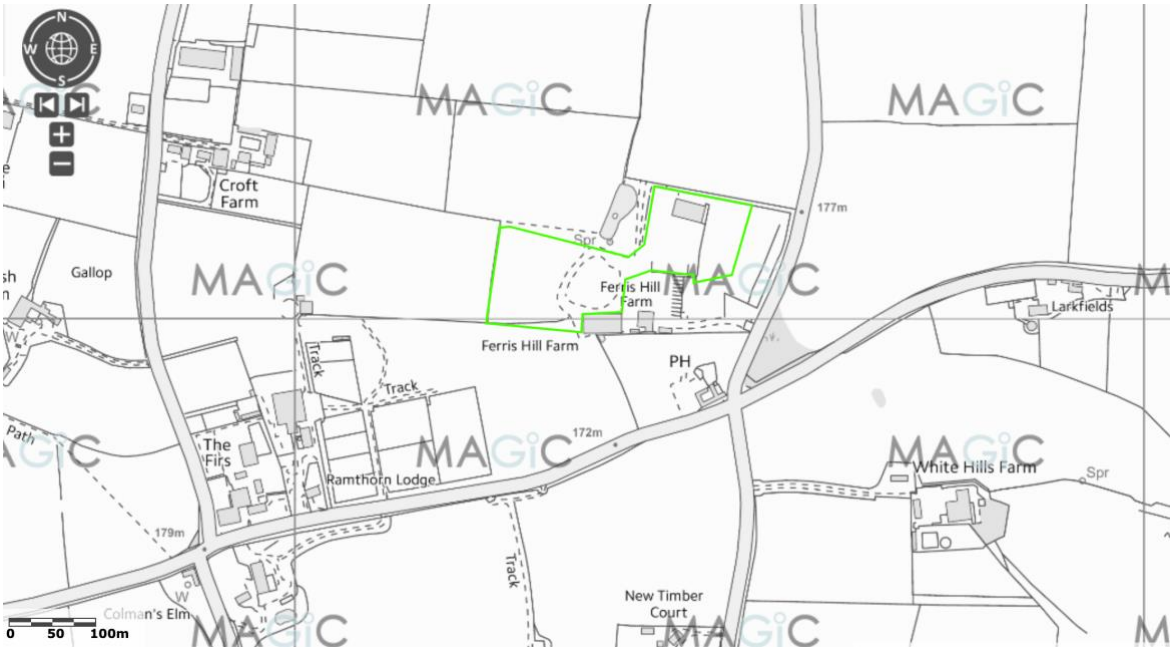
NIGEL MATTHEWS T/as BANBURY PLANT & SKIP HIRE
FERRIS HILL FARM, HOOK NORTON, BANBURY, OXFORDSHIRE OX15 5JY



SITE LOCATION PLAN

ENVIRONMENTAL MANAGEMENT SYSTEM

WASTE MANAGEMENT FACILITY
FERRIS HILL FARM,
HOOK NORTON,
BANBURY
OXFORDSHIRE
OX15 5JY

Prepared by:

Lumnia Consulting Ltd
December 2019

Document title: Environmental Management System
Document reference: BPS/PARTC2/3d
Environmental Permit reference: EPR/XP3298CF

December 2019

CONTENTS

INTRODUCTION
Scope of the Environmental Management System
Location & setting
Access
Environmental Permit
Compliance

1. MANAGEMENT
Section 2 Permitted Wastes

2. OPERATIONS
2.1 Permitted activities
2.2 Waste acceptance
2.3 Operating techniques
2.4 The site
2.5 Technical requirements

3. EMISSIONS AND MONITORING
3.1 Emissions of substances not controlled by emission limits
3.2 Odour
3.3 Noise and vibration

4. INFORMATION
4.1 Records
4.2 Reporting
4.3 Notifications
4.4 Interpretation

APPENDICES
1. Environmental permit
2. Environmental risk assessment
3. Company operating procedures – various
4. Accident Management Plan including emergency contact details
5. Emergency plans
6. Competent person(s) certificate(s)
7. Staff training
8. Daily site inspection & maintenance
9. Complaint procedure
10. EMS review procedure

LIST OF PLANS

Drawing reference: BPS/PartC2/5a	Site Layout plan
Drawing reference: BPS/EMS/Location	Site Location plan
Drawing reference: LCL/FFP/Annex G	Site drainage plan
Drawing reference: LCL/EMS/SMP	Site monitoring plan

This Environmental Management System [EMS] is based on the current regulator guidance 'Develop an Environmental Management System', issued 2016 after withdrawal of previous regulator guidance 'How to Comply with your Environmental Permit' in 2016.

1. INTRODUCTION

Scope of the EMS

This EMS has been prepared in a number of sections and in a format that will enable periodic modifications to reflect changes in legislation, alterations in operational practice and revisions as necessary in light of new conditions imposed by the Environment Agency [EA].

Location and Setting

The Nigel Matthews T/as Banbury Plant & Skip Hire waste management facility is located at Ferris Hill Farm, Hook Norton, Banbury, Oxfordshire OX15 5JY
The site entrance is at NGR SP 35535 34994.
The company full postal address is Ferris Farm, Hook Norton, Banbury, Oxfordshire OX15 5JY.

Access

Access to the site is from Sibford Road which runs in a north direction from Hook Norton for approx. 1.3km where access to the site is located.

Environmental Permit

Environmental Permit EPR/XP3298CF was originally varied to a standard permit license on 21/06/2017.

Compliance

A review of the EA public register shows that the site CCS scores for the management of the facility;

This EMS introduces new management structure and controls introduced by the company to reflect revision of waste management practices in the UK.

The management of the activity will be under the Wamitab OCS competence scheme.

1 MANAGEMENT

1.1 General management

1.1.1 This document relates to rules 1.1.1 (a) & (b) of the environmental permit and is the Environmental Management System [EMS].

1.1.1 (a) This EMS and its appendices form the written management system.

An identification sign shall be erected and maintained in a prominent position at both site entrances. The signs shall be approximately 0.75m by 1m and display the following information.
• Site name and address
• Name of site operator
• Name of EP holder
• EP number
• Emergency contact telephone number
• Statement that the site is licensed by NRW
• NRW contact details
• Operational site hours

The site is equipped with the following facilities:
• Site office facilities
• Welfare/Mess facilities

The main site office will be positioned at the top of the site, and will be equipped with a telephone line, office equipment and suitable for emergency calls. The office will provide suitable space to permit secure short-term record keeping. All records specifically relating to recycling operations shall be retained on-site in the main office. The site office will keep a copy of the Environmental Permit/Waste Exemptions and the most up-to-date approved copy of the Environmental Management System (EMS). All site staff working in the permit area shall be made aware of the Environmental Permit/Waste Exemptions and EMS and will be required to be aware of the documents' contents.

Appropriate welfare facilities will be provided at site and maintained by site staff. Car parking will be provided for staff members and site visitors in yard area inside the site entrance. This area will be maintained to minimize surface water ponding and to direct surface water to the sites' drainage system.
With the exception of collection vehicles, storage containers and skip in the bottom and top yard, all permitted area site equipment and machinery will be securely stored within the permitted area.

Appendices 6 and 7 refer specifically to 1.1.1 (b).

Appendix 10 refers specifically to the annual review of the EMS.

1.1.2 Appendix 6 refers.

1.1.3 This EMS and its appendices are available for all staff, sub-contractors, visitors and contractors in the following locations;

- Main Site office and Management Office.
- Welfare/workshop/aggregate facilities [outside permit boundary but under control of the operator]

1.1.4 Appendix 5 refers.

2 OPERATIONS

2.1 Permitted activities

2.1.1 The authorised activities to be carried out at the site by `Nigel Matthews. are shown in Table 2.1 below:

2.2 Waste acceptance

2.2.1 Waste shall only be accepted if:

(a) it is of a type and quantity listed in permit EPR/XP3298CF in Appendix 1; and

Table 2.1 activities

Description of activities	Limits of activities
D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced) **R13**: Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced) **D14:** Repackaging prior to submission to any of the operations numbered D1 to 13 **D9**: Physico-chemical treatment not specified elsewhere in Annex IIA which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D8 and D10 to D12 **R3**: Recycling/reclamation of organic substances which are not used as solvents; typically soils, paper, cardboard, plastics, wood, timber **R4**: Recycling/reclamation of metals and metal compounds **R5**: Recycling/reclamation of other inorganic materials; typically aggregates, stones, ceramics, sub-soils	Treatment consisting only of manual sorting, separation, screening, baling, shredding, crushing or compaction of waste into different components for disposal, (no more than 50 tonnes per day) or recovery. Unless stored or treated as specified waste (as defined in Schedule 6 of permit), all waste shall be stored and treated on an impermeable surface and sealed drainage system. Specified waste shall be stored and treated on hard standing or on an impermeable surface with sealed drainage. There shall be no treatment of waste electrical and electronic equipment (WEEE). All maximum height of all stored combustible wastes and materials at site will be 4m. No more than a total of 50 tonnes of intact and shredded waste tyres (waste codes 16-01-03 and 19-12-04) shall be stored at the site. Subject to any other requirements of this permit wastes shall be stored for no longer than 1 year prior to disposal or 3 years prior to recovery.

(b) it conforms to the description in the documentation supplied by the producer and holder through the accompanying waste transfer note [or eDoC] or Consignment Note [hazardous wastes].

The waste transfer note will be checked for the correct description of the waste and associated information [EWC, SIC and similar] and the contents of the delivery container validated by an initial visual and olfactory assessment upon collection from the waste producer and again upon arrival at the facility.

Appendix 3 refers.

Records of all wastes received will be maintained by the operator and will form the basis of the returns required under rules 4.2.1 & 4.2.2.

2.3 Operating techniques

2.3.1 The operator notes the requirements of 'Operating Techniques' as following as described in the various standard rules environmental permits that will form the bespoke environmental permit:

SR2008 No3 reference to 'specified waste' and manages the site activities, accordingly, as shown on site layout plan;

2.3.2 The site is impermeably surfaced wherever waste, other than 'specified wastes' is stored and treated.

2.3.3 'Specified wastes' are stored and treated on either impermeable surfacing or hardstanding.

2.4 The sites

2.4.1 The site and its boundary is shown in drawing BPS/EMS/Location.

A Site Layout Plan, subject to change as activities develop over time, is shown in drawing CGL/PartC2/5a.

2.4.2 Noted. No action.

2.4.3 Noted. Reference to permit rules 3.1.1 below is made.

2.5 Technical Requirements

Waste battery and accumulator treatment

2.5.1 Noted. The operator does not carryout this activity at the time of updating the EMS.

An updated EMS and company procedure will be introduced in the event that this activity commences.

3 Emissions and monitoring

3.1 Emissions of substances not controlled by emission limits

3.1.1 The operator has identified the following potential emissions, other than those detailed in rules 3.1, 3.2 and 3.3 below, from operations;

- Dust
- Mud
- Surface water
- Pests
- Scavengers
- Litter
- Fire

The original EMS used the EA guidance from their guidance document 'How to Comply with your Environmental Permit', withdrawn February 2016 and generic environmental risk assessment to consider a risk management approach to controlling the above emissions from activities. The basis of that guidance is still considered to provide suitable guidance for the appropriate control measures. See compliance scores.

The individual control measures in place to control potential emissions are detailed in Appendices 2 and 3 to this EMS.

The operator notes the requirements of Table 3.1 and may elect to store 'specified wastes' externally, as described in rules 4.4. 'Interpretation'.

All potential emissions from activities will be monitored during site opening under the supervision of the owner, either directly or indirectly through trained staff [see 1.11 (b) above] and recorded daily using the daily site inspection form, Appendix 8.

3.1.2 Noted.

3.1.3 All liquids will be stored in bunded tanks or on drip trays and the condition of the tanks will be inspected and recorded daily using the daily site inspection form, Appendix 8.

In the event that the primary tank cannot be bunded or placed in a drip tray the container it will be stored on impermeable surfacing with spillage clean-up materials.

3.2 Odour

3.2.1 The original EMS used the EA guidance from their guidance document 'How to Comply with your Environmental Permit', withdrawn February 2016 and generic environmental risk assessment to consider a risk management approach to controlling odour emissions from activities. The basis of that guidance is still considered to provide suitable guidance for the appropriate control measures. See compliance scores.

The control measures in place to control potential odour emissions are detailed in Appendices 2 and 3 to this EMS.

All potential odour emissions from activities will monitored during site opening under the supervision of the competent person, either directly or indirectly through trained staff [see 1.11 (b) above] and recorded daily using the daily site inspection form, Appendix 8.

3.2.2 Noted.

3.3 Noise and vibration

3.3.1 The original EMS used the EA guidance from their guidance document 'How to Comply with your Environmental Permit', withdrawn February 2016 and generic environmental risk assessment to consider a risk management approach to controlling odour emissions from activities. The basis of that guidance is still considered to provide suitable guidance for the appropriate control measures. See compliance scores.

The control measures in place to control potential noise and vibration emissions are detailed in Appendices 2, 3 and 7 to this EMS.

All potential noise and vibration emissions from activities will monitored during site opening under the supervision of the competent person, either directly or indirectly through trained staff [see 1.11 (b) above] and recorded daily using the daily site inspection form, Appendix 8.

3.3.2 Baseline noise readings have been taken for the operation of the fixed and mobile plant at site, which have been operating since the issue of the environmental permit in November 2015 without complaint.

Item of plant/equipment	Noise readings at 1m	Predicted noise readings at 10 metres	Predicted noise readings at 100 metres [boundary]	Date of measurements
HGVs; skip & rollonoff	2017	73dBA	66dBA	2017
21 tonne excavator	2017	67dBA	61dBA	2017
13 tonne JCB excavator	2017	60dBA	61dBA	2017
Telehandler	2017	67dBA	65dBA	2017
Trommel	2017	79dBA	73dBA	2017
Shredder	2017	85dBA	82dBA	2017
Overall [centre of sites]	2017	85dBA	50dBA	2017

- Individual noise becomes background at 10m
- Reference to BS5288 [not applied to measurements]

3.3.2 Noted

4 Information

4.1 Records

4.1.1 The operator notes the requirements of rule 4.1.1 and will comply with the requirement for all aspects of record keeping, particularly waste transfer notes [to record and non-confirming or rejected waste and similar], the site inspection records and site diary.

4.1.2 The operator notes the requirements of this rule and will seek prior Agency written approval to remove documentation listed from the site office(s).

4.2 Reporting

4.2.1 The operator notes the requirements of this rule and this will become a matter for compliance in considering the rules in 3.1.2, 3.2.2 and 3.3.2 above.

4.2.2 The operator will provide this information as required using one of the formats made available by the Agency for this purpose.

A copy of the quarterly returns will be kept at site as required by rule 4.1.2 above.

4.3 Recording

4.3.1 The operator notes the requirements of this rule as follow;

(a) When significant potential or actual pollution is being caused

(b) There are no limits set in the environmental permit

(c) Any significant adverse environmental effects

4.3.2 The operator will provide the Agency with written confirmation of any aspects referenced in 4.3.1 above as required by the rule.

4.3.3 Noted.

4.3.4 Noted and not applicable at present to the operator.

4.4 Interpretation

4.4.1 Noted.

4.4.2 Noted.

APPENDIX 1

ENVIRONMENTAL PERMIT

SEE SEPARATE FILES

APPENDIX 2

ENVIRONMENTAL RISK ASSESSMENT

SEE SEPARATE FILES

Site specific environmental risk assessment

APPENDIX 3

COMPANY PROCEDURES; OPERATIONS

SEE SEPARATE FILES

Non-technical summary

Waste acceptance procedure
Waste rejection procedure
Waste storage procedure
Dust management procedure
Odour management procedure
Noise management procedure
Non-conformance procedure; wastes
Staff training
Site monitoring plan
Site inspection form

Safe system of work – waste transfer station

APPENDIX 4

COMPANY PROCEDURES; ACCIDENT & EMERGENCY CONTACTS

SEE SEPARATE FILES

Accident management plan
Emergency contacts
Fire Prevention Plan

APPENDIX 5

COMPANY PROCEDURES; EMERGENCY PLANNING

SEE SEPARATE FILES

EMS OP 02: Emergency procedures
List of materials at site

APPENDIX 6

COMPETENT PERSON CERTIFICATION

SEE SEPARATE FILES

Certificate of Competence

APPENDIX 7

TRAINING RECORDS

SEE SEPARATE FILES

EMS FR02: Staff training records

APPENDIX 8

SITE INSPECTION & MAINTENANCE

SEE SEPARATE FILES

Site inspection record
Plant maintenance records [in office]

APPENDIX 9

COMPLAINT PROCEDURE

SEE SEPARATE FILES

EMS OP 04: Complaint procedure

APPENDIX 10

EMS REVIEW PROCEDURE

SEE SEPARATE FILES

EMS FR 09: EMS audit procedure