1.1 BW Skip Hire Ltd are dedicated to continually improving site operations through investment and modification in staff and infrastructure. This Environment Management System is due for review before the end of October each year. The next review is to be carried out prior to 31 October 2020.

Any amendments made to this plan will be sent to the Environment Agency for their consideration and incorporation into the environmental permit.

ENVIRONMENT MANAGEMENT SYSTEM

B W Skip Hire Ltd

Grangefield Industrial Estate

Richardshaw Road

Stanningley

Pudsey

LS28 6QW

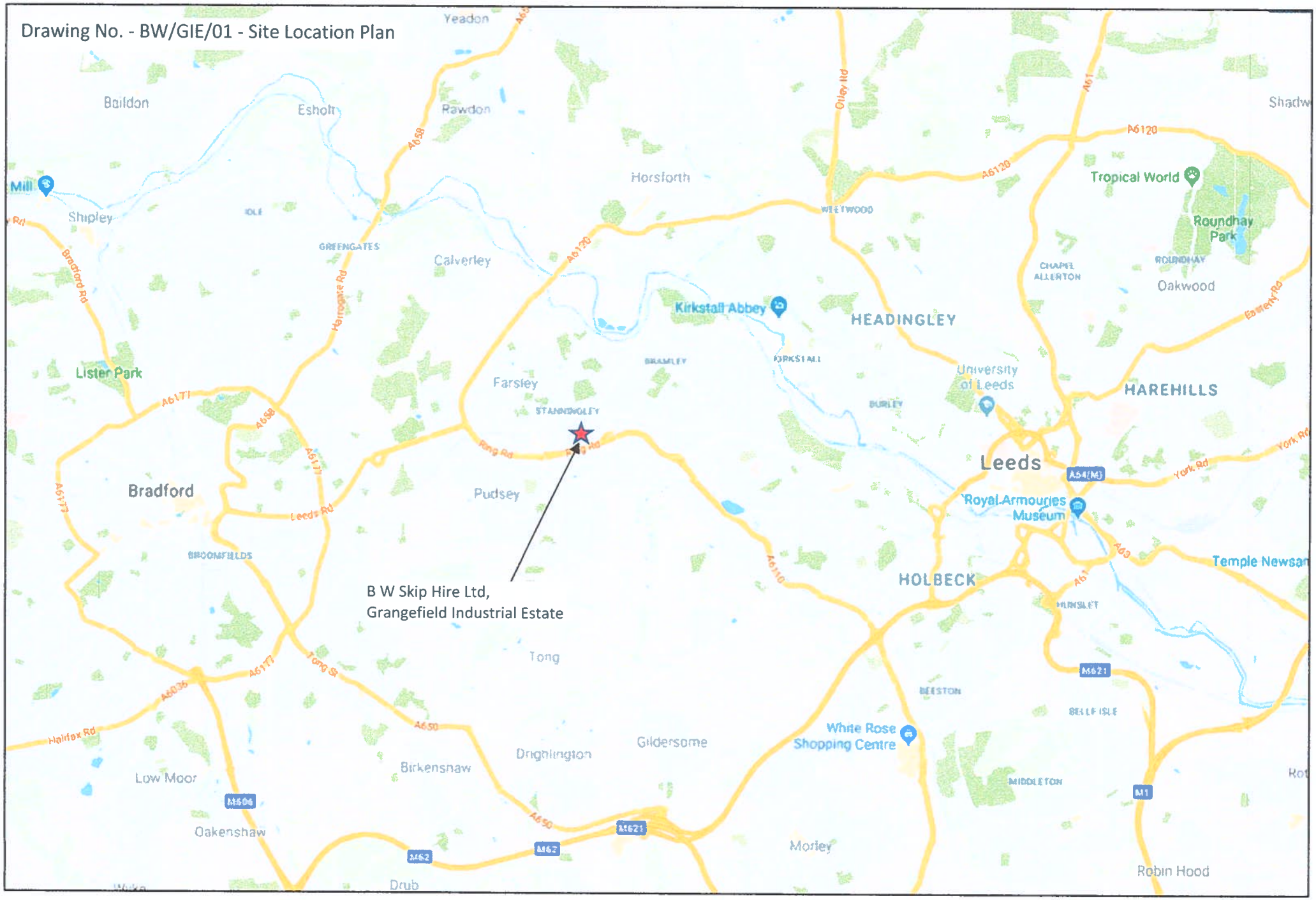
APPENDIX 1

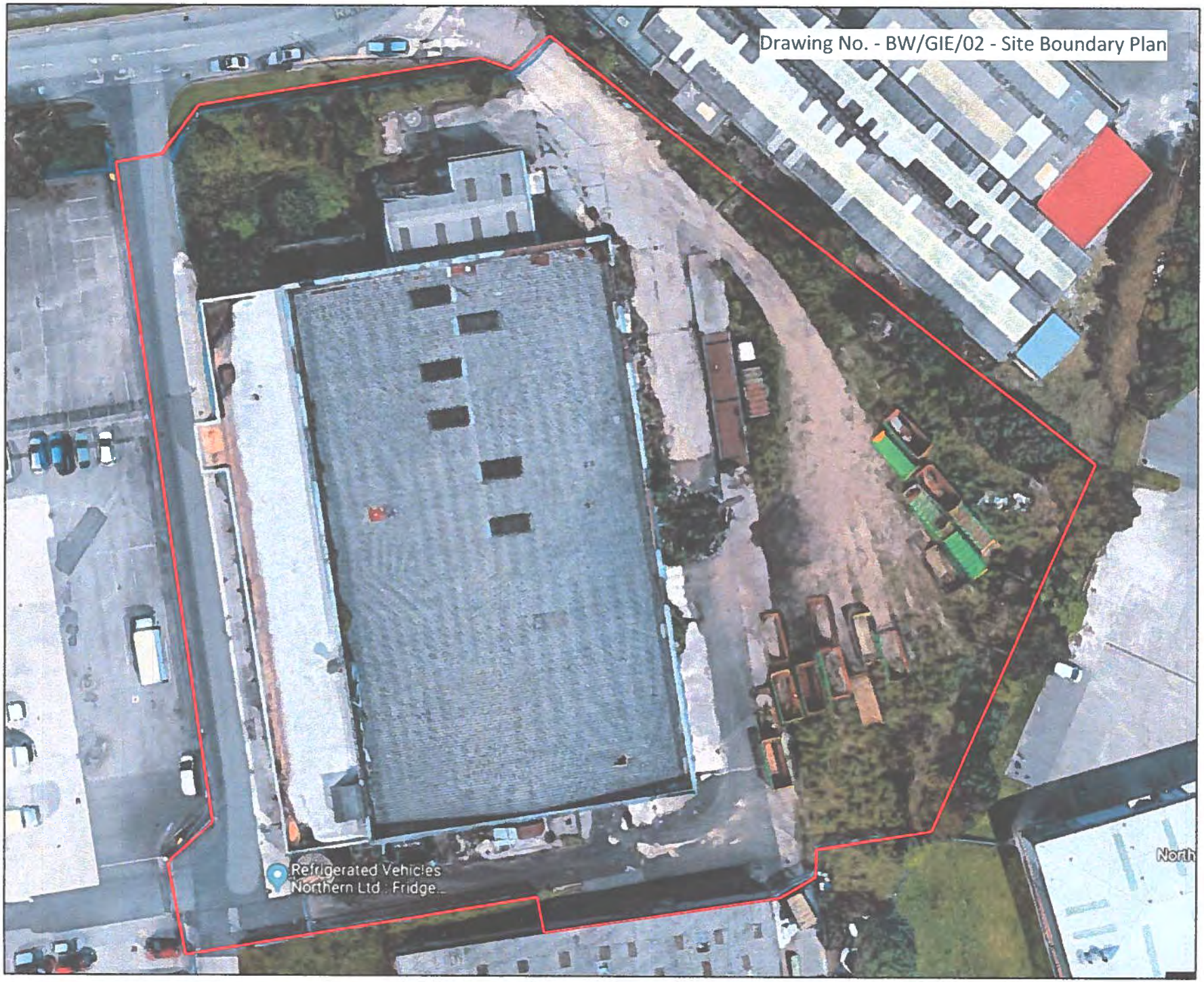
DRAWINGS

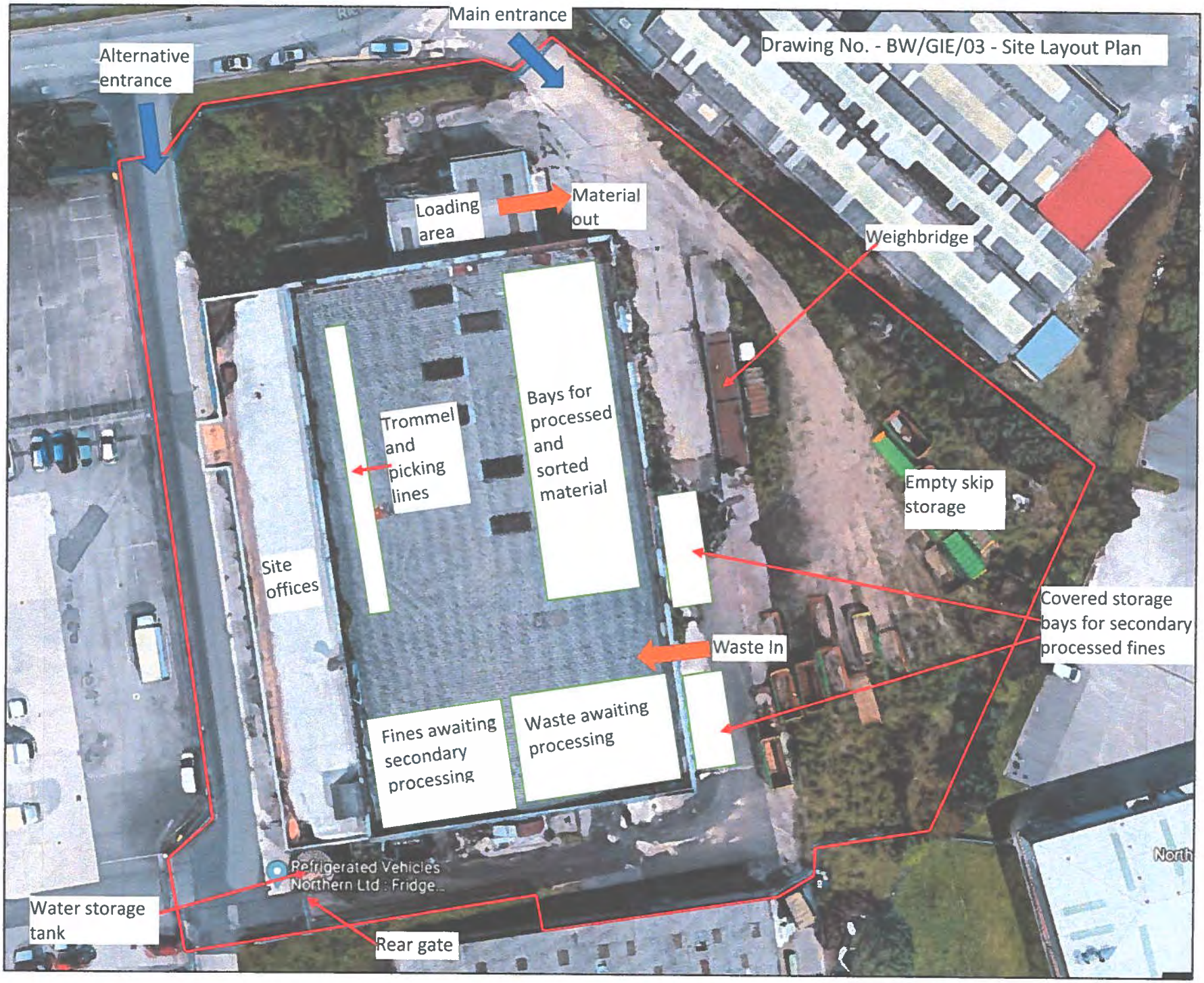
October 2019

SJW Enviro Consulting Ltd

Drawing No. - BW/GIE/01 - Site Location Plan




Drawing No. - BW/GIE/02 - Site Boundary Plan
Refrigerated Vehicles
Northern Ltd : Fridge
North


Drawing No. - BW/GIE/03 - Site Layout Plan
Main entrance
Alternative entrance
Loading area
Material out
Weighbridge
Trommel and picking lines
Bays for processed and sorted material
Empty skip storage
Site offices
Covered storage bays for secondary processed fines
Waste In
Fines awaiting secondary processing
Waste awaiting processing
Refrigerated Vehicles Northern Ltd : Fridge...
Water storage tank
Rear gate
North

ENVIRONMENT MANAGEMENT SYSTEM

B W Skip Hire Ltd

Grangefield Industrial Estate

Richardshaw Road

Stanningley

Pudsey

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APPENDIX 2

TECHNICAL COMPETENCE CERTIFICATES

SJW Enviro Consulting Ltd

Continuing Competence Certificate

This certificate confirms that

Rebecca Wall

Has met the relevant requirements of the Continuing Competence scheme for the following award(s) which will remain current for two years from 18/02/2019

TSH	Transfer - Hazardous Waste
TMH	Treatment - Hazardous Waste
ELV	End-of-Life Vehicles

Expiry Date: 18/02/2021

Verification date: 11/02/2019

Authorised:

WAMITAB Chief Executive Officer

Learner ID: 105918

Certificate No.: 5139194

Date of Issue: 18/02/2019

CIWM Executive Director

The Chartered Institution of Wastes Management

00131033

WAMITAB

Waste Management Industry
Training and Advisory Board

National Vocational Qualification

Qualification Title:

Level 4 In Waste Management Operations - Managing Transfer Hazardous Waste (4TSH)

Qualification Accreditation Number:

10026563

This Certificate is awarded to

Rebecca Wall

Awarded: 06/11/2012

Serial No:19899/4TSH/2

Authorised

Chris James
Chief Executive Officer, WAMITAB

Ray Burberry
Qualifications Manager, WAMITAB

Ofqual

Llywodraeth Cynulliad Cymru
Welsh Assembly Government

cea
Rewarding Learning

The qualifications regulators logos on this certificate indicate that the qualification is accredited only for England, Wales and Northern Ireland.

00021824

ENVIRONMENT MANAGEMENT SYSTEM

B W Skip Hire Ltd

Grangefield Industrial Estate

Richardshaw Road

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Pudsey

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APPENDIX 3

LIST OF WASTE TYPES

Version 1.0 October 2019

SJW Enviro Consulting Ltd

15 WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED

15 01 packaging (including separately collected municipal packaging waste)
15 01 01 paper and cardboard packaging
15 01 02 plastic packaging
15 01 03 wooden packaging
15 01 04 metallic packaging
15 01 05 composite packaging
15 01 06 mixed packaging
15 01 07 glass packaging
15 01 09 textile packaging

15 02 absorbents, filter materials, wiping cloths and protective clothing
15 02 03 absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02

16 WASTES NOT OTHERWISE SPECIFIED IN THE LIST

16 03 off-specification batches and unused products
16 03 04 inorganic wastes other than those mentioned in 16 03 03
16 03 06 organic wastes other than those mentioned in 16 03 05

17 CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)

17 01 concrete, bricks, tiles and ceramics
17 01 01 concrete
17 01 02 bricks
17 01 03 tiles and ceramics
17 01 07 mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06

17 02 wood, glass and plastic
17 02 01 wood
17 02 02 glass
17 02 03 plastic

17 03 bituminous mixtures, coal tar and tarred products
17 03 02 bituminous mixtures other than those mentioned in

17 04 metals (including their alloys)
17 04 01 copper, bronze, brass
17 04 02 aluminium
17 04 03 lead
17 04 04 zinc
17 04 05 iron and steel
17 04 06 tin
17 04 07 mixed metals

17 04 11 cables other than those mentioned in 17 04 10

17 05 soil (including excavated soil from contaminated sites), stones and dredging spoil
17 05 04 soil and stones other than those mentioned in 17 05 03
17 05 08 track ballast other than those mentioned in 17 05 07

17 09 other construction and demolition wastes
17 09 04 mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09

19 WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION AND WATER FOR INDUSTRIAL USE

19 01 wastes from incineration or pyrolysis of waste
19 01 02 ferrous materials removed from bottom ash
19 01 12 bottom ash and slag other than those mentioned in 19 01 11
19 01 18 pyrolysis wastes other than those mentioned in 19 01 17
19 01 19 sands from fluidised beds

19 05 wastes from aerobic treatment of solid wastes
19 05 01 non-composted fraction of municipal and similar wastes
19 05 03 off-specification compost

19 12 wastes from the mechanical treatment of waste(for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 01 paper and cardboard
19 12 02 ferrous metal
19 12 03 non-ferrous metal
19 12 04 plastic and rubber
19 12 05 glass
19 12 07 wood other than that mentioned in 19 12 06
19 12 08 textiles
19 12 09 minerals (for example sand, stones)
19 12 10 combustible waste (refuse derived fuel)
19 12 12 other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11

19 13 wastes from soil and groundwater remediation
19 13 02 solid wastes from soil remediation other than those mentioned in 19 13 01

20 MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS

20 01 separately collected fractions (except 15 01)
20 01 01 paper and cardboard
20 01 02 glass
20 01 10 clothes

20 01 11 textiles
20 01 38 wood other than that mentioned in 20 01 37
20 01 39 plastics
20 01 40 metals
20 01 41 wastes from chimney sweeping

20 02 garden and park wastes (including cemetery waste)
20 02 01 biodegradable waste
20 02 02 soil and stones
20 02 03 other non-biodegradable wastes

20 03 other municipal wastes
20 03 01 Mixed municipal waste
20 03 03 street-cleaning residues
20 03 07 bulky waste

ENVIRONMENT MANAGEMENT SYSTEM

B W Skip Hire Ltd

Grangefield Industrial Estate

Richardshaw Road

Stanningley

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APPENDIX 4

DUST MANAGEMENT PLAN

Version1.0 October 2019

SJW Enviro Consulting Ltd

CONTENTS:

1. INTRODUCTION

1.1 This is the Dust Management Plan (DMP) for the waste management facility operated by B W Skip Hire Ltd at Grangefield Industrial Estate, Pudsey, Leeds. The site will process household, commercial and industrial waste from the West Yorkshire area. The DMP forms part of the environment management system that B W Skip Hire will operate to ensure that their operation meets the legislative requirements and operates to the highest environmental standards. The DMP is a living document subject to on-going review, with updating as appropriate.

1.2 Dust and particulate matter arising from the waste processing operations can cause concern and generate complaints. The operators must be aware of the potential to cause offence and the effect of dust on equipment, machinery and nearby land uses.

1.3 Dust is small particulate matter between 1 and 75 microns and is produced by the processing of waste material. The amount of dust generated is a factor of the nature of the material, the method of handling and the volume of material being handled. Mechanical handling creates dust in proportion to the size of the machinery used and the volume of material moved. Haulage creates dust in proportion to the size and weight of vehicles together with the speed and number of passes.

1.4 Dust emission is the process by which dust become airborne. The most significant cause is windblown. Once dust is created and becomes airborne, air currents disperse it. Fine dust particles can be deposited over a wide area.

1.5 Obviously the production of dust is not welcomed. In addition to being an irritant and health hazard, dust results in additional costs through control and potential plant breakdown, repair and maintenance. It is in the operators interest to control and reduce dust to a minimum. The control of dust at a site is based on the effective implementation of best practices. This assessment identified the cause of dust and describes the methods which will be involved in the management of dust to reduce the likelihood of dust being produced and blown within or beyond the boundaries of the site.

2. THE SITE

Site setting

2.1 The site at Grangefield Industrial Estate, Richardshaw Road, Stanningley, Pudsey lies in a predominantly industrial area to the north east of Pudsey town centre and directly to the north of the Leeds ring road. It is comprised of a large building and open yard areas. The site has previously been in use as a foundry and access is via Richardshaw Road.

2.2 The nearest residential property is located approximately 100 metres to the south of the site. The site is surrounded by industrial and retail operations.

Operations

2.3 Operations at the site will involve a variety of processes designed to extract as much recyclable material as possible and divert waste away from landfill.

Vehicles arriving at site deposit waste in the building where operatives remove any large items of recyclable material. The remaining waste is then fed into a trommel where inert material is separated from non-inert and graded by size.

3 DUST GENERATION AND CONTROL

Dust Generation

3.1 The most likely dust generation activities are:

- Unloading, movement and transfer of waste material
- Processing of the waste material
- Dust from wheels of vehicles
- Stockpiling of waste
- Loading material into vehicles for transport off site
- Dust generated from unpaved and little used parts of the site

Dust Control

3.2 The main principles for preventing dust emissions at the site are by avoidance of dust then containment of dusty processes and suppression of dust by spraying and other control methods.

3.3 The management of dust within the site is undertaken by:

Avoidance/Containment

- Large machinery located within a building where dust can not become windblown, especially trommel fines.
- Road sweeping of site entrance, access roads and Richardshaw Road throughout the day as required
- Wetting of material prior to processing or loading if appropriate
- Loads of material sheeted before leaving site
- Waste deposited within the processing building
- Limited amount of processed material stored outside the building
- Building doors closed when not in use

Suppression

- Fine water sprays within the waste reception and processing building
- In exceptional circumstances the use of a water bowser to damp down access roads and waste reception and processing areas during prolonged dry conditions

Movement of Material

3.4 The majority of skips or wagons arriving at the site are sheeted to prevent any dust during transportation. When the waste is unloaded from the vehicles into the building larger recyclable items are removed by hand and placed in the appropriate stockpile. The remaining waste is then fed through the trommel. The transportation of material within the site can cause dust arising from the wheels of plant or vehicles. A fine water sprayer will be located on the front of the building. Damping down and good housekeeping can also minimise the problem.

Storage

3.5 The majority of waste stockpiles on site will not be dusty, nor will the waste remain on site long enough to become dusty. Dust is typically only generated from a waste pile when it is disturbed, usually in the loading process. To avoid dust becoming windblown in these circumstances damping down will be implemented when necessary prior to any loading taking place. Rain water collected in IBC tanks can also be used for damping down and have the advantage that they can be moved to suit the configuration of the site at any particular time.

3.6 The precise volumes and types of materials received at the site vary with market conditions. All stockpiles are regularly monitored, recorded and assessed as part of the site manager's daily inspections and appropriate action taken such as reducing stockpiles, if necessary, where the size is posing a threat of dust generation.

Processing

3.7 The waste processing equipment comprises trommel and picking line machinery. The trommel and picking line are contained within the waste processing building on site and as such should not give rise to windblown dust. The building has a fine water spray system to damp down any dust produced within it.

3.8 Processed material is moved to the waste stockpiles either by loading shovel or by hand. The majority of the storage, both of processed and un-processed material will take place within the building. Recycled aggregates stored outside the building will not be prone to dust but damping down of the material may take place when necessary.

Dust from Vehicle Movements and Machinery

3.9 Dust from the movement of machinery and vehicles on site will be reduced or controlled by:

- Most of the haul roads and the open yard areas being hard surfaced
- Regular sweeping of roads and operation yard areas
- Spillages on roads will be cleaned up immediately

- Vehicle speeds will be reduced in dry, windy weather
- Plant will be kept clean to avoid a build up of mud or dust on the machine which may be dropped on roads later causing wind-blown dust
- Prior to leaving site, any vehicles which have materials adhering to external surfaces which have the potential to cause wind blown dust may be cleaned using a jet wash.

Dust from Loading Activities

3.10 Loading shovels and grabs are used to load vehicles removing material from site. Where the loading of vehicles has the potential to give rise to dust the material will be damped down prior to loading. Any spillages during loading will be cleaned up as part of the routine housekeeping on site.

Contingency Provisions

3.11 There will be contingency provisions for replacement plant and parts relating to any equipment forming part of the DMP provisions. For key plant contingency measures will be in place to ensure that the equipment can be repaired or replaced within 24 hours of a breakdown, covering the following:

- Road sweeper
- Loading shovel
- Fine mist sprayers

Spare supplies for the water sprayers will be kept on site

3.12 Where key plant can't be repaired or replaced within 24 hours or other failure of dust suppression equipment occurs additional contingency provisions will be considered involving cessation of relevant processing operation and diverting scheduled waste deliveries away from site, as appropriate.

4 DUST MONITORING

4.1 At all times dust will be monitored by visual assessment.

4.2 The site manager will ensure dust management measures are undertaken as appropriate to the site operations and current weather conditions. The site manager will be responsible for keeping records of monitoring and mitigation measure including logs of bowser and road sweeper activity. All records will be retained within the site office for inspection as required.

4.3 If further management measures are taken to control dust or weather condition monitoring, the additional mitigation measures will be recorded. In certain adverse weather conditions visual monitoring will be more intensive.

4.4 The site manager is responsible for the operation of the dust management plan and all site operatives will be trained, and required, to take mitigation action. They will also be required to take preventative action to avoid dust by clearing any spillages of materials, maintaining dust suppression equipment, repair of defective dust suppression equipment, maintaining roads clean and in good condition and by keeping plant and equipment dust and mud free. Additionally any contractors working on site will be made aware of the provision of the dust management plan and be required to comply with the relevant provisions as appropriate to any work they are undertaking on site.

4.5 If airborne dust is reported the site manager will investigate the incident and ensure additional mitigation measures are employed. Additional measure may include cleaning and damping haul roads above normal site practices. Additional measures undertaken will be recorded in the site diary. The site manager will ensure that the Local Authority and the Environment Agency are informed within 24 hours of any additional measures.

4.6 Should weather condition and operations be such that dust is being blown beyond the boundaries of the site, towards residential properties or adjacent industrial premises and all efforts to prevent this have failed then the operations responsible for generating the dust will be stopped until the weather has changed. The site manager will ensure that the Local Authority and the Environment Agency are informed within 24 hours of an operation being stopped for dust control purposes.

4.7 The site manager will periodically review operations in relation to dust matters together with any complaints, EA inspection reports, monitoring results and weather station information. The results of the review shall be used to assess the need for changes to the DMP including amending site procedures and further monitoring work if necessary.

4.8 Notwithstanding the above, the DMP will be reviewed annually by the site manager or otherwise in response to a request from the Local Authority or the Environment Agency, changed circumstances such as the operation of new processing plant or substantial dust complaint.

5 CONCLUSIONS AND MITIGATION MEASURES

5.1 The operations at the site may, at times, produce dust but the dust produced will be limited by the nature of the operations and the mitigating measures. In any event dust will be controlled to confine and prevent its escape and to minimise airborne dispersal.

5.2 At this site the main causes of dust relate to processing, transportation and stockpiling.

5.3 Dust from processing will be controlled by sensible site management including careful movement by experienced operators, use of water sprays and bowser, limiting location of certain processing operations, operation of best practice in terms of housekeeping and if necessary, with cessation of operations in certain weather conditions.

5.4 Effective site management, to ensure the control of airborne dust, will include:

- Regular review of prevailing weather conditions and site operations
- Use of water sprays and collected rain water on processing operations
- Keeping surfaces damp where windblown dust could potentially be generated
- Sheeting of loads
- Keeping hard surfaces damp in hot, dry, windy weather using road sweeper and water bowser in exceptional circumstances
- Regular maintenance of all plant and equipment
- Keeping vehicles clean and dust free and limiting the speed of vehicles in adverse weather conditions
- Careful moving of material
- Damping down of stockpiles prior to loading for removal from site in potentially dusty conditions
- Postponing operations if significant wind-blown dust is likely to result.

5.5 Ongoing monitoring of dust levels and review of operation of the DMP, with appropriate updating, will ensure continuing effective dust management at B W Skip Hire Ltd without any adverse dust impacts off site.

ENVIRONMENT MANAGEMENT SYSTEM

B W Skip Hire Ltd

Grangefield Industrial Estate

Richardshaw Road

Stanningley

Pudsey

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APPENDIX 5

NOISE MANAGEMENT PLAN

Version 1.0 October 2019

SJW Enviro Consulting Ltd

CONTENTS:

1 Introduction

1.1.1 This Noise Management Plan outlines the methods by which B W Skip Hire Ltd will systematically assess and minimise the potential impacts of noise generated by the companies waste transfer site on Grangefield Industrial Estate, Pudsey, Leeds. The Noise Management Plan is a working document with the specific aim of ensuring that:

- Noise impact is considered as part of routine inspections
- Noise is primarily controlled at source by good operational practices, including physical and management control measures
- All appropriate measures are taken to prevent or, where that is not reasonably practicable, to reduce noise emissions from the waste process at nearby receptors.

1.1.2 This Noise Management Plan addresses the impact of noise and the control measures employed to mitigate the risk. These are supported through monitoring procedures to identify both elevated levels and review complaints should they arise. The complaints management procedure including the management responsibilities are also addressed.

2 Sources, Releases and Impacts

2.1.1 Sources of noise generated at the site are limited to the following activities, the bulk of which will take place entirely within the building:

- Unloading of waste at the site
- Mechanical separation and screening
- On site vehicle movements to and from the facility including mobile plant and waste transportation vehicles
- Loading of waste and recyclable materials for transport off site

2.1.2 As not all of the sources of noise detailed above are continuous, the sources of noise will vary throughout the day.

2.1.3 Noise from on-site vehicle movements will occur, subject to planning consent and obtaining an Environment Agency permit, between 0700 and 1900 Monday to Friday and 0700 and 1300 on Saturdays. No noise will be generated from the site on Sundays and Bank Holidays. Noise will be intermittent and will be generated from vehicle movements both to the site, from the site and within the site for unloading, loading and mobile plant movements.

2.1.4 Mechanical separation and screening will take place during the same hours as identified in 2.1.3 above. Noise will be continuous as long as the equipment is processing waste.

2.1.5 Mechanical separation will take place entirely within the building. A trommel will be used to separate different fractions of material for recycling and disposal.

2.1.6 Once generated, the pathway for noise will be air transport. Sensitive receptors will include other properties within Grangefield Industrial Estate. With the implementation of mitigation measures the noise levels likely to be generated by the site will not have an adverse effect on any receptor locations, resulting in a low overall risk.

3 Noise Control Measures

3.1 General

3.1.1 Physical and management measures have been included to control noise at the site. These are discussed below separately.

3.2 Site Management Responsibilities

3.2.1 The Technically Competent Manager (TCM) or designated responsible person will have responsibility for ensuring that nuisance and hazards arising from the facility due to noise are minimised. Regular meetings will be instigated to discuss current and planned site operations that have the potential to generate noise emissions.

3.3 Physical Control Measures

3.3.1 A range of physical control measures will be implemented at the site, including:

- All waste sorting and screening operations will take place within a building
- Where possible the door on the front entrance to the building will remain shut during operational hours other than when vehicles access is required.
- Silencers will be fitted to all machinery where possible.
- Chains on skip wagons will be fitted with plastic sheaths to avoid them bagging on empty skips.

3.4 Management Control Measures

3.4.1 A comprehensive range of management control measures will be implemented at the site, including:

- All plant and equipment will be regularly maintained to ensure that no item will produce excessive noise.
- Traffic movement from waste collection vehicles will only take place during operational hours.
- A speed limit of 10mph will be in place on site
- Site staff will be made aware that they are working in the immediate vicinity of other receptors and to avoid all unnecessary noise due to misuse of tools and equipment,

and unnecessary shouting and radios. To further enhance this staff will be trained to operate the equipment and plant without causing excess noise.

- Waste shall not be unloaded or loaded from or into vehicles from excess heights.
- Unloading of waste vehicles shall be within the waste reception building wherever possible.
- Regular checks on the fabric of the building will be undertaken to ensure the integrity of the structure is retained.

3.4.2 If at any time it is necessary to undertake temporary actions that are likely to cause elevated levels of noise, the TCM or designated responsible person, will contact Leeds City Council and the Environment Agency and any other interested parties before such actions are taken to inform them of the operations being undertaken and that the elevated levels of noise will be of a temporary nature. Where practicable, such actions will only proceed when the prevailing wind direction is away from sensitive receptors.

4. Emissions Monitoring

4.1 General

4.1.1 All operational staff will be responsible for reporting any noise problems immediately to the TCM or designated responsible person.

4.1.2 No quantitative routine noise monitoring is proposed for this site, however, qualitative monitoring of noise levels will be included as a factor to be considered by the TCM or designated responsible person as part of their daily walkover of the site.

4.1.3 Routine maintenance of all plant and equipment, including vehicles, will also identify equipment operating at elevated levels and work will be undertaken to repair any defect.

5. Noise Contingency Measures

5.1 Introduction

5.1.1 Elevated noise levels may be identified either by receipt of a noise complaint from a third party suggesting that there is excessive noise from the site or by detection of noise as a result of the routine monitoring of site personnel.

5.1.2 This section details the contingency measures in place to identify the source of elevated noise levels, bring noise levels back under control and minimise their impact.

5.2 Noise Complaint Investigation

5.2.1 A site diary, plus forms to record complaints, will be completed by the TCM or designated responsible person.

5.2.2 As part of this Noise Management Plan a customer care and complaints procedure will be implemented. The customer care and complaints procedure applies to all complaints, feedback and requests made by third parties regarding B W Skip Hire's operational activities, environmental and health and safety performance.

5.2.3 All complaints from third parties including external customers, potential customers, statutory authorities, statutory consultees, members of the general public and internal clients will be forwarded to the TCM or designated responsible person to action as below within 72 hours.

5.2.4 The TCM or designated responsible person will ensure that:

- The complaint is investigated to identify the cause, if necessary this may involve direct communication with the complainant
- In the event of elevated levels of noise being detected, the presence of 'abnormal' onsite activity is assessed and if necessary preventative action is taken that will prevent a reoccurrence of the same problem. These actions must be documented.
- The complainant will be contacted and given information on the investigations conducted and actions taken as appropriate.
- All complaints are reported to site management and discussed at site meetings
- Details of complaints are sent to site staff as appropriate and additional training organised if required.
- Details of all complaint investigations, even those which, on investigation, have been found to not be justified will be forwarded to the Environment Agency within 24 hours of the completion of the investigation.

5.3 Elevated Noise Levels

5.3.1 Any elevated noise levels identified by the monitoring detailed in Section 4 and the customer care and complaints procedure identified in Section 5.2 will be mitigated as follows:

- The TCM or designated responsible person will investigate the source of the noise and carry out a range of checks at the identified source of the elevated levels if it is found to be originating from within the site. As part of these checks the TCM or designated responsible person will consider the need for quantitative monitoring.
- Any noise monitoring will be completed in accordance with the relevant British Standards, including the Method for rating industrial noise affecting mixed residential and industrial areas (BS4142). Monitoring locations will be agreed with the Environment Agency and/or the local Planning Authority prior to undertaking monitoring.
- The result of any noise monitoring will determine whether the site is causing an unacceptable impact at the receptor in question.
- The TCM or designated responsible person will then ensure the plant is being operated to the manufacturer's specification, to the requirements set out in Sections

3.2 and 3.3 of this management plan, and to ensure that any improvements required to minimise the noise levels are made.

5.3.2 To further mitigate the elevated noise levels, the following actions shall also be considered;

- The replacement of equipment identified as generating excess noise.
- Once the improvements identified by the TCM or designated responsible person have been completed, the manager will commission a further set of monitoring to ensure that the improvements have met the required standards. If the noise levels are still not being met then the manager will repeat the request for improvements and subsequent monitoring until the limits are being met.

5.3.3 If operation failings are identified, the retraining of employees will take place to ensure that all employees operate to required standards. If the failings are identified as part of the operating techniques then the problem will be raised as part of the review of control measures detailed in Section 6.2

5.3.4 The TCM or designated responsible person will ensure close liaison with the Environment Agency throughout the stages of the process following an identified elevated noise level.

5.4 Reporting Measures

5.4.1 Upon notification of an environmental incident the TCM or designated responsible person will complete an incident reporting form. The completed form is then distributed throughout the organisation for review at management meetings.

5.4.2 All performance failures will be categorised as following:

- Minor Event: quick fix possible, locally resolved
- Medium Event: brief disruption to service, management intervention required
- Major Event: significant disruption to service, significant management intervention

5.4.3 Each non-conformance category will have a deadline for rectification

5.4.4 The TCM or designated responsible person will investigate the performance failure event and will report the event to the Environment Agency.

6 Emergency Plans

6.1 General

6.1.1 This section considers the potential for accidents or incidents which would result in the loss of control of noise emissions and could have an unacceptable short term impact on the local community.

6.1.2 The measures in place to mitigate any emergency situations will generally be the same as the contingency measures identified in Section 5.3

6.1.3 If the situation is considered to be an emergency by the TCM or designated responsible person then the mitigation measures will be immediately implemented and the manager will consider limiting the hours of operation or immediately suspending the site operations creating the unacceptable noise levels. These measures will be considered on a case by case basis.

6.2 Breakdown of Equipment and Plant

6.2.1 Elevated levels of noise may escape from the site due to the breakdown of the waste treatment or abatement equipment. Machines not operating to the manufacturers specification may create unacceptable levels of noise and the failure of control equipment such as silencers may allow unacceptable levels of noise to escape from the site.

6.2.2 In the event of equipment or abatement breakdown the mitigation measures to be undertaken are the same as the contingency mitigation measures detailed in section 5.3

7. Management Responsibilities and Review

7.1 Review of Noise Control Measures

7.1.1 The TCM will periodically review operations in relation to noise matters together with any complaints, Environment Agency inspection reports and monitoring results The results of the review shall be used to assess the need for changes to the Noise Management Plan including amending site procedures and further monitoring work if necessary.

7.1.2 Notwithstanding the above, the Noise Management Plan will be reviewed annually by the TCM or otherwise in response to a request from the Environment Agency, changed circumstances such as the operation of new processing plant or substantial noise complaint. Any amendments to this document will be forwarded to the Environment Agency.

ENVIRONMENT MANAGEMENT SYSTEM

B W Skip Hire Ltd

Grangefield Industrial Estate

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APPENDIX 6

ODOUR MANAGEMENT PLAN

Version 1.0 October 2019

SJW Enviro Consulting Ltd

CONTENTS:

1 Introduction

1.1.1 This Odour Management Plan outlines the methods by which B W Skip Hire Ltd will systematically assess and minimise the potential impacts of odour generated by the companies waste transfer site on Grangefield Industrial Estate, Pudsey, Leeds. The Odour Management Plan is a working document with the specific aim of ensuring that:

- Odour impact is considered as part of routine inspections
- Odour is primarily controlled at source by good operational practices, including physical and management control measures
- All appropriate measures are taken to prevent or, where that is not reasonably practicable, to reduce odour emissions from the waste process at nearby receptors.

1.1.2 This Odour Management Plan addresses the impact of odour and the control measures employed to mitigate the risk. These are supported through monitoring procedures to identify both elevated levels and review complaints should they arise. The complaints management procedure including the management responsibilities are also addressed.

1.1.3 The methodologies presented in this management plan take full account of Environment Agency guidance documentation.

2 Sources, Releases and Impacts

2.1.1 Sources of odour generated at the site are limited to the following activities, the bulk of which will take place entirely within the building:

- Unloading of waste at the site
- Mechanical separation and screening
- Storage of waste prior to treatment in the building
- Loading of waste and recyclable materials for transport off site
- Storage of processed material awaiting transport off site

2.1.2 Mechanical separation will take place entirely within the building. A trommel will be used to separate different fractions of material for recycling and disposal.

2.1.3 Once generated into the atmosphere, the pathway for odour will be air transport. Sensitive receptors will include other properties within Grangefield Industrial Estate.

2.1.4 The majority of odour sources are located within the building on site with only processed aggregate being stored in the open.

2.1.5 The nature of the materials proposed to be accepted at this site are unlikely to give rise to excessive odours.

3 Odour Control Measures

3.1 General

3.1.1 Physical and management measures have been included to control odour at the site. These are discussed below separately.

3.2 Site Management Responsibilities

3.2.1 The Technically Competent Manager (TCM) or designated responsible person will have responsibility for ensuring that nuisance and hazards arising from the facility due to odour is minimised. Regular meetings will be instigated to discuss current and planned site operations that have the potential to generate odorous emissions.

3.3 Physical Control Measures

3.3.1 A range of physical control measures will be implemented at the site. These control measures are as follows.

3.3.2 Building front entrance provided with a door to be closed when not required for vehicular access.

3.4 Management Control Measures

3.4.1 A comprehensive range of management control measures will be implemented at the site.

3.4.2 All waste processing will take place within the building.

3.4.3 Front door to the building to be kept shut during unloading and loading operations and at all times when waste access is not required

3.4.4 Only recycled aggregates will be stored in the yard area. All incoming waste will be deposited within the building.

3.4.5 No waste will be kept on site for longer than three days prior to processing and all recycled material will leave the site within seven days.

3.4.6 If at any time it is necessary to undertake temporary actions that are likely to cause elevated levels of odour, the TCM or designated responsible person will contact the Local Authority and the Environment Agency plus any other interested parties before such actions are taken to inform them of the operations being undertaken and that elevated levels of odour will be of a temporary nature. Where practicable such actions will only proceed when the prevailing wind direction is away from sensitive receptors.

4. Emissions Monitoring

4.1 General

4.1.1 Weather conditions, including wind speed and direction, will be visually assessed at regular intervals. This will enable potential odour issues to be predicted and necessary remedial actions implemented.

4.1.2 All operational staff will be responsible for reporting any odour problems immediately to the TCM or designated responsible person.

4.1.3 No quantitative routine odour monitoring is proposed for this site, however, qualitative monitoring of odour levels will be included as a factor to be considered by the TCM or designated responsible person as part of their daily walkover of the site.

4.1.4 Should elevated levels of odour be identified the TCM or designated responsible person will initiate the mitigation measures identified in Section 5 of this plan..

5. Odour Contingency Measures

5.1 Introduction

5.1.1 Elevated odour levels may be identified either by receipt of an odour complaint from a third party suggesting that there is excessive odour from the site or by detection of odour as a result of the routine monitoring of site personnel.

5.1.2 This section details the contingency measures in place to identify the source of elevated odour levels, bring odour levels back under control and minimise their impact.

5.2 Odour Complaint Investigation

5.2.1 A site diary, plus forms to record complaints, will be completed by the TCM or designated responsible person.

5.2.2 As part of this Odour Management Plan a customer care and complaints procedure will be implemented. The customer care and complaints procedure applies to all complaints, feedback and requests made by third parties regarding B W Skip Hire's operational activities, environmental and health and safety performance.

5.2.3 All complaints from third parties including external customers, potential customers, statutory authorities, statutory consultees, members of the general public and internal clients will be forwarded to the TCM or designated responsible person to action as below within 72 hours.

5.2.4 The TCM or designated responsible person will ensure that:

- The complaint is investigated to identify the cause, if necessary this may involve direct communication with the complainant
- In the event of elevated levels of odour being detected, the presence of 'abnormal' onsite activity is assessed and if necessary preventative action is taken that will prevent a reoccurrence of the same problem. These actions must be documented.
- The complainant will be contacted and given information on the investigations conducted and actions taken as appropriate.
- All complaints are reported to site management and discussed at site meetings
- Details of complaints are sent to site staff as appropriate and additional training organised if required.
- Details of all complaint investigations, even those which, on investigation, have been found to not be justified will be forwarded to the Local Authority and the Environment Agency within 24 hours of the completion of the investigation.

5.3 Elevated Odour Levels

5.3.1 Any elevated odour levels identified by the monitoring detailed in Section 4 and the customer care and complaints procedure identified in Section 5.2 will be mitigated as follows:

The TCM or designated responsible person will investigate the source of the odour and carry out a range of checks at the identified source of the elevated levels if it is found to be originating from within the site. As part of these checks the TCM or designated responsible person will consider the need for quantitative monitoring.

5.3.2 To further mitigate the elevated odour levels, the following actions shall also be considered;

- The site could temporarily restrict the waste types accepted to see if the odour issue continues.
- The site could reduce the throughput or temporarily halt waste processing. In addition to this the feed rate could be reduced.
- The TCM or designated responsible person may temporarily divert waste to other facilities within the companies ownership.
- Once the improvements identified by the TCM or designated responsible person have been completed, the manager will commission a further set of monitoring to ensure that the improvements have met the required standards. If the odour levels are still not being met then the manager will repeat the request for improvements and subsequent monitoring until the limits are being met.

5.3.3 If operation failings are identified, the retraining of employees will take place to ensure that all employees operate to required standards. If the failings are identified as part of the operating techniques then the problem will be raised as part of the review of control measures detailed in Section 6.2

7. Management Responsibilities and Review

7.1 Review of Odour Control Measures

7.1.1 The TCM will periodically review operations in relation to odour matters together with any complaints, Environment Agency inspection reports and monitoring results The results of the review shall be used to assess the need for changes to the Odour Management Plan including amending site procedures and further monitoring work if necessary.

7.1.2 Notwithstanding the above, the Odour Management Plan will be reviewed annually by the TCM or otherwise in response to a request from the Environment Agency, changed circumstances such as the operation of new processing plant or substantial odour complaint. Any amendments to this document will be forwarded to the Local Authority and the Environment Agency.

ENVIRONMENT MANAGEMENT SYSTEM

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APPENDIX 7

ENVIRONMENTAL RISK ASSESSMENT

Version 1.0 October 2019

SJW Enviro Consulting Ltd

CONTENTS:

1. Introduction

1.1 This Environmental Risk Assessment considers the potential and actual risks associated with the use of the site at Grangefield Industrial Estate, Richardshaw Road, Stanningley, Pudsey LS28 6QW as a waste transfer station .

1.2 The site will be operated by B W Skip Hire Ltd in accordance with a fully comprehensive Environment Management System (EMS) and a Tier 3 bespoke environmental permit regulated by the Environment Agency (EA).

1.3 All site staff will be made aware of the contents of this risk assessment and where it is located on site.

1.4 All environmental risks identified in this document will be acted upon accordingly by site management to ensure all risks can be appropriately managed and controlled.

1.5 This document primarily considers environmental risks associated with the site. This does not aim to provide detailed health and safety risk assessments as required separately through the necessary regulation.

1.6 Specified waste management operations include waste disposal and waste recovery operations listed in Annex IIA and IIB of the Waste Framework Directive 2008/98/EC and are listed in summary below:

D14: Repackaging of waste prior to disposal

D15: Storage of waste pending disposal

R3: Recycling or reclamation of organic substances

R4: Recycling or reclamation of metals

R5: Recycling or reclamation of other inorganic materials

R13: Storage of waste pending recovery

2. Environmental Risk Assessment Model

2.1 Fundamental Considerations

2.1.1 Source/Hazard: A property or situation that in particular circumstances could lead to harm

2.1.2 Consequences: The adverse effects or harm as a result of realising a hazard which causes the quality of human health or the environment to be impaired in the short or long term.

2.1.3 Risk: A combination of the probability of occurrence of a defined hazard and the magnitude of the consequences of the occurrence.

2.2 Pathway

2.2.1 Important in the assessment of a particular risk and to inform the subsequent management of the risk is the identification of a pathway through which the risk may affect the identified receptor. The following are examples of pathways:

- Air
- Ground
- Water
- Direct contact / exposure

2.3 Consequences

2.3.1 The following table highlights the consequences of the hazards identified and the abbreviations for each as used in the Risk Assessment Table in Section 3

Abbreviation	Consequences
A	Minor Injury
B	Major Injury
C	Death
D	Air Pollution
E	Water Pollution
F	Pollution of Land

2.4 Effects of Consequences

2.4.1 In order to quantify the level of risk and identify the appropriate management procedures, the potential effects must be considered, as outlined in the table below:

Abbreviation	Effect of Consequences	Management Required ?
S	Severe	In all cases
Mo	Moderate	In most cases
Mi	Mild	Occasionally
N	Negligible	No

2.4.2 Note 'Management' is the action required to reduce the risk of a hazard causing a problem on site. Contingency measures are procedures which are in place to reduce the consequences of a hazard.

2.5 Risk Estimation and Evaluation

2.5.1 The following table allows the likelihood of an occurrence of an identified risk to be assessed:

	Probability	Evaluation
1	Very likely	Could occur during any working day
2	Likely	Could occur regularly
3	Possible	Event possible
4	Unlikely	Event very unlikely

2.6 Risk Assessment Outcome

2.6.1 The following table shows the resultant risk of an identified hazard or potential situation. This uses the hierarchy of both probability and consequence to assess the level of risk. The level of risk determines what level of management would be required in order to reduce the risk of occurrence and/or scale.

	S	Mo	Mi	N
1	High	High	Medium	Low
2	High	Medium	Low	Near Zero
3	Medium	Low	Near Zero	N/A
4	Low	Near Zero	N/A	N/A

2.6.2 Where the risk assessment outcome is high, first-level management of the risk is essential, i.e. the removal of hazard, implementation of major infrastructure/structural design measures to contain the hazard and risk and company policy changes to incorporate the management of the risk. All risk management measures must be supplemented with detailed induction training, spot training and tool-box talks t ensure all site staff and users are made fully aware of the risk and hazard, all potential consequences and necessary management and contingency procedures.

2.6.3 Where the risk outcome is medium, the management of the risk should be tackled by management and delegates. If removal of the hazard is not possible, management will normally be met through implementing minor structural design measures or by imposing procedures for the prevention of occurrences which will be conveyed to all site staff through the appropriate training, including any contingency measures and procedures.

2.6.4 Where the risk assessment outcome is low, the management of the risk can be done wholly through appropriate training to site staff including any contingency measures and procedures.

2.6.5 Where the risk assessment outcome is near-zero, site staff should be made aware of the possibility of an occurrence and contingency measures should be readily available to all staff should they be required.

3. Risk Assessment Table

4.1 The following pages contain the site-specific risk assessment for the site with the appropriate remedial actions, recommendations and comments included for each identified hazard, potential contaminant or situation.

4.2 All situations which identify a risk from Low to High will be incorporated into the staff and visitor training and induction schedules where appropriate and acted upon as required.

Hazard/Potential Contaminant or situation	Sources	Pathway	Receptors	Consequences	Effect	Probability	Assessment outcome	Remedial action and recommendations
Dust and particulates	Site surfaces Waste storage Vehicle movements Loading and unloading	Air	Site staff and visitor Surrounding commercial and industrial sites Domestic property Richardshaw Road	A, B, D, E, F	Mo	2	Med	Damp site surfaces using bowser Loading and unloading inside the building Deployment of road sweeper on access roads and Richardshaw Road Sheeting of loads arriving at and leaving site Minimise drop height when loading and unloading Dust management plan
Odour	Stored biodegradable waste	Air	Site staff and visitors Surrounding commercial and industrial sites Domestic property	A, D	Mi to Mo	3	Low to Near-Zero	Rapid turn-around of potentially odour causing material Strict waste acceptance procedures Daily monitoring and staff vigilance Potentially odour causing material retained within the building Odour management plan

Litter	Pre-processing stockpile Un-sheeted or poorly sheeted vehicles Poor housekeeping	Air	Richardshaw Road Surrounding commercial and industrial sites Domestic property	A, B, C, E, F	Mi to Mo	3	Low to Near-Zero	Secure sheeting of vehicles arriving at and leaving site Daily checks on site by management All waste to be loaded and unloaded inside the building Good housekeeping
Noise or vibration	Plant and machinery Loading and unloading	Air	Site staff and visitors Staff on adjacent sites Members of the public	A, D	Mo	3	Low	Noise management plan
Vermin	Stored waste	Direct contact with waste	Site staff and visitors Surrounding site users and occupiers Domestic property occupiers	A, B, C	Mi to Mo	3	Low	Wear appropriate PPE on site Daily check of site for evidence of vermin Provision of bait boxes and traps as required Rapid turn-around of non-inert waste Good housekeeping
Fire, smoke and particulates	Plant exhausts Storage of waste	Air Direct contact	Site staff and visitors Surrounding sites Domestic property	A, B, C, D, E, F	Mi to S	3	Med	Fire Prevention Plan No fires on site Rapid turn-around of waste Designated smoking area well away from waste stockpiles

Hydrocarbons	Fuel tanks Drips when re-fuelling Plant failure Delivery to site	Ground Direct contact by ingestion or inhalation	Site staff and visitors	A, B, D, E, F	Mi to S	3	Low	Bunding of fuel tanks and drums Appropriate PPE issued to staff Staff training Availability of spill kits Preventative maintenance programme for plant and equipment
Releases of gases, fumes or vapours	Overturned vehicle or plant Reaction between stored wastes Unauthorised items placed in waste skips	Air Ground Water	Site staff and visitor Surrounding commercial and industrial sites Train line Domestic properties Richardshaw Road	A, B, C, D, E, F	Mi to S	3	Low	Waste acceptance procedures in place Quarantine area no non-permitted wastes Preventative plant maintenance programme Staff training and vigilance

FIRE PREVENTION PLAN

B W Skip Hire Ltd

Grangefield Industrial Estate

Richardshaw Road

Stanningley

Pudsey

LS28 6QW

Version 1.0 October 2019

SJW Enviro Consulting Ltd

CONTENTS:

Appendices:

Appendix A – Drawings

Drawing No. – BW/GIE/04	Site layout plan
Drawing No. – BW/GIE/05	Area covered by impermeable pavement
Drawing No. – BW/GIE/06	Waste storage areas

Appendix B – Daily FPP checklist

1.0 Purpose

The purpose of this document is to identify potential fire hazards, detail the controls implemented to prevent fires and the actions taken to reduce the impacts should there be a fire on site.

This plan has been prepared in conjunction with the format prescribed by the Environment Agency and detailed in the Environment Agency Guidance Document – *Fire Prevention plans: environmental permits* published 29 July 2016 and updated 4 May 2018.

2.0 Scope and Objectives

This Fire Prevention Plan is applicable for B W Skip Hire Ltd Grangefield Industrial Estate, Richardshaw Lane, Stanningley, Pudsey, LS28 6QW.

The fire prevention measures in this plan have been designed to meet the following objectives:

- Minimise the likelihood of a fire happening
- Aim for a fire to be extinguished within 4 hours
- Minimise the spread of fire within the site and to neighbouring sites.

3.0 Management responsibilities

3.1 Site management

- Ensure the effective implementation of the Fire Prevention Plan;
- Allocate sufficient resources to ensure that the Fire Prevention Plan can be implemented;
- Monitor the overall effectiveness of the Fire Prevention Plan through regular site inspection and site operative liaisons;
- Regularly update the Fire Prevention Plan as required and carry out an annual review.

3.2 Site operatives

- Follow operating instructions and report discrepancies between these instructions and the work;
- Maintain the fire prevention controls implemented by B W Skip Hire Ltd (as detailed in this plan);
- Report any activities or events that could jeopardise the fire safety strategy.

4.0 The Site

4.1 The Site Location

The site is located approximately 7.2 kilometres to the west north-west of Leeds city centre and 6.4 kilometres to the east north-east of Bradford city centre with the A647 Leeds Outer Ring Road 50 metres to the south, as shown in Figure 1 below.

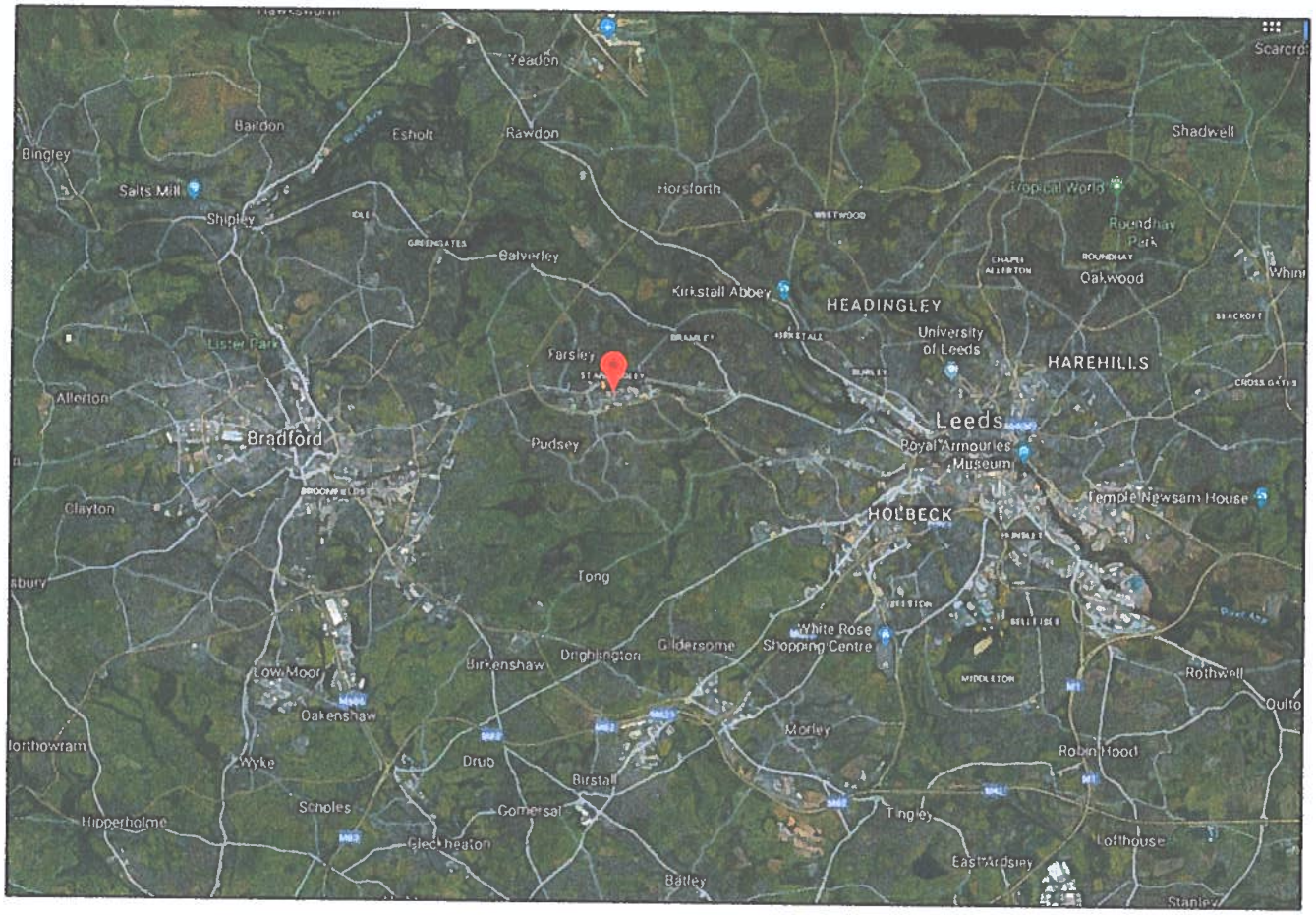
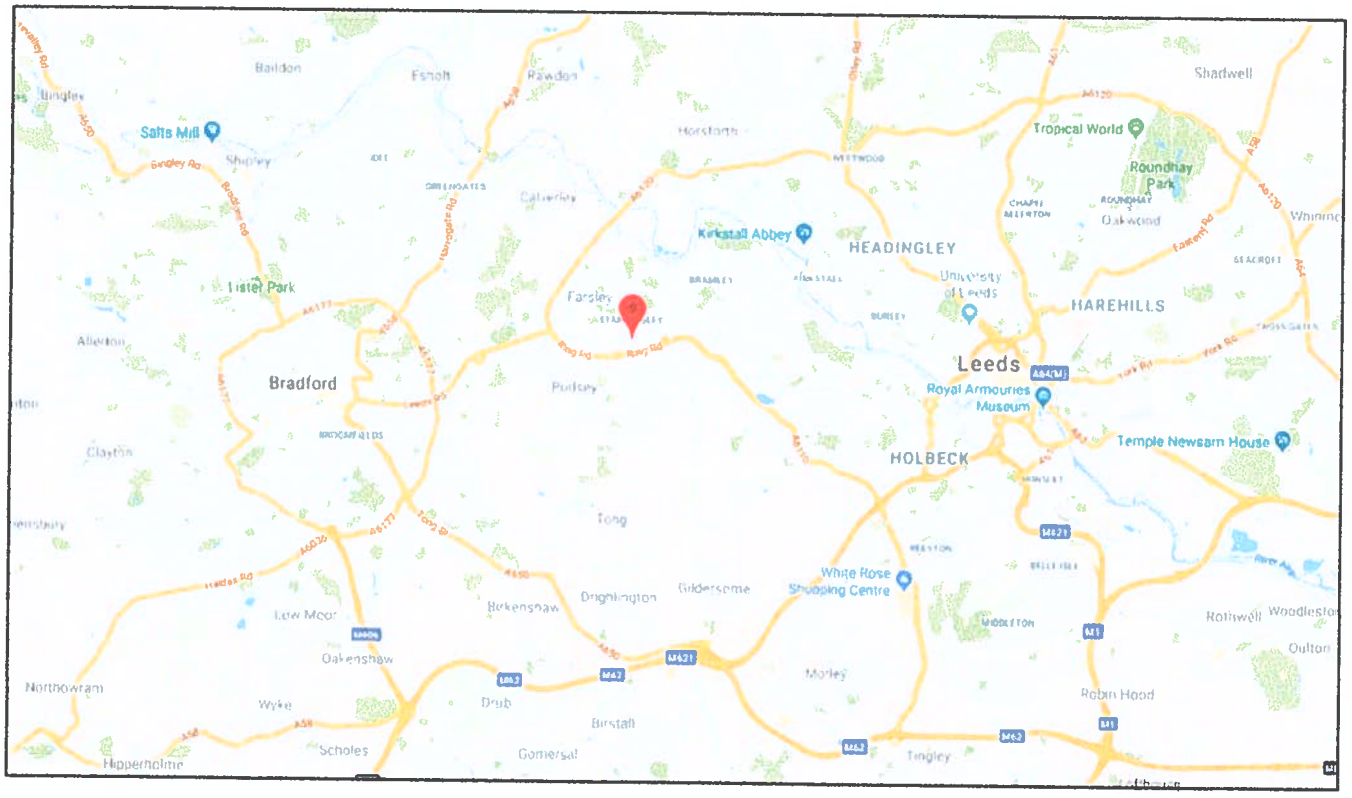


Figure 1: Location of the site



4.2 Local receptors

Within 1 km of the site the following key receptors are located:

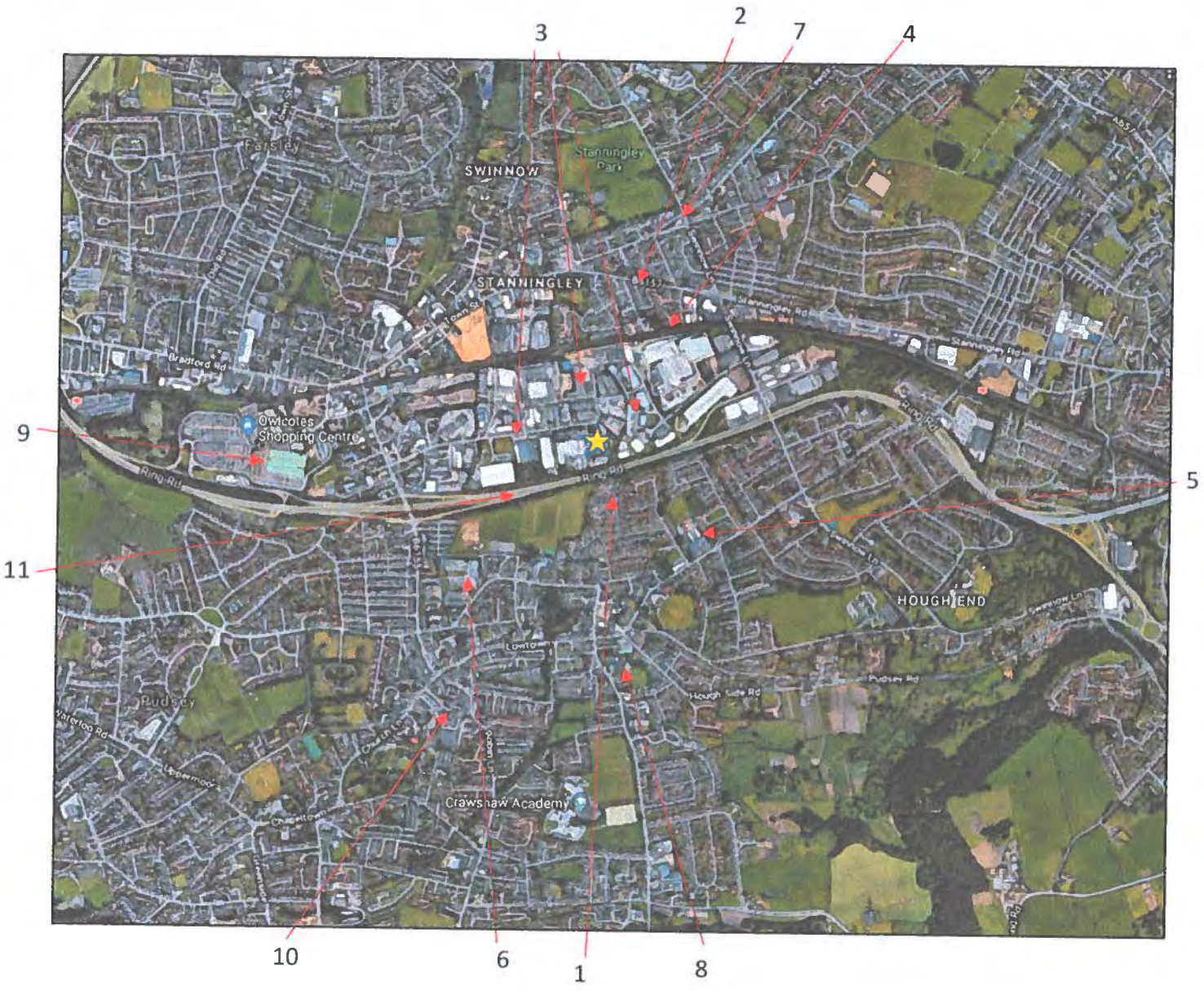
- Residential property located within 80 metres to South of the site and extending out to the 1km radius;
- Residential property located within 300 metres to the North of the site extending to the 1km radius;
- Industrial, commercial and office developments located adjacent to the site on all sides and extending in places to the 1km radius;
- A national rail line located 290 metres to the North of the site;
- Swinnow Primary School and Children's Centre located 380 metres to the South East of the site;
- Pudsey Grangefield School located 525 metres to the South West of the site;
- Stanningley Primary School located 700 metres to the North North East of the site;
- Lowtown Primary School located 690 metres to the South of the site;
- Owlcotes shopping centre located 920 metres to the West of the site;
- Pudsey Leisure Centre located 930 metres to the South West of the site;
- A significant number of roads surround the site including the A647 Leeds Outer Ring Road located 50 metres to the South of the site;
- The site is not in a surface water nitrate vulnerable zone;

These local receptors would be impacted by a fire on site, however, the prevailing wind direction is south westerly thus reducing the likelihood of impact of air emissions on those receptors located to the south and west of the site.

There are no protected habitats within 1km of the site.

The plan below shows the location of these sensitive receptors in relation to the site, the location of which is indicated by the red arrow. The site is denoted by the yellow star. The numbers on the plan correspond to the following receptors:

1. Residential property located within 80 metres to South of the site and extending out to the 1km radius;
2. Residential property located within 300 metres to the North of the site extending to the 1km radius;
3. Industrial, commercial and office developments located adjacent to the site on all sides and extending in places to the 1km radius;
4. A national rail line located 290 metres to the North of the site;
5. Swinnow Primary School and Children's Centre located 380 metres to the South East of the site;
6. Pudsey Grangefield School located 525 metres to the South West of the site;
7. Stanningley Primary School located 700 metres to the North North East of the site;
8. Lowtown Primary School located 690 metres to the South of the site;
9. Owlcotes shopping centre located 920 metres to the West of the site;
10. Pudsey Leisure Centre located 930 metres to the South West of the site;
11. The A647 Leeds Outer Ring Road located 50 metres to the South of the site;



5.0 Site activities

5.1 Permitted activities

This Fire Prevention Plan accompanies an application for a new bespoke permit to legitimise the use of the site as a waste transfer station.

5.2 Other non-permitted activities

The site does not store any flammable liquids such as oil or fuel for the plant and equipment. When item of plant require re-fuelling this is done from the companies main site at Whitehall Road, Leeds.

6.0 Managing common causes of fire

6.1 Arson

The site is surrounded by a minimum of 2.1 metre high fencing made up of metal paling topped with spikes and razor wire. The gates are similarly constructed and are locked at all times when the site is non-operational. There is no other means of access to the site and the buildings are alarmed.

Site boundary checks are completed weekly to ensure the site security is maintained and the risk of arson reduced.

The site has 24 hour CCTV coverage with cameras covering the yard areas and inside the building. The cameras are monitored outside working hours from the Whitehall Road site.

6.2 Plant and equipment

The following plant and equipment is available for use on site as part of the daily operations although not all of the listed items will be present at any one time:

- 4 telehandlers
- 6 js160 track excavators
- 2 grab JCB 220 excavators
- 2 cat loading shovels
- 1 Doosan loading shovel
- 1 417 JCB loading shovel
- 1 Tractor and bowser
- 2 road sweepers
- 3 forklift trucks
- 1 trommel
- 2 Hitachi magnet track excavator
- 1 artic shunter
- 1 hook loading shovel
- 1 18 tonne chain lift shunter
- 1 wheeled Hala excavator
- 1 small baler and shear
- 1 JCB 220 generator

Site maintenance activities are performed in accordance with operating procedures. B W Skip Hire Ltd understands the importance of routine preventative maintenance. In summary, the following provisions are implemented:

- Plant maintenance schedules using the manufacturer's recommendations where vehicles are serviced after 500 hours of operation;
- Pre-use checks are completed prior to using plant and equipment daily;
- Defects are reported and actions taken based on priorities;
- All plant and equipment is visually inspected by the operator at the end of the working day for the purposes of identifying fire risks;

- Throughout the day operators are vigilant in checking vulnerable areas like exhausts and engine bays;
- Specialists contractors are used to perform maintenance outside the scope and expertise of the site management and operatives;
- All plant and equipment undergoes a thorough examination by independent insurers every 6 months as a minimum.
- All documentation relating to plant and equipment maintenance is retained in the site office for inspection.

All individual items of mobile plant have fire extinguishers in them and extinguishers are available on site should a small fire require fighting by site staff.

6.3 Electrical faults

All electrics on site, are installed by a fully qualified electrician. All portable electric appliances are PAT tested annually and certified by a fully qualified electrician. All installation and testing documentation is retained in the site office for inspection.

6.4 Discarded smoking materials

Smoking is not permitted on the site.

6.5 Hot works

No Oxy acetylene cutting takes place on site nor is there any other form of hot works cutting. This can not therefore be a cause, or a contributory factor, to a fire on site.

6.6 Industrial heaters

This site does not use industrial heaters and these therefore cannot be a cause of fire.

6.7 Hot exhausts

While plant and equipment is in use throughout the working day and exhausts and engine bays inevitably heat up regular housekeeping takes place daily and operators continually and vigilantly monitor for potential fire risk situations. Exhausts are checked at lunch time each day and then again at the end of each working day. Any build up of dust and fluff on or around the exhausts and engine bays are removed at the time of each inspection.

At the end of the day mobile plant is parked away from the waste piles where possible or inside the building. Checks are made by site management on all items of plant and equipment to ensure that they do not pose any fire risk prior to closing the site for the day.

6.8 Ignition sources

Sources of ignition have been assessed and reduced as far as reasonably practicable. Remaining ignition sources have been identified and controlled as follows:

No smoking is allowed on the site.

Hot works in the form of cutting of metal are not carried out on site

Welfare and cooking takes place within the canteen in the office building. The building contains fire extinguishers.

All portable electrical appliances are PAT tested annually and certified by a fully qualified electrician. Electric lights are insulated.

The plant and equipment in use on site is all powered by diesel with the exception of the trommel and picking lines which have their own electricity source. There is a potential for sparks as plant regularly comes in contact with metal and concrete surfaces. The general housekeeping however makes fires from this source unlikely.

6.9 Batteries in end of life vehicles

The facility is not permitted to accept un-depolluted end of life vehicles or any of the hazardous components associated with them.

6.10 Leaks and spillages of oils and fuel

Every attempt is made to prevent fuels and combustible liquids leaking or trailing from vehicles on site. A spill kit in the form of absorbent granules is located within the site buildings.

Should a spill occur staff are instructed to use the absorbent granules to cover the liquid and then clear up and place the contaminated material in a skip awaiting removal from site to a suitably permitted facility for disposal.

6.11 Build-up of loose combustible waste

The site is visually inspected and cleaned daily to prevent the build-up of fragments that could cause slipping and tripping hazards. This also serves to prevent damage or punctures to vehicles using the site. As part of this process loose combustible waste, dust and fluff are collected and placed in the general waste pile for processing and ultimately removal from site.

6.12 Reactions between wastes

The site accepts a wide range of household, commercial and industrial waste but is not permitted to accept any chemicals or hazardous waste. It is difficult to imagine any reaction between these types of waste, however, every load is inspected both as it arrives on site and when it is unloaded. If an adverse reaction has occurred in transit, then this would become apparent and necessary steps could be taken to deal with the situation.

The waste load would be deposited within the quarantine area and incompatible material would be separated either by hand or with site machinery and kept apart. Arrangements would be made by site management for the individual waste types to be removed from site, separately, to a suitably permitted facility for further treatment or disposal.

The site has a designated quarantine area where material showing signs of an adverse reaction would be isolated.

6.13 Deposited hot loads

The waste acceptance procedure at the site ensures that every load is checked before it is unloaded and further checks are made when the material is cleared to be off-loaded (see waste acceptance in section 8.1). Under these circumstances, it is highly unlikely that a 'hot load' would be accepted on site.

Should such an eventuality occur and a hot load is deposited on site the material would be immediately moved to the quarantine area where site staff would monitor or deal with the situation as necessary under the guidance of site management.

7.0 Preventing self-combustion

7.1 Managing storage time

On a daily basis each storage pile is visually inspected by the site manager for any anomalies, such as visual signs of heat, steam and vapour. Anomalies are actioned immediately by investigation and remedial action will be taken such as rotation of the material or damping down as deemed necessary. A daily checklist for the site managers visual inspection is attached to this plan as Appendix B.

Due to the nature of the business, site operators are located within the building and yard areas for the majority of the working day, they continually and vigilantly monitor the condition of all the processes for potential fire risk situations.

Waste material arriving on site is sorted and processed very quickly. The aim is to deal with all waste material within a three day period and it is unlikely that any waste will remain on site for more than one week. At the start of each day all stockpiles are rotated mechanically to ensure that the material at the rear of the storage area is moved to the front, thus ensuring that the first in, first out policy is maintained. There is a constant turnover of the waste piles which alleviates any potential fire risks. No waste is stored on site for longer than three months.

7.2 Monitoring and controlling temperatures

There is no active physical monitoring of the temperature of the waste piles but site staff are continually monitoring the piles for any obvious signs of raised temperatures. In most cases waste material is not kept on site long enough to heat up and constitute a fire hazard.

Unprocessed waste material and the majority of processed waste is stored within the building and thus is away from direct sunlight.

Out of hours, CCTV covers the whole yard and this is remotely monitored so signs of a fire on site would be identified quickly, site management would be notified and the emergency services contacted.

7.3 Waste bale storage

There are no waste bales stored on this site. Waste arriving into the building is sorted, processed and stockpiled before being removed from site for recycling or disposal.

8.0 Managing waste piles

8.1 Waste acceptance

All waste arriving on site, irrespective of the carrier, is first directed to the weighbridge where it is weighed. At this stage an initial inspection of the waste is made by the weighbridge officer or other site staff to assess its suitability.

When the material has been accepted, the driver is directed to off load the vehicle in the appropriate area within the waste reception and processing building. As the vehicle is unloaded site staff re-assess the material to ensure that there is nothing in the load that does not comply with the site permit. At this stage, they also check to ensure that the load is not hot or present any fire hazard. Non-permitted items are either loaded back onto the vehicle to be taken away or placed in the quarantine area awaiting further assessment.

8.2 Waste pile size

The height of stockpiles of material at the site is kept to a minimum wherever possible and there is a rapid turn-around of material on site. There is a maximum limit of 3 metres in height on any bays outside the building. When the waste arriving on site has been sorted it is stored in bays in the external yard area or within the building. The bays are constructed of concrete 'lego blocks' which provide the required fire protection time (See Section 9.2 for details).

Waste is stored in its largest form and waste pile sizes are kept to a minimum where possible.

The largest pile size is the waste pile containing fines awaiting secondary processing. While the size of the pile varies greatly the maximum size is 10 x 6 x 3 metres giving a pile size of 180 cubic metres.

Other maximum pile sizes are:

- Waste Cable - 36.6 cubic metres in roll-on roll-off skip (1 skip 6.1m x 2.4m x 2.5m)
- Plastic - 150 cubic metres within 'lego' block bay (1 enclosure 10m x 5m x 3m)
- Secondary Sorted Trommel fines- 150 cubic metres in covered bays outside the building (10m x 5m x 3m)
- Mixed waste - 120 cubic metres in waste reception building (10m x 6m x 2m)
- Paper and cardboard – 36.6 cubic metres in ro-ro skip under picking lines (1 skip 6.1m x 2.4m x 2.5m)
- Wood - 36.6 cubic metres in ro-ro skip under picking lines (1 skip 6.1m x 2.4m x 2.5m)
- Wood - 150 cubic metres within 'lego' block bay (1 enclosure 10m x 5m x 3m)
- Scrap metal - 73.3 cubic metres of in roll-on roll-off skip (2 skips 6.1m x 2.4m x 2.5m)
- Green waste - 73.2 cubic metres in roll-on roll-off skips (2 skips 6.1m x 2.4m x 2.5m)
- Mixed waste – 36.6 cubic metres in ro-ro skip under picking lines (1 skip 6.1m x 2.4m x 2.5m)

- Only very small quantities of inert waste will be processed on site as part of mixed skip loads. Inert material will be processed at the companies site at Whitehall Industrial Estate.

The maximum storage time for putrescible or flammable waste in any of the waste piles above is one week although it is anticipated that the majority of the material will leave site within three days of arrival.

The maximum amount of combustible waste stored on site at any time will not exceed 600 cubic metres.

8.3 End of life vehicles

The facility is not permitted to accept un-depolluted end of life vehicles. See section 6.9 above.

8.4 Waste stored in containers

The only containers used to store waste on site will be 36.6 cubic metre roll-on roll-off skips. All other waste will be stored in bays.

9.0 Preventing fires spreading

9.1 Separation distances

Separation between individual waste piles and the building walls is maintained by the use of giant 'lego blocks' (see 9.2 below).

The blocks are used to make up bay walls both inside and outside the building. Bays are constructed to a height of 4 metres i.e. 5 blocks high.

9.2 Fire walls and bays

There are no fire walls on this site. Bays, constructed of giant concrete 'lego' blocks are used to contain and segregate waste streams, the location of these bays are shown on the site plan. These bays are predominantly used to split the site up, retain the waste streams within a manageable area and to keep vehicles away from waste piles and not for any fire-fighting purposes. The 'lego' blocks are produced by Concrete Panel Company (http://www.concretepanelcompany.co.uk/Concrete-Lego-Blocks.html) based in Selby, North Yorkshire and are 1.6 metres long, 0.8 metres wide and 0.8 metres high. These blocks are fire resistant for at least 4 hours.

The bays below the picking line are used to retain individual waste streams before they are moved into the respective storage areas or off site. These bays are constructed from steel sheeting and provide a further level of fire protection to the limited amount of sorted waste stored in the bays.

10.0 Quarantine area

The quarantine area for this site is in the external yard. There is sufficient space to store the majority of the combustible waste material on site in this area while still allowing access to all areas of the yard for site staff and the emergency services.

There is a separation of at least six metres between the quarantine area and the site perimeter as well as any other individual waste piles.

The quarantine area is 15 metres by 15 metres which equates to 225 square meters. As the largest waste pile has a base of 60 square metres the quarantine area is more than adequate to hold 50% of this largest pile.

11.0 Detecting and suppressing fires

11.1 Detecting fires

The site has 24 hour CCTV coverage with cameras monitoring both the inside of the buildings and the yard areas. Out of hours the cameras are monitored from a building at BW Skip Hires main site on Whitehall Road, Leeds. This monitoring is undertaken by B W Skip Hire staff.

There is no heat sensing equipment on site but the 24 hour monitoring negates the requirement for this. All waste piles within the yard and buildings are covered by these cameras and a fire would be quickly detected. The CCTV does not have an accredited flame detection system.

During operational hours the site has a staffing level such that any fires would be quickly detected and remedial action could be taken if necessary. The yard manager, who is on site throughout the working day, is responsible for continual monitoring of the various waste piles. Any anomalies noticed during working hours are immediately reported to the site manager for investigation and remedial action.

Any fire on site would be considered an emergency and the fire service would be contacted as a matter of course.

11.2 Suppressing fires

The designated incident controller, when appraised of a fire on site shall ensure:

- The emergency services are notified of the incident;
- Site senior management and technically competent managers are notified of the incident and requested to attend site if out of hours;
- Sprinklers and fine mist sprays are turned on inside the waste reception and processing building.

Outside operational hours the activation of the suppression system will be the responsibility of the security personnel monitoring the CCTV cameras. Designated incident controllers can all attend the site within 10 minutes of the alarm being raised.

The site holds rain water in a storage tank with a maximum capacity of 50,000 litres. The water is used at times for dust suppression so the maximum capacity is not always available but the water could be utilised by the emergency services if required.

Fire extinguishers are available within the buildings in the unlikely event that a fire occurs and staff are trained in the use of this equipment.

The waste reception building will be completely enclosed with roller shutter doors used for access.

It is anticipated that the building will have an automated sprinkler system with UKAS accreditation. This plan will be updated to include details of this system when details are available.

12.0 Dealing with a fire on site and the aftermath

12.1 Firefighting techniques

In the event of a fire the most senior member of staff on site would act as incident controller to deal with the situation.

Upon detection of a fire on site at any time of day the emergency services will be notified either by the incident controller or, out of operating hours, by the staff monitoring the CCTV cameras.

Out of hours members of the monitoring staff will contact senior members of staff and request that they attend site.

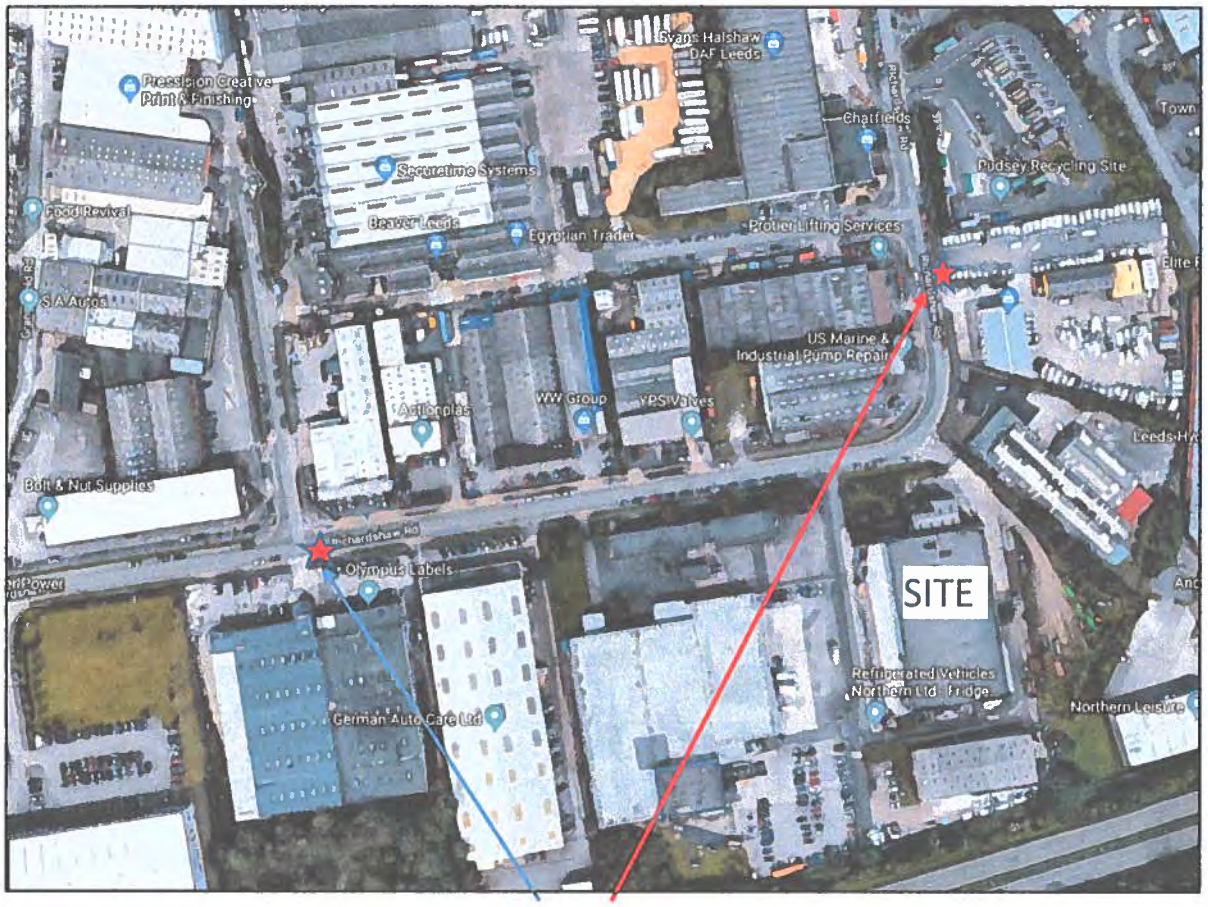
To prevent an incident escalating and to reduce the spread of fire, there is a possibility to move unburnt material with the machines to an alternative area of the site, preferably the quarantine area. The initiation of this action would be taken by the incident controller and would always consider the safety of the employees. The assessment as to the feasibility of moving unburnt material would consider

- The safety of the operator inside the machine;
- The direction of the smoke;
- The heat of the fire;
- The means of escape for the operator;
- The likelihood of the machine catching fire due to radiated heat.

In the case of a small fire there is the option of using one of many fire extinguishers placed around the site to attempt to bring it under control. Again, the factors relating to the health and safety of the operatives must be taken into account and at no point should a site operative compromise his health and safety.

The main access for emergency services is the main gate located to the north of the site. Please refer to the site plan in Appendix A. If necessary, an additional access point is available in the north west corner of the site which gives easy access to the western edge of the building and the rear southern edge. In the event of an incident, the incident controller would instruct any fire appliances to set up within the site.

12.2 Water supplies



The nearest fire hydrant is located on Richardshaw Road, approximately 70 metres from the entrance to the site and is indicated on the map above by the red arrow. An additional fire hydrant is located 200 metres to the west of the site as indicated by the blue arrow above.

West Yorkshire Fire and Rescue Service have confirmed that the hydrants on Richardshaw Road can deliver water at 1800 litres per minute. This equates to a total of 324,000 litres over a three hour period from each hydrant which is comfortably enough to extinguish the largest waste pile on site. This should therefore be adequate to deal with the worst case scenario on site and therefore additional water sources should not be necessary, however:

There is a further maximum of 50,000 litres of water stored in a large tank to the rear of the building which can also be used to fight fires. As this is clean water it would not need to be filtered.

The largest waste pile on site, unprocessed fines, has a maximum volume of 180 cubic metres. Fire prevention guidance states that a water supply of 2000 litres per minute for 3 hours is sufficient to deal with a waste pile of 300 cubic metres in volume. Therefore, a maximum of 216,000 litres of water would be required to deal with a fire in the wood pile at its maximum capacity.

12.3 Managing fire water

The bulk of the waste material on site will be stored inside the building. The building has a floor area of 2,250 square metres. In order to contain a volume of 216,000 cubic metres

of water a continuous bund will be constructed around the internal edge of the building to a height of 15 centimetres. This gives a volume within the bund of 337.5 cubic metres. As one cubic metre holds 1000 litres of water the bund would be capable of containing 337,500 litres of water.

Outside the building secondary processed fines will be stored in a series of lego block bays. Each bay will be 4.8 metres wide, 4.8 metres deep and 4 metres high. The planning permission for the site dictates that material can only be stored to a height of 3 metres so the maximum amount of waste in each bay will be 69.12 cubic metres. As a consequence a maximum of 82,944 litres of water would be required to extinguish a fire within one of these bays. The bays will be set within a bund, 20 centimetres high and covering an area of 500 square metres. This allows for up to 100,000 litres of water to be retained on the concrete surface of the yard. Daily inspections are undertaken to ensure that the capacity of the bund is not compromised by rainwater. Should this be the case then standing water will be pumped clear.

12.4 <u>During and after a fire</u>

B W Skip Hire have two other permitted facilities within the Leeds area. In the event of a fire at this site incoming material could be diverted to these sites immediately and continue until such time as it is deemed acceptable to recommence waste acceptance at the site. Any surplus waste would be diverted to other waste facilities within the Leeds area outside the control of B W Skip Hire Ltd.

In the event of a fire, site staff will be made available to contact local businesses to make them aware of the situation. Deployment of staff will be at the site management and emergency services discretion. Should evacuation of the surrounding area be necessary then site staff would be in place to assist this process as well as to provide site specific information to the emergency services.

BW Skip Hire are in the process of obtaining out of hours contact details for the neighbouring sites. These details will be retained in the CCTV monitoring building and monitoring staff would telephone the out of hours contact for these sites in the event of a fire outside the normal operating hours of the site.

The Environment Agency will be informed of any fire on site within 4 hours of the incident.

Following any incident any fire damaged waste will be removed from site by B W Skip Hires own vehicles for handling and processing at another site. Any fire damaged property will be repaired or removed from site as necessary. Any clearance of debris from the site, including clearance of access routes will be undertaken before the site is declared fit for operation again. The site will not re-open without the agreement of the Environment Agency and the fire service.

Following a fire on site this fire prevention plan will be reviewed based on lessons learned from the incident.

13.0 Staff training

All site staff are trained in the site operating procedures, maintenance procedures, the use of fire-fighting equipment and emergency plans, including this fire prevention plan.

Refresher training and updates are given to site staff as and when required and the effectiveness of the training is tested through six monthly fire drills.

Should a fire occur on site, additional staff training will be implemented based on lessons learned.

All training is documented, and the records are available for scrutiny on site. Each member of staff has their own training record where specific training sessions are documented.

14.0 Continual Improvement

B W Skip Hire Ltd are dedicated to continually improving site operations through investment and modification in staff and infrastructure. This Fire Prevention Plan is due for review before the end of October each year. The next review is to be carried out prior to 31 October 2020. Any amendments made to this plan will be sent to the Environment Agency for their consideration and incorporation.

Further details will be sent to the Environment Agency when the any work being carried out on site has been completed and the building is ready to accept waste material. These will also include the plans for fire suppression within the new building.

FIRE PREVENTION PLAN

B W Skip Hire Ltd

Grangefield Industrial Estate

Richardshaw Road

Stanningley

Pudsey

LS28 6QW

APPENDIX A

DRAWINGS


Drawing No. - BW/GIE/04 - Site Layout Plan
Main entrance
Alternative entrance
Car Park
Loading area
Material out
Weighbridge
Prevailing winds
Trommel and picking lines
Bays for processed and sorted material
Empty skip storage
Site offices
Covered storage bays for secondary processed fines
Waste In
Fines awaiting secondary processing
Waste awaiting processing
Refrigerated Vehicles Northern Ltd Fridge
Water storage tank
Rear gate
North
Scale 1:1750
N
W
E
S


Drawing No. - BW/GIE/05 – Areas covered with impermeable pavement


Drawing No. - BW/GIE/06 – Waste Storage areas
4
Wood
Plastic
3
2
1
5
6
7
7
7
7
7
Fines
General waste
Refrigerated Vehicles Northern Ltd - Fridge
Key:
Lego block walls
ro-ro skips
Fire water retention bunds
Quarantine area
1 Paper/Cardboard
2 Wood
3 Mixed waste
4 Scrap cable
5 Scrap metal
6 Green waste
7 Secondary processed fines

FIRE PREVENTION PLAN

B W Skip Hire Ltd

Grangefield Industrial Estate

Richardshaw Road

Stanningley

Pudsey

LS28 6QW

APPENDIX B

DAILY FPP CHECKLIST

FIRE PREVENTION PLAN

Site Managers daily checklist

Name .....

Date .....

Time .....

Have any incidents or potential problems relating to fire prevention been reported on site during the previous 24 hours?	Yes	No
Details and remediation undertaken:		

Inspection of building and waste piles.

Waste Pile / Building	Signs of fire, heat, steam, vapour or any other anomalies (Tick box)		If Yes, remedial action undertaken
	Yes	No	
Waste reception building			
Site office			
Wood storage			
Plastic storage			
Scrap cable storage			
Green waste storage			
Inside fines storage			
Outside fines storage			
General waste pile			

Skips under the picking line			
Vehicles and plant on site			

Fire Extinguishers

	Yes	No
Are fire extinguishers appropriate for the materials in the areas where they are mounted?		
Are extinguishers free from obstruction or blockage?		
Are all extinguishers fully charged and in their designated places?		

Action required:

Site staffing

	Yes	No
Is the yard manager on site and if not has a deputy been appointed who is aware of the obligations under this FPP?		
Are all site staff trained in the use of fire extinguishers and undertaken refresher courses as necessary?		
Are all staff aware of the contents of this FPP and their role if a fire was detected ?		

Action required:

Bunded fire water retention area

	Yes	No
Is there standing water in the base of the bund?		
Is there any debris in the bund that could compromise the capacity?		
Is the pump in working order?		

Action required:

Site infrastructure

	Yes	No
Are all signs relating to flammable liquids and no smoking visible and legible?		
Are there any obstructions which could prohibit emergency service access?		
Is all bunding and containment around liquid storage areas fit for purpose?		
Are exits from all buildings clear, adequately signed, illuminated and free from obstruction?		
Has their been any changes on site to plant, equipment, infrastructure or working practices that would require modification to the FPP?		

Action required:

Additional comments

Signed ..... Time .....