

ENVIRONMENTAL MANAGEMENT SYSTEM

Trafford Park Road, Trafford Park, Stretford, Manchester, M17 1FR

Skip Co MCR Ltd

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Waste, Planning & Environmental Consultants



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TPR/RF/2 - Daily Inspection Form

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Appendix III - Copy of Environmental Permit

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

Site Information & Key Contacts List

Site Address:	Trafford Park Road, Trafford Park, Stretford, Manchester, M17 1FR		
Site Operator:	Skip Co MCR Ltd	National Grid Ref:	SD 38239 28323

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Sam Fisher	Director & TCM	07791 274584	TBC
Zoe Whalen	Director	0161 788 0077	TBC
Salford Royal Stott Lane, Salford, M6 8HD	Main NHS Hospital	0161 789 7373	999
	Accident & Emergency (A&E) – 12-hour service	999	999
The Willows Surgery Lords Avenue, Salford, M5 5JR	Local Doctor Surgery (GP)	0161 736 2356	999 or 112
Greater Manchester Police Talbot Road, Old Trafford, Stretford, Manchester, M32 0UX	Local Police Non-Emergency	101 OR 0161 872 5050	999 or 112
	Police Emergency	999 or 112	999 or 112
Greater Manchester Fire and Rescue Service 246-248 Park Road, Trafford Park, Stretford, Manchester M32 8RJ	Fire and Rescue Service (in Emergency Dial 999)	999 or 0161 608 9202	999 or 112
Environment Agency Richard Fairclough House, Knutsford Road, Latchford, Warrington, Cheshire, WA4 1HT	Local Environment Agency Office	03708 506506	0800 80 70 60
Trafford Council Talbot Road, Old Trafford, Stretford, Manchester, M32 0TH	County Council General Enquiries	0161 912 2000	0161 912 2000
Oaktree Environmental Ltd Lime House, 2 Road Two, Winsford, Cheshire CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	n/a

1 Introduction

1.1 General

- 1.1.1 Oaktree Environmental Ltd have been instructed by Skip Co MCR Ltd (the Operator) to prepare this Environmental Management System (EMS).
- 1.1.2 This EMS has been prepared in relation to waste operations undertaken at Trafford Park Road, Trafford Park, Stretford, Manchester, M17 1FR. The site is operated as a household, commercial and industrial (HCI) waste transfer station with treatment in accordance with Environmental Permit Ref. WE9161AA (the permit).
- 1.1.3 The permit boundary for the site is outlined in green on Drawing No. TPR/3455/02. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant, and equipment.
- 1.1.4 This EMS has been prepared in accordance with the following guidance:
- a) The Environmental Permitting (England and Wales) Regulations 2016.
 - b) Develop a management system: environmental permits.
 - c) Technical Guidance WM3: Waste Classification - Guidance on the classification and assessment of waste.
 - d) The Waste duty of care: code of practice – 2018.
 - e) Non-hazardous and inert waste: appropriate measures for permitted facilities published 12/07/2021.
 - f) Climate change: risk assessment and adaption planning in your management system.

1.2 Relevant contacts

1.2.1 The contact details for the operator are as follows:

Skip Co MCR Ltd	Contact:	Sam Fisher
Trafford Park Road,	Position:	Director
Trafford Park Stretford,	Tel:	07791 274584
Manchester,	Email:	sam@skipcomcr.co.uk
M17 1FR		

1.2.2 Contact details for Oaktree Environmental are as follows:

Oaktree Environmental Ltd	Contact:	Emma Gibson
Lime House, 2 Road Two	Position:	Consultant
Winsford, Cheshire,	Tel:	01606 558833
CW7 3QZ	E-mail:	emma@oaktree-environmental.co.uk

1.3 Site Location

1.3.1 The site is located at Trafford Park Road, Trafford Park, Stretford, Manchester, M17 1FR as shown on Drawing Nos. TPR/3455/01 & 02. The site is centred at national grid reference SJ 78746 97686 and can be accessed via Trafford Park Road.

1.3.2 The site is largely surrounded by a wider industrial estate with other industrial and commercial premises.

1.3.3 The closest residential dwelling is approximately 950m North of the site.

1.3.4 A full list of receptors within 1km of the site has been included in Table 1.1 below. A Receptor Plan illustrating these receptors has also been prepared, see Appendix I, Drawing No. TPR/3455/04 – Receptor Plan.

Table 1.1 - Sensitive Receptors

No.	Receptor	Receptor Type	Direction from Site	Approx distance from the site boundary to the receptor boundary (m)
1	Trafford Park Industrial Estate	Industrial / commercial premises	North, east, south and west	0
2	Trafford Park Road	Infrastructure	North / east	0
3	Jofson Forklifts	Commercial	South	0
4	Tyldesley Distribution Services	Commercial	West	30
5	Moorings Road	Infrastructure	South	35
6	Manchester Ship Canal	Surface water feature / local wildlife site	North	400
7	Trafford Ecology Park Groundwork	Local wildlife site	South-east	400
8	Residential Dwellings (Canterbury Gardens)	Residential	North	950

1.4 Waste Operations

1.4.1 The permit authorises the acceptance, storage and treatment of HCI waste including construction and demolition waste for recycling and recovery. Waste treatment processes which can be carried out on site include the following:

- a) Sorting (with loading shovel/360° excavator or by hand).
- b) Manual separation (by picking line).
- c) Screening (by using appropriate mechanical screening plant and equipment).
- d) Baling (by using appropriate mechanical plant and equipment).
- e) Crushing (by using appropriate mechanical plant and equipment).
- f) Storage (prior to removal).

1.4.2 Specified waste management operations include waste disposal and waste recovery operations listed Annex IIA and IIB of The Waste Framework Directive 2008/98/EC are shown below:

- a) **R3:** Recycling/reclamation of organic substances which are not used as solvents
- b) **R4:** Recycling/reclamation of metals and metal compounds
- c) **R5:** Recycling/reclamation of other inorganic materials
- d) **R13:** Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)
- e) **D14:** Repackaging prior to submission to any of the operations numbered D1 to 13
- f) **D15:** Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)

1.5 Hours of Operation

- 1.5.1 The site will be open during the following hours for the receipt, treatment and removal of waste; including depositing, sorting, moving, storing and removing waste:

Monday to Friday	07:00 - 18:00
Saturday	07:00 - 13:00
Sundays, Bank/Public holidays	Closed

- 1.5.2 The only activities on site which will be permitted outside of these hours are onsite maintenance works, emergency deliveries of waste/plant/machinery and general office use.
- 1.5.3 During times where the site is closed or not in operation, the site will be locked and secured to prevent unauthorised access.

1.6 Staffing and management

- 1.6.1 **Error! Reference source not found.** below details the staff structure for the site and information on roles and responsibilities for staff involved in waste operations.
- 1.6.2 The roles included in the table below are used throughout the EMS to demonstrate the responsibilities for each staffing role.

Table 1.2 - Staffing Levels

Position	Employees	Responsibilities
Site manager	1	Overseeing and co-ordinating all activities which take place at the site
TCM	1	Ensuring that the site is being operated in accordance with Health & Safety Legislation
Machine / Plant Operator's	3	Waste handling/processing, reception and plant operation
Site operatives (pickers)	6-8	Responsible for the processing / picking / separation of waste
Administration staff	2	Office/administrative duties
Banksman	1	Trained operative to direct vehicle movements onto / around the site

1.7 Technically Competent Management (TCM) schedule

- 1.7.1 The TCM is required to attend site for a minimum, 20% of the operational hours per week. Therefore, the TCM must attend site for a minimum of 12.2 hours per week.
- 1.7.2 Attendance requirements for the TCM must be met on a weekly basis. If the operator increases their operating hours the TCM attendance hours shall be increased accordingly.
- 1.7.3 A record of the TCM attendance, including start and finish times will be recorded in the site diary. These records will be made available to the Environment Agency for inspection on request.
- 1.7.4 A copy of the TCM qualification for the named person(s) is included in Appendix III.

- 1.7.5 The Operator will ensure that in the absence of the Technically Competent Manager (TCM) a nominated person will take on the TCM responsibilities and act as competent person. The Environment Agency will be informed of any changes to the TCM and relevant replacement details.

1.8 Health and Safety

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

1.9 Convictions

- 1.9.1 Skip Co MCR Ltd nor any of the relevant people within the company have been convicted of a relevant offence.

1.10 Waste Carriers

- 1.10.1 Skip Co MCR Ltd hold an upper tier waste carrier; Ref. CBDU147879.

2 Site Engineering and Infrastructure

2.1 Site Office

- 2.1.1 The site office will be located as shown on Drawing No. TPR/3455/03 Site Layout and Fire Plan. The documents listed below will be retained in the site office.

Documents to be retained in site office
The Environmental Permit (original & any subsequent variations) This Environmental Management System (EA agreed document) Current site diary (to record all inspections/visitors to the site) Environment Agency inspection (CAR) forms In-house inspection sheets/recording forms Duty of care transfer notes (for 2 years minimum) Duty of care product notes [(aggregates/topsoil (for 2 years minimum))] Hazardous waste consignment notes (rejected waste, etc., kept for 3 years) Waste delivery tickets Accident book (& 1st aid kit)

2.2 Weighing and categorising loads

- 2.2.1 The site has a weighbridge for accurate weighing of loads to and from the site. During instances where the weighbridge is out of action, the weight of each load into and out of the site will also be estimated using the standard EA/WRAP agreed volume-to-weight conversion factors.

2.3 Notice board and signs

- 2.3.1 A notice board is erected at the site entrance and displays the following information:
- The site name and address.
 - The name of the permit holder and operator.
 - The Environmental Permit number and accompanying statement stating that the site is permitted by the Environment Agency.
 - Environment Agency contact details, Emergency No. 0800 80 70 60 and
 - General Enquires No. 03708 506 506.

- f) Operator's "out of hours" emergency contact details (telephone number).
- g) Operating hours.

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

2.4 Site Security

2.4.1 Site security is important to reduce the likelihood of unauthorised access to the site. The site is situated within Trafford Park Industrial Estate with the only ingress / egress to the site being off Trafford Park Road within the industrial estate.

2.4.2 The perimeter of the site is secured with 2.4m high palisade fencing and metal storage containers to the east, 2.4m high green powder coat mesh fencing with 2.4m high steel sheets to the south and west and 2.4m high green powder coat mesh fencing to the north.

2.4.3 Whenever the site is unmanned / out-of-hours gates will be locked to prevent unauthorised access. It is considered the above security features will minimise the risk of unauthorised access.

2.4.4 In addition to the above, the site has 24-hour CCTV covering all operational and waste storage areas on site which is remotely accessible by site management. All cameras are pan, tilt and zoom 360-degree coverage over a 50m distance meaning all areas of the site are monitored.

2.4.5 Any unusual or suspicious activity picked up which is not in line with site specific procedures will mean a call to the emergency services which would present the risk of arson.

2.4.6 The site security measures will be inspected on a weekly basis and any defects which impair the effectiveness of the security will be repaired to the same or better standard within 7 working days. All repairs will be noted on the site diary within 24 hours of the event.

- 2.4.7 If unauthorised access becomes apparent as a problem at the site, the security measures will be reviewed, and improvements implemented.

2.5 Fuel Storage

- 2.5.1 No gas cylinders or aerosols will be accepted for storage at the site, nor will there be chemicals present on site.
- 2.5.2 No fuel or oil will be stored at the site. If the operator chooses to store fuel or oil at the site in future, the following procedures will apply:
- a) Tanks will be surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.
 - b) All pipework and associated infrastructure will be enclosed within the bund.
 - c) A lock will be fitted to the tank valve to prevent unauthorised operation.
 - d) All valves and gauges on the bund will be constructed to prevent damage caused by frost.
 - e) No combustible waste will be stored within 6 metres of any fuel/fluid's storage without a fire wall in place.
 - f) Tanks storing fuel, oil or hazardous material will be clearly marked showing the product within and their capacity.

2.6 Rejected Waste

- 2.6.1 Any waste which is rejected will be stored in a quarantine area, either in a skip or stockpiled. Further information on rejected waste is provided in section 3.9 waste rejection.

2.7 Drainage

- 2.7.1 the site is situated on an impermeable concrete pad with sealed drainage system, the sealed drainage comprises of a septic tank which captures all surface water separating any sludge or contaminated water before discharging into an offsite interceptor tank. Water in the

septic tank and interceptor are removed by contractors. The capacity of the septic tank / interceptor is inspected on a weekly basis.

2.7.2 Surface water may also naturally evaporate or be absorbed into inert stockpiles.

2.7.3 The above drainage arrangements for the site are clearly shown on Drawing No. TPR/3455/03.

2.8 Vehicles, plant, and equipment

2.8.1 Waste will be handled using the plant listed in Table 2.1 below. Additional plant will be hired to cover any very busy periods. Only trained operators will be permitted to drive/operate the plant listed below. Any changes to the list will be notified to the EA prior to implementation. The minimum requirements when the site is operational are shown in bold italic print.

Table 2.1 - Plant & Equipment

ITEM	NUMBER	FUNCTION
Crusher	<i>1</i>	Crushing of waste to reduce particle size
Excavator	<i>3</i>	Loading/unloading/movement/sorting
Loading shovel	<i>1</i>	Loading/unloading/movement/sorting
Trommel screener	<i>1</i>	Mechanical separation of wastes by type
Picking station (including conveyor belt and magnet)	<i>1</i>	Mechanical and manual separation of wastes by type
Baler	<i>1</i>	Baling (compression) of material

2.8.2 Note: The plant/equipment on site may vary and additional equipment may be hired-in to cope with larger jobs, jobs with specific requirements or to prevent over stockpiling leading to a breach of permitting conditions.

2.9 Mobile and fixed plant maintenance

- 2.9.1 Plant and vehicles (including engines) will be maintained and serviced in line with manufacturers recommendations. The preventative maintenance checklist included in Appendix II will be populated with all items required to be maintained. Any defects and actions taken as part of inspections and maintenance will be recorded.
- 2.9.2 Site operatives will undertake preventative maintenance checks i.e. before, during and 1 hour before the end of each working day to ensure the following:
- a) Machinery is mechanically sound for use and no presence of black fumes or trailing liquids visible prior to use or following shutoff of plant/equipment.
 - b) Mobile plant is stored in the out-of-hours plant storage area as shown on Drawing No TPR/3455/03 following cessation of activities and external separation distances of 6m are observed between plant and any combustible or flammable material.
 - c) In the building, all plant will be powered-down and completely shut off prior to cessation of operations on any given day.
 - d) Plant which is not in use for any extended period is stored at least 6 metres from combustible waste.
 - e) All plant and equipment vehicles are fitted with fire extinguishers in the cab. Rubber strips are not considered appropriate as they are usually removed via uneven and bumpy ground.
 - f) Dust from processing/treatment operations on site can settle throughout the working day onto processing plant, plant exhausts and engine parts so a fire-watch will be implemented after cessation of works and equipment powered down for 1 hour each day to remove any dust/fluff using brushes, hoses etc... Any build of dust/fluff will be removed from the equipment and deposited into a container to await removal from site and site management informed.

3 Site Operations

3.1 Preliminary procedures

- 3.1.1 Guidance will be given by the operator 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 the relevant authorisations for the site such as the Environmental Permit).
- 3.1.2 The operator is a registered waste carrier and generally collect loads from customer sites. However, if waste is to be accepted from sub-contractors or is delivered by other known hauliers, waste carrier registration details will be taken prior to acceptance of a load.
- 3.1.3 All regular haulage operators delivering waste to the site will be periodically checked with the EA public register to ensure appropriate registration.
- 3.1.4 The procedures below are followed prior to the receipt of waste on site.
- 3.1.5 When a driver employed by the permit holder arrives at the waste producers' premises, he/she will inspect the load for conformity with relevant regulations and safety procedures.
- a) If the load is satisfactory the driver will sign the relevant paperwork (Duty of Care transfer note/delivery ticket) and remove the load from the premises.
 - b) If the waste does not meet the description stated on the controlled waste transfer note the customer is advised to check the note and give a more detailed description of the waste.
 - c) If the more detailed description of the waste reveals that the waste is not/permitted to be accepted at the site, then the customer is advised that the waste must be taken to another site which is appropriately permitted to accept the waste(s).
 - d) If further instructions are needed the driver may also report back to the site manager.
 - e) Where it is suspected that the details given on the transfer note are incorrect the Environment Agency may be contacted for advice.
- 3.1.6 If further instructions are needed the driver may also report back to the site manager.

3.2 Waste Acceptance (checking in & inspection of loads)

3.2.1 All incoming vehicles are required to report to the site office. Details of the load will be recorded, and the transfer note / accompanying documentation will be further checked to ensure it is acceptable at the site. Transfer notes are checked to ensure they contain the following information:

- a) Vehicle Registration and drivers name and signature.
- b) Waste haulier name and valid waste carriers' registration number.
- c) Name address (of source site) and signature of transferor.
- d) Name, address (of destination site) and signature of the person receiving the waste (transferee).
- e) Permit number or exemption reference of person receiving the waste (if applicable).
- f) Description of waste including waste type, waste source, waste containment and waste quantity.
- g) List of Waste (LoW) code.
- h) SIC code of the waste holder.
- i) Date and time of waste transfer and waste transfer note number.
- j) Confirmation that the waste hierarchy has been considered.

3.2.2 All loads are visually inspected prior to offloading, if non-compliant waste is discovered upon visual inspection, there is a discrepancy with the load or its paperwork, then the site manager shall be informed immediately. If the load is not acceptable under the Permit, then, it should be rejected from the site and deposited at a suitably permitted facility.

3.2.3 Accepted waste will be directed to the appropriate tipping / reception area. Loads are also examined at the point of offloading, if loads are discovered to be unacceptable at this point, if possible, the load should be re-loaded back onto the vehicle and rejected from site. If it is impossible to load a rejected load back onto the delivery vehicle, the load will be put into the quarantine area for removal. In cases where the presence of unauthorised waste is likely to lead to a breach of permit conditions, the Environment Agency will be contacted immediately to agree a course of action.

- 3.2.4 If only small levels of contamination are noted, they are handpicked and reject material placed in a skip for safe disposal.
- 3.2.5 If hazardous waste or suspected hazardous waste is deposited on the site, the material will be left alone with precautions taken to absorb any spillages and the area cordoned off. The EA will be contacted as a matter of urgency and the material left in situ until removed under the EA's instruction.

3.3 WM3 - Waste Classification Assessment

- 3.3.1 All mixed loads of waste or waste which could contain excavated soil i.e. EWC codes 17 05 04 or 17 09 04 arising from construction, demolition and excavation (CDE) sites or householders, builders etc.. will undergo a full inspection in the reception area (**AREA 1 or 1A**). The inspection will be visual after to tipping to ensure there are no non-conforming loads in the pile which could consign the waste as being hazardous. This inspection is also to demonstrate that the waste is not contaminated by way in line with the EA's Technical Guidance WM3 "Guidance on the classification and assessment of waste (1st Edition v1.1)". Any material found in the load which could lead contamination of other wastes on site will be loaded back into the skip or delivery vehicle and removed off site as soon as practicable. If the load is acceptable then it should be considered non-hazardous in line with WM3 along with any waste processed and then removed off site for further recycling or disposal.
- 3.3.2 If the site receives wastes directly from industrial sites, to ensure that only non-hazardous wastes are accepted, the following information will be requested from waste producers at the start of each contract to ensure compliance with the EP and WM3:
- a) A desk survey and/or site condition report which has identified past uses of the excavation/construction site.
 - b) A ground sampling plan including both surface and sub-surface sampling.
 - c) Following analysis of the samples, an environmental / human health risk assessment which identifies areas of the site that require remediation or soil removal will be undertaken.

- d) Waste soil classification in line with WM3
- e) All information relating to the site investigation was retained and passed to subsequent holders of waste.
- f) Name and address of the site where the waste was excavated/produced from
- g) Detailed waste description, including EWC code

3.3.3 The operator will reserve right to refuse such loads if there is risk of the material being contaminated with hazardous material.

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

3.4 Gypsum & Plasterboard Assessment

3.4.1 Waste gypsum when mixed with biodegradable material results in the production of hydrogen sulphide which is a toxic gas so all waste gypsum will be kept separate from all other waste on site. This will be done by applying the following procedures which all staff will undergo refresher training on following issues of this EMS:

- a) All waste transfer notes will be updated advising no plasterboard is to be deposited in a mixed skip. All existing and new customers will be told the importance of segregating plasterboard at the place of production due to the above issue.
- b) The site will only knowingly accept plasterboard in single stream loads and not part of any mixed loads.
- c) Prior to delivering a skip to a property, the operator will ask the customer if any plasterboard is likely to be present in the load, i.e. what is the nature of the skip. If the customer is a builder or a householder having building works undertaken at their

property, the customer will be provided with a separate bag for plasterboard / gypsum waste and a separate transfer note detailing the EWC code for plasterboard which is 17 08 02.

- d) The customer will be advised to place the bag of plasterboard on top of the skip or to the side of the skip prior to collection. The operator, when collecting the skip would ensure the bag is sealed and segregated from the mixed skip when loading on to the HGV.
- e) If the customer refuses to segregate the plasterboard from other waste on the place of production, the skip will be subject to a more rigorous sort (shown in the sections below) when delivered to the site and the operator would inform the customer of a penalty charge.
- f) Once a mixed load of waste is tipped, plasterboard contamination may still be present, so the driver will take photographs the load before processing. This system is used to prove the presence of contrary items or misdescription, to enable the sales team to levy additional costs on the customer for their correct handling as shown in point d above.

3.5 Waste Treatment, Storage & Handling

- 3.5.1 Once a load has been accepted by the operator, the contents will be discharged into the appropriate reception, storage and treatment area as shown on Drawing No. TPR/3455/03.
- 3.5.2 The operator accepts approximately 50% of waste from householders and 50% from builders on behalf of householders, the site will very rarely receive any waste from any Industrial or Commercial sites which would be subject to more detailed site investigation reports prior to accepting the material. The operator has informed the producers responsibility to ensure anything which is disposed in the skip is suitable and once a householder/builder accepts takes possession of the skip, an agreement between the operator and customer will take place ensuring the following:

- a) The operator has informed the householder/builder of their duty to make sure all the waste received is non-hazardous and plasterboard is also segregated from mixed wastes
- b) Any skips hired out to builders to make sure no asbestos or plasterboard is disposed into the skip. In terms of asbestos, a builder would inform the householder if there was asbestos present in the property/site and carry out a survey prior to any works being carried out.
- c) Once the waste has been collected by the driver, the customer will provide both written/verbal confirmation the waste inside the skip is non-hazardous and plasterboard has not been disposed in the skip with the mixed waste.
- d) Once the load has been tipped, it is checked by staff for any signs of contamination i.e. hazardous materials or plasterboard and if suitable, the waste will be sorted and deposited to the relevant recyclable pile on site.

3.6 Waste Treatment Procedure

HCI Waste

- 3.6.1 In summary the site will accept waste in mixed loads from HCI sourced and tip them in the main reception area inside the open-fronted tipping & sorting shed (**AREA 1**) and the waste is then subject to the following:
- a) If **AREA 1** is at maximum capacity waste will be temporarily tipped in the external yard **AREA 1A** while tipped loads in **AREA 1** are processed.
 - b) Tipped waste will undergo an inspection to remove any non-conforming material (if any) which is picked out and immediately quarantined for removal from site.
 - c) Once any non-conforming material has been removed, the bulkier items will be removed by a grab and placed in **AREA 2**.
 - d) Wastes that are to undergo further separation via screening and the picking line are placed in a free-standing stockpile in **AREA 3** adjacent to the hopper.
 - e) Waste from **AREA 3** is deposited into the hopper and transferred through the trommel, screened fines that are <25mm (trommel fines) are deposited in a bay below the

screener (**AREA 5**). These fines will be removed from site for deposit at an appropriately permitted site.

- f) The remaining waste continues via a conveyor belt over a picking line to be hand sorted. Mixed light waste including plastic etc is placed into a sealed container (**AREA 4**). Wood is hand sorted and stored in **AREA 8**.
- g) An overband magnet removes any fragments of metal from the waste being transferred along the conveyor belt which is deposited into a sealed container (**AREA 6**).
- h) Following the above the remaining wastes should be heavier items consisting of inert construction and demolition waste (stone, concrete hardcore). This material falls off the end of the conveyor into a bay at the end of the conveyor belt (**AREA 9**).
- i) Soil is deposited into a bay adjacent to the trommel (**AREA 7**).
- j) Sorted paper and cardboard that is to undergo baling is temporarily stored in **AREA 11** awaiting treatment. Once processed waste bales are stored in a bay (**AREA 12**).
- k) Stone, concrete and hardcore stored in AREA 9 is further processed by crushing to produce secondary aggregate product for resale in the construction industry. The processed aggregate product is stored in a secure bay (**AREA 10**).

Physical Treatment Facility (PTF)

- 3.6.2 On site processing of purely inert material using mobile plant is required to produce material to the desired specification for re-sale on the commercial market and below shows the procedure of the treatment operations carried out on site with regards to this:

CRUSHER

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

- c) Soil will be discharged into a stockpile where it will be bulked and removed off site.
- d) The crusher will not be operated without the use of the integrated spray bars.

3.7 Waste/product removal and export

- 3.7.1 When a collection vehicle arrives at the site to remove waste material or product, the driver will be instructed to report to the site office to confirm their identity. All relevant documentation will be completed, and the vehicle will be passed to pick up the load and take it to the designated recycler/disposal site (if the outgoing material has not been fully recovered on site). The product or waste will then be loaded using the loading shovel.
- 3.7.2 The operational outputs and residues produced by the site and the disposal or recovery routes envisaged are detailed as follows:
- a) Brick/rubble - for crushing to produce 6F5 aggregate or similar product at an aggregates processing site.
 - b) Some materials will not be recovered after processing (or will not be fit for use at recovery sites) such as clays and some soils. These materials may be disposed at suitably permitted landfill site.
 - c) Metals – separated metals will be taken to a suitably permitted site for further recovery.
 - d) Wood – separated wood will be taken to a suitably permitted site for further processing / recovery.
 - e) Residual waste – mixed residual waste that has been shredded is used in an EfW facility.
 - f) Plastic – separated plastic will be taken to a suitably permitted site for further recovery.
 - g) Rejected material will be removed from site as detailed in Section 2.8.
 - h) Waste unsuitable for processing will be sent to a suitably permitted site.

3.8 Waste Storage, Types and Quantities

- 3.8.1 The locations of the operational and storage areas are shown on Drawing No. TPR/3455/03. The nature of operations at waste facilities means that certain operational areas may change depending on processing requirements.
- 3.8.2 The waste types handled on site are shown in Appendix III (Table S2.1 of the permit) of this document and consist of dry, inert and non-hazardous construction, demolition and excavation waste as defined in the Controlled Waste (England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990. The EP is shown in Appendix III for reference.
- 3.8.3 The site will accept no more than 75,000 tonnes per annum (tpa).
- 3.8.4 Table 3.1 overleaf details the wastes which are stored at the site which is also shown on Drawing No. TPR/3455/03.

Table 3.1 – Storage Table Details

Waste Storage Area Details												
Plan Ref	Description	Storage type	Containment	Height / width of firewall (m)	Max width of pile (m)	Max length of pile (m)	Max height of pile (m)	Approx. area (m2)	Conversion factor used	Approx. volume (m3)	Max storage time	Comments
AREA 1	Mixed waste reception (tipping), inspection and sorting area	Free-standing (unprocessed)	Free-standing against concrete panel wall	5 / 0.6	13.5	6	4	81	0.333	108	<1 week	Mixed loads are deposited here for sorting.
AREA 1A	Temporary waste reception area	Free-standing (unprocessed)	Free-standing stockpile	n/a	8	7	3	56	0.333	56	<1 week	As above
AREA 2	Non-recyclable / bulky waste	Free-standing (sorted by hand or grab)	Freestanding in open fronted building	5 / 0.6	8	6	4	48	0.333	64	<1 week	Larger items of waste that cannot be recycled will be stored here and removed from site for further treatment at a suitably permitted facility
AREA 3	Mixed HCl waste feed pile	Free-standing (sorted by hand or grab)	Freestanding in open fronted building	3 / 0.6	6	6	2	36	0.333	24	<1 week	Waste to be fed through the feed hopper, trommel / picking line
AREA 4	Lights (mixed waste plastic etc)	Container (sorted by hand or grab)	40-cubic yard container	n/a	6.1	2.44	2.62	15	1	39	<1 week	Removed sooner if full.
AREA 5	<25mm screened fines for landfill	Processed by trommel screen	Freestanding in concrete panel bay beneath trommel	4 / 0.6	4	3	2	12	0.75	18	<1 week	Removed sooner if full.
AREA 6	Scrap metal	Container (Processed / sorted by overband magnet)	40-cubic yard container	n/a	6.1	2.44	2.62	15	1	39	<1 week	Scrap metal that has been separated by hand or the overband magnet on the picking line.
AREA 7	Soil	Processed by trommel screen	Concrete interlocking walls	3 / 0.6	5	5	2	25	0.75	38	<1 week	Non-combustible waste
AREA 8	Wood	Container (sorted by hand or grab)	40-cubic yard container	n/a	6.1	2.44	2.62	15	1	39	<1 week	Removed sooner if full.
AREA 9	Stone / concrete / hardcore	Free-standing (processed)	Concrete interlocking bay	5 / 0.6	14	8	4	112	0.75	336	<4 weeks	Non-combustible waste
AREA 10	Crushed stone / concrete / hardcore	Free-standing (processed)	Concrete interlocking bay	5 / 0.6	5	5	4	25	0.75	75	<4 weeks	Non-combustible waste
AREA 11	Paper / cardboard	Container (sorted by hand or grab)	40-cubic yard container	n/a	6.1	2.44	2.62	15	1	39	<1 week	Volume based per container
AREA 12	Baled paper / cardboard	Free-standing (processed)	Concrete interlocking bay	3 / 0.6	6.5	5	2	32.5	1	65	<1 week	Removed sooner if full.
AREA 13	Mixed general waste	Free-standing (processed)	Concrete interlocking bay	4 / 0.6	10.5	6	2	63	0.75	95	<1 week	Removed sooner if full.

3.9 Conversion Factors

3.9.1 The following conversion factors for calculating waste pile sizes are set out below.

Table 3.2 – Conversion Factors

Conversion Factors
Conversion factors for waste piles are worked out using the following methods set out by the Environment Agency
The maximum length width pile is based on the largest dimension – the volume of the pile has been calculated using the area x height x relevant conversion factor
Conversion of 1 for materials stored within containers, area of storage in stackable containers and waste/bale stacks
Conversion of 0.75 for waste stored within a bay comprising volume of rectangle + pyramid
Conversion of 0.3333 for waste stored in a free-standing stockpile
All containers can be moved and are accessible from one side so a fire can be extinguished

3.10 Record Keeping

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

- a) A written description of the waste which has been agreed and signed by the operator and the next holder. The description is part of the waste information the operator will provide.
- b) A statement confirming that the operator has fulfilled the duty to apply the waste hierarchy as required by regulation 12 of the Waste (England and Wales) Regulations 2011 (see Waste Hierarchy Guidance for England and Wales)
- c) The description of the waste is accurate and contains all the information required to ensure the lawful and safe handling, transport, treatment, recovery or disposal by subsequent holders, including classification of the waste by using the appropriate codes (referred to as the List of Wastes (LoW) or European Waste Catalogue (EWC)) -

Appendix A of the Waste Classification Technical Guidance provides a list of the codes as well as advice on how to assess and classify waste.

- d) The quantity and nature and whether it is loose or in a container, if in a container, the type of container.
- e) The time and place of transfer.
- f) The SIC code of the transferor (current holder of the waste).
- g) The name and address of the transferor and transferee (person receiving the waste) and their signatures (the signature can be electronic as long as an enforcement officer can view it).
- h) The capacity in which the transferor and transferee are acting (e.g. as a producer, importer or registered waste carrier, broker, or dealer) and their relevant authorisation to act in that capacity (e.g. their permit number or registration number).

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

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

3.10.3 A waste information note will not be required for non-hazardous waste if the waste holder does not change on the transfer of waste e.g. the waste is moved to other premises belonging to the same business. However, it is best practice that the business understands who has responsibility for that waste and a record is kept of internal transfers for audit purposes.

3.10.4 **Hazardous waste:** The site will not be accepting any hazardous waste into the site and if any hazardous waste or non-conforming waste is to be removed, it will be done so using a fully

completed hazardous waste consignment note and sent to a suitably permitted site. The records of which will be kept for 5 years.

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

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

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

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

3.11 Management Techniques

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

3.11.2 The manner in which the facility is managed is a critical element in ensuring emissions from the site operations are minimised. Therefore, management of this facility ensures:

- a) Staff are competent to manage and operate the facility i.e. fit and proper persons;
- b) Waste acceptance procedures are in place;
- c) Appropriate storage and handling procedures are in place;

- d) Waste/product dispatch procedures are in place;
- e) Procedures and control techniques in place to minimise potential emissions to air, land and water;
- f) There is an EMS, i.e. this document, in place to ensure standards are maintained, including incidents and complaints management procedures;
- g) A communication programme is in place; and,
- h) A health and safety programme is in place and is coherently conveyed to all staff and rigorously enforced throughout the whole of the organisation.

3.12 Site Closure Plan

3.12.1 In the event the site ceases to operate as a waste transfer/treatment facility as set out in the permit, the following steps will be followed to achieve site closure:

- a) Contact the EA to advise the Environment Officer(s) that the site is planned to cease / have ceased the acceptance of wastes under the EP.
- b) The amount of residual processed and unprocessed waste on site will be assessed by the TCM to set a timetable for the final processing and timely removal of waste from site.
- c) Following removal of all waste, plant, and machinery from site a site investigation will be undertaken to ascertain the ground conditions of the land to which the site relates.
- d) A surrender application will then be submitted to the EA for determination.

4 Environmental Control, Monitoring & Reporting

4.1 Breakdowns and Spillages

- 4.1.1 In the event of breakdown of loading plant, an alternative machine will be brought on site until it is repaired. If an alternative machine cannot be used, then waste will be stored securely until the plant is repaired. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages.
- 4.1.2 All site surfaces will be inspected daily when the site is in operation. Debris will be swept as required and placed in a skip for disposal to a suitably permitted site.
- 4.1.3 Any spillages of fuel/oil will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will be placed in a skip to be taken to a suitably permitted site for disposal. All spillages of waste and windblown litter will be cleared by the end of the working day in which they occur. Spillage clearance procedures are detailed in Section 5.3.
- 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 inspection frequencies for maintenance/housekeeping are listed on record form TPR/RF/4. The inspection form will be completed by a person who is familiar with the requirements of the EMS and the permit for the site. All details of defects, problems and repairs carried out will be recorded on the form on the day that each event occurs. Detailed comments may also be recorded in the site diary. All repairs will be carried out within 5 working days unless agreed otherwise with the EA.
- 4.2.2 All repairs to site security will be made within 5 working days of the discovery of the damage and the site will be made secure until the repair has been carried out.

- 4.2.3 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 are found, where possible. If a repair is not possible by the end of the working day and a potential breach of permit conditions may occur, the EA will be contacted to agree a suitable timescale for repair.
- 4.2.4 All defects and problems likely to give rise to pollution will be recorded on the form TPR/RF/4 with repairs/solutions being carried out immediately.

4.3 Control of Mud and Debris

- 4.3.1 Due to the site surfacing being concreted it is not considered that the deposit of mud and debris from vehicles will be a problem. Vehicles will be visually inspected before exit to check that loads are safe and that no mud is carried out onto the surrounding roads from wheels or bodies of skip delivery vehicles. Visual inspections of the vehicle running surfaces at the site will be carried out daily (see TPR/RF/4), however, staff will report any problems with mud or debris on the site immediately to the site manager.
- 4.3.2 The deposit of material on the public highway will be treated as an emergency and will be cleared immediately by the operator using either a brush and shovel or vacuum tanker/road sweeper if necessary. Silt will not be washed into roadside drains or gullies.

4.4 Dust Control

- 4.4.1 The site operates in accordance with a site-specific dust management plan covering all aspects of dust control and mitigation, this document is referenced as TPR-3455-F.

4.5 Odour Control

- 4.5.1 The site operates in accordance with a site-specific odour management plan covering all aspects of odour control and mitigation, this document is referenced as TPR-3455-E.

4.6 Litter Control

- 4.6.1 Given the nature of wastes accepted at the site (i.e. light wastes including paper/cardboard), there is a risk of litter escaping the site boundary and therefore careful management is required to reduce the risk to low/negligible.
- 4.6.2 The greatest risk of litter would be during windy conditions. The site will be operated to a lesser degree during these conditions giving due regard to the potential effects of windblown litter.
- 4.6.3 All light waste will be stored in secure bays 1m below the height of the bay or inside secure containers during windy weather conditions.
- 4.6.4 Regular (minimum daily) inspections of the site boundary will be carried out for the presence of windblown litter and operatives will be instructed to collect the litter and place it in a skip for disposal/recovery before the end of the working day. Staff carrying out litter picking duties will record their findings on TPR/RF/4 and report to the site manager.

4.7 Control of pests, birds and other scavengers

- 4.7.1 As the site will be accepting household skips there is potential for the risk of pests. The site will reduce this by thorough daily inspections for the presence of pests and the results of the inspection noted in the site diary or site inspection form.
- 4.7.2 As waste is typically removed from site within 48-72 hours, it is unlikely that pests will become problematic. If any occurrences are noted, a pest controller will be called to site to eradicate the problem.

4.8 Control and Monitoring of Noise & Vibration

- 4.8.1 Waste operations will be carried out using the Best Practicable Means at all times. No operations will be undertaken on site outside of the hours outlined in section 1.5.

- 4.8.2 The wood drying building / site office will act as a screen to any receptors west of the site.
- 4.8.3 All plant and equipment will be maintained in accordance with manufacturer's recommendations.

4.9 Complaints Procedure

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

5 Emergency & Contingency Procedures

5.1 General

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

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

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

5.2 Fire

- 5.2.1 The site will be operated in accordance with an approved Fire Prevention Plan (FPP) which is a stand-alone document dealing with the prevention, mitigation and handling of any fires on site (please refer to Document Reference TPR-3455-B). Please refer to this FPP as the main site management document pertaining to fire-related issues and management, control, and emergency procedures for fires on site.

- 5.2.2 For quick reference, the following actions will be taken when fire is detected or suspected (site operatives):
- a) DON'T PANIC
 - b) RAISE THE ALARM (IF NOT DONE SO ALREADY)
 - c) NOTIFY THE SITE MANAGER (IF SAFE TO DO SO)
 - d) DO NOT TRY TO TACKLE THE FIRE YOURSELF UNLESS YOU ARE TRAINED IN DOING SO AND YOU ARE SURE OF THE NATURE AND SOURCE OF THE FIRE
 - e) LEAVE THE SITE USING THE MAIN ACCESS GATES AS QUICKLY AND AS ORDERLY AS POSSIBLE
 - f) ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT WHICH IS LOCATED BY THE SITE ACCESS GATES.
 - g) THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON 999 AND ENSURING THAT ALL PERSONS WHO WERE WORKING ON THE SITE OR WHO SIGNED IN TO THE VISITOR'S BOOK ARE ASSEMBLED SAFELY
 - h) INFORM ALL NEIGHBOURING PREMISES WHO ARE LIKELY TO BE AFFECTED
 - i) INFORM THE ENVIRONMENT AGENCY
 - j) DO NOT RETURN TO THE SITE UNTIL YOU HAVE BEEN GIVEN THE ALL CLEAR BY THE EMERGENCY SERVICES AND THE SITE MANAGER

5.3 **Breakdowns**

- 5.3.1 In the event of plant breakdowns, alternative plant will be sourced until the existing plant is repaired to prevent potential over stockpiling of waste. If an alternative plant cannot be used then waste will be stored securely until the plant is repaired and if necessary, waste will be diverted to an alternative site. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages, most likely on the concrete surface.
- 5.3.2 Essential spares for plant maintenance are kept on site to ensure a repair can be carried out efficiently.

5.4 Spillages

- 5.4.1 Fuel which may be stored on site will be contained within a bunded receptacle/container to contain any primary leaks. If any oil and vehicle maintenance chemicals are kept on site, they will be stored securely. In the event of a spillage a spill containment kit (absorbent pads, booms or granules) will be used to prevent further spillage and the contaminated absorbents placed in a skip for disposal to a suitably permitted facility.
- 5.4.2 All site surfaces will be inspected daily for the presence of spillages when the site is in operation. Debris will be swept as required and placed in a skip for further processing on site and sent to a suitably permitted site.
- 5.4.3 All wastes liable to give rise to contamination will be removed from the site within an EA agreed timescale.

5.5 Drums

- 5.5.1 The deposit of drummed waste will not be allowed at the site. If a drum is concealed within a skip and is not observed until the skip is deposited in the waste reception area, then the following procedure will apply:
- a) The staff member will visually check the condition of the drum from a safe distance, noting any labels referring to the possible contents or hazards.
 - b) The site manager will be contacted to verify the observations and to decide on further action.
 - c) The producer of the waste and the EA will be contacted for advice and further information if necessary and both will be informed that a breach of the Duty of Care and site permit conditions has occurred as the result of the unauthorised deposit.
 - d) No further waste will be deposited until the emergency has been dealt with.
 - e) All spillages will be cleared using a spill containment kit and all contaminated absorbents placed in a skip for disposal to a suitably permitted waste management site.

- f) If the deposit results in serious reactions with other waste or harmful emissions or the drum contents cannot be identified, then the emergency services and/or specialist waste contractors will be brought in to assist. If necessary, staff will be evacuated from the site or to a safe area within the site and all occupants of neighbouring properties will be informed.

5.6 Adverse reactions

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

5.7 Staff shortages

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

5.8 Weather Conditions

- 5.8.1 The site will subscribe to the Met Office to receive updated weather alerts for the following weather conditions which could cause a potential complaint off site or potential breach of permit:
 - i) Prolonged periods of heavy rainfall causing mud and surface water ponding; this could also lead to waste becoming wet and causing odour
 - ii) Periods of cold weather leading to stockpiles freezing reducing processing operations causing over stockpiling of waste
 - iii) High winds creating a risk of litter and dust escaping beyond the site boundary
 - iv) Droughts or periods of hot weather which could lead to heating of combustible waste, water shortages, hosepipe bans and excessive dust.

- v) Dense fog leading to poor visibility causing accidents.

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

HEAVY RAINFALL

- Vehicles exiting the site will undergo a more thorough check to ensure mud is not tracked onto the surrounding roads.
- Should long periods of rainfall be likely, the site will hire a third-party road sweeper to cover the wet period to ensure surfaces are swept thoroughly throughout the day.

COLD WEATHER

- The site will reduce stockpile sizes and divert material to alternative sites following collection from an excavation site in advance prior to the cold weather conditions.
- Stockpiles consisting of soil may be covered with tarpaulin to prevent them from freezing meaning they can be processed upon warmer weather.
- The site will ensure only wastes associated with the transfer station or wastes which comprise of concrete, hardcore are accepted during freezing weather conditions to prevent over stockpiling.

HIGH WINDS

- There will be no sorting, processing or treatment of any wastes which are likely to be blown around during conditions of high winds.
- Vehicles leaving the site will be sheeted to comply with the requirements of the Duty of Care legislation.
- Stockpiles will be reduced to a suitable height to prevent the material escaping beyond the site boundary.
- Stockpiles may be covered with tarpaulin in the event the above procedures are not considered effective.

- In the event of extreme winds, the site will deploy the above measures and may be forced to close operations until conditions have improved.

DROUGHTS/WARM, DRY WEATHER

- In extreme cases such as a hosepipe ban or water shortage, the site will ensure there is additional water available i.e. tanks which can be used for filling the mobile bowser to ensure suppression techniques can still function.
- The site will contact the water company in the event of an emergency to see if the water pressure can be increased.
- For periods of prolonged dry conditions, stockpiles and processing heights may be reduced to a suitable level to reduce the risk of dust.
- If the above measures are not suitable, the site will look install dust netting in a timescale agreed with the EA.
- Where dust is becoming a major concern then the operator will stop processing the material and cover the piles using tarpaulin until conditions or dust suppression techniques are considered effective.

DENSE FOG (POOR VISIBILITY)

- The site will not operate in conditions of poor visibility such as dense fog to reduce the risk of vehicle collisions or other potential accidents.

5.9 Operational Failure

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

5.10 Bomb Scare

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

6 Adapting to Climate Change & Weather Conditions

6.1 Climate Change

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

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

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

- Increases in the probability and severity of flooding (fluvial, groundwater, surface);
- Exposure to high temperatures and heatwaves; and
- Shortages in availability of water

6.2 Flood Risk / Increased Rainfall

6.2.1 The site is located withing Flood Zone 1, which is classified as a low probability and risk of fluvial flooding.

6.2.2 The existing site surface water drainage system includes a septic tanks and interceptor.

6.2.3 The site fully sealed by the existing infrastructure which prevents run-off and washing away of material outside of the site.

6.3 High temperatures and heatwaves

- 6.3.1 Staff operating outside or within the building would be potentially vulnerable to high temperatures and heatwaves. The building in which sorting would be undertaken is open fronted to enable access and egress by vehicles delivering material for processing. Operational areas of the site have mistair fans installed to provide a flow through of air and provide cooling for staff.
- 6.3.2 During periods of dry weather may increase risk of dust arising from stockpiles of material. As outlined in this EMS, a range of dust mitigation measures would be employed including sheeting of vehicles, use of mobile dowsers to dampen down stockpiles and surfaces, regular sweeping, and limiting stockpile and drop heights.
- 6.3.3 The retention and enhancement of vegetation surrounding the site will also provide a degree of shelter from wind and help to reduce the risk of dust being blown off-site, while also providing for shade and carbon sequestration.

6.4 Availability of Water

- 6.4.1 The main water use on site would be dowsing and dampening stockpiles and surfaces during dry and windy conditions and the use of water suppression during crushing operations.

6.5 Weather Conditions

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

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

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

HEAVY RAINFALL

- Vehicles exiting the site will undergo a more thorough check to ensure mud is not tracked off site.
- Should long periods of rainfall be likely, the site may consider hiring (as a result of daily inspections) a third-party road sweeper to cover the wet period to ensure surfaces are swept thoroughly throughout the day.

HIGH WINDS

- There will be no sorting, processing or treatment of any wastes which are likely to be blown around during conditions of high winds.
- Vehicles leaving the site will be sheeted to comply with the requirements of the Duty of Care legislation.
- Stockpiles will be reduced to a suitable height to prevent the material escaping beyond the site boundary.
- In the event of gale force winds, the site will deploy the above measures and may be forced to close operations until conditions have improved.

DROUGHTS/WARM, DRY WEATHER

- In extreme cases such as a hosepipe ban or water shortage, the site will ensure there is additional water available i.e. tanks which can be used for filling the mobile bowser to ensure suppression techniques can still function.
- For periods of prolonged dry conditions, stockpiles and processing heights may be reduced to a suitable level to reduce the risk of dust.
- If the above measures are not suitable, the site will look install additional measures such as dust netting on the boundary walls.
- Where dust is becoming a major concern then the operator will stop processing the material and increase dust suppression until dust levels have significantly reduced.
- Any overlapping vegetation will be cut below the height of the boundary wall in the event of wildfires.

DENSE FOG (POOR VISIBILITY)

- The site will not operate in conditions of poor visibility such as dense fog to reduce the risk of vehicle collisions or other potential accidents.

6.6 Conclusion

- 6.6.1 The options to mitigate and adapt to climate change are also limited. The options identified in this section are considered to be proportionate, practicable and deliverable and it is considered this site would not be affected by climate change or adverse weather conditions.

7 Training for Site Staff

7.1 Training needs assessment

- 7.1.1 All new and existing site staff are subject to a specific training regime based on their responsibilities at the site to ensure all operations are carried out without harm to the environment or amenity of the surrounding area. Training in all aspects of the site and waste operations at the site with regard to the individual responsibilities of the site staff will help to prevent incidents occurring which may have an adverse impact on the environment and/or the employees and their co-workers.
- 7.1.2 An employee training record (i.e. TPR/RF/6 in Appendix II) shall provide a comprehensive checklist for the training needs of all new site staff and also serves as a training review for existing site staff which will be carried out annually or a period set at the operator's preference.

7.2 Site Rules and Infrastructure Training

- 7.2.1 This information is provided to all employees, visitors, and contractors with a full understanding of the sites conditions of use, which is communicated and documented at induction for all staff with specific induction for visitors and contractors.
- 7.2.2 Competency should be demonstrated within this field to ensure the employee is fully aware of the sites surroundings and operations to ensure their safety and compliance with specific operating conditions at the site.

7.3 Emergency Procedures Training

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

- 7.3.2 In addition to normal operating conditions as specified in the site rules, employees must also be trained in dealing with eventualities which may occur outside the scope of normal operating conditions, so they are aware of how to deal with these situations in advance of an occurrence.

7.4 Fire safety / firefighting training

- 7.4.1 Management must provide all employees with appropriate fire safety training regarding their individual responsibilities.
- 7.4.2 Emergency procedures detailing what measures employees should adopt should a fire occur at the site are detailed in Section 5.2 and are covered by the 'emergency procedures' training (see Section 7.3).
- 7.4.3 Regular fire drills are undertaken by site management to ensure proper procedures are followed by employees in the unlikely event that a fire incident occurs. These will be unannounced drills and will not form part of the induction or review training as specified in Section 7.1.

7.5 Recognition of Waste Types Training

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

- 7.5.2 Staff will also be trained to recognise any gypsum/plasterboard within accepted loads and ensure any pieces found are deposited into the correct area on site. Staff will also be trained to recognise the importance of not mixing any plasterboard with biodegradable material.
- 7.5.3 Training is provided to all site users who handle waste on site and those in charge of administration and reporting. In-depth training will also be provided to drivers responsible for collecting wastes from the site of production in accordance with Section 3.0. They will be trained to identify any wastes not covered by the EP for the site and inform the producer that an alternative facility must be sought for any non-compliant wastes.

7.6 Storage Areas / Limits Training

- 7.6.1 Those employees who carry out their responsibilities at the site and those in senior posts must be trained to identify appropriate waste storage areas to ensure that waste storage operations comply with the requirements of the permit for the site.
- 7.6.2 Employees in these roles must also be trained to recognise storage limits to ensure that they are in accordance with those specified in Section 1.7.
- 7.6.3 Employees will be trained to identify that the plasterboard bay and containers are clearly segregated from other wastes stored at the site. If staff notice any issues with storage of plasterboard, the TCM will be contacted.

7.7 Vehicle / Plant Preventative Maintenance Training

- 7.7.1 This training is provided specifically for the vehicle and plant operators to ensure that all plant and machinery is checked regularly to prevent any occurrences which may lead to any adverse impacts on the environment or human health.
- 7.7.2 Training will be in accordance with Section 2.9 of this document and will be based on the preventative maintenance schedule supplied by the plant/equipment manufacturer.

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

7.8 Duty of Care Training

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

7.9 Plant Operation Training

- 7.9.1 Any employees who are required to operate loading or treatment plant for the movement or processing of waste will be required to undertake the necessary qualifications for the operation of the specific item of plant in question. This will be required prior to operating the plant and will be obtained through necessary external certification programmes.
- 7.9.2 Regardless of general plant operation certification, all operatives will be fully inducted in the operation of the specific make and/or model of plant used on site.

7.10 Permit / Management System / Fire Prevention Plan Training

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

7.11 Training for Contractors

- 7.11.1 General site training will be provided to any contractors who are working on the site on a temporary basis.

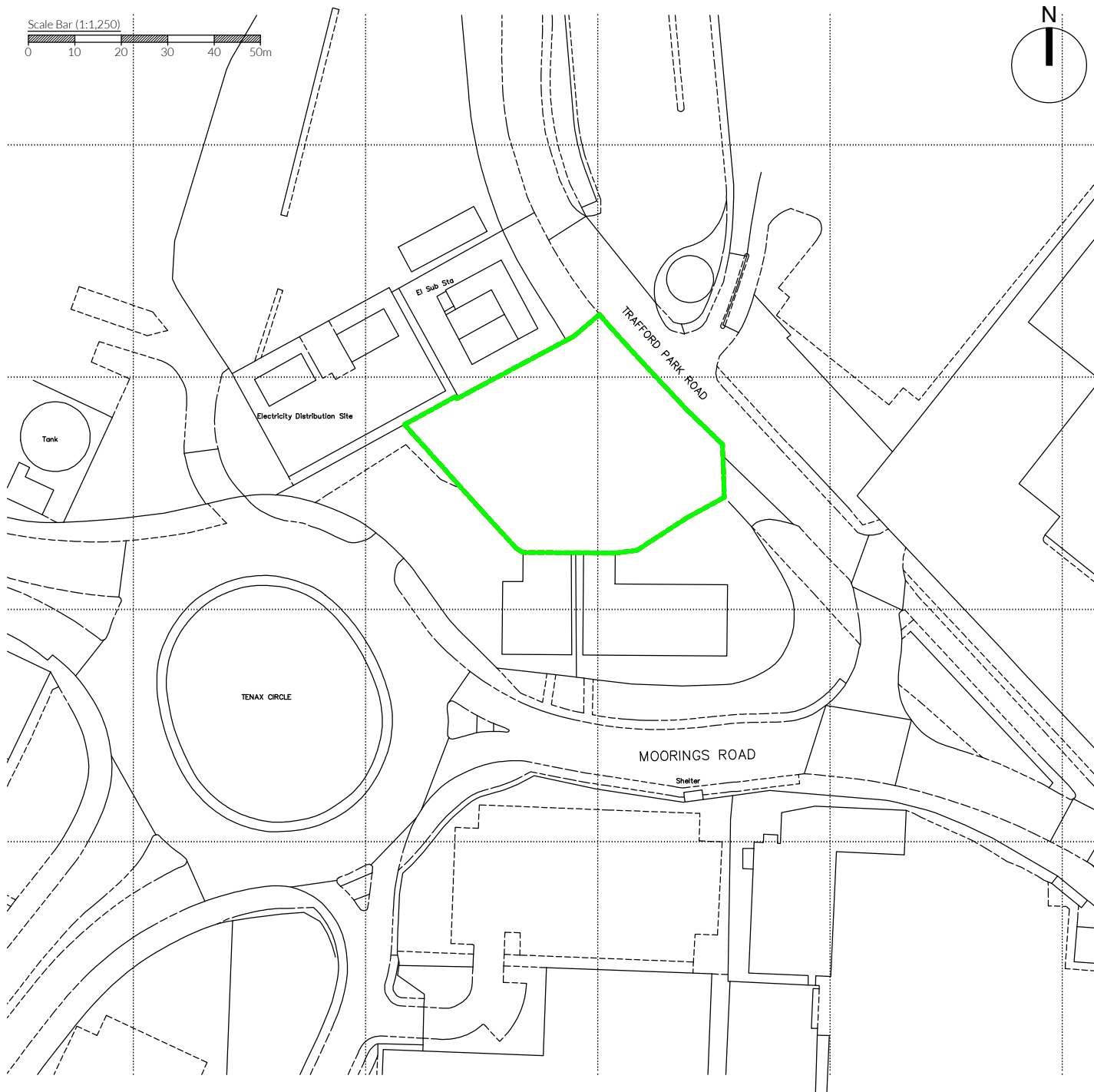
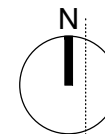
- 7.11.2 Additional training will be provided to contractors in their area of expertise. If they are dealing with specific items of plant/machinery, site operating conditions and a general understanding of the EP conditions will be provided to prevent any adverse impacts on the environment.

Appendix I

Drawings

Scale Bar (1:1,250)

0 10 20 30 40 50m



NOTES

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REVISION HISTORY

Rev:	Date:	Init:	Description:
-	15.11.24	EG	Initial drawing

KEY:

—— Permit boundary

TITLE:

PERMIT BOUNDARY PLAN

CLIENT:

Skip Co MCR Limited

PROJECT/SITE:

Trafford Park Road, Trafford Park, Stretford, Manchester, M17 1FR

SCALE @ A4:

1:1,250

CLIENT NO:

3455

JOB NO:

001

DRAWING NO:

TPR/3455/02

REV:

-

STATUS:

Issued

DATE:

15.11.24

DRAWN:

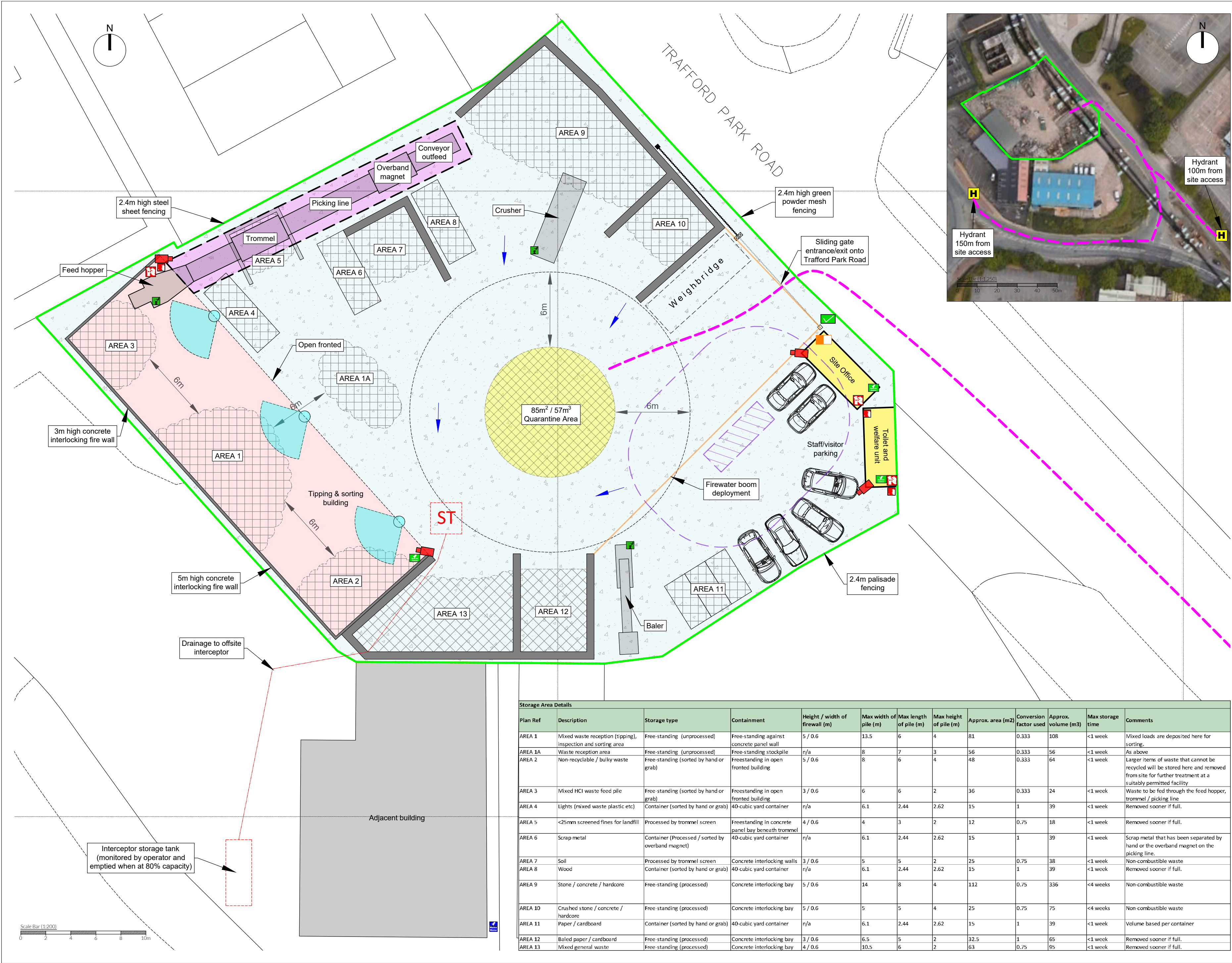
EG

CHECKED:

-

 **Oaktree Environmental**
Waste, Planning & Environmental Consultants





NOTES

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REVISION HISTORY

Rev:	Date:	Init:	Description:
-	14.11.24	EG	Initial drawing

Key:

Permit boundary

Waste storage areas

Quarantine area

Impermeable concrete surface

Tipping & sorting shed (impermeable concrete floor)

Buildings (offices, etc.)

Covered area

Out-of-hours plant storage

Spill kits (indicative location)

Fire fighting equipment (extinguishers, etc.)

Pan tilt and zoom cameras with 50m coverage

Fire assembly point

Access route for emergency services

Fire hydrant

Fan / misters & indicative splay

Fire water containment boom storage

Septic tank

Firewater boom deployment

Concrete firewalls / bays

Surface water fall direction

Hose reels

Mains water

Plant shut off

Interceptor

TITLE:

SITE LAYOUT & FIRE PLAN

CLIENT:

Skip Co MCR Limited

PROJECT/SITE:

Trafford Park Road, Trafford Park, Stretford, Manchester, M17 1FR

SCALE @ A2:

1:200

CLIENT NO:

3455

JOB NO:

004

DRAWING NO:

TPR-3455-03

REV:

-

STATUS:

Issued

DATE:

14.11.24

DRAWN:

EG

CHECKED:

CP

Oaktree Environmental

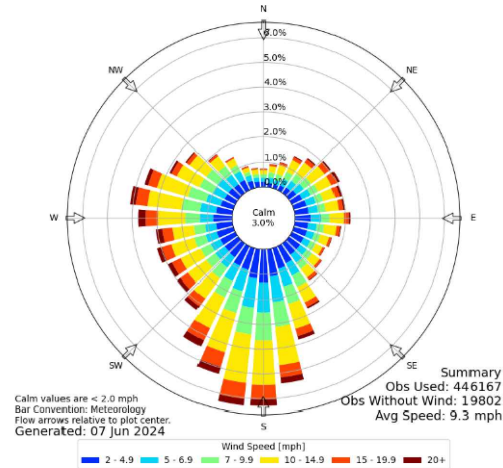
Waste, Planning & Environmental Consultants

Storage Area Details												
Plan Ref	Description	Storage type	Containment	Height / width of firewall (m)	Max width of pile (m)	Max length of pile (m)	Max height of pile (m)	Approx. area (m2)	Conversion factor used	Approx. volume (m3)	Max storage time	Comments
AREA 1	Mixed waste reception (tipping), inspection and sorting area	Free-standing (unprocessed)	Free-standing against concrete panel wall	5 / 0.6	13.5	6	4	81	0.333	108	<1 week	Mixed loads are deposited here for sorting.
AREA 1A	Waste reception area	Free-standing (unprocessed)	Free-standing stockpile	n/a	8	7	3	56	0.333	56	<1 week	As above
AREA 2	Non-recyclable / bulky waste	Free-standing (sorted by hand or grab)	Freestanding in open fronted building	5 / 0.6	8	6	4	48	0.333	64	<1 week	Larger items of waste that cannot be recycled will be stored here and removed from site for further treatment at a suitably permitted facility
AREA 3	Mixed HCl waste feed pile	Free-standing (sorted by hand or grab)	Freestanding in open fronted building	3 / 0.6	6	6	2	36	0.333	24	<1 week	Waste to be fed through the feed hopper, trommel / picking line
AREA 4	Lights (mixed waste plastic etc)	Container (sorted by hand or grab)	40-cubic yard container	n/a	6.1	2.44	2.62	15	1	39	<1 week	Removed sooner if full.
AREA 5	<25mm screened fines for landfill	Processed by trommel screen	Freestanding in concrete panel bay beneath trommel	4 / 0.6	4	3	2	12	0.75	18	<1 week	Removed sooner if full.
AREA 6	Scrap metal	Container (Processed / sorted by overband magnet)	40-cubic yard container	n/a	6.1	2.44	2.62	15	1	39	<1 week	Scrap metal that has been separated by hand or the overband magnet on the picking line.
AREA 7	Soil	Processed by trommel screen	Concrete interlocking walls	3 / 0.6	5	5	2	25	0.75	38	<1 week	Non-combustible waste
AREA 8	Wood	Container (sorted by hand or grab)	40-cubic yard container	n/a	6.1	2.44	2.62	15	1	39	<1 week	Removed sooner if full.
AREA 9	Stone / concrete / hardcore	Free-standing (processed)	Concrete interlocking bay	5 / 0.6	14	8	4	112	0.75	336	<4 weeks	Non-combustible waste
AREA 10	Crushed stone / concrete / hardcore	Free-standing (processed)	Concrete interlocking bay	5 / 0.6	5	5	4	25	0.75	75	<4 weeks	Non-combustible waste
AREA 11	Paper / cardboard	Container (sorted by hand or grab)	40-cubic yard container	n/a	6.1	2.44	2.62	15	1	39	<1 week	Volume based per container
AREA 12	Baled paper / cardboard	Free-standing (processed)	Concrete interlocking bay	3 / 0.6	6.5	5	2	32.5	1	65	<1 week	Removed sooner if full.
AREA 13	Mixed general waste	Free-standing (processed)	Concrete interlocking bay	4 / 0.6	10.5	6	2	63	0.75	95	<1 week	Removed sooner if full.

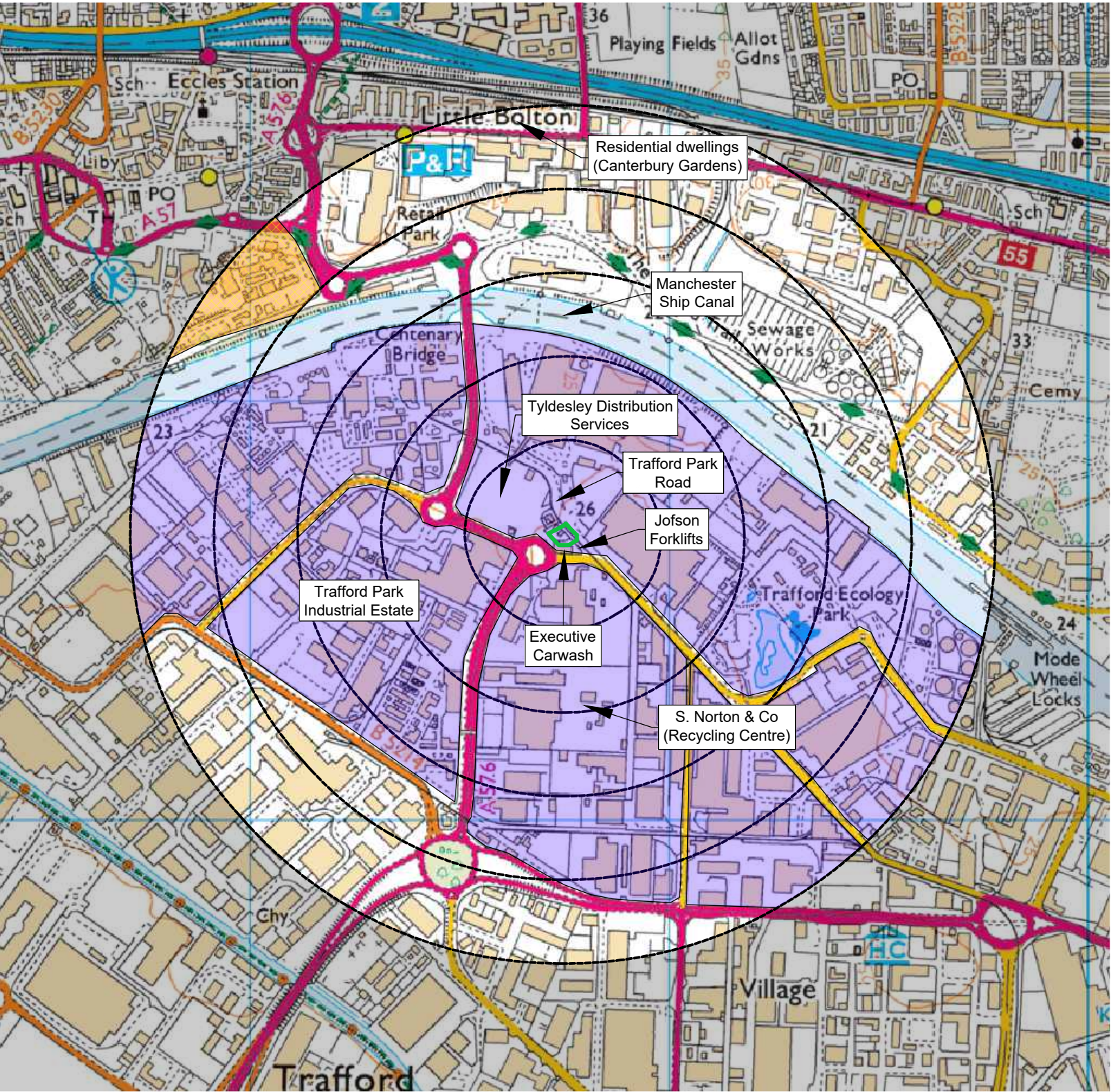
KEY:

- Permit boundary
- Surface water body (river / stream / pond / pool / lake)
- Workplaces (includes agriculture industry, commerce and retail)
- Areas with mix of residential, retail and commercial properties
- Trafford Park Industrial Estate
- Class A roads
- Class B roads
- Class C roads

Windrose Plot for [EGCC] Manchester
Obs Between: 01 Jan 1973 12:00 AM - 07 Jun 2024 08:50 AM Europe/London

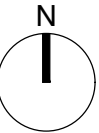


Compass Wind Rose for Manchester
International Airport (EGCC) Period 1973-2024
- source: Iowa State University



Scale Bar (1:12,500)

0 km 500 m 1 km



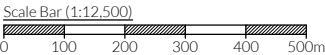
NOTES

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

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REVISION HISTORY

Rev:	Date:	Init:	Description:
-	15.11.24	EG	Initial drawing



TITLE:

RECEPTOR PLAN

CLIENT:

Skip Co MCR Ltd

PROJECT/SITE:

Trafford Park Road, Trafford Park, Stretford, Manchester, M17 1FR

SCALE @ A3:

1:12,500

CLIENT NO:

3455

JOB NO:

004

DRAWING NO:

TPR/3455/04

REV:

-

STATUS:

Issued

DATE:

15.11.24

DRAWN:

EG

CHECKED:

CP



Appendix II

Record Keeping Forms

SKIP CO MCR LTD
REJECTED WASTE - RECORD FORM TPR/RF/1

DATE	
TIME	
WASTE DESCRIPTION	
QUANTITY OF WASTE	
PRODUCER/HOLDER'S NAME, ADDRESS & TELEPHONE No.	
NAME OF CARRIER	
VEHICLE REGISTRATION	
CARRIER REG. No.	
REASON FOR REJECTION OF WASTE	
ACTION TAKEN	

SKIP CO MCR LTD DAILY INSPECTION CHECKLIST - TPR/RF/2			
DATE			
ITEM FOR VISUAL INSPECTION ↓	TIME OF INSPECTION (START)	CHECKED Y/N	REMEDIAL ACTION REQUIRED
	TIME OF INSPECTION (FINISH)		
EMERGENCY ACCESS (FREE FROM BLOCKAGES)			
COMBUSTIBLE WASTE STORAGE (AWAY FROM POTENTIAL IGNITION SOURCES)			
FIRE WATCH AT THE END OF THE WORKING DAY TO INSPECT FOR SIGNS OF SELF-HEATING, SMOKE OR FIRE AND ENSURE EXHUAISTS ON PLANT ARE COOL ETC			
DUST/FLUFF AROUND UNIT CHECK			
LITTER (I.E. LOOSE COMBUSTIBLE WASTE MATERIALS)			
PLANT/EQUIPMENT MAINTENANCE CHECKS (BEFORE AND AFTER USE)			
FIRE QUARANTINE AREA IS CLEAR OF WASTE			
DUST MONITORING			
OTHER (SEE NOTES BELOW)			
INSPECTION CARRIED OUT BY			
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):			
CHECKED BY		SIGNATURE	
POSITION		DATE	
SHEET		OF	

SKIP CO MCR LTD			
WEEKLY INSPECTION CHECKLIST - TPR/RF/3			
WEEK COMMENCING			
ITEM FOR VISUAL INSPECTION	TIME OF INSPECTION (START)	CHECKED Y/N	REMEDIAL ACTION REQUIRED
↓	TIME OF INSPECTION (FINISH)		
SITE SECURITY (CCTV SYSTEM IS WORKING, FENCING AROUND SITE PERIMETER IS IN GOOD CONDITION, LOCK ON GATED ENTRANCE IS WORKING)			
WASTE STORAGE AREA (NOT EXCEEDING THE DIMENSIONS INCLUDED IN THE FIRE PREVENTION PLAN)			
WEATHER FORECAST (CHECK FOR UPCOMING WEEK TO DETERMINE IF WASTE OPERATIONS ARE LIKELY TO BE IMPACTED)			
FIRE FIGHTING EQUIPMENT AND SPILL KITS E.G. FIRE EXTINGUISHERS ARE IN PLACE AND FULLY STOCKED			
INTEGRITY OF CONCRETE WALLS / BAYS (NO CRACKS ETC)			
INTEGRITY OF IMPERMEABLE PAD (NO CRACKS ETC)			
INTEGRITY OF WATER STORAGE TANK (NO LEAKS OR CRACKS ETC)			
INTERCEPTOR CAPACITY			
OTHER (SEE NOTES BELOW)			
INSPECTION CARRIED OUT BY			
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):			
CHECKED BY		SIGNATURE	
POSITION		DATE	
SHEET		OF	

SKIP CO MCR LTD			
MONTHLY INSPECTION CHECKLIST - TPR/RF/4			
WEEK COMMENCING			
ITEM FOR VISUAL INSPECTION ↓	TIME OF INSPECTION (START)	CHECKED Y/N	REMEDIAL ACTION REQUIRED
	TIME OF INSPECTION (FINISH)		
HOSES AVAILABLE ON SITE AND FREE FROM HOLES (IN GOOD WORKING CONDIITON)			
ELECTRICALS (WIRES SHOULD NOT BE FRAYED / DAMAGED AND SOCKETS NOT OVERLOADED)			
SPILL KITS / FIRE EXTINGUISHERS AVAILABLE AND FULLY STOCKED			
FIREWATER BOOMS AVAILABLE			
OTHER (SEE NOTES BELOW)			
INSPECTION CARRIED OUT BY			
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):			
CHECKED BY		SIGNATURE	
POSITION		DATE	
SHEET		OF	

SKIP CO MCR LTD
PREVENTATIVE MAINTENANCE CHECKLIST– TPR/RF/5

CHECKED BY	POSITION
DATE	DATE OF LAST CHECKLIST

	EQUIPMENT ITEM					
OFFICIAL MAINTENANCE CHECK REQUIRED (Y/N)						
IF NO, DATE OF LAST CHECK						
IF YES, DATE OF NEXT CHECK						
IS ITEM IN CORRECT WORKING ORDER						
LEAKAGES OF OIL/DIESEL ON MOBILE PLANT / VEHICLES						
IF NO, WHAT REPAIRS ARE REQUIRED (USE SEPARATE SHEET IF REQUIRED)						
WERE REPAIRS DETAILED ON THE LAST CHECKLIST						
IF YES, HAVE THEY BEEN CARRIED OUT						
ADDITIONAL REPAIRS OR ACTIONS REQUIRED						

SKIP CO MCR LTD

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

EMPLOYEE NAME				DATE COMPLETED			
POSITION				REVIEW DUE			
TRAINER				OUTCOME	PASSED		
POSITION					FURTHER TRAINING REQUIRED		
CARRIED OUT /SIGN OFF >	Y/N	SIGNED BY EMPLOYEE	SIGNED BY TRAINER		Y/N	SIGNED BY EMPLOYEE	SIGNED BY TRAINER
ENVIRONMENTAL PERMIT				FIRE PREVENTION PLAN			
MANAGEMENT SYSTEM				FIRE SAFETY			
SITE RULES				EMERGENCY PROCEDURES			
RECORD KEEPING / TRANSFER NOTES				STORAGE /PILE SIZE LIMITS			
RECOGNITION OF WASTE TYPES				STORAGE DURATION			
SECURITY				FIRE DETECTION			
VEHICLE CHECKS				FIRE ALARMS			
PLANT OPERATION				FIRE FIGHTING EQUIPMENT			
PLANT CHECKS				FIRE WATER CONTAINMENT MEASURES			
AMENITY - LITTER, ODOUR, PESTS etc.				SPILL CLEARANCE			
NOTES AND ACTIONS:							

SKIP CO MCR LTD
COMPLAINTS REPORT FORM (TPR/RF/7)

Date Recorded:	Reference Number:
Name and address of caller	
Telephone number of caller	
Time and Date of call	
Nature of complaint (noise, odour, dust, other) (date, time, duration)	
Weather at the time of complaint (rain, snow, fog, etc.)	
Wind (strength, direction)	
Any other complaints relating to this report	
Any other relevant information	
Potential reasons for complaint	
The operations being carried out on site at the time of the complaint	
Follow Up	
Actions taken	
Date of call back to complainant	
Summary of call back conversation	
Recommendations	
Change in procedures	
Changes to Environmental Management System (EMS)	
Date changes implemented	
Form completed by	
Signed	
Date completed	

COMPLAINT RECORDING PROCEDURE:

Any complaints received will be recorded on form TPR/RF/7. This form will normally be completed, signed and dated by the Site Manager; if they are not available the Office Manager will complete the form.

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

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

Appendix III

Copy of Environmental Permit

Appendix IV

Health & Safety – Conditions of Site Use

HEALTH AND SAFETY - CONDITIONS OF SITE USE

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

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

Declaration: To be completed by site users

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

Signed.....

Print name.....

Company/Organisation.....

Date.....

Note: these conditions are included in the EMS for information only and may be revised regularly as part of the site health and safety policy.