



Management System Summary

Ubico Limited



Helping clients prosper through compliance

SITE DETAILS

Ubico Limited,
Supergas Industrial Estate,
Downs Road Depot,
Witney,
OX29 0SZ

OPERATOR DETAILS

Ubico Limited,
West Oxfordshire Waste Transfer Station,
Swindon Road,
Cheltenham,
Gloucestershire,
GL51 9JZ

[PERMIT/APPLICATION] REFERENCE

EPR/FB3602KK

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DRAWINGS

REFERENCE	TITLE	DATE
K452.3~20~005	Permit Boundary Plan (Rev A)	10/03/2026
K452.3~20~003	Site Setting Plan (2 km) (Rev A)	30/12/2025
K452.3~20~006	Site Layout Plan (Rev A)	17/02/2026

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Figure 1	Flow diagram showing waste acceptance and removal procedures

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Table 2	Location and sizes of waste storage areas
Table 3	Emergency contact details

APPENDICES

APPENDIX	TITLE
Appendix A	Complaint Form
Appendix B	Daily Environmental Log

1 INTRODUCTION

This document is the Management System Summary (MSS), as required by application form Part C2, Section 3d Management Systems, and the associated Environment Agency guidance¹. The MSS accompanies the application for a permit variation to amalgamate a standard rules permit (EPR/FB3602KK) and an S1 & S2 Exemption into a bespoke permit at Ubico Limited, West Oxfordshire Waste Transfer Station, Supergas Industrial Estate, Downs Road Depot, Witney, OX29 0SZ.

The application has been prepared by Wiser Environment Limited on behalf of the applicant Ubico Limited.

The site currently runs under the listed standard rules and exemptions; SR2022 No7 – Material Waste Facility, S1 Exemption – Storing waste in secure container and S2 Exemption – Storing waste at a secure site. The site operates as a recycling bulking facility, authorising the sorting, separation and subsequent storage of permitted wastes for onward transfer.

The site currently handles predominately non-hazardous waste and some hazardous waste. Materials are brought to the facility by kerbside collection vehicles operated by Ubico, as part of municipal contracts.

The site will carry out the same operations (the storage and distribution of outgoing waste materials), however owing to the forthcoming 2026 changes to exemptions, a variation to a bespoke permit is required.

The site is located at Ubico Limited, Supergas Industrial Estate, Downs Road Depot, Witney, OX29 0SZ. The site is located at National Grid Reference SP 32822 10418 and is shown on the Permit Boundary Plan (K452.3~20~005) in Section 09 of this application pack.

The site surrounding is majorly commercial. The site is located 150m South from the Residential houses on Burford Road and 200 m South of the B4047 shown on the Site Setting Plan (K452.3~20~003).

¹ [Develop a management system: environmental permits - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/develop-a-management-system-environmental-permits), updated 3 April 2023

2 SCOPE OF MANAGEMENT SYSTEM

The operator collects predominantly non- hazardous materials. The waste is delivered to site in kerbside collection vehicles operated by Ubico, as part of municipal contracts.

The scope of this Management System Summary (MSS) extends to all operations associated with the acceptance, handling, and storage of waste at Ubico Limited for onward transfer. The wastes permitted to be accepted at the facility are detailed within the List of Waste (K452.3~09~006), in Section 07 of this application.

The site is operated in accordance with management procedures and controls outlined within this MSS which has been produced in accordance with the Environment Agency (EA) guidance, '*Develop a Management System: environmental permits*².

The benefits of operating an effective and efficient Management System are to ensure sustainable business practices, reduce risks and losses, reduce operational costs, to help obtain business and a good reputation, and to ensure legal compliance.

A controlled copy of the MSS will be available at Ubico Limited, West Oxfordshire Waste Transfer Station, Supergas Industrial Estate, Downs Road Depot, Witney, OX29 0SZ.

Ubico Limited will ensure that copies of all relevant permits and approved supporting documents are provided to all personnel with nominated responsibility for the management or control of the site.

The locations of the documents will be made known to all relevant personnel and will always be readily available for inspection by regulatory bodies when the site is operational.

The key contact regarding the operation of the site's Environmental Permit is:

Table 1 TCM details

Technically Competent Manager		
Name: Gregory Padfield	Mobile: 01242 387735 Telephone: 01242 387735	e-mail: Gregory.Padfield@ubico.co.uk

² [Develop a management system: environmental permits - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/develop-a-management-system-environmental-permits), updated 3 April 2023

3 SITE INFRASTRUCTURE

The site is 0.25 ha, with site infrastructure comprising of the following:

- Weighbridge
- Waste storage areas
- Waste operations areas
- CCTV
- Loading shovel
- Forklift
- Fences and gates
- Hard standing

3.1 Construction Procedures & Supervision

Any construction work, infrastructure improvement and replacement will be undertaken by a specialist contractor. A suitably qualified Civil and/or Structural Engineer will inspect works to ensure that all necessary standards and specifications are met.

3.2 Maintenance and Inspection

Daily inspections of site infrastructure will be undertaken by the Technically Competent Manager (TCM) or a person appointed by the TCM.

Daily site checks are undertaken to ensure that all structures are in good repair and recorded in the site diary or similar document.

A planned maintenance schedule will be kept including plant and equipment to meet manufacturers, legal and operational requirements and to keep the equipment in good working order.

Waste management operatives will carry out daily and weekly inspections on all plant and equipment. All defects will be reported and logged in the Site Diary and/or recorded electronically including any defects found during planned maintenance visits which could result in harm to the environment or human health.

Waste management operatives will be in possession of the appropriate certificate of training to operate the plant and equipment provided.

The site operating procedures will also act as a quality assurance mechanism by outlining control measures in the event of emergencies or unplanned circumstances.

A comprehensive inspection of the concrete surfaces is undertaken, and repairs are organised where defects are found to maintain the integrity of the surface and prevent the transmission of fluids.

Waste Oils shall be accepted, kept and stored and visual inspection of waste will be done by site attendant. Only waste engine oil can be accepted. Oil filters and other oil-bearing wastes cannot be accepted. Oils and diesel are collected in small quantities and stored on site in bunded vats capable of a spill containment level of 110%. The diesel storage (10,000l and 30,000l) is for personal consumption used for powering the plant and equipment.

Yard staff only discharge waste oil into the oil recycling bank. Empty containers to be placed in waste bins ready for disposal. Site attendant to monitor cleanliness of the oil recycling area. Any spills to be removed following the spill clean-up procedure. Oil tanks are monitored by the site operatives and emptied as required. Supervisor will arrange tank emptying by a specialist contractor. Site equipment/infrastructure such as Absorbent & Spill Kits/Spill Trays shall be always stored / equipped on site. One double skinned, bunded oil storage tank (bund with 110% capacity) of inner tank is located on site.

All containers stored within the site will be clearly marked with their contents and capacity. Container openings will be securely sealed before being moved around site to prevent spillages.

Spill kits are strategically placed within the site. Spill response kits shall be available during the transfer of all substances at the site.

Precautions in place to mitigate the effects of the surface water runoff will be managed within the existing surface water drainage systems. The site has a gradient that falls away from the bays, towards the entrance of the site. Surface water, and ground water flow towards a TWA foul drain on Downs Road. In the event of substantial water volumes being applied to the site during a fire, Ubico can direct the runoff to the approved discharge point with the use of sausage bunds, sandbags and physical portable barriers.

4 PERMITTED ACTIVITIES

Permitted activities are restricted to manual sorting and separation, of waste into different components for recovery. Waste consisting solely of dust, powder and loose fibre shall not be accepted. Waste materials are tipped into individual storage bays directed by site operatives to be bulked up and hauled out in the same state as they arrived.

The total quantity of waste accepted at the site shall be less than 75,000 tonnes a year.

The types of wastes and waste codes accepted on site are listed below:

- Glass (EWC 20 01 02) - Stored within a segregated fire-resistant storage bay under a building. Maximum storage onsite is 2 days (48 hours) (Daily rotation).
- Dry Mixed Recycling (EWC 20 03 01) - Stored within a segregated fire-resistant storage bay within a building with daily stock rotations and stored onsite for a maximum of 24 hours.
- Textiles (EWC 20 01 11) - Stored within sealed collection bins for a maximum of 6 months on site.
- Engine Oil (EWC 13 02 08*) - Stored in a bunded tank. Maximum storage time onsite is for 6 months.
- Household Batteries (EWC 20 01 33*) - Stored in 60-70 litre sealed containers for a maximum of 6 months on site.
- Small WEEE (EWC 20 01 35*) - Stored in a 40yrd skip under a building. These materials have a 6-months maximum storage time on site.
- Vapes (EWC 20 01 35*) - Stored in 60 -70 litre sealed containers for a maximum of 6 months on site.
- Broken Waste Wheelie Bins (20 01 39) - Stacked and bulked in a fire-resistant bay. A load consists of 70 stacks. Materials are stored on site for a maximum of 3 weeks.

Permitted activity codes are listed below

- **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).
- **R3:** Recycling / reclamation of organic substances which are not used as solvents.
- **R4:** Recycling / reclamation of metals and metal compounds.
- **R5:** Recycling / reclamation of other inorganic materials.

Limits of activities

Consisting only of manual sorting and separation, of waste into different components for recovery.

5 ANNUAL WASTE QUANTITIES

The site has a capacity to receive up to 75,000 tonnes of waste per annum.

6 RECEPTION, HANDLING & STORAGE OF WASTE

The following section describes the operational techniques that are implemented on site to control the release of any potentially polluting substances to the environment during reception, handling and storage of the waste.

All operations and working practices are regularly reviewed and improved where necessary. There are robust mechanisms in place for investigation of incidents/accidents if they occur.

6.1 Pre-Acceptance Procedure

Ubico Limited accepts predominantly non-hazardous waste and some hazardous waste at the West Oxfordshire Transfer Station, Supergas Industrial Estate, Downs Road Depot, Witney from within the UK. The types of wastes to be accepted at the site are detailed in the List of Waste (K452.3~09~006), accompanying the application (Section 07).

A pre-acceptance procedure is followed in accordance with SGN S5.06³ section 2.1.1.

The waste producer is asked to confirm the type of process where the waste is produced, the expected quantity of waste, and hazards associated with the waste. The information is allocated a unique reference code and retained as a record for a minimum of 3 years.

Materials are unloaded into individual storage bays directed by site operatives to be bulked up and hauled out in the same state as arrived. A list of waste streams and storage type and locations is given below. No waste is stored for longer than 6 months (with regular monitoring), and all waste is stored on an impermeable surface.

- Glass Stored - Within a segregated fire-resistant storage bay under a building.
- Dry Mixed Recycling - Stored within a segregated fire-resistant storage bay within a building with daily stock rotations.
- Textiles - Stored within sealed collection bins.
- Engine Oil* - Stored in a bunded tank.
- Household Batteries* - Stored in 60-70 litre sealed containers.
- Small WEEE* - Stored in a 40yrd skip under a building.
- Vapes* - Stored in 60-70 litre sealed containers.
- Broken Waste Wheelie Bins - Stacked and bulked in a fire-resistant bay.

³ [Sector Guidance Note S5.06: recovery and disposal of hazardous and non-hazardous waste - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/sector-guidance-note-s5-06-recovery-and-disposal-of-hazardous-and-non-hazardous-waste), updated 10 October 2018

6.2 Reception

Materials arrive on site in kerbside collection vehicles. On arrival, vehicle details will be recorded in the site diary or similar document. Waste will only be accepted from companies who have provided a valid waste carrier registration and relevant Waste Transfer Note.

All loads will be pre-booked, no ad-hoc deliveries will be accepted. All loads are inspected for non-permitted wastes, quality, and conformance with Environmental Permit requirements. Non-conforming loads are refused entry and details are recorded.

All drivers must be wearing appropriate Personal Protective Equipment (PPE) before beginning the unloading process.

Waste deliveries will be inspected upon arrival and then directed to the waste reception area before loads are discharged in the designated area. Materials are weighed on a site weigh bridge upon entrance and tonnage information is collated at the depot office.

The site is operated in accordance with written procedures incorporated within Ubico Limited's Management System.

All procedures include written instruction on how to undertake tasks, equipment involved, PPE/safety equipment required and potential hazards. Each procedure is accompanied by an activity risk assessment.

6.3 Process Controls

- Always wear the correct PPE provided by the Company. Report any wear and tear so that it might be replaced.
- Drive around the site in accordance with site driving rules.
- Only trained operators may operate machinery in accordance with operational procedures.
- Engage positively with these rules and if unsure contact your Line Manager.
- The unloading of recycling vehicles within the transfer Station must be undertaken in line with the transfer station current site rules and procedures. General points that must be observed are:
 - Drivers must be aware of other vehicles, pedestrians, etc.,
 - Drivers must observe all site speed limits and traffic control systems.
 - Drivers must only enter the transfer Station when authorised to do so and must always observe the instructions of site staff.
 - All relevant personal protective equipment must be always worn

6.4 Handling & Storage

A loading shovel will be permanently based at the site and used to load materials into bulk haulage vehicles. A planned maintenance schedule will be kept including plant and equipment to meet manufacturers, legal and operational requirements and to keep the equipment in good working order. All equipment is periodically inspected in accordance with manufacturers' guidance and manuals to ensure the plant and equipment is available for work when required.

Any non-conforming waste types, other than those listed in the List of Waste (K452.3~09~006), will be rejected upon visual identification. Rejected wastes will be quarantined and the customer will be informed (usually via telephone/email), and arrangements will be made to remove these items from site within 72 hours.

A record is kept of all waste received at, or rejected from, the site. These records contain:

- Date of arrival;
- Producers' details;
- Previous holders;
- A unique reference number;
- Intended recovery route;
- Accurate nature and quantity of waste, including hazards; and
- Storage location.

All records are maintained for a minimum of 3 years following recovery or disposal.

6.5 Waste Dispatch

Any waste leaving the site will be accompanied by a written description, and due diligence checks will ensure that they are transferred to a suitably permitted waste management facility, by a registered waste carrier.

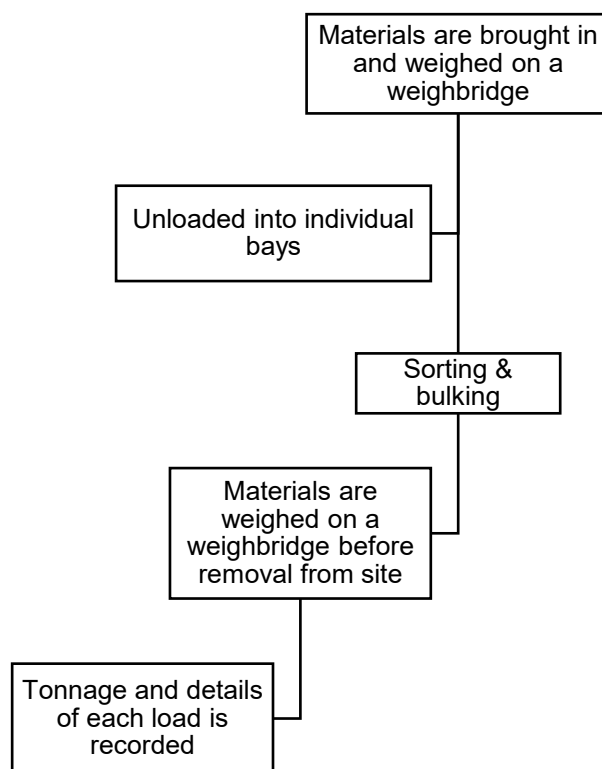


Figure 1 Flow diagram showing waste acceptance and removal procedures

7 WASTE MANAGEMENT AND TRANSFER ACTIVITY

- Materials will be brought to the facility by kerbside collection vehicles operated by Ubico within the West Oxfordshire geographical area.
- Materials will be unloaded into individual storage bays to be bulked up and hauled out in the same state as it arrived.
- All incoming loads will be pre-booked and pre-characterised by the waste producer acceptance on site;
- All loads delivered to site will be inspected upon arrival for odour, contaminants and suitable moisture content;
- Waste duty of care information will be inspected and recorded;
- Loads will be directed to the designated area and will be discharged in a designated area. Waste storage areas are listed in table 2 below

Table 2 Location and sizes of waste Storage Areas

Trade Name	Baled / Loose	Medium (solid, liquid or gas)	Contained in	Volume (m ³)
Dry Mixed Recycling (1)	Loose	Solid	Storage Bay	450
Mixed Glass	Loose	Solid	Storage Bay	270
Vapes	Loose	Solid	Container	60 – 70 litres
Household batteries	Loose	Solid	Container	1.5
Small WEEE	Loose	Solid	Container	40
Dry Mixed Recycling (2)	Loose	Solid	Storage Bay	300

Trade Name	Baled / Loose	Medium (solid, liquid or gas)	Contained in	Volume (m ³)
Textile	-	Solid	Stored within sealed collection bins.	2
Engine oil	-	Liquid	Stored in oil storage tanks banded to 110% capacity	1000l
Broken Waste Wheelie Bins	-	Solid	Stacked and bulked in a fire-resistant bay	70 stacks for a load

- Material must be stored within the correct storage bay.
- Collections must be made in a timely manner to prevent bays becoming overfilled.
- All waste streams will be offloaded into appropriate storage bays, or containers as directed by the site operatives.
- Waste will be treated using the First In, First Out (FIFO) principle; and
- Waste management operatives will inspect all wastes dispatched from the site by approved contractors. Waste management operatives will record all wastes dispatched from the site to the approved contractors.
- An approved contractors list is kept at the site, which outlines contractors who have a [Waste Carrier Licence](#)⁴.
- Weighbridge records will be used to confirm actual weights of wastes dispatched. This information will be used to produce the quarterly summaries for submission to the Environment Agency.
- All waste removal operations will be closely supervised by site operatives who will visually inspect the vehicles prior to leaving site to ensure the load is safe and secure.

⁴ environmental-licences.co.uk

- Ubico will maintain all documentation relating to waste transfer including registration of carriers' certificates, waste transfer notes and environmental permits/waste management licences.
- Non-recyclable household waste materials that are brought to the site will be rejected unless considered to be a risk to the environment or human health.
- TCM will liaise with Environmental Manager, Client and any relevant third party (Environment Agency, Police, Fire Service, Army, Coast Guard etc)
- On instruction waste will be stored in isolation or quarantine area/cage
- Information/advice from third parties shall be initiated immediately and where appropriate the site closed until the risk is eliminated.
- Disposal arrangements will be made following advice of third party
- Full records/reports of all such incidents will be kept
- Details of the incident will be communicated to the wider business and appropriate measures taken to prevent recurrence.

8 SITE & EQUIPMENT MAINTENANCE

Equipment located on site include – A loading shovel and a forklift truck. The Loading Shovel and Forklift are serviced on a planned maintenance schedule, and any problems between services are dealt with promptly. Both the servicing and the repairs are undertaken by maintenance specialists and where any significant works might need to be undertaken this would be done under the control of a permit to work.

All equipment is periodically inspected in accordance with manufactures' guidance and manuals to ensure the plant and equipment is available for work when required.

All lifting equipment is inspected and tested by an external auditor on an annual basis.

Weighing equipment is inspected and tested on annual basis by an external auditor in accordance with the Weight and Measures Act 1985.

The site is operated in accordance with written procedures incorporated within Ubico Limited's management system.

All procedures include written instruction on how to undertake tasks, equipment involved, PPE/safety equipment required and potential hazards. Each procedure is accompanied by an activity risk assessment.

The site manager also maintains a register of all calibrations of measuring and monitoring devices. All calibrations are undertaken by an approved subcontractor.

8.1 Site Operational Procedures

The site is operated in accordance with written procedures incorporated within Ubico Limited's Company Management System.

All procedures include written instruction on how to undertake tasks, equipment involved, PPE/safety equipment required and potential hazards. Each procedure is accompanied by an activity risk assessment.

8.2 Training

It is the responsibility of Senior Management and the Site/Technical Competent Manager to ensure that no unauthorised persons operate equipment on site.

Operation of the equipment is carried out exclusively by staff that are fully trained in safe working practices and the safety features of the equipment.

Individual operators have access to the operation and maintenance manuals of the equipment they use.

8.3 Site Security

The site is protected by a security fence and gate at the entry/exit point. The site is covered by CCTV coverage.

CCTV has thermal imagery cameras and recording. The CCTV is not monitored 24/7 but the thermal imaging sensors can send an alert to the COTC holder and manager in case of an incident.

The site security will be inspected regularly by site operatives. Any defective areas of fencing / gates will be made secure by temporary repair by the end of the working day. Permanent repairs or replacement shall be undertaken within 3 working days of the damage being detected unless otherwise agreed in writing with the Agency.

During opening hours vehicular movements are monitored by site staff.

9 ACCIDENT PREVENTION & MANAGEMENT

Ubico Limited's Risk Assessment identifies the foreseeable risks on site and provides details on how risks will be controlled.

Potential accidents and incidents have also been identified within Table ERA13 of the Environmental Risk Assessment (ERA) (K452.3~09~003), where management procedures and controls are identified to reduce any identified risk.

Control measures detailed within the ERA include:

- Site is secured by fencing and gated and CCTV is monitored
- All vehicles delivering and collecting materials to / from the site are sheeted.
- Waste deliveries and site operations shall be overseen by the Technically Competent Manager or nominated competent person;
- Unloading of waste will only be undertaken in designated areas, and waste storage takes place under cover;
- Waste operations and storage take place in an area which is made up of hard-standing and a mixture of open and covered areas.
- Appropriate training regarding process/plant operation and emergency procedures is provided to all relevant staff;
- Plant and equipment will be maintained in accordance with their maintenance schedules or when applicable;
- Storage tanks are checked as part of daily site inspections for integrity or signs of leakage;
- Fuelling of plant is to be undertaken on an impermeable surface with a suitable spill kit and fire extinguisher available; and
- Emergency procedures are in place
- Surface water is actively managed on site to prevent flooding. Precautions in place to mitigate the effects of the surface water runoff will be managed within the existing surface water drainage systems.
- Monitoring of weather warnings/flood alerts/EA warnings.
- Fuels/oils or any other potentially polluting liquids are stored within appropriate containers with 110% secondary containment.

Accident prevention and management will be reviewed on an annual basis along with the Management System or following an accident.

Emergency contact:

Table 3 Emergency Contact details

Technically Competent Manager		
Name: Gregory Padfield	Mobile: 01242 387735 Telephone: 01242 387735	e-mail: Gregory.Padfield@ubico.co.uk

10 WASTE MANAGEMENT

There is no waste produced as an output of the operational processes on the site. The process consists only of manual sorting and separation of waste into different components for recovery.

11 TRAINING & COMPETENCE

The site shall be overseen and managed by a Technically Competent Manager (TCM) holding the relevant Operator Competence Certificate qualification. The Site Manager/TCM will be responsible for the day-to-day operations at the site, and to ensure that site personnel operate the site in compliance with the Environmental Permit. They will be responsible for ensuring adequate training of staff has been undertaken.

The TCM will report any problem, or potential problem, to Senior Management as well as the Environment Agency.

The TCM will attend site in accordance with the attendance criteria specified within the Environment Agency guidance, '*Legal operator and competence requirements: environmental permits*⁵.

All new site staff are taken through an induction process, covering all areas of site operations, including company policies, operational and emergency procedures, risk assessments, site rules, and all relevant conditions of the Environmental Permit.

It is the responsibility of Senior Management and the Site/Technical Competent Manager to ensure that no unauthorised persons operate plant and equipment on site.

Operation of the equipment is carried out exclusively by operators fully trained in safe working practices and safety features of the equipment.

Individual operators have access to operation and maintenance manuals of the equipment they use.

Staff training is reviewed regularly through refresher courses, to ensure continued competence in their daily tasks.

⁵ [Legal operator and competence requirements: environmental permits - GOV.UK](#) updated 30th April 2025

12 COMPLAINTS

All complaints received concerning the permitted site will be dealt with in accordance with the existing complaints procedure in the Management System.

The Technically Competent Manager (TCM) is responsible for responding to complaints and implementing the complaints procedure. All complaints will be investigated within 24 hours upon receipt.

Upon receipt of a complaint, either directly from a neighbouring resident or indirectly via the Regulator. The following information will be requested from the complainant:

- Name;
- Address;
- Contact details;
- Date(s) and time(s) to which the complaint relates; and
- Nature of the complaint and any other details which may assist in the identification of the source, activity or circumstances which prompted the complaint.

The timings and description of the complaint will be analysed in conjunction with the activities and meteorological conditions logged on site without delay to identify the odour source. The complainant may be asked to keep ongoing log for correlation with the site operational log. Once the source or activity is identified suitable mitigation measures will be implemented without delay to prevent odour emissions.

The details of the complaint and any subsequent investigation will be recorded in Ubico Limited's Complaint Form (Appendix A), or other format recording relevant information.

12.1 Complaints Reporting

Records relating to management review, complaints, internal audits and inspections are held for a minimum of six years.

All complaints will be acknowledged and investigated by the TCM, or nominated person, with resultant actions reported to the complainant and the EA.

12.2 Community Engagement

On receipt of a complaint, the TCM, or nominated person, will investigate the complaint to swiftly rectify the source.

Where contact details are made available, the complainant will be contacted within 24 hours to check that the mitigation measures rectify the issue.

Where additional time is required to undertake repair or replacement of infrastructure which has caused the complaint, the complainant will be contacted with details on the actions being taken and the estimated timescale for completion.

13 DOCUMENTS & RECORDS

As a minimum, the following records must be kept ensuring compliance with the requirements of the Environmental Permit:

- A copy of the site permit;
- Site management plans;
- Operational procedures;
- Site and activity risk assessments;
- Competence and training records;
- Compliance records; and
- Duty of Care documentation and Environment Agency (EA) waste returns.

Records must be retained for 6 years; unless they relate to off-site environmental or health effects, or the condition of the land or groundwater when they shall be retained until permit surrender.

Copies of all relevant Environmental Permits, access to the Management System, and any other codes of practice will be available at the site office, with electronic back-ups.

Records of all waste received at, and removed from, the site will be maintained on site and reported to the EA on a quarterly basis.

Records will be kept in accordance with The Waste (England and Wales) Regulations 2011 (as amended) and the conditions of the Environmental Permit.

14 ENVIRONMENTAL MANAGEMENT

14.1 Odour and Dust Control

The ERA tables (K452.3~09~003) reports a low residual risk of fugitive emissions to air from odour, dust and particulate matter. Site operations such as materials delivery and dispatch, vehicle movement, have the potential to generate dust in dry conditions. Risk from odour is limited, owing to the types of waste with potential to cause fugitive odour emissions. Food waste which may potentially cause odour is not currently accepted.

The control measures to manage dust and fugitive emissions of odour are detailed in the Environmental Risk Assessment tables (K452.3~09~003).

A summary of control measures applied are listed below

- Storage bays and containers are regularly cleared and cleaned to prevent a build-up of aging waste.
- Waste stocks are rotated on a frequent basis.
- All vehicles' loads are sheeted or kept in enclosed vehicles/containers where appropriate whilst in transit.
- All vehicles, plant and machinery would be inspected and maintained regularly in line with maintenance schedule set out by the manufacturer's specifications

14.2 Litter Control

The ERA tables (K452.3~09~003) identifies a low residual risk rating for fugitive emissions to air from litter and debris.

The following control measures are in place to manage litter and debris on site.

- All vehicles' loads are sheeted or kept in enclosed vehicles/containers where appropriate whilst in transit.
- Waste is received within designated area.
- Regular housekeeping of site surfaces to remove litter and debris and prevent spread.
- Mitigation and prevention in place, enclosed containers, netting on external fencing.
- Daily inspections by site staff and records kept.

Where litter is generated, the following measures are employed.

The site is subject to regular housekeeping to suppress litter generation, staff are required to litter pick on a 'see it, pick it up' basis.

Where litter is identified as a nuisance on the site boundary, the TCM and management will immediately organise the collection of litter by staff. Priority will be given to eliminating the source, following which off-site areas and the site boundary will be cleared. The source of the litter will be investigated and removed to a container ready for disposal.

14.3 Pests, Vermin, Birds

According to the ERA, after risk management measures are put in place, the residual risk rating for pests, vermin and scavengers on site is low.

Waste types proposed to be accepted for storage at the site are not of the nature that could typically attract pests. Food waste is not currently accepted on site.

All reasonable measures will be taken to prevent and minimise the occurrence of pests. Daily site inspections and good housekeeping procedures will be maintained to reduce any occurrence and allow appropriate measures to be taken where necessary.

If an increase in a pest population is observed, the source will be investigated to undertake the most effective mitigation measures. A contracted pest control service is already in place and carries out routine visits to the site.

15 EMISSIONS AND MONITORING

There are no point source emissions and no monitoring requirements on the site.

16 CLIMATE CHANGE

The effects of climate change on operations at the site are related to temperature and weather changes. The nearest surface water locations are River Windrush and tributaries 160m N and Balance Pond Wheatfield Drive 500 m SW.

According to the government website, the risk of flooding from rivers and the sea (RoFRaS) yearly chance is rated as very low. The yearly risk of flooding from surface water is low.

Potential effects from climate change have been identified within Table ERA15 of the Environmental Risk Assessment (ERA) Tables (K452.3~09~003), where management procedures and controls are identified to reduce identified risk.

Control measures detailed within the ERA include:

- Drainage system monitored and maintained
- Regular site cleaning and use of dust suppression systems.
- Fire prevention plan in place.
- Daily inspections of waste materials, site, plant and equipment by site staff and records kept.
- Surface water is actively managed on site to prevent flooding.

The effects of climate change and management will be reviewed on an annual basis, along with the Management System or following an extreme climate event.

17 REVIEW THE MANAGEMENT SYSTEM

The Management System Summary will be reviewed in its entirety at least annually or following any substantial change in site operations.

Other activities which may prompt review of the Management System are variations to the environmental permit, accident, complaint, breach or a change in the site setting or sensitive receptors.

Where the review results in required changes, this will be documented and maintained with the site records, for example, changes to environmental management measures, new or altered equipment.

18 SITE CLOSURE

Following completion of restoration works on site, Ubico Limited will plan for the closure of the site through maintaining records of waste inputs, site development and maintenance. Following any pollution incidents, records of actions taken, any remedial works, and verification reports undertaken shall be kept, as well as any monitoring results.

To evidence that the site operation has not caused a detrimental impact to the surrounding environment, the information collated during the lifetime of the permit will be utilised to prepare the permit surrender.



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