

Management system summary

Growing Beds Limited operate their own management system which is not certified and is based upon reducing the environmental impact of the current permitted activity.

The management system in place is designed for the scale of operations at the site and the activities undertaken.

Site infrastructure plan

The site has in place appropriate plans which details all the key infrastructure at site including the following:

- buildings
- storage facilities for hazardous oil and fuel tanks, chemical stores, waste materials
- Layout with all waste treatment areas and storage areas clearly delineated
- location of items for use in accidents and emergencies, like absorbents for chemical spills
- entrances and exits that can be used by emergency services
- residential, commercial or industrial premises in the vicinity
- nearest sensitive site which is an area of Ancient Woodland
- surface water drainage and flow direction
- Storage of mobile plant and equipment
- Hydrants
- CCTV location and coverage

Site operations

The site is a straightforward site with only the composting activity and the wood shredding and storage. The operational controls for the composting are governed by the Quality protocol and standard operating procedure with regards to the PAS100 material. This details the material inputs, preparation of input materials, composting activities, maturation, product preparation, dealing with non-conforming batches, sampling and testing, product labelling and record keeping.

The details with regards the wood shredding is contained within the permit application which the relevant parts will become part of site management systems once approved. The management and control of the key risks at site with regards to non-standard operation and the measures taken to address these are detailed within the dust management plan, fire prevention plan and accident management plan.

As both the shredding of wood and composting are batch processes these can be stopped immediately, and interventions made immediately if any non-conformance is identified.

Site operations for a business that manages, treats or disposes of waste

The fire prevention plan details the following measures for the storage and management of accepted wastes:

- waste storage areas
- storage volumes
- controls in place with regards to waste monitoring (e.g. heat monitoring)
- maximum duration for the storage of waste at site. This includes for contingencies to ensure that the storage duration of the waste is not exceeded
- Maximum waste storage height

Wastes to be accepted are in accordance with the permit and those requested in this permit variation application. All materials accepted are firstly checked at the weighbridge via a camera system which looks into the bin / trailer. These are then checked again by a staff member upon tipping of the load.

Site and equipment maintenance plan

The main plant and equipment at site is the mobile plant, shredder and trommels. These are all maintained in accordance with manufacturer's recommendations and the maintenance undertaken is recorded within the site log. The shredder and deck screen are on service contracts with the supplier.

Contingency Plan

The site does not currently have in place a written contingency plan. However, the site does have in place a number of contingency measures such as:

- Being able to hire in equipment should we have machinery fail, these can be delivered to site within 48 hours
- Green waste, we are able to divert to another facility.
- The Titan Deck screen can also be used to screen compost should there be an issue with the static trommel screen.
- Wood waste is able to be actively managed to reduce intakes of wood waste should end outlets experience outages or downtime.

Both the shredding of wood and composting are batch processes these can be stopped immediately, and interventions made immediately if any abnormal conditions are observed.

Similarly in the event of a breakdown the activity would cease depending on which piece of mobile plant or equipment suffered the breakdown.

In the event of extreme weather as noted within the dust management plan there is contingency to cease shredding operations when the weather centre details that the wind speed has exceeded the relevant threshold.

Emissions to Air

There are no emissions to air currently detailed within the permit therefore there are no monitoring requirements associated with emissions to air.

Background ambient bioaerosol monitoring is included and is undertaken twice per year.

Emissions to Water

There are no discharges to water or sewer from the site therefore there are no monitoring requirements associated with emissions to air.

Accident prevention and management plan

The site has in place an accident management plan which includes for the following risks:

- equipment breakdowns
- enforced shutdowns
- fires
- vandalism
- flooding
- any other incident which causes an unexpected change to normal operations, such as extreme weather

This details the likelihood and consequence of each potential accident, the measures taken to reduce the risk and mitigate the potential impact.

The accident management plan includes the date it was issued, when it is due for subsequent review, a list of emergency contacts and the relevant contact information for the public.

GBRS employs an external Health & Safety advisor / company to complete staff training and toolbox talks. Annually audit the H&S Policy, risk assessments and emergency procedures.

Complaints procedure

The site has in place a complaints procedure and any complaints are recorded on the complaints, actions and outcomes record sheet. The complaint will be addressed by the managing director or nominated appropriate person to undertake the investigation with any actions taken recorded on the aforementioned complaints, actions and outcomes record sheet.

Managing staff competence and training records

All job roles are undertaken by appropriately qualified staff in accordance with their job role. Each persons competence and level of supervision for their role is stated in their competence, training and supervision record.

Staff are trained by external independent companies – NPORS for equipment tickets every 3 years, H&S Training annually from External Company, First Aid Training from local Healthcare Company.

The main key role with regards to operation of the site remains with the Managing Director Mark Evans who holds the appropriate WAMITAB certifications.

Contractors are vetted for their suitability to undertake the appropriate works at site based upon their qualifications, experience and track record.

Keeping records

All records are kept in accordance with the requirements of the permit and include:

- permits issued to the site
- other legal requirements
- site environmental risk assessment
- all site infrastructure/layout plans as detailed above
- Dust management plan
- Accident management plan
- Fire Prevention Plan
- Composting standard operational procedures, HACCP and quality policy
- staff competence and training including specific WAMITAB qualifications
- complaints made, findings of investigation and actions taken
- audits of management system, findings (reports) and actions taken
- management reviews and changes made to the management system
- CAR reports and other communications with the EA
- Records of waste received quantity, list of waste code, weighbridge records, date received and other information as required under the duty of care

Review your management system

The current management system is reviewed annually, after each permit variation, accident, complaint or permit breach whichever comes first.

The changes made to the management system are recorded.

Make sure people understand what you do

All staff are made aware of the existing systems in place as part of their induction and ongoing training.