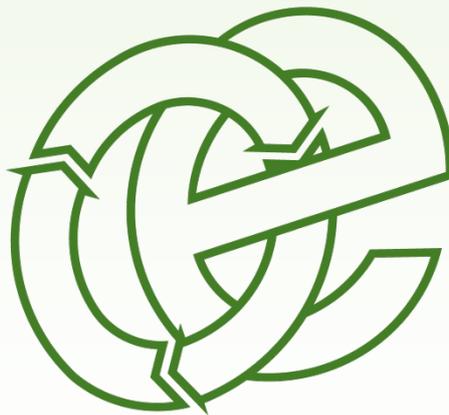


# ENVIRONMENTAL MANAGEMENT SYSTEM

Tan Yard Brow, Gorton, Manchester M18 8UJ

**Cosmor Groundworks Limited**

<b>Version:</b>	1.0	<b>Date:</b>	10 October 2025		
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**Appendix I - Drawings**

Drawing No. TAN-3473-02 – Permit Boundary Plan

Drawing No. TAN-3473-03 – Site Layout Plan

Drawing No. TAN-3473-04- Receptor Plan

**Appendix II - Record Keeping Forms**

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

**Appendix III - Environmental Permit**

**Appendix IV - Health & Safety – Conditions of Site Use for Staff and Visitors**

## Site Information & Key Contacts List

<b>Site Address:</b>	Tan Yard Brow, Gorton, Manchester M18 8UJ		
<b>Site Operator:</b>	Cosmor Groundworks Limited	<b>National Grid Ref:</b>	SJ 89133 96056

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Kevin Costello	Director & TCM	07376617128	07972 364668
<b><u>St Marys – Hospital</u></b> Oxford Rd, Manchester M13 9WL	Main NHS Hospital	01612761234	999 or 112
<b><u>Gorton Medical Centre</u></b> Gorton Hub, 27 Garratt Way, Manchester M18 8HE	Local Doctor Surgery (GP)	01612231113	111, 999 or 112
<b><u>Greater Manchester Police-Gorton Police Station</u></b> The Pineapple, 18 Garratt Way, Manchester M18 8HE	Local Police Non-Emergency	01618563529	999
	Police Emergency	999	999
<b><u>Gorton Fire Station (Greater Manchester Fire &amp; Rescue Service).</u></b> Birch St, Manchester M12 5NS	Fire and Rescue Service (in Emergency Dial 999)	01616085327	999
<b><u>Manchester City Council</u></b> Manchester City Council, Daisy Works, 345 Stockport Rd, Longsight, Manchester M13 0LF	Local Planning Authority	01612345000	0161 234 5000
<b><u>United Utilities (Water utility company)</u></b> Mere Business Park, Lingley Green Ave, Great Sankey, Lingley WA5 3LP	Local Water Supplier / Sewerage Provider	03456723723	0345 672 3723
<b><u>Environment Agency</u></b> Richard Fairclough House, Knutsford Rd, Warrington WA4 1HT	Environmental Regulator	03708506506	0370 850 6506
<b><u>Oaktree Environmental Ltd</u></b> Lime House, 2 Road Two, Winsford, Cheshire, CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	-

# **1 Introduction**

## **1.1 General**

1.1.1 Oaktree Environmental Ltd have been instructed by Cosmor Groundworks Limited (the Operator) to prepare this Environmental Management System (EMS).

1.1.2 This EMS has been prepared in relation to waste operations undertaken at Tan Yard Brow, Gorton, Manchester M18 8UJ. The operations undertaken at the site include acceptance and treatment (by screening) of soils and aggregates.

1.1.3 The permit boundary for the site is outlined in green on Drawing No. TAN-3473-02. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant, and equipment.

1.1.4 This EMS considers appropriate measures and 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 01/08/2023.
- f) Climate change: risk assessment and adaption planning in your management system.

## 1.2 Relevant Contacts

1.2.1 The registered office address for the operator is as follows:

Cosmor Groundworks Limited Tan Yard Brow, Gorton, Manchester M18 8UJ	<b>Contact:</b> Kevin Costello <b>Position:</b> Director <b>Tel:</b> 07376617128 / 07972 364668 <b>Email:</b> kevin@cosmor.co.uk
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1.2.2 Contact details for Oaktree Environmental are as follows:

Oaktree Environmental Ltd Lime House Road Two Winsford Cheshire CW7 3QZ	<b>Contact:</b> Joshua Ulyatt <b>Position:</b> Consultant <b>Tel:</b> 01606 558833 <b>Email:</b> <a href="mailto:josh@oaktree-environmental.co.uk">josh@oaktree-environmental.co.uk</a>
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## 1.3 Site Location

1.3.1 The site is located at Tan Yard Brow, Gorton, Manchester M18 8UJ as shown on Drawing No. TAN-3473-02. The site is centred at national grid reference SJ 89133 96056 and can be accessed from Tan Yard Brow.

1.3.2 The site is located on the outskirts of Manchester and is largely surrounded by a mixture of residential properties and commercial premises. There are various areas of woodland surrounding the Industrial Estate along with the Gore Brook to the east which leads into the Gorton Lower Reservoir.

1.3.3 The closest residential dwellings are located to the northeast of the site approximately 86m from the centre of the site off Tan Yard Brow. There are other larger areas of dwelling north of this beyond the adjacent farm. There are large areas of dwellings located to the south of the site located beyond Hyde Road.

1.3.4 A full list of receptors within 1km of the site has been included in Table 1 below.

**Table 1 - Receptors**

No.	Receptor	Receptor Type	Direction from Site	Approx distance from the site boundary to the receptor boundary (m)
1	The Vale Cottage	Commercial area/Pub	North west	65
2	Gore Brook	Surface water	North/west	5
3	Gorton Heritage Trail	Public foot path	North	30
4	Dwellings off Tan Yard Brow	Residential	Northeast	67
5	Springbank Farm	Farm/Kennels	North	80
6	Pure Gym	Gym	South east	113
7	Holiday Inn	Hotel	West	132
8	Lord Nelson	Commercial/pub	South west	120
9	Dwellings off Hyde Road	Residential	South	85
9	IONITY Charging Station	Electric vehicle charging station	South east	215
10	Brookfield Unitarian Church	Church	South west	206

1.3.5 Other receptors not detailed in the above Table are shown on Drawing No. TAN-3473-04, the receptor which will be held in Appendix I of this report.

## **1.4 Waste Operations**

1.4.1 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; also shown in 'Table 2.1 - Activities' of the EP SR2022 No.01 which are shown below:

**Table 2 - Permitted Operations**

<b>Table 2.1</b>		
<b>Activity Reference</b>	<b>Description of specified activity</b>	<b>Limits of specified activity</b>
<b>AR1-</b> treatment of waste to produce soil, soil substitutes and aggregates	<p><b>R3:</b> Recycling and reclamation or organic substances which are not used as solvents.</p> <p><b>R5:</b> Recycling and reclamation of other inorganic materials.</p>	<p>Treatment is limited to sorting, separation, screening, and blending of waste for recovery as a soil, soil substitute or aggregate.</p> <p>Treatment does not include soil or aggregate washing.</p> <p>No more than 75,000 tonnes of waste types listed in Table 4.1, except soil and stones waste code 17 05 04 shall be accepted per year.</p> <p>Treatment of slags and ashes shall not exceed 200 tonnes per day.</p> <p>Wastes used to produce aggregate are limited to those waste codes and types listed in Table 4.1.</p> <p>Wastes used to produce soil and soil substitutes are limited to those waste codes and types listed in Table 4.1.</p>
<b>AR2-</b> storage of waste	<p><b>R13:</b> Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced).</p>	<p>No more than 10,000 tonnes in total of waste shall be stored at any one time.</p> <p>No more than 10,000 tonnes of waste types listed in Table 4.1 shall be stored at any one time.</p> <p>No waste shall be stored for longer than 12 months.</p>

## **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 / product:

Monday to Friday	07:00 – 18:00
Saturday	08:00 – 16:00
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 Table 3 overleaf 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 environmental responsibilities for each staffing role.

1.6.3 If staff with specific responsibilities are due to be absent for a period of time, then their responsibilities are required to be delegated to another member of staff. The delegation of these responsibilities is recorded in the site diary.

**Table 3 - Staffing Levels**

<b>Position</b>	<b>Employees</b>	<b>Responsibilities</b>
Site Manager	1	Overseeing and co-ordinating all activities which take place at the site
Technically Competent Manager (TCM)	1	Ensuring compliance with the permit and H&S
Site operatives	1	Waste handling/processing, reception and plant operation.
Administration staff	1	Office/administrative duties

## **1.7 Technically Competent Management (TCM) schedule**

- 1.7.1 Kevin Costello will act as TCM for the site. The TCM is required to attend site for a minimum, 20% of the operational 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 Natural Resources Wales for inspection on request.
- 1.7.4 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. Natural Resources Wales 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     At the time of writing Cosmor Groundworks Limited nor any of the relevant people within the company have been convicted of a relevant offence.

## **2 Site Engineering and Infrastructure**

### **2.1 Site Description**

- 2.1.1 The site comprises of an external yard which is situated on hardstanding and tarmac surface. All waste operations including any storage and processing of waste (screening) will be undertaken on a concrete pad. There is a small area to the southwest of the site where the incoming waste is tipped which will be situated on a tarmac surface, the screening of waste will be undertaken on some concrete inside the canopy building.
- 2.1.2 There is a 2.5m high wall along the southern perimeter of the site which separates Tan Yard Brow Road and the applicant's site. The access/egress gate consists of approximately 2.4m high steel palisade fencing with steel cladding on the inside. The gate has anti climb spikes fixed to the top the prevent unauthorised access. The perimeter of the site consists of 3m high concrete panel walls for the majority of the boundary with an additional 4m steel sheeting attached to the fencing along the north western boundary.
- 2.1.3 Parking for staff and visitors is made available on site in the designated parking area displayed on the sites layout plan Drawing No. TAN-3473-03.

### **2.2 Site Office**

- 2.2.1 The documents listed below will be retained in the site office.

<b>Documents to be retained in site office</b>
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 5 years)
Waste delivery tickets
Accident book (& 1st aid kit)

## **2.3 Weighing and Categorising Loads**

2.3.1 There is no weighbridge located on site, the weight of each load being accepted and removed from site will be calculated using the standard EA/WRAP agreed volume-to-weight conversion factors.

## **2.4 Notice board and signs**

2.4.1 A notice board will be erected at the site entrance and displays the following information:

- a) The site name and address.
- b) The name of the permit holder and operator.
- c) The Environmental Permit number and accompanying statement stating that the site is permitted by Environment Agency.
- d) Environment Agency contact details, Emergency No. and General Enquires No. 03708506506.
- e) Operator's "out of hours" emergency contact details.
- f) Operating hours.

2.4.2 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.

## **2.5 Site Security**

2.5.1 Site security is important to reduce the likelihood of unauthorised access to the site. The site is situated on Tan Yard Brow, the only access to the site being off an internal road within the industrial estate. The site access is secured with steel palisade gates which are locked whenever the site is unmanned / out-of-hours to prevent unauthorised access.

2.5.2 The internal walls of the perimeter of the site will be constructed from sunken 3m high concrete panel fencing. This seals the site to prevent any surface water runoff into the

adjacent brook. The above features are illustrated on Drawing No. TAN-3473-03. Additional fencing will be required for the northwestern perimeter in keeping with the noise impact assessment recommendations, this additional fencing is proposed to be 7m high.

2.5.3 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.

2.5.4 It is considered the above security features will minimise the risk of unauthorised access. If unauthorised access becomes apparent as a problem at the site, the security measures will be reviewed, and improvements implemented.

## **2.6 Fuel Storage**

2.6.1 No gas cylinders or aerosols will be accepted for storage at the site, nor will there be chemicals present on site.

2.6.2 Fuel is stored on site in a mobile bowser, with drip trays used when refuelling, the operator will ensure the following procedures are implemented for fuel storage:

- a) Tanks are 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.

2.6.3 All tanks storing fuel, oil or hazardous material are clearly marked showing the product each tank contains and their capacity.

## 2.7 Rejected Waste

2.7.1 Any waste which is rejected will be stored in a quarantine skip as shown on Drawing No. TAN-3473-03 . The location of the quarantine area may vary depending on the capacity of the site, but clear labelling and management control will ensure its use as specified. Rejected wastes will be recorded on form TAN/RF/2 or similar.

## 2.8 Drainage

2.8.1 The site is sealed by 3m high concrete panel walls with the base sunk into the ground to prevent surface water runoff into the adjacent 'Gore Brook'.

2.8.2 There are two ACO's on the site plan which collect clean uncontaminated surface water from roofs, or from areas of the site that are not being used in connection with storing or handling waste, are discharged directly to the surface water sewer to groundwater by seepage through the hardstanding surface via a soakaway. These drainage features are clearly shown on Drawing No. TAN-3473-03.

2.8.3 The sites drainage system will be inspected on a daily basis, and any standing water and spillages will be cleared up straight away.

## 2.9 Vehicles, Plant and Equipment

2.9.1 Waste will be handled using the plant listed in Table 4 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 NRW prior to implementation.

**Table 4 - Plant & Equipment**

ITEM	NUMBER	FUNCTION
Excavators (15 tonne)	1	Loading/unloading/movement/sorting
Screener	1	Screening soil, crushed brick, aggregates etc.

- 2.9.2 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.

## **2.10 Preventative Maintenance**

- 2.10.1 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.
- 2.10.2 Site operatives will undertake preventative maintenance checks to ensure 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.

## **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 All regular haulage operators delivering waste to the site will be periodically checked with the public register to ensure appropriate registration. If waste is to be accepted under sub-contractors or is delivered by other unknown hauliers, then the carrier registration details will be taken prior to them being considered.
- 3.1.3 The procedures below are followed prior to the receipt of waste on site.
- 3.1.4 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 at the recycling centre, then the customer is advised that the waste must be taken to another site which is appropriately permitted to accept the waste(s).
  - d) If further instructions are needed the driver may also report back to the site manager.
  - e) Where it is suspected that the details given on the transfer note are incorrect the EA may be contacted for advice.
  - f) Where the load contains soil from an industrial site the procedures in Section 3.4 will be followed.

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

## **3.2 Checking in & inspection of loads (general)**

3.2.1 All incoming vehicles are required to report to the site office. 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. The weight of each load will be recorded using agreed WRAP conversion weights for loads. 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. EA will be contacted as a matter of urgency and the material left in situ until removed under EA's instruction.

### **3.3 WM3 – Waste Classification Assessment**

3.3.1 For the protection of the operator and site supervisor any loads containing excavated soil i.e. EWC code 17 05 04 from an industrial site which could also include CDE sites, the waste must be accompanied by written documentation to demonstrate that the soil is not contaminated by way of waste analysis in line with Technical Guidance WM3 "Guidance on the classification and assessment of waste (1st Edition v1.1)".

3.3.2 To ensure that only non-hazardous wastes are accepted, the following information will be requested from waste producers (if relevant) at the start of each contract to ensure compliance with the EP and WM3:

- a) A desk survey 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.
- 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 from which the waste was excavated/produced.
- g) Detailed waste description, including EWC code.

3.3.3 The operator reserves the right to refuse such loads and contact EA where necessary (prior to acceptance of the loads) to ensure that the load is acceptable.

### **3.4 Waste Treatment, Storage & Handling**

3.4.1 Once a load has been accepted by the operator, the contents will be discharged into the appropriate reception, storage and treatment areas as shown on Drawing No. TAN-3473-03.

3.4.2 The majority of wastes will be accepted under EWC codes:

- 17 03 02 – bituminous mixtures other than those mentioned in 17 03 01
- 17 05 04 - soil and stones other than those mentioned in 17 05 03
- 17 05 06 – dredging spoil other than those mentioned in 17 05 05
- 17 09 04 – mixed construction and demolition wastes (mixtures of soil, bricks, stones and concrete only)

3.4.3 For mirror non-hazardous EWC codes, a further visual inspection will take place of the waste to ensure no hazardous components are found within the load. If the load is considered suitable, it will be processed using the techniques described in the next section. The site will routinely sample on site stockpiles for accepted waste and waste to be removed loads every 6 – 12 months to ensure that the wastes are consistently non-hazardous and suitable to be accepted at the site.

3.4.4 The following treatment operations are proposed to be undertaken on site:

- a) Handpicking
- b) Screening

3.4.5 Upon deposit into the waste reception area any contravening waste types including plastics, glass and metal are hand-picked from the loads. Contravening waste is stored in a quarantine skip / container prior to removal to a suitably permitted facility.

- 3.4.6 Waste is stockpiled according to its type and required treatment process. Materials may be initially screened to separate fractions according to particle size. Soils within the waste are removed during this process.
- 3.4.7 On site processing using mobile plant is required to produce material to the desired specification for re-sale on the commercial market.
- 3.4.8 In order to produce material to desired specifications for re-sale on the commercial market the below treatment procedures are required to be carried out:

#### **SCREENING**

- a) Screening of inert waste may take place in the external yard to further separate waste.
  - b) Waste will be loaded into the feed hopper of the screening plant using a 360° excavator or a loading shovel. The screening process will then separate the soil from the stone/hardcore.
  - c) The screening plant utilises a vibrating grid with evenly spaced vertical bars to separate out the different fractions of material. Such plant has interchangeable mesh screens to permit the production of a wide range of product sizes (<3 mm to 20 mm).
  - d) Soil will be deposited into varying stockpiles depending on its size via conveyors.
  - e) The stone/hardcore material off the front conveyor of the screener should consist of stone/hardcore which will consist of a saleable aggregate.
- 3.4.9 Stockpiles of material will be limited to 1m below the storage bays to ensure a freeboard is maintained.

### **3.5 Waste/product removal and export**

- 3.5.1 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 excavator.

3.5.2 The operational outputs and residues produced by the site and the disposal or recovery routes envisaged are detailed as follows:

- a) Brick/rubble - for screening to produce MOT type 1 aggregate or similar product under the site's Aggregates Protocol.
- 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) Rejected material will be removed from site as detailed in Section 2.7.

### **3.6 Aggregates Protocol**

3.6.1 To be able to demonstrate compliance with the Aggregates from Inert Waste Quality Protocol, the site will retain all documentation for every load of recycled aggregates sent out of the site and the correct information will be included. If information is missed or documentation not retained, then the material will remain a waste and be sent to a suitably permitted site.

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

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

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

### **3.7 Record Keeping**

- 3.7.1 Cosmor Groundworks Limited use detailed WTN 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). Records of WTN will be kept for a minimum of 2 years.
- 3.7.2 Seasonal waste transfer notes may be supplied by customers; these cover a series of non-hazardous waste transfers for up to one year and will be used for regular transfers of the same type of non-hazardous waste with the same waste 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.
- 3.7.3 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.
- 3.7.4 **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.
- 3.7.5 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, with submission due within one month of the end of each quarter as shown overleaf:

**Table 5 - Waste return deadlines**

Quarters	Deadline for Return
1 <sup>st</sup> January to 31 <sup>st</sup> March	30 <sup>th</sup> April
1 <sup>st</sup> April to 30 <sup>th</sup> June	31 <sup>st</sup> July
1 <sup>st</sup> July to 30 <sup>th</sup> September	31 <sup>st</sup> October
1 <sup>st</sup> October to 31 <sup>st</sup> December	31 <sup>st</sup> January of the following year

- 3.7.6 Outcomes of inspections of waste types, transfer/treatment areas, storage areas, drainage, infrastructure etc., will be recorded on-site inspection form and detailed comments will be entered into the site diary (including action taken or proposed). TAN/RF/3 (or similar).
- 3.7.7 Visitors to the site will sign the sites visitor's book located in the site office upon arrival stating the purpose of their visit and whom they represent.
- 3.7.8 Complaints will be recorded; TAN/RF/5 is included as an advisory. Section 4.9 demonstrates further action on the event of any complaints received.

### **3.8 Management Techniques**

- 3.8.1 All measures necessary to achieve a high level of protection of the environment and to ensure that the site is operated in accordance with this EMS and EP conditions will be strictly adhered to.
- 3.8.2 The manner in which the facility is managed is a critical element in ensuring emissions from the site operations are minimised. Therefore, management of this facility will ensure:
- staff are competent to manage and operate the facility i.e. fit and proper persons;
  - waste acceptance procedures are in place;
  - appropriate storage and handling procedures are in place;
  - waste/product despatch procedures are in place;
  - procedures and control techniques in place to minimise potential emissions to air, land and water.
  - 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 are in place and is coherently conveyed to all staff and rigorously enforced throughout the whole of the organisation.

### **3.9 Site Closure Plan**

3.9.1 In the event that the site ceases to operate as a waste transfer/treatment facility as set out in the site's EP, the following steps will be followed to achieve site closure:

- a) Contact EA to advise the Environment Officer(s) that the site is planned to cease / have ceased the acceptance of wastes under the permit.
- 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 EA for determination.

## **4 Environmental Control, Monitoring and Reporting**

### **4.1 Breakdowns and spillages**

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

### **4.2 Site inspections and maintenance**

- 4.2.1 The type and inspection frequencies for maintenance/housekeeping are listed on record form TAN/RF/3 as an advisory. The inspection form will be completed by a person who is familiar with the requirements of the EMS and EP for the site. All details of defects, problems and repairs carried out will be recorded on the form on the day that each event occurs. Detailed comments may also be recorded in a site diary. All repairs will be carried out as soon as practically possible.
- 4.2.2 All repairs to site security will take place as soon as practically possible and the site will be made secure until the repair has been carried out. Any major defects found during the daily site inspection will be repaired as soon as practically possible.

### **4.3 Control of Mud and Debris**

- 4.3.1 All vehicles entering and exiting the site shall be sheeted to prevent any mud or debris falling onto the local highway.
- 4.3.2 Vehicles will be visually inspected before exit to check that loads are safe and that no mud is carried up the access track which could spill off site onto the surrounding roads from the wheels or bodies of HGVs.
- 4.3.3 If necessary, vehicle wheels will be washed using a hose to remove any mud and minimise the tracking of mud onto the local highway.
- 4.3.4 The deposit of material on the access road or public highway will be treated as an emergency and will be cleared immediately by the operator using either a brush or vacuum tanker/road sweeper if necessary. Silt will not be washed into roadside drains or gullies.
- 4.3.5 If mud and debris become an issue at the site, it will be reported to site management.

### **4.4 Control of Dust**

- 4.4.1 The site will be operated in accordance with a site-specific Dust Management Plan, Document Ref: TAN-3473-F.
- 4.4.2 The most common sources of dust on site are from the following:
  - a) Handling of waste (particularly dry material).
  - b) Processing of waste (screening).
  - c) Storage of waste (particularly in dry and or windy conditions).
- 4.4.3 A series of dust mitigation measures are implemented on site and when site conditions dictate to ensure dust emissions are controlled as far as is practically possible. The measures include:

- a) sheeting of vehicles delivering waste to the site.
- b) vehicles entering the site are visually inspected prior to unloading to ensure that excessively dusty loads are not accepted.
- c) sheeting of vehicles transporting potentially dusty loads off site.
- d) cleaning of any spillages using wet cleaning methods.
- e) stockpiles will be kept to 2m high during summer months which is considered suitable for this type of activity
- f) drop heights **ALWAYS** minimised to prevent dust emissions.
- g) A continuous water supply will be available on site which can be used for dust suppression in all dry, hot weather conditions.

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

4.4.5 If excessive dust emissions are reported from monitoring, the site manager must establish what is causing the excessive dust emissions to be generated and take remedial action. Dust mitigation methods will be reviewed, and further suppression implemented.

4.4.6 The deposit of material on the access road or public highway will be treated as an emergency and will be cleaned immediately using a brush or a road sweeper/vacuum tanker if necessary.

4.4.7 In the unlikely event that dust levels result in complaints; a bowser can be sourced to dampen down dusty stockpiles and site surfaces to prevent any further dust generation.

## **4.5 Odour Control**

4.5.1 Given the nature of wastes accepted at the site, the risk of odours on/off is deemed very negligible. If malodorous waste is deposited on site, it will be consigned to the skip for rejected waste or removed from the site immediately.

- 4.5.2 The complaints procedure in record form TAN/RF/5 will be rigorously enforced should a third-party complaint be received from a public or private source.

## **4.6 Litter Control**

- 4.6.1 Given the nature of wastes accepted at the site, the risk of litter escaping the site boundary is deemed very low/negligible.
- 4.6.2 The greatest risk of litter would be during windy conditions. The site will be operated to a lesser degree during these conditions giving due regard to the potential effects of windblown litter.
- 4.6.3 Daily inspections for litter will be carried out for the presence of windblown litter and operatives will be instructed to collect the litter and place it in a skip for disposal/recovery before the end of the working day. In any event, all light waste will be placed in skips before the end of the working day. Regular checks of the areas immediately beyond the site boundary will be carried out by site operatives.

## **4.7 Control of pests, birds and other scavengers**

- 4.7.1 Due to the nature of the waste accepted on site, it is considered unlikely that vermin will present a problem, but a recognised pest control contractor will be brought in within 48 hours if any problems are encountered. 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.

## 4.8 Control and monitoring of noise & vibration

4.8.1 The site will be operated in accordance with a site-specific Noise Impact Assessment and Management Plan which will be sent to accompany this bespoke permit application.

4.8.2 The likely sources of noise arising from the development; and the actions to be taken / procedures to be followed or planned in order to prevent or minimise levels are shown on Table 6 below.

**Table 6 - Noise Management Table**

<b>Potential Noise Source</b>	<b>Action to be taken to prevent or minimise noise</b>
HGVs travelling to and from the site for delivery/collection of wastes/products.	<ul style="list-style-type: none"> <li>All vehicles are required to be driven onto and off site with due consideration for neighbouring premises.</li> <li>HGV movements will be spread out evenly throughout the day.</li> </ul>
Loading/unloading of waste delivery vehicles	<ul style="list-style-type: none"> <li>Vehicles must be well maintained and operated with silencers.</li> <li>Moving parts to be regularly lubricated. All vehicles must be driven slowly around the site (5mph site speed limit).</li> <li>Engines to be switched off when not in use.</li> <li>Reversing alarms to be preferentially fitted with white noise alarms to minimise impacts on neighbouring sites.</li> <li>No shaking of vehicle bodies whilst raised.</li> </ul>
Operation of screening plant	<ul style="list-style-type: none"> <li>Engines to be switched off when not in use.</li> <li>Plant to be well maintained and operated with silencers.</li> <li>Moving parts to be regularly lubricated.</li> <li>Operation of the crushing/screening plant in strict accordance with the hours set out in Section 1.5 of this EMS will ensure any impact on the surrounding area is minimised during 'unsociable' hours when surrounding industrial operations are less intensive or dormant.</li> <li>Screening will be undertaken inside the open fronted building which provides acoustic screening.</li> </ul>
Operation of loading plant (i.e. Excavator)	<ul style="list-style-type: none"> <li>Drop heights to be kept to a minimum, particularly when loading empty tipper wagon/skip/container to minimise noise/vibration.</li> <li>Engines to be switched off when not in use.</li> <li>Plant to be well maintained and operated with silencers.</li> <li>Moving parts to be regularly lubricated. All vehicles must be driven slowly around site.</li> <li>Loading plant/machinery will only be operated at ground level, i.e. never on stockpiles.</li> </ul>
Small vehicles travelling to and from the site (e.g. staff and visitor's cars, courier van deliveries etc.)	<ul style="list-style-type: none"> <li>All those working on and visiting the site to be made aware of need for considerate driving and keeping vehicles well maintained.</li> <li>Small vehicles will arrive marginally earlier than the main site operating hours.</li> </ul>

## **4.9 Complaints Procedure**

- 4.9.1 Any third-party complaints received will be recorded on form TAN/RF/5 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 Cosmor Groundworks Limited, other site users or members of the public arising as a result of operations on site. Minor injuries such as cuts and grazes etc. will be recorded in the accident book on site. Separate procedures will be used for different types of emergencies. An emergency at the site is defined by the site management as follows:

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

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

### **5.2 Fire**

5.2.1 No combustible waste is accepted at the site, if any combustible waste is discovered within a load, it will be quarantined and removed from site to a suitably permitted facility.

5.2.2 No waste will be burnt, and no fires will be allowed on site. In the event of a fire occurring on site, the operator/site supervisor will exercise his judgement and extinguish the fire with the water hose or suitable fire extinguisher and/or call the fire service for assistance.

Any fires will be reported to EA on the working day that they occur. All staff will be evacuated from the site if necessary. Smoking is not permitted on site. Firefighting residues will be disposed of to a permitted waste management facility.

- 5.2.3 The following actions will be taken when a 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.

- 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 is stored on the site in a mobile bowser with drip trays used when the refuelling takes place, this will take place on a bunded concrete pad with a sealed drainage system.
- 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 NRW will be contacted for advice and further information if necessary and both will be informed that a breach of the Duty of Care and site permit conditions has occurred as the result of the unauthorised deposit.
  - d) No further waste will be deposited until the emergency has been dealt with.
  - e) All spillages will be cleared using a spill containment kit and all contaminated absorbents placed in a skip for disposal to a suitably permitted waste management site.

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

## **5.6 Adverse Reactions**

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

## **5.7 Staff Shortages**

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

## **5.8 Adverse Weather Conditions**

- 5.8.1 **High winds** - There will be 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.
- 5.8.2 **Poor visibility** - The site will not operate in conditions of poor visibility such as dense fog to reduce the risk of vehicle collision.
- 5.8.3 **Droughts / warm weather** – The site would source further dust suppression equipment if dust became a nuisance due to these weather conditions.
- 5.8.4 **Long periods of rainfall or flood events** – Due to the site’s surface and potential for mud tracking off site. Vehicles will undergo a stringent check and vehicle chassis would be

washed down using hoses to reduce the risk of mud tracking off site. If this isn't suitable, the operator would source a road sweeper until weather conditions improve.

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

## **5.9 Closure of Destination Sites**

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

## **5.10 Operational Failure**

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

## **5.11 Bomb Scare**

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

## **6 Adapting to Climate Change & Weather Conditions**

### **6.1 Climate Change**

6.1.1 The Met Office UK Climate Projections (UKCIP) has developed scenarios of climate change, which are summarised 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 A portion of the site (north) is located within a flood zone 2 and 3 area, the site only accepts non-hazardous inert and excavation waste, with the site being used for industrial purposes for over 20 years, the risk of the increased chance of flooding with the site being permitted under a bespoke permit isn't considered to be different to the risk currently at the site.

6.2.2 The site will process inert and excavation waste and therefore any surface water runoff from the site isn't considered to be contaminant flood waters, the site as part of the proposed operations will install 3m high sunken concrete panels around the perimeter which will also reduce run off to the adjacent brook.

### **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.
- 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 bowser 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 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. Water bowsers can be stored on site for use in dust suppression.

### **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.

## **6.6 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 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 TAN/RF/4 is provided in Appendix II which details a list of the training needs of all new site staff and also serves as a training review for existing site staff which will be carried out annually or a period set at the operator's preference.

### **7.2 Site Rules and Infrastructure Training**

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

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

### **7.3 Emergency procedures training**

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

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

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

## **7.4 Fire safety / firefighting training**

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

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

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

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

## **7.5 Recognition of waste types training**

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

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

## **7.6 Storage Areas / Limits Training**

- 7.6.1 Those employees who carry out their responsibilities at the site and those in senior posts must be trained to identify appropriate waste storage areas to ensure that waste storage operations comply with the requirements of the EP for the site.
- 7.6.2 Employees in these roles must also be trained to recognize storage limits to ensure that they are not exceeding site capacity.

## **7.7 Vehicle / Plant Preventative Maintenance Training**

- 7.7.1 This training is provided specifically for the vehicle and plant operators in order to ensure that all plant and machinery is checked regularly to prevent any occurrences which may lead to any adverse impacts on the environment or human health.
- 7.7.2 Training will be in accordance with Section 2.10 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 Training**

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

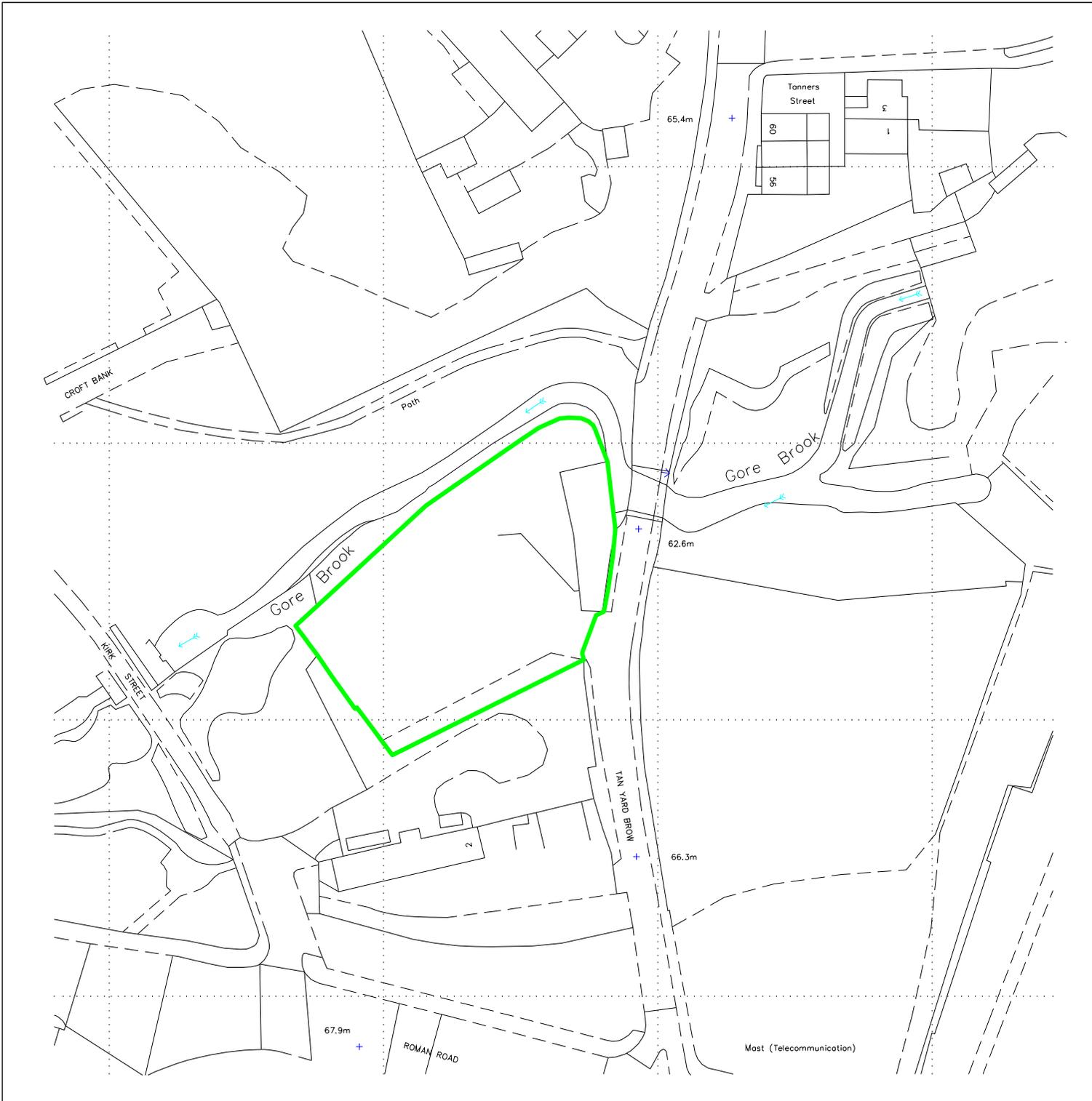
## **7.11 Training for Contractors**

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

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

# Appendix I

# Drawings



**NOTES**

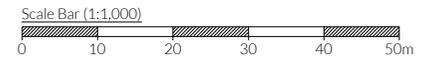
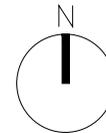
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**REVISION HISTORY**

Rev:	Date:	Init:	Description:
-	14.10.25	JH	Initial drawing

**KEY:**

Permit boundary



**TITLE:**

PERMIT BOUNDARY PLAN

**CLIENT:**

Cosmor Groundworks Limited

**PROJECT/SITE:**

Tan Yard Brow, Gorton, Manchester M18 8UJ

**SCALE @ A4:**

1:1,000

**CLIENT NO:**

3473

**JOB NO:**

002

**DRAWING NO:**

TAN-3473-02

**REV:**

-

**STATUS:**

Issued

**DATE:**

14.10.25

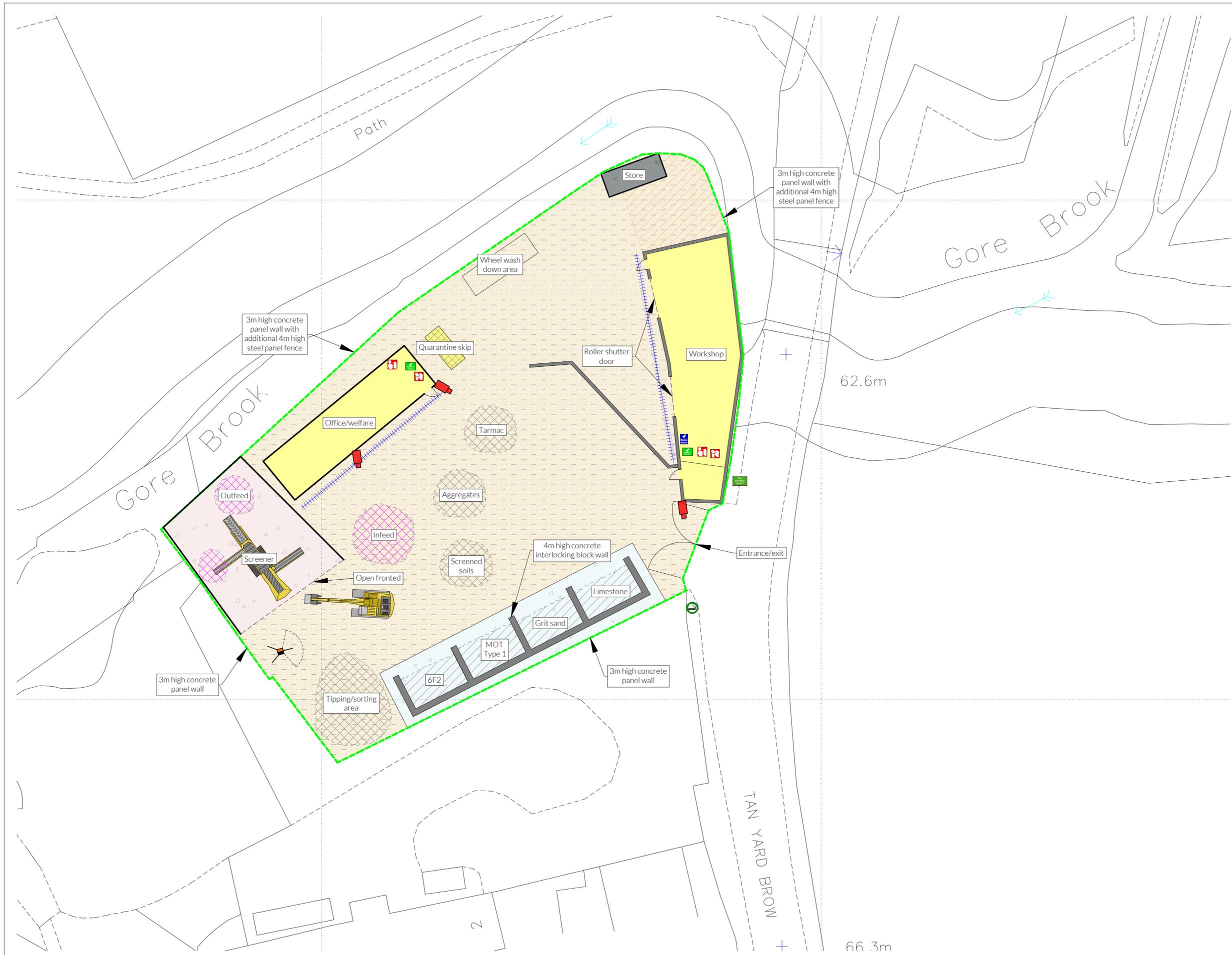
**DRAWN:**

JH

**CHECKED:**

RS



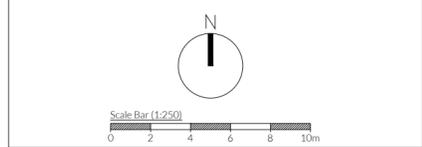


**NOTES**  
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**REVISION HISTORY**

Rev:	Date:	Int:	Description:
-	08.01.25	JH	Initial drawing
A	24.07.25	JH	Amendment
B	08.09.25	JH	Amendment
C	17.09.25	JH	Amendment
D	14.10.25	JH	Amendment

- KEY:**
- Permit boundary
  - Impermeable area
  - Harstanding / Tarmac area
  - Temporary storage area
  - Quarantine area
  - Office/welfare/workshop
  - Waste storage area
  - Non-waste aggregate storage area
  - Plant storage area
  - Waste recycling building
  - 600mm thick interlocking concrete lego block wall
  - 300mm thick concrete wall
  - ACO drain (blocked)
  - CCTV
  - Firefighting equipment/extinguishers (indicative locations)
  - Fire alarms (indicative locations)
  - Spill kits (indicative locations)
  - Mains Water
  - Designated smoking area
  - Fire assembly point
  - Dust suppression mist cannons



TITLE:  
**SITE LAYOUT PLAN**

CLIENT:  
 Cosmor Groundworks Limited

PROJECT/SITE:  
 Tan Yard Brow, Gorton, Manchester M18 8UJ

SCALE @ A2: 1:250      CLIENT NO: 3473      JOB NO: 002

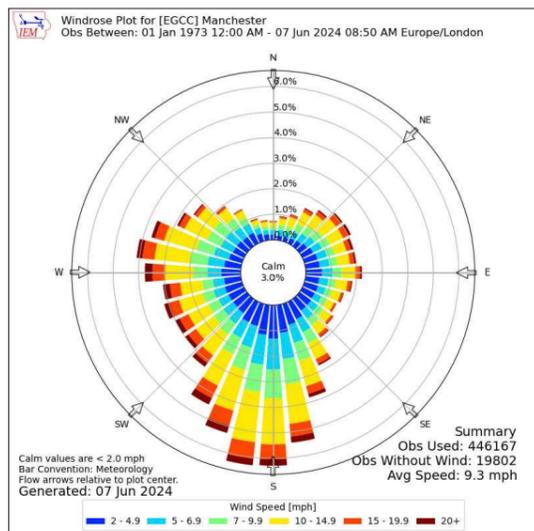
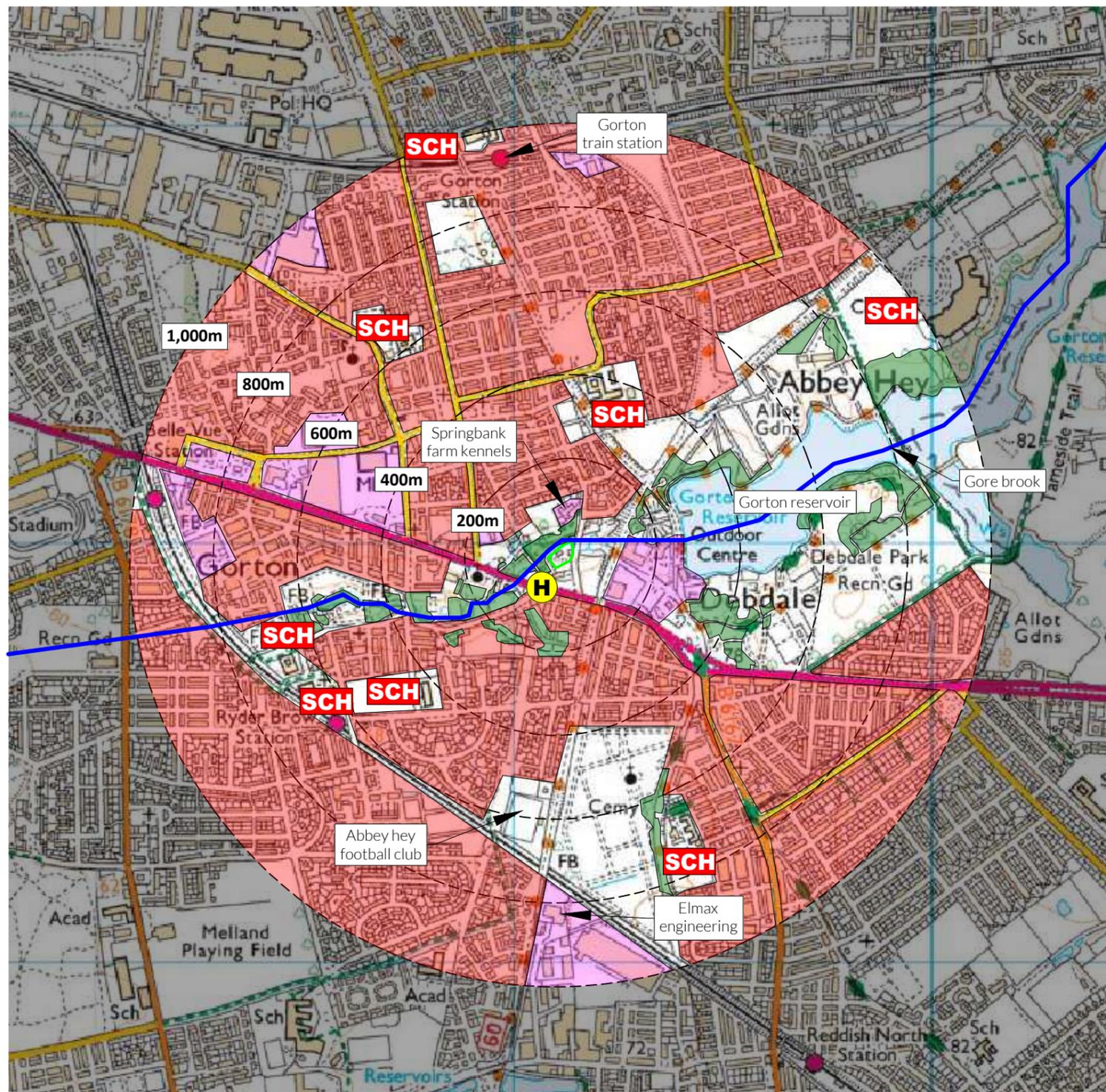
DRAWING NO: TAN-3473-03      REV: D      STATUS: Issued

DATE: 14.10.25      DRAWN: JH      CHECKED: CP



**KEY:**

- Permit boundary
- Main River
- Surface water body (river / stream / pond / pool / lake)
- Workplaces (includes agriculture industry, commerce and retail)
- Areas with mix of residential, retail and commercial properties
- Residential blocks
- Class A, B, C roads
- H Nearest fire hydrant
- Railway line
- SCH School
- Woodland areas
- Priority habitat inventory (deciduous woodland)



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

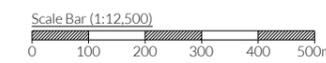
**NOTES**

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

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**REVISION HISTORY**

Rev:	Date:	Init:	Description:
-	14.10.25	JH	Initial drawing



TITLE: RECEPTOR PLAN		
CLIENT: Cosmor Groundworks Limited		
PROJECT/SITE: Tan Yard Brow, Gorton, Manchester M18 8UJ		
SCALE @ A3: 1:12,500	CLIENT NO: 3473	JOB NO: 002
DRAWING NO: TAN-3473-04	REV: -	STATUS: Issued
DATE: 14.10.25	DRAWN: JH	CHECKED: RS



# Appendix II

## Record Keeping Forms

**COSMOR GROUNDWORKS LIMITED**  
**REJECTED WASTE - RECORD FORM TAN/RF/2**

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



**COSMOR GROUNDWORKS LIMITED**  
**EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - TAN/RF/4**

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			
<b>NOTES AND ACTIONS:</b>							

**COSMOR GROUNDWORKS LIMITED  
COMPLAINTS REPORT FORM (TAN/RF/5)**

<b>Date Recorded:</b>	<b>Reference Number:</b>
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	
<b>Follow Up</b>	
Actions taken	
Date of call back to complainant	
Summary of call back conversation	
<b>Recommendations</b>	
Change in procedures	
Changes to Environmental Management System (EMS)	
Date changes implemented	
<b>Form completed by</b>	
<b>Signed</b>	
<b>Date completed</b>	

## **COMPLAINT RECORDING PROCEDURE:**

Any complaints received will be recorded on form TAN/RF/5. 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 NRW and/or the Local Authority.

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

# **Appendix III**

# **Environmental Permit**

# Appendix IV

## Health & Safety – Conditions of Site Use

**HEALTH AND SAFETY - CONDITIONS OF SITE USE**

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

- 1) The site is covered by the Health and Safety at Work Act 1974 and its associated regulations and all users must abide by any relevant provisions. Any person found to be in contravention of the requirements of this Health and Safety Statement will be asked to leave the site.
- 2) All visitors 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 Cosmor Groundworks Limited 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 Cosmor Groundworks Limited nor their employees shall be liable for any loss or injury arising from my non-compliance with the above conditions.

Signed.....

Print name.....

Company/Organisation.....

Date.....

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