

ENVIRONMENTAL MANAGEMENT SYSTEM

Holroyd Aggregates, Stockfield Road, Oldham, OL9 9LL

Holroyd Skip Hire Limited

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1.1	05/09/2022	CP	HSH	Application copy
1.2	11/04/2023	CP	HSH	EA & client comments; updates to Sections 2.10, 4.4 and site plan in Appendix I.

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Drawing No. STO/2985/02 – Permit Boundary Plan

Drawing No. STO/2985/03 – Site Layout and Fire Plan

Appendix II - Record Keeping Forms (advisory only)

HSH/RF/1 - Waste Input Record Form

HSH/RF/2 - Rejected Waste

HSH/RF/3 - Waste Output Record Form

HSH/RF/4 - Site Diary/Inspection Form

HSH/RF/6 - Employee Training Needs Assessment / Review

HSH/RF/7 - Complaints Form

****The above forms are advisory only, alternative forms of the operator may be used electronically**

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Site Information & Key Contacts List

Site Address:	Holroyd Aggregates, Stockfield Road, Oldham, OL9 9LL		
Site Operator:	Holroyd Skip Hire Limited	National Grid Ref:	SD 91024 05076

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Derek Holroyd	Director	0161 624 1118	07717 677300
Millicent Faber	Secretary	0161 624 1118	07717 677300
Sam Holroyd	Site manager & TCM	0161 264 1118	07717 677310
Royal Oldham Hospital Rochdale Road, Oldham, Greater Manchester, OL1 2JH	Local NHS Hospital (Main)	0161 778 5665	999
	Accident & Emergency (A&E)	112	999
Werneth Medical Centre Featherstall Road South, Oldham, Lancashire, OL9 7AY	Local Doctor Surgery (GP)	0161 620 5677	999 or 112
Oldham Police Station Barn Street, Oldham OL1 1LR	Local Police Non- Emergency	0161 856 8929	999
	Police Emergency	999	999
Greater Manchester Fire and Rescue Service 177 Broadway, Chadderton, Oldham OL9 0JX	Fire and Rescue Service (in Emergency Dial 999)	0161 909 8627	999
Environment Agency Richard Fairclough House, Knutsford Road, Warrington WA4 1HT	Environmental Regulator	03708 506 506	0800 80 70 60
Oldham Council Civic Center, West St, Oldham OL1 1UT	Local Planning Authority - First Response Team (Emergency)	0161 770 4105	999
United Utilities	Local Water Supplier / Sewerage Provider	0345 6723 723	0345 6723 723
Oaktree Environmental Ltd Lime House, 2 Road Two, Winsford, Cheshire, CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	999 / 0800 80 7060

1 General Considerations

1.1 Site operator/permit holder

1.1.1 Holroyd Skip Hire Limited (the operator) will operate a household, commercial & industrial (HCI) waste transfer station with treatment.

1.1.2 Developments in legislation and the regular increases in the Landfill Tax have increased the need for effectiveness and scope of operations at waste transfer and recycling centres, leading to greater recovery rates for recyclable waste.

1.2 Relevant contacts

1.2.1 The contact details for the operator are as follows:

Holroyd Skip Hire Limited	Contact:	Derek Holroyd
Stockfield Road	Position:	Director
Oldham	Tel:	0161 624 1118
OL9 9LL		

1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for Holroyd Skip Hire Limited to assist in the preparation of this Environmental Management System (EMS). This EMS has been prepared to meet the requirements of The Environmental Permitting (England and Wales) Regulations 2016 and the Environment Agency's (EA's) Guidance: *"Develop a management system: environmental permits"*.

1.2.3 Contact details for Oaktree Environmental are as follows:

Oaktree Environmental Ltd	Contact: Chris Parry
Lime House	Position: Senior Consultant
2 Road Two	Tel: 01606 558833
Winsford	E-mail: chris@oaktree-environmental.co.uk
Cheshire CW7 3QZ	

1.2.4 A full list of relevant contacts (including key emergency contact numbers) are provided in the Site Information & Key Contacts List section in the pre-pages of this document.

1.3 Site location

1.3.1 The site is located on Land at Holroyd Aggregates, Stockfield Road, Oldham, OL9 9LL as shown on Drawing Nos. STO/2985/01 & 02. The national grid reference for the site is SD 91024 05076

1.4 Permit area/waste management operations

1.4.1 The permit boundary is outlined in green on Drawing No. STO/2985/02. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant and equipment. This EMS should be read in conjunction with the site's Fire Prevention Plan (FPP) which is referenced as STO-2985-B.

1.4.2 The recycling centre will allow for the reception, storage, sorting and treatment (using fixed and mobile plant) of household, industrial and commercial (HIC) waste to permit recycling and recovery. Recycled/recovered materials include soils, hardcore, wood, plastics, paper/card, scrap metal, etc. Non-recyclable general wastes are bulked up and sent to an appropriately permitted site for disposal or further recovery.

1.4.3 The EP is required for the storage (keeping) prior to removal, and treatment (all types of handling/processing) of waste. Waste treatment processes which can be carried out on site are summarised below:

- Compacting (by loading shovel/360° excavator)
- Sorting (with loading shovel/360° excavator or by hand)
- Screening (by using appropriate mechanical screening plant and equipment)
- Crushing (by using appropriate crushing plant and equipment)
- Separation (by using appropriate mechanical screening plant and equipment)
- Baling (by using appropriate plant and equipment)
- Magnetic separation of ferrous metals
- Cutting (using hand-held equipment)
- Blending (by loading shovel / 360° tracked excavator and trommel)

1.4.4 Specified waste management activities and associated limits (including waste disposal and waste recovery operations) are listed in the table below:

- R3: Recycling/reclamation of organic substances which are not used as solvents (including composting and other biological transformation processes)
- R4: Recycling/reclamation of metals and metal compounds
- R5: Recycling/reclamation of other inorganic materials
- R13: Storage of waste pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where the waste is produced)
- D9: Physico-chemical treatment not specified elsewhere which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D12
- D14: Repackaging prior to submission to any of the operations numbered D1 to 13
- D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where the waste is produced)

1.5 Hours of operation

1.5.1 The site will be open during the following hours for the delivery, receipt and processing of waste:

Monday to Friday	07.30 – 16.00
Saturday	07.30 – 10.00
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 vehicular and/or pedestrian access.

1.6 Waste Storage, Types and Quantities

1.6.1 The locations of the operational and storage areas are shown on Drawing No. STO/2985/03.

1.6.2 The waste types handled on site will be household, commercial and industrial wastes as defined in the Controlled Waste (England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990.

1.6.3 A detailed breakdown of the waste types allowed for acceptance at the site will be shown in the EP but Section 3 will also provide a general overview of the main wastes accepted at the site.

1.6.4 The site will accept up to 75,000 tonnes of waste per annum and can store approximately 3,000 – 4,000 tonnes of waste at the site.

1.6.5 The type, volume and tonnage of waste to be stored on site is clearly outlined on Drawing No. STO/2985/03 and on the table overleaf with residence times for each waste type.

- 1.6.6 In the event piles have reached the limits following routine inspections, the site will divert material to an alternative site until volumes/tonnages have been reduced to suitable level. On occasions the storage heights may exceed the above whilst waste is being loaded into plant or equipment.
- 1.6.7 If the maximum storage capacity of the site is reached then no further waste will be accepted until waste can be removed from the site and taken to a suitably permitted or exempt site.

Table 1.1 - Waste storage table

Plan Ref	Description	Storage type	Containment	Height / width of firewall (m)	Max Width (m)	Max Length (m)	Height (m)	Max area (m2)	Conversion factor used	Volume (m3)	Tonnage (approx.)	Proposed storage duration i
AREA 1	Waste reception (tipping), inspection and sorting area (clear out-of-hours)	Free-standing / unprocessed	N/A	N/A	10	10	1	100	0.333	33	11	<2 hours
AREA 2	Bulky Stone/concrete/hardcore	Free-standing / hand sorted from AREA 1	Free standing pile / concrete block wall to the north	6 / 0.4	25	15	5	325	0.75	1219	1463	<6 months
AREA 3	Tyre skips	Open topped 40 cubic yard skips / hand sorted from AREA 1	Skip / concrete block wall to the north	4 / 0.4	6.1	2.44	2.62	14.884	1	39	10	<4 weeks
AREA 4	Sorted recyclables i.e. wood, residual waste etc.. (contents in skip may vary)	Open topped 40 cubic yard skips / hand sorted from AREA 1	Skip / concrete block wall to the north	N/A	6.1	2.44	2.62	14.884	1	39	10	<2 weeks
AREA 5	Wood	Free-standing / hand sorted from AREA 1	Free standing pile / concrete block wall to the north and east	4 / 0.4	13	10	3	130	0.75	293	146	<4 weeks
AREA 3, 4 & 5 TOTAL								370				
AREA 6	Soil skip	Open topped 40 cubic yard skips / hand sorted from AREA 1	Skip	4 / 0.4	6.1	2.44	2.62	14.884	1	39	40	<6 months
AREA 7	Mixed municipal waste	Free-standing / hand sorted from AREA 1	Free-standing inside two-sided concrete block wall to the east and south and inert skip to the north	4 / 0.4	15	6	3	90	0.75	203	67	<2 weeks
AREA 8	Bulky waste i.e. mattresses	As above	Free-standing inside a three-sided concrete block wall	4 / 0.4	5.5	5	3	27.5	0.75	62	20	<2 weeks
AREA 9	Green waste	Free-standing / hand sorted from AREA 1 or arrive in separate loads	Free-standing inside two-sided concrete block wall to the east and north	4 / 0.4	15	7	3	105	0.75	236	78	<2 weeks
AREA 10	Sorted recyclables i.e. wood, residual waste etc.. (contents in skip may vary)	Open topped 40 cubic yard skips / hand sorted from AREA 1	Skip	N/A	6.1	2.44	2.62	14.884	1	39	10 - 20	<2 weeks
AREA 11	Soils and stone	Free-standing / hand sorted from AREA 1	Free-standing pile / concrete block wall to the north, east and south	4 / 0.18	5	5	2	25	1	50	60	<2 weeks
AREA 12	Bulky concrete, hardcore, stone for crushing	Free-standing	Free-standing pile / building walls to the south	N/A	25	9	4	225	0.5	450	540	<6 months
AREA 13	Residual waste and scrap metal arising from crushing process	Open topped 8 cubic yard skips	N/A	N/A	3.7	1.7	1.3	6.29	1	8	5 - 10	<2 weeks
AREA 14	Bulky concrete, hardcore, stone for crushing	Free-standing	Free-standing pile / building walls to the north	N/A	10	10	2	100	0.5	100	120	<3 months

1.7 Exempt activities

- 1.7.1 Activities which are outside the scope of the EP for the site (listed in Schedule 3 of The Environmental Permitting (England and Wales) Regulations 2016) may be carried out at the recycling centre and the relevant details would be registered with the EA prior to commencement.
- 1.7.2 Registration - Current and future exemption notifications and register entries are held in the site office. Registered exemptions are valid for a period of 3 years. If the activity is to be carried on after 3 years, a renewal will be submitted to the EA.
- 1.7.3 If any exemptions are registered, they will be kept clearly segregated from any permitted operations.

1.8 Staffing and management

- 1.8.1 The table below details the staff structure of the site when operating at full capacity. Positions in bold italic print below are the minimum staff requirements when the site is open for the reception of waste.

Table 1.2 – Staffing and management

Position	Employees	Responsibilities
Site Supervisor	2	Ensuring that the site is being operated in accordance with the Environmental Permit and in-line with attendant regulations
TCM	1	As above
Administrative Staff	2	Office/administrative duties
Machine / Plant Operators / Operatives	4	Waste handling/processing, reception and plant operation

1.9 Health and safety

1.9.1 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.

1.10 Fit and proper persons

1.10.1 The company, through the TCM, will ensure that a nominated deputy is sufficiently trained and familiar with the EP and this EMS document in addition to all relevant company procedures who, in the absence of the TCM, will act the competent person. If either the TCM or deputy is changed, the EA will be informed of the change and the relevant details of the replacement as soon as possible.

1.11 Convictions

1.11.1 At the time of application, neither Holroyd Skip Hire Limited nor any of the relevant people within the company had been convicted of a relevant offence.

2 Site Engineering and Infrastructure

2.1 Site description

2.1.1 The site is located at Holroyd Aggregates, Stockfield Road, Oldham, OL9 9LL

2.1.2 The location of the above including operational, treatment and storage areas are shown on Drawing No. STO/2985/03.

2.2 Site history

2.2.1 The above listed in Section 2.1.1 are all proposed and do not form part of the existing site layout.

2.3 Access and parking

2.3.1 The site is accessed from Stockfield Road and parking is also available on site as shown on Drawing Nos. STO/2985/02 and STO/2985/03.

2.4 Site office

2.4.1 The site office will be located as shown on Drawing No. STO/2985/03. The documents listed below will be retained in the site office.

Table 2.1 –Site office documents

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)
Hazardous waste consignment notes (kept for 3 years)
Waste delivery tickets
Accident book (& 1st aid kit)

2.5 Weighbridge

2.5.1 There is a weighbridge on site, located as shown on Drawing No. STO/2985/03. All incoming/outgoing wastes will be calculated using the weighbridge or by using conversion factors and/or HGV load capacities.

2.6 Notice board and signs

2.6.1 A notice board is erected at the site entrance 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.
- Operator's "out of hours" emergency contact details (telephone number).

- Operating hours.

2.6.2 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.

2.7 Site security

2.7.1 The boundary of the site is protected from unauthorised access by members of the public for security. The site's boundary treatment measures (including type and height of the boundary treatments) are shown on Drawing No. STO/2985/03 and ensures the site has full coverage of the site boundary. The site access gates are of steel construction and are lockable should the site be left unmanned at any time, to prevent unauthorised vehicular or pedestrian access.

2.7.2 The site has 24-hour CCTV which is remotely accessible and benefits from an intruder alarm system; all senior staff members at the site have access to the CCTV via mobile phone which will alert them of any movements at the site. Camera locations are shown on Drawing No. STO/2985/03 and all cameras shown are pan, tilt and zoom with 50m distance coverage meaning all areas of the site are monitored during and out-of-hours.

2.7.3 The site security measures will be inspected on a daily basis and any defects which impair the effectiveness of the security will be repaired by the end of the working day. If this is not possible, temporary measures will be put in place to ensure no unauthorised access to the site can be gained until the proper repairs can be carried out as soon as practicably possible.

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

2.8 Fuel storage

2.8.1 Fuel storage for the site's fleet of vehicles is located as shown on Drawing No. STO/2985/03.

- 2.8.2 All fuel/oil tanks stored on site will be surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank. All pipework and associated infrastructure will be enclosed within the bund. A lock will be fitted to the tank valve to prevent unauthorised operation. All valves and gauges on the bund will be constructed to prevent damage caused by frost. The tank will be clearly marked showing the product within and also its capacity.

2.9 Rejected Waste

- 2.9.1 Any waste which is rejected will be stored in a quarantine skip with a maximum capacity of 2.5 tonnes and removed from the site whenever the skip container is full. The location of this skip has not been included on Drawing No. STO/2985/03 as the skip location may vary as operating conditions permit (i.e. to permit the loading of rejected wastes but clear labelling and management control will ensure its use as specified).

2.10 Drainage

- 2.10.1 The drainage for the site is clearly shown on Drawing No. STO/2985/03 and in summary:
- Any surface water arising from sealed impermeable concrete areas drains into a series of catchment pits then into a sealed underground storage tank with silt trap.
 - Other areas comprising hardstanding will naturally soakaway or surface water will evaporate.
- 2.10.2 The storage tank is monitored daily during winter months or following periods of heavy rainfall and less frequent i.e. weekly during summer months or following periods of dry weather i.e. 3+ dry days.
- 2.10.3 Inspection of the above drainage system will be carried out throughout the day using inspection forms by site staff and in the event of surface water pooling from heavy rainfall events, the operator will inspect the water by eye and any distinctive colouring from either oil or potentially contaminated wastes will be pumped out using a hired in tanker. If the water is suitable for suppression techniques, it will be scooped and doused on external stockpiles or fed into the dust suppression system using pipes and mobile pumps as additional water supplies.

2.11 Vehicles, plant and equipment

2.11.1 Waste will be handled using the plant listed on the next page. 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 2.2 –Plant and equipment

Item	Number	Function
360° excavator / crane grab	2	Loading/unloading/movement/sorting
Loading shovels	3	Loading/unloading/movement/sorting
Crusher	2	Crushing of inert material
Screener	4	Screening / separation of soils, soil substitutes and stones
Tractor with water bowser	1	Dust suppression

2.11.2 Note: The plant/equipment on site may vary and additional equipment may be hired-in to cope with busy periods, larger jobs or jobs with specific requirements.

2.12 Mobile and fixed plant preventative maintenance

2.12.1 All mobile and fixed plant on site including vehicles in the fleet are subject to annual manufacturer maintenance to ensure proper working order in the form of service contracts.

2.12.2 Site management will undertake or delegate additional preventative maintenance checks on a more frequent basis i.e. daily, before, during and 1 hour at the end of each working day using a checklist similar to that in Appendix II to ensure the following:

- 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.
- Mobile plant is stored in the out-of-hours plant storage area as shown on Drawing No STO/2985/03 following cessation of activities and external separation distances of 6m are observed between plant and any combustible or flammable material.

- In the building, all plant will be powered down and completely shut off prior to cessation of operations on any given day.
- Plant which is not in use for any extended period is stored at least 6 metres from combustible waste.
- 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.
- Dust from processing/treatment operations on site can settle throughout the working day but the operator has a continuous training regime to prevent this happening. The plant will be cleaned at least once every 12 hours.

3 Site Operations

3.1 Preliminary procedures

3.1.1 Guidance will be given by the site management to all employees, sub-contractors, other waste carriers and customers regarding the waste types and operations which are acceptable at the site i.e. a copy of Appendix III of this document. The site will be used for the acceptance, storage and processing of waste using Holroyd Skip Hire Limited's own vehicles/contracts and also for third-party users/hauliers whose details would be checked prior to the delivery/collection of waste.

3.1.2 The procedures below would be followed prior to the receipt of waste on site.

3.1.3 When a driver employed by the permit holder arrives at the waste producer's premises, he/she will inspect the load for conformity with relevant regulations and safety procedures.

- i) 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.
- ii) 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.
- iii) 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).

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

3.2 Waste acceptance procedure (inert & excavation waste)

3.2.1 For the protection of the operator and site supervisor any loads containing excavated soil i.e. EWC code 17 05 04 or 17 09 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 the EA's Technical Guidance WM3 "Guidance on the classification and assessment of waste (1st Edition v1.1)".

3.2.2 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:

- i) A desk survey which has identified past uses of the excavation/construction site.
- ii) A ground sampling plan including both surface and sub-surface sampling.
- iii) Following analysis of the samples an environmental / human health risk assessment which identifies areas of the site that require remediation or soil removal.
- iv) Waste soil classification in line with WM3
- v) All information relating to the site investigation was retained and passed to subsequent holders of waste.
- vi) Name and address of the site from which the waste was excavated/produced.
- vii) Detailed waste description, including EWC code.

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

3.3 Checking in & inspection of loads

3.3.1 All incoming vehicles are required to report to the site office. The details of the load will be recorded and the transfer note and company documentation will be further checked by the operator to ensure that the load is acceptable at the site. The weight of all loads will be recorded using the weighbridge or agreed WRAP conversion weights for loads where the weight is not known upon receipt at the site. Any deviation from these procedures or problems with any loads will be reported to the site manager.

3.3.2 All vehicle drivers must report to the site/weighbridge office upon arrival at the site. Each load will be weighed, recorded and its contents inspected. All waste accepted on site will be directed to the appropriate reception area.

- 3.3.3 Once a load has been accepted the driver will be asked to unsheet the vehicle (if it is sheeted) and a visual inspection of the contents will be carried out to ensure that the material complies with the EP. If non-compliant waste is discovered before deposit, the load will not be accepted and disposed of at an approved facility. In cases where the presence of unauthorised waste is likely to lead to a breach of permit conditions, the EA will be contacted immediately to agree a course of action.
- 3.3.4 Loads are also examined at the point of unloading. If they are found to be unacceptable at this point the load will be reloaded and returned to source. If small levels of contamination are noted they are handpicked and reject material placed in a skip for safe disposal.
- 3.3.5 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.

3.4 Waste acceptance / WM3 - waste classification assessment

- 3.4.1 This procedure is prepared with the intention of correctly classifying and coding all wastes arising from the waste separation/treatment process at the site. It is anticipated that all wastes arising from the treatment process at the site will be non-hazardous. This sampling strategy is therefore prepared with the intention of verifying this assumption for the purposes of coding the treatment waste produced at the site, and providing confidence that the coding by the operator is correct.
- 3.4.2 All wastes incoming to the site are characterised and coded by the waste producer in accordance with the Waste Duty of Care: Code of Practice. Strictly non-hazardous wastes are accepted at the site as classified under the Joint Agency Guidance Document entitled "Waste Classification. Guidance on the classification and assessment of waste (1st Edition v.1.GB). Technical Guidance WM3" updated October 2021 (WM3). The waste transfer note in respect of each consignment or load of waste is inspected at the reception office in order

to verify that the waste is specified within the list and types of waste code specified in the site environmental permit.

3.4.3 All wastes accepted at the site are the subject of a visual inspection and examination on reception in accordance with waste acceptance procedures as detailed in Section 3.1 of this EMS. If there is visual or olfactory evidence that wastes have been mis-classified as non-hazardous or mis-coded by the waste producer, the waste is quarantined in a sealed area pending further testing or removal from site to a suitably authorised facility for further recovery / disposal.

3.4.4 Notwithstanding the above, if a load of incoming waste is found to have substance concentrations which do not cause the waste to be classified as hazardous under WM3, but nevertheless are sufficiently close to the limit values that any fines arising from the treatment of the waste may be classified as hazardous, the operator may have the waste removed from site for recovery / disposal elsewhere rather than treating it at the site for commercial reasons.

3.5 Waste acceptance / gypsum & plasterboard assessment

3.5.1 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:

- i) 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.
- ii) The site will only knowingly accept plasterboard in single stream loads and not part of any mixed loads.
- iii) 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**.

- iv) 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.
- v) 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.
- vi) Once a mixed load of waste is tipped, plasterboard contamination may still be present so the banksman / driver 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 iv above.

3.6 Waste arising from industrial sites

3.6.1 For the protection of the operator and site supervisor, any loads containing material from an industrial site/area must be accompanied by written documentation to demonstrate that it is not contaminated to ensure that only clean loads are accepted. The operator reserves the right to refuse such loads and contact the EA where necessary (prior to acceptance of the loads) to ensure that the load is acceptable.

3.6.2 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.

3.7 Waste handling, storage and treatment (mixed / sorted HIC wastes)

3.7.1 Once a load has been accepted by the operator the contents of the delivery vehicles will be discharged the material into **AREA 1** where it will be subject to the following procedures:

- a) Following initial tipping, the waste is inspected in line with WM3 for signs of any contamination which could render the waste hazardous. Operatives will also be trained to identify pieces of plasterboard/gypsum to ensure they are deposited into the covered plasterboard skip (**AREA 10**) to avoid mixing with other wastes on site (see Section 3.4).
- b) If the site manager or TCM identifies that gypsum/plasterboard is exceeding the relevant container and has potentially been contaminated with other wastes, the waste will undergo a further sort where staff will further pick out the plasterboard/gypsum. Prior to the contaminated waste leaving the site, a sample will be taken to ensure the levels of sulphate are acceptable.
- c) Once the waste is deemed suitable, the bulkier items of waste i.e. furniture, mattresses will be removed using the mechanical grab into **AREA 8**.
- d) Other items which can be sorted by hand or plant will be taken to one of the storage bays at the site (**AREAS 5, 7, 9 & 11**)
- e) Any hardcore / stone material arising from **AREA 1** will be removed and stored in **AREAS 2 or 12** prior to undergoing screening or crushing, details of which are shown in Section 3.9.

3.8 Waste handling, storage and treatment (CDE wastes)

3.8.1 On site processing using mobile plant is required to produce material to the desired specification for re-sale on the commercial market.

3.8.2 Below shows the procedure of the treatment operations carried out on site:

SCREENER

- a) Waste will be loaded into the feed hopper of the screening plant will be loaded using a 360° tracked excavator or a 4-wheel loading shovel equipped with a bucket. This process will then separate the soil from the stone/hardcore.
- b) The screening plant utilises a vibrating grid with evenly spaced vertical bars to separate out the different fractions within the material. Such screens have interchangeable mesh screens to permit the production of a wide range of product sizes (<3 mm to 20 mm).
- c) Soil will be discharged into two different stockpiles depending on its size via conveyors.
- d) The stone/hardcore material off the front conveyor of the screener should consists of stone/hardcore which will consist of a saleable aggregate. Larger items may then be transferred to the crusher.

CRUSHER

- e) 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.
- f) 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.
- g) Before the crushed material exits the delivery conveyor (discharge height of up to 3.0 metres) any extraneous metal is extracted using a permanent overband magnet. If the material requires further grading after crushing the mobile screening plant used will have up to 3 discharge conveyors, forming 3 stockpiles of different product.
- h) Soil will be discharged into a stockpile where it will be bulked and removed off site.
- i) The stone/hardcore material off the screener 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.

- j) 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.
- k) Before the crushed material exits the delivery conveyor (discharge height of up to 4.0 metres) any extraneous metal is extracted using a permanent overband magnet. If the material requires further grading after crushing the mobile screening plant used will have up to 3 discharge conveyors, forming 3 stockpiles of different product.
- l) The stockpiled material which is discharged from the crushing plant will be transferred to the appropriate storage areas by loading shovel.

3.8.3 Stockpiling of soil and inert wastes will be limited to a height of 5m and processed at a ground level. In the event piles have reached these limits, site will not accept any further waste in this area until such wastes have been removed.

3.9 Aggregates protocol

3.9.1 The site processes hardcore and inert material in accordance with an aggregates protocol. All product/aggregates leaving the site will be accompanied with a product note.

3.9.2 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.

3.9.3 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.

- 3.9.4 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.

3.10 Rejected wastes

- 3.10.1 Rejected wastes will be deposited in a quarantine skip provided for non-conforming wastes. This will occur when non-conforming waste is discovered after the deposit of a load or where the removal off-site of the waste may cause further problems. The EA will then be contacted to agree a course of action where necessary. The contents of the skip will be recorded in the site diary.

3.11 Waste/product removal and export

- 3.11.1 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 or 360 excavator.
- 3.11.2 The operational outputs and residues produced by the site and the disposal or recovery routes envisaged are detailed as follows:
- a) Brick/rubble /hardcore- for crushing to produce 6F5 aggregate or similar product at an aggregates processing site.
 - b) Plasterboard/gypsum – sent to a permitted site for further recycling.
 - c) Soils, clays – sent to a permitted inert landfill site or wash facility
 - d) Metals – metals removed will be taken to a suitably permitted site for further recovery.
 - e) Recycled material comprising paper/cardboard, plastic, green waste, wood will be bulked and sent to a permitted site for further treatment

- f) Waste unsuitable for processing comprising residual material will be sent to a suitably permitted site.
- g) Rejected/quarantined waste will be bulked in a skip and removed to suitably permitted site when full or sooner if required.

3.11.3 The operator will not be producing any mirror non-hazardous waste codes on site other than residual (non-recyclable) material (19 12 12) which has been bulked and as the composition of this waste hasn't changed, it is considered unnecessary this waste requires sampling, also the material is too large to be sampled. The site will not be using a screen or trommel for mixed waste so no screened or trommel fines will be produced.

3.12 Record keeping

3.12.1 Holroyd Skip Hire Limited 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 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.
- 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)
- 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.

- the quantity and nature and whether it is loose or in a container, if in a container, the type of container
- the time and place of transfer
- the SIC code of the transferor (current holder of the waste)
- 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)
- 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)

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

- a paper WTN and form to fill in or alternative documentation e.g. an invoice, as long as it contains all the required information.
- 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.

3.12.3 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.

3.12.4 **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.

- 3.12.5 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)
- 3.12.6 Outcomes of inspections of waste types, hardstanding areas, transfer/treatment areas, storage areas, drainage channels, etc. are recorded using the site inspection form HSH/RF/4 or similar document and detailed comments are entered into the site's diary (including action taken or proposed).
- 3.12.7 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.

3.13 Management techniques

- 3.13.1 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.
- 3.13.2 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.

3.14 Site closure plan

3.14.1 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 the EA to advise the Environment Officer(s) that the site is planned to cease / has 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.

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 5.3.
- 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 HSH/RF/4. 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 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 HSH/RF/4 with repairs/solutions being carried out immediately.
- 4.2.5 Essential spares for plant maintenance are kept on site in the workshop which is located at the Holroyd Skip Hire Limited operating hub site to the south of the site (i.e. not within the permitted site).

4.3 Control of mud and debris

- 4.3.1 Vehicles will be visually inspected before exit to check that loads are safe and that no mud is carried out onto the site's access road or onto Stockfield Road on the wheels or bodies of HGVs. Visual inspections of the vehicle running surfaces at the site will be carried out daily (see HSH/RF/4), however, staff will report any problems with mud or debris on the site roads immediately to the site manager.
- 4.3.2 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 and shovel or vacuum tanker/road sweeper if necessary. Silt will not be washed into roadside drains or gullies.

4.4 Control of dust

- 4.4.1 A stand-alone Dust Management Plan exists for the site (Document Reference STO-2985-F) which details all measures required to monitor and control any dust from the site.

4.5 Odour control

- 4.5.1 A stand-alone Odour Management Plan exists for the site (Document Reference STO-2985-G) which details all measures required to monitor and control any potential odours from the site.

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. In any event, all light waste will be placed in skips before the end of the working day. Staff carrying out litter picking duties will record their findings on HSH/RF/4 and report to the site manager.

4.7 Control of pests, birds and other scavengers

- 4.7.1 The site will be inspected daily for the presence of vermin and the results of the inspection noted in the site diary or site inspection form. If 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 The waste operations will be carried out using the Best Practicable Means at all times. A site-specific Noise Management Plan has prepared as part of this EMS and is shown in overleaf. These measures will ensure the noise levels at the site are managed appropriately by identifying: 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.

Table 4.1 - Noise Management Table

Potential Noise Source	Action to be taken to prevent or minimise noise
HGVs travelling to and from the site for delivery/collection of wastes/products.	<ul style="list-style-type: none"> • All vehicles are required to be driven onto and off site with due consideration for neighbouring premises. • HGV movements will be spread out evenly throughout the day.
Loading/unloading of waste delivery vehicles	<ul style="list-style-type: none"> • Vehicles must be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around the site (5mph site speed limit). • Engines to be switched off when not in use. • Reversing alarms to be preferentially fitted with white noise alarms to minimise impacts on neighbouring sites. • No shaking of vehicle bodies whilst raised.
Operation of mechanical treatment plant i.e. screeners, crusher	<ul style="list-style-type: none"> • Engines to be switched off when not in use. • Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated. • Operation of the crushing/screening plant in strict accordance with the hours set out in Section 1.6 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 • The crusher is located inside the building on site
Operation of loading plant (i.e. telehandler/360)	<ul style="list-style-type: none"> • Drop heights to be kept to a minimum, particularly when loading empty tipper wagon/skip/container to minimise noise/vibration. • Engines to be switched off when not in use. • Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around site. • Loading plant/machinery will only be operated at ground level, i.e. never on stockpiles.
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"> • All those working on and visiting the site to be made aware of need for considerate driving and keeping vehicles well maintained. • Small vehicles will arrive marginally earlier than the main site operating hours.

4.9 Complaints procedure

4.9.1 All complaints are recorded on form HSH/RF/7 and will include a record of the complaint, particulars of the complainant and details of any action taken to alleviate the problem.

5 Emergency 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 Holroyd Skip Hire 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 emergency. 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 to check 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 STO-2985-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 OF THE FIRE**
- e) LEAVE THE 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 A999" 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 Spillages

5.3.1 All fuel stored on site is banded to contain any fuel leaks. If any oil and vehicle maintenance chemicals are kept on site, they will be stored securely. If any spills occur 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 landfill. No chemical leaks are expected in the waste handling area but should they occur the procedures outlined in Section 5.4 will apply.

5.3.2 Any wastes which would be classified as having the potential to cause polluting runoff are stored within the concrete area which is a sealed drainage system.

5.4 Drums

5.4.1 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 transfer 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.

5.5 Adverse reactions

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

5.6 Weather conditions

5.6.1 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.

5.6.2 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 North Farm Lane.
- 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.
- Increase surface water drainage checks and site surface checks from one to three times a day

COLD 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 1m below the height of walls 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 further measures such as 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.

5.7 Operational failure

- 5.7.1 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.

5.8 Bomb scare

- 5.8.1 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 Training for Site Staff

6.1 Training needs assessment

6.1.1 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.

6.1.2 An employee training record (i.e. HSH/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.

6.2 Site rules and infrastructure training

6.2.1 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.

6.2.2 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.

6.3 Emergency procedures training

6.3.1 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.

- 6.3.2 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.

6.4 Fire safety / firefighting training

- 6.4.1 Management must provide all employees with appropriate fire safety training with regard to their individual responsibilities as detailed in the site's Fire Prevention Plan (FPP).
- 6.4.2 Emergency procedures detailing what measures employees should adopt should a fire occur at the site are also detailed in Section 5.2 and are covered by the 'emergency procedures' training (see Section 6.3).
- 6.4.3 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 6.1.

6.5 Recognition of waste types training

- 6.5.1 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.
- 6.5.2 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.

6.6 Storage areas / limits training

6.6.1 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.

6.6.2 Employees in these roles must also be trained to recognize storage limits to ensure that they are in accordance with those specified in Section 1.6.

6.7 Vehicle / plant preventative maintenance training

6.7.1 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.

6.7.2 Training will be in accordance with Section 3.5 of this document and will be based on the preventative maintenance schedule supplied by the plant/equipment manufacturer.

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

6.8 Duty of care training

6.8.1 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.

6.9 Plant operation training

6.9.1 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.

6.9.2 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.

6.10 Permit / Management System / Fire Prevention Plan training

6.10.1 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.

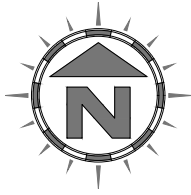
6.11 Training for contractors

6.11.1 General site training will be provided to any contractors who are working on the site on a temporary basis as described in Sections 6.2, 6.3 and 6.4 above.

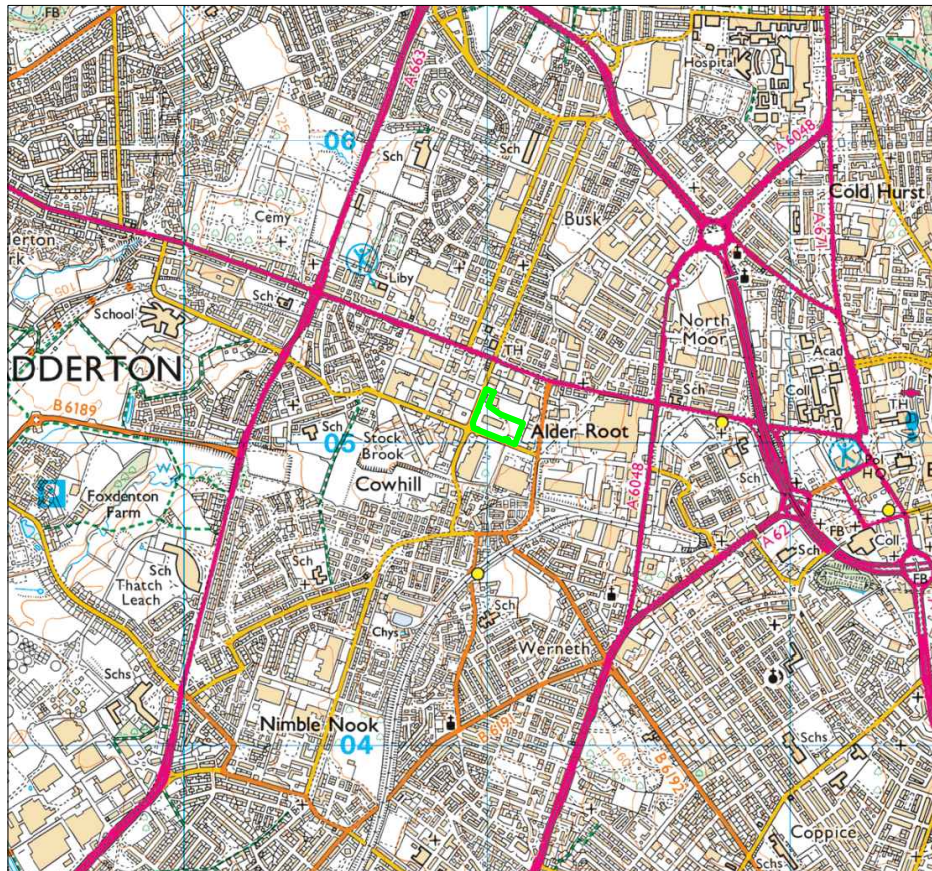
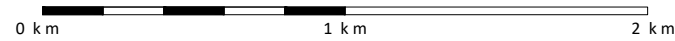
6.11.2 Additional training will be provided to contractors in their area of expertise. If they are dealing with specific items of plant/machinery, site operating conditions and a general understanding of the EP conditions will be provided to prevent any adverse impacts on the environment.

Appendix I

Drawings



Scale Bar (1:25,000)



NOTES

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REVISION HISTORY

Rev:	Date:	Init:	Description:
-	25.07.22	CP	Initial drawing

KEY:

Permit boundary

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
SITE LOCATION MAP

CLIENT
Holroyd Skip Hire Ltd

PROJECT/SITE
Holroyd Aggregates, Stockfield Road,
Oldham OL9 9LL

SCALE @ A4 1:25,000	CLIENT NO 2985	JOB NO 001
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DRAWING NUMBER STO/2985/01	REV -	STATUS Issued
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DRAWN BY CP	CHECKED --	DATE 25.07.22
-----------------------	----------------------	-------------------------

Lime House, Road Two, Winsford, Cheshire, CW7 3QZ
t: 01606 558833 | e: sales@oaktree-environmental.co.uk


NOTES

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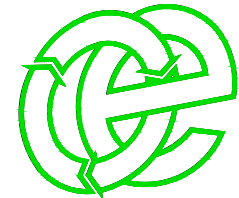
REVISION HISTORY

Rev:	Date:	Init:	Description:
-	05.09.22	CP	Initial drawing

KEY:

 Permit boundary

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants

**DRAWING TITLE**

PERMIT BOUNDARY PLAN

CLIENT

Holroyd Skip Hire Ltd

PROJECT/SITE

Holroyd Aggregates, Stockfield Road,
Oldham OL9 9LL

SCALE @ A4

1:1,250

CLIENT NO

2985

JOB NO

001

DRAWING NUMBER

STO/2985/02

REV

-

STATUS

Issued

DRAWN BY

CP

CHECKED

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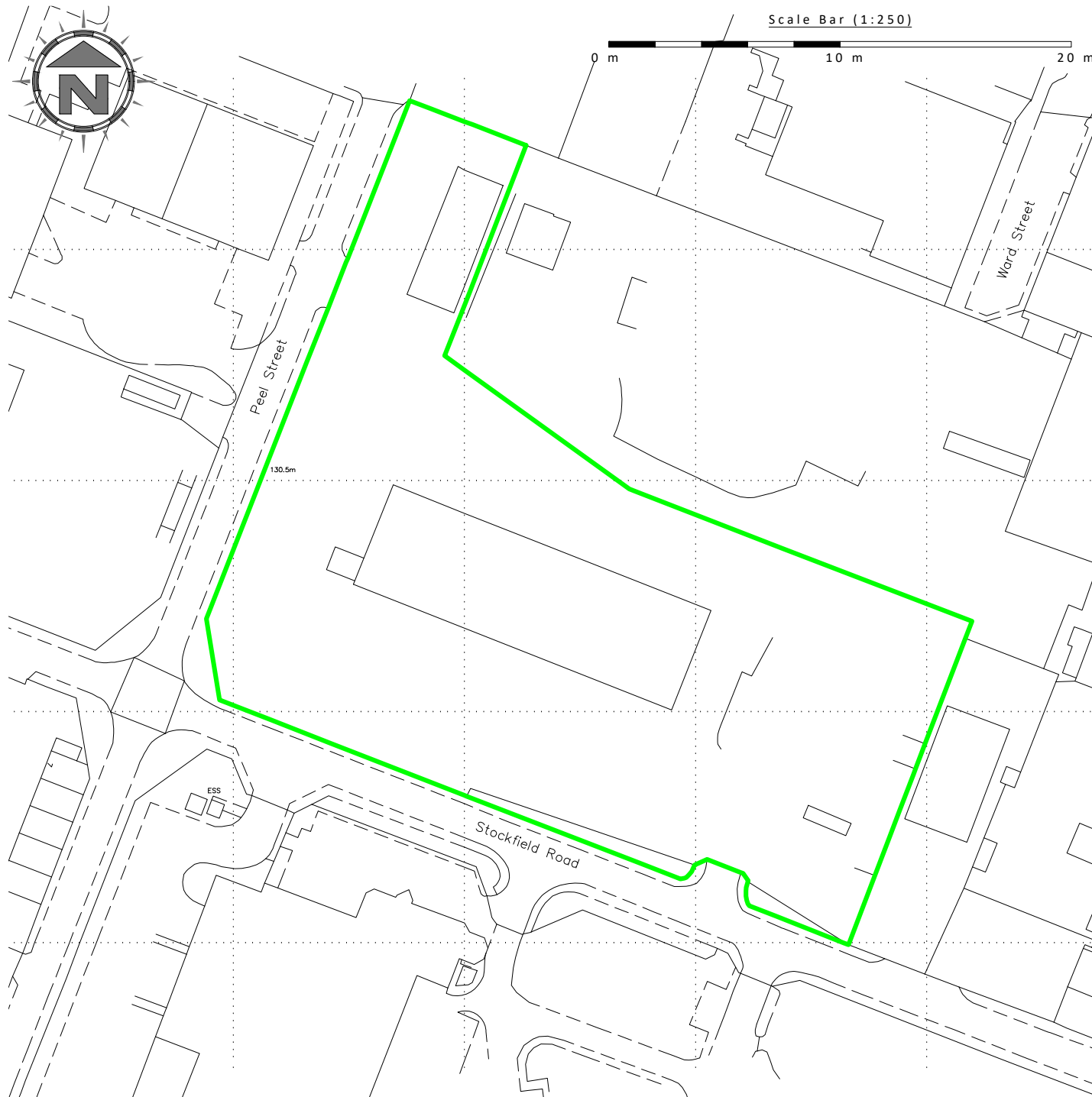
DATE

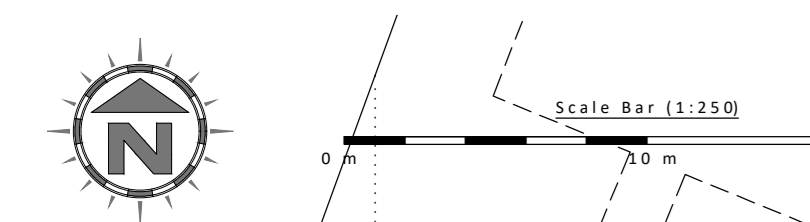
05.09.22

Lime House, Road Two, Winsford, Cheshire, CW7 3QZ
t: 01606 558833 | e: sales@oaktree-environmental.co.uk

Scale Bar (1:250)

0 m 10 m 20 m



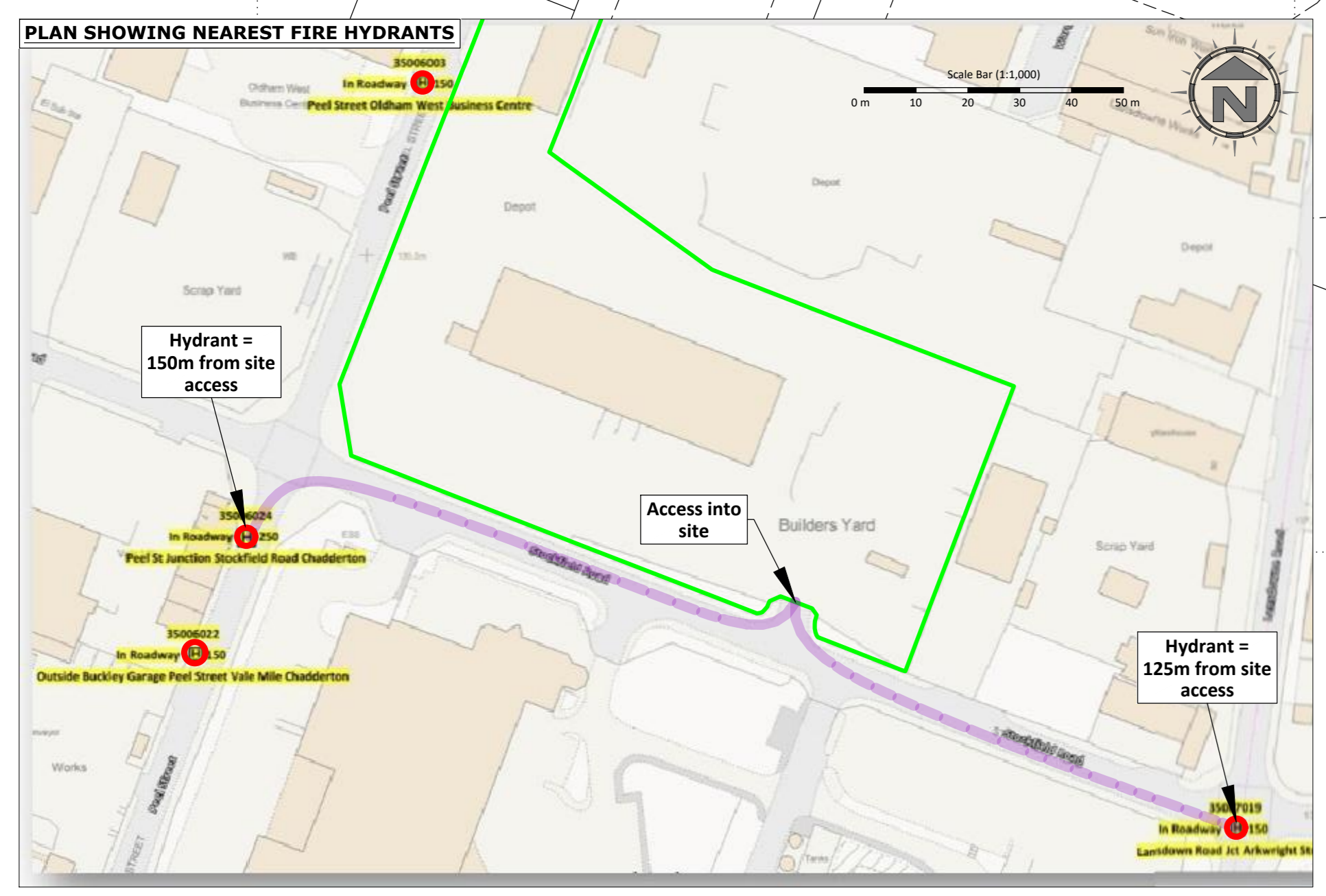
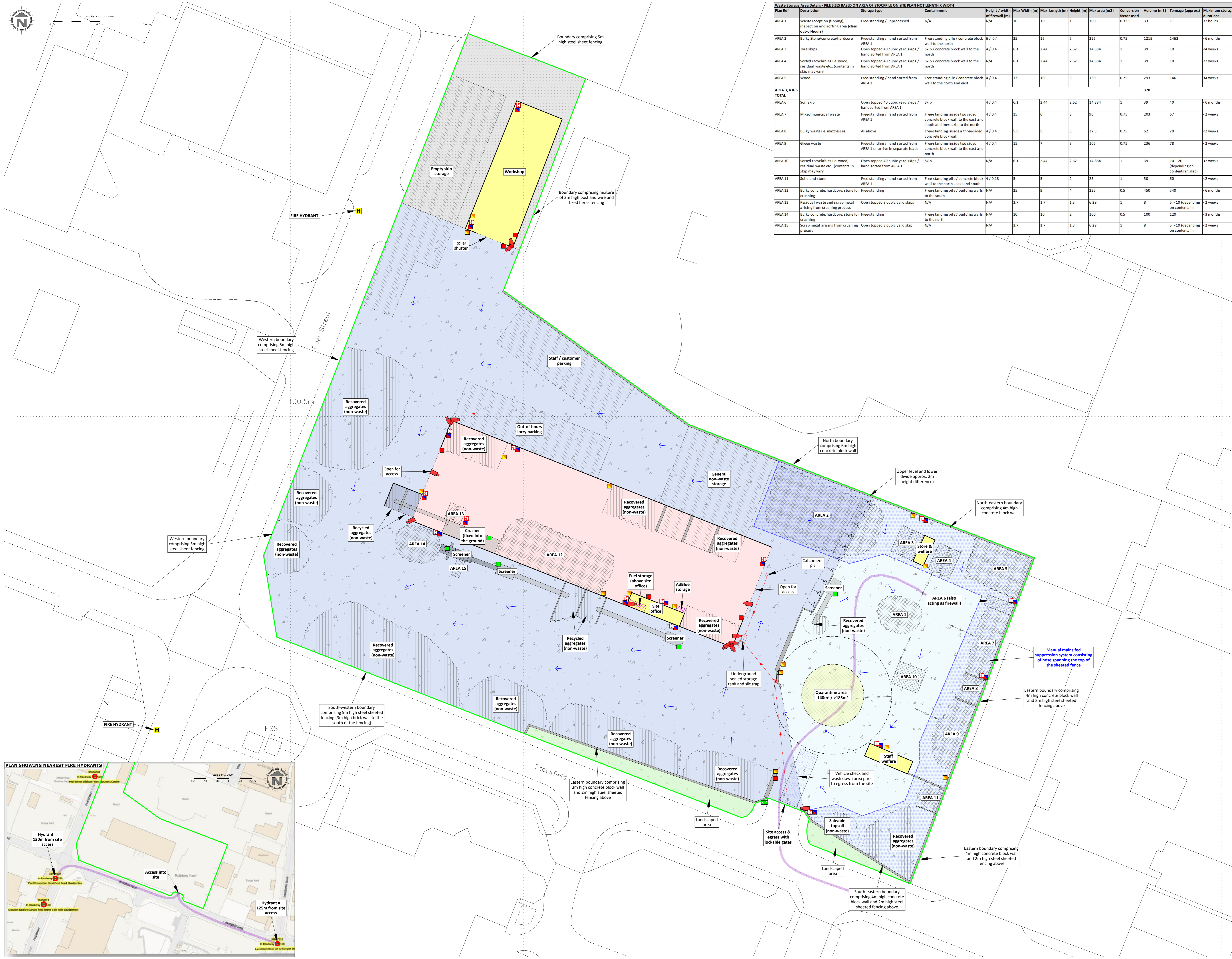


Plan Ref	Description	PILE SIZES BASED ON AREA OF STOCKPILE ON SITE PLAN NOT LENGTH X WIDTH	Storage type	Containment	Height / width of fire wall (m)	Max Width (m)	Max Length (m)	Height (m)	Max area (m ²)	Conversion factor used	Volume (m ³)	Tonnage (approx.)	Maximum storage durations
AREA 1	Waste reception (tipping), inspection and sorting area (clear out-of-hours)		Free-standing / unprocessed	N/A	N/A	10	10	1	100	0.333	33	11	<2 hours
AREA 2	Bulky Stone/concrete/hardcore		Free-standing / hand sorted from AREA 1	Free standing pile / concrete block wall to the north	6 / 0.4	25	15	5	325	0.75	1219	1463	<6 months
AREA 3	Tyre skips		Open topped 40 cubic yard skips / hand sorted from AREA 1	Skip / concrete block wall to the north	4 / 0.4	6.1	2.44	2.62	14.884	1	39	10	<4 weeks
AREA 4	Sorted recyclables i.e. wood, residual waste etc. (contents in skip may vary)		Open topped 40 cubic yard skips / hand sorted from AREA 1	Skip / concrete block wall to the north	N/A	6.1	2.44	2.62	14.884	1	39	10	<2 weeks
AREA 5	Wood		Free-standing / hand sorted from AREA 1	Free standing pile / concrete block wall to the north and east	4 / 0.4	13	10	3	130	0.75	293	146	<4 weeks
AREA 3, 4 & 5 TOTAL											370		
AREA 6	Soil skip		Open topped 40 cubic yard skips / hand sorted from AREA 1	Skip	4 / 0.4	6.1	2.44	2.62	14.884	1	39	40	<6 months
AREA 7	Mixed municipal waste		Free-standing / hand sorted from AREA 1	Free-standing inside two sided concrete block wall to the east and south and inert skips to the north	4 / 0.4	15	6	3	90	0.75	203	67	<2 weeks
AREA 8	Bulky waste i.e. mattresses		As above	Free-standing inside a three-sided concrete block wall	4 / 0.4	5.5	5	3	27.5	0.75	62	20	<2 weeks
AREA 9	Green waste		Free-standing / hand sorted from AREA 1 or arrive in separate loads	Free-standing inside two sided concrete block wall to the east and north	4 / 0.4	15	7	3	105	0.75	236	78	<2 weeks
AREA 10	Sorted recyclables i.e. wood, residual waste etc. (contents in skip may vary)		Open topped 40 cubic yard skips / hand sorted from AREA 1	Skip	N/A	6.1	2.44	2.62	14.884	1	39	10 - 20 (depending on contents in skip)	<2 weeks
AREA 11	Soils and stone		Free-standing / hand sorted from AREA 1	Free-standing pile / concrete block wall to the north, east and south	4 / 0.18	5	5	2	25	1	50	60	<2 weeks
AREA 12	Bulky concrete, hardcore, stone for crushing		Free-standing	Free-standing pile / building walls to the south	N/A	25	4	4	225	0.5	450	540	<6 months
AREA 13	Residual waste and scrap metal arising from crushing process		Open topped 8 cubic yard skips	N/A	N/A	3.7	1.7	1.3	6.29	1	8	5 - 10 (depending on contents in)	<2 weeks
AREA 14	Bulky concrete, hardcore, stone for crushing		Free-standing	Free-standing pile / building walls to the north	N/A	10	10	2	100	0.5	100	120	<3 months
AREA 15	Scrap metal arising from crushing process		Open topped 8 cubic yard skip	N/A	N/A	3.7	1.7	1.3	6.29	1	8	5 - 10 (depending on contents in)	<2 weeks

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Rev	Date	Int	Description
-	08.06.22	CP	Initial drawing
A	05.09.22	CP	Client comments
B	11.04.22	CP	EA & client comments

- Key:
- Proposed permit boundary
 - Waste storage areas
 - Non-waste storage areas
 - Hazardous waste storage areas
 - Non-waste fuels, oils and other liquids storage
 - Temporary waste storage areas (clear prior to shutdown)
 - Waste recycling / storage buildings (impermeable concrete floor)
 - Other buildings i.e. workshops/offices
 - Covered storage areas
 - Impermeable concrete surface / sealed drainage (upper level)
 - Impermeable concrete surface / sealed drainage (lower level)
 - Landscaped / vegetation / grassed areas
 - Contaminated surface water drainage
 - Surface water drainage fall direction
 - Gully's
 - Manholes
 - Quarantine area (with 6m buffer zone) based on AREA 13
 - Hose reels (indicative location)
 - Fire fighting equipment / extinguishers (indicative location)
 - Plant shutdown (indicative location)
 - Manual fire alarms (break glass / horns) - indicative location
 - Spill kits (indicative location)
 - Access route for emergency services
 - Fire hydrants
 - Fire assembly points
 - Out of hours plant storage
 - Pan, tilt and zone cameras with 360° 50m coverage



Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants

DRAWING TITLE		
SITE LAYOUT & FIRE PLAN		
CLIENT		
Holroyd Skip Hire Ltd		
PROJECT/SITE		
Holroyd Aggregates, Stockfield Road, Oldham OL9 9LL		
SCALE	CLIENT NO	JOB NO
B AD	2985	001
DRAWING NUMBER	REV	STATUS
STO/2985/03	B	Issued
DRAWN BY	CHECKED	DATE
CP	--	11.04.23
Lime House, Road Two, Winford, Cheshire, CW7 3QZ t: 01606 558833 e: sales@oaktree-environmental.co.uk		

Appendix II

Record Keeping Forms

Appendix II

Record Keeping Forms

**HOLROYD SKIP HIRE LIMITED
REJECTED WASTE - RECORD FORM HSH/RF/2**

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	

	HOLROYD SKIP HIRE LIMITED SITE INSPECTION FORM – HSH/RF/4
--	--

WEEK STARTING

TYPE OF INSPECTION	FREQ	DAY						
		M	T	W	T	F	S	S
SITE ENTRANCE/NOTICE BOARD	WEEKLY							
SECURITY - GATES	WEEKLY							
SECURITY - FENCING	WEEKLY							
SITE ROADS (CLEAR FROM HAZARDS)	DAILY							
IMPERMEABLE CONCRETE AREAS	DAILY							
BUND AROUND CONCRETE PAD (INTEGRITY)	DAILY							
DRAIN (FUNCTIONING)	DAILY							
CATCHMENT PITS	WEEKLY							
WASTE CONTAINERS	DAILY							
WASTE STORAGE LIMITS	MIXED WASTE	DAILY						
WASTE STORAGE LIMITS	INERTS	WEEKLY						
WASTE STORAGE LIMITS	WASTE BAYS	DAILY						
WASTE STORAGE LIMITS	OTHER	WEEKLY						
REJECTED WASTE TYPES / STORAGE	WEEKLY							
NOISE LEVELS	DAILY							
FIRES (ANY INCIDENTS REPORTED)	DAILY							
NO SMOKING SIGNS IN PLACE	MONTHLY							
SPILLAGES & ABSORBENTS	DAILY							
FUEL TANK/BUND INTEGRITY	WEEKLY							
LITTER	DAILY							
DUST	DAILY							
ODOUR	DAILY							
VERMIN	DAILY							
RECORDS	WEEKLY							
COMPLAINTS RECEIVED	AS REQUIRED							
OTHER (SEE NOTES BELOW)	AS REQUIRED							
INSPECTION CARRIED OUT BY								

	NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):

CHECKED BY			SIGNATURE	
POSITION			DATE	
<i>Sheet</i>			<i>of</i>	

**HOLROYD SKIP HIRE LIMITED
 PREVENTATIVE MAINTENANCE CHECKLIST– HSH/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						

HOLROYD SKIP HIRE LIMITED
EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - HSH/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:							

**HOLROYD SKIP HIRE LIMITED
COMPLAINTS REPORT FORM (HSH/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 HSH/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

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 and contractors 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) is 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 treatment/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 Holroyd Skip Hire Limited unless alternative instructions are given by the site manager. Access to fire exits and fire fighting equipment must be kept clear at all times. When the 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 recycling centre shall follow the instructions of the operator and shall only tip in the designated area, unless advised otherwise. No tipping shall 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 your ropes, hooks and sheets are in good condition.
- 17) Never travel with the vehicle body raised. Ensure you know the maximum height of the raised body of your vehicle.

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 Holroyd Skip Hire 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.