



BOURNE HWRC

Environmental Waste Management System

EPR/DB3705KN

Document/Item Delivery Confirmation Sheet

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Environmental Waste Management System Revision Sheet

Rev Number	Date	Revision Description	Authorised by
001	21/12/20	Addition of hot works cert index update	S Bell
002	20/09/22	Waste wood	S Bell
003	20/09/22	Permit to dig	S Bell
004	20/09/22	Consignment note codes	S Bell
005	20/09/22	Safety Alert: Ammunition	S Bell
006	20/09/22	Safety Alert: Hypodermic Needles	S Bell
007	20/09/22	Lincolnshire County Council HWRC Site Rules	S Bell
008	20/09/22	Concessionary waste	S Bell
009	20/09/22	Items for reuse/resale	S Bell
010	06/10/22	Defect sheet	S Bell
011	12/04/23	Gas cylinder acceptance at HWRC	S bell
012	18/04/24	Update plasterboard storage, para 3.1	S Bell
013	18/04/24	Update asbestos procedure, para 3.2	S Bell
014	18/04/24	Update operational hours para 1.5	S bell
015	18/04/24	Climate change RA added	S Bell
016	18/04/24	Vape collection disposal	S Bell
017	26/09/24	Update Traffic Management Plan	J Hoyles
018	31/10/24	Update Hazardous Wood	J Hoyles
019	12/05/25	Update Waste Acceptance	S Bell
020	11/06/25	Minor updates for new 2022 No6 permit issued by EA	J Hoyles

Management Review

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04/10/22	Checked	L Holmes	
23/05/2024	Full review	J Hoyles	
31/03/25	Review	J Hoyles	
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1. GENERAL

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1.1 Site Covered by Environmental Waste management Plan

The Bourne Household Waste Recycling facility is located on South Fen Rd Bourne. The site consists of an impermeable surface with various types of containers, compacting machines, bring banks, and office and welfare buildings. It is surrounded to the north by a brownfield site and one business, to the west by a scrap yard, to the south by farm building residences and to the east by a farm building and paddock.

The operation has been owned and either licenced or permitted to operate by Lincolnshire County Council (LCC) since 2015, with operations on site being contracted out to various parties for several years. There is one residential property within 1km of the site. The site is owned by LCC and leased to the current operator. The site address is:

Bourne Household Waste Recycling Centre
South Fen Road
Bourne
Lincolnshire
PE10 0DN

1.2 Waste Types and Quantities

The types and quantities of waste to be accepted at the site will be governed by both the planning permission issued by LCC and the conditions of the Environmental Permit issued by the Environment Agency EPR/DB3705KN Waste inputs are restricted to Household wastes from Lincolnshire residents. The quantities will not exceed those stipulated in these authorisations, with the maximum annual throughput being 75,000 tonnes. A list of Hazardous waste types and storage capacities is held in Table 1 and all waste types in Table 2

1.3 Operation of the Site

Waste operations at the site are undertaken solely by a contractor, LCC are the Permit holder.

1.4 Authorised Activities

The Environmental Permit for the site was issued 2015 and since been renewed by the EA in May 2025 and authorises 'the storage and treatment of Household waste.'

The technically competent management for the site under Regulation 4 of the Waste Management Regulations 1994 is provided by the contractor who hold the relevant Wamitab qualification.

Site Operations will comply with all applicable legislation (both Environmental and Health/Safety) for the reception, storage, treatment and transfer of material received at the site.

1.5 Hours of Operation

The receipt of waste shall be restricted to the following periods:

09:00 – 16:00 Monday to Sunday except 25th, 26th December and 1st January

The site shall operate for the following period:

06:30 – 17:30 Monday to Sunday except 25th, 26th December and 1st January

1.6 Display of Waste Management Licence, Planning Permission and Operational Plan

A copy of the Environmental Permit, Planning Permission and this WMS will be retained at the site office.

Contact names and numbers for use when emergency access is required out of hours is shown on the Site Identification Board at the entrance gate.

Bourne HWRC Emergency Contact List		
Location: South Fen Road Bourne Lincolnshire		
Postcode: PE10 0DN	Site Licence EPR/DB3705KN	
Site Tel Number NA	Premises code To be notified	
SITE CONTACTS	Office Hours (specify)	Out of hours
Owner: Lincolnshire County Council		
LCC Head of Waste : Chris Yorston		
Site Supervisor: Jay Fountain	07716 405141	07716 405141
Key Holder: Jay Fountain	07716 405141	07716 405141
Key Holder:		
Security Contact: Farsight 01733352435/08453710101	LCC Key Contacts below	01522 341000
EMERGENCY SERVICES	Emergency	Local
Fire:	999	999
Medical:	999	999
Police:	999	101
Local Doctors Surgery		
REGULATORS	Office Hours	Out of hours
Health and Safety Executive (HSE) Fatal or Major incidents only	0845 3009923	On Line
Environment Agency: (Local)	03708 506506	0800 807060
(24 hour emergency hotline)	0800 80 70 60	0800 807060
L.C.C. Customer Services	01522 552222	
UTILITY AND KEY SERVICES	Office Hours	Out of hours
SSE / Western Power	0800 0568090	0800 0568090
Anglian Water	01522 341000	01522 341000
LCC KEY CONTACTS	Office Hours	Out of hours
LCC Waste operations officer Jamie Newton	07826 923631	07826 923631
LCC Waste operations officer Jack Hoyles	07768 237415	07768 237415
LCC Waste operations officer Mark Cragg	07407 817408	07407 817408
LCC Waste Operation manager Dan Green	07345 461405	07345 461405
Waste Infrastructure and ops manager: Joe Phillips-Melhuish	07875 692998	07875 692998

1.8 Staffing and Management

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Whenever the site is open to receive, or despatch waste the site shall be managed by the Site Supervisor who is suitably trained and fully conversant with the requirements of the Permit and the Management System with respect to:

- a) Waste acceptance and control procedures
- b) Operational controls and monitoring
- c) Maintenance
- d) Record keeping
- e) Emergency action plans

The site contractor is responsible for the day-to-day operations at the site, including general housekeeping and maintenance.

The Site supervisor can call upon the services of third-party contractors such as gully cleaners etc through the LCC site inspectors to deal with specific problems should they occur. A list of contractors is held in Table 3.

When the Site Supervisor is not present on site, a suitably trained senior member of site staff is assigned the temporary responsibility of Site Supervisor.

All personnel employed at the site will receive training and instruction on the responsibilities and procedures described in this WMS and the conditions of the Permit. This will include professional external training courses and toolbox talks as required. A record will be kept in the site contractor's staff training files.

The contractor shall operate a no smoking policy within the site boundaries except for a designated smoking area. The location of the designated smoking area shall be agreed with LCC, and wherever possible shall be out of sight of the site users. The smoking areas shall only be used by site staff and 3rd party contractor's staff. In line with LCC's policy, e-cigarettes shall be treated in the same way as cigarettes.

No Material such as calendars or posters that may be considered offensive or pornographic shall be displayed on the site.

No music shall be played on site.

The contractor shall immediately remove from their duties any member of the site staff found or suspected to be under the influence of alcohol or drugs whilst working on the site. The contractor shall inform LCC without delay of any such instance.

The use of foul or abusive language is strictly prohibited and may lead to individuals being removed from the Service.

1.9 Emergency/Accident Situations

For the purposes of this Management System an emergency shall be a situation in which there is an imminent danger of:

- i Serious pollution to the environment; and/or
- ii Serious harm to human health; and/or
- iii The activities authorised become seriously detrimental to the amenities of the locality (i.e. nuisance).

For the waste activities undertaken at this site, the Environmental Risk Assessment (Appendix 2) has highlighted spillages of chemicals and oil as the aspects that may require controlling and remedial actions. With the identified control measures in place the residual risk from such an occurrence is low.

Emergency procedures including flood plan details can be found at Appendix 1

2. SITE INFRASTRUCTURE

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2.1 Site Layout

The site incorporates containers for various hazardous and non-hazardous waste types. See Appendix 4 for site location and layout plans.

2.2 Site Access

Vehicular access to the site shall be through the entrance which is secured by lockable gates. The gates shall be locked out of hours and when the site is not in use. The gate shall be inspected each working day and any damage detected must be temporarily repaired with permanent repair being affected as soon as is possible.

The gates shall be opened at the specified opening time in item 1.5 of these site rules .

The site staff shall ensure that all members of the site users are off the site at the sites closing time (see item 1.5 of these site rules) Last admittance to the site for members of the site users shall be 10 minutes before the closing time.

All vehicles will access and exit the site in forward gear; there is no need for any vehicle to reverse onto or off the site. The Site Traffic Management Plan is at Appendix 7.

2.3 Site Security

The site is secured at night and the gates locked, and all machinery is immobilised. A CCTV security system is installed and monitored. Monitoring begins automatically 15 minutes after the site's published closing time and is disabled 15 minutes before the site opens. In the event of an emergency out of hours, the monitoring company will contact the emergency services and notify the appointed LCC out of hours contacts. The current monitoring company is Farsight Security Services. The CCTV system is currently maintained by Global Vision.

Boundary securities are:

- 2m security fence along the western boundary
- 2m Security fencing along the southern and eastern Boundary
- 2m high and 5m wide gates for entrance/exit and HGV entrance

2.4 Site Identification Board

A Site Identification Board is prominently displayed at the site entrance. It will be maintained to be easily readable in daylight hours, and display the following information:

- Site Name and Address
- Permit Reference
- Operator Name
- Emergency Contact Telephone Number (Out of Hours)
- Statement that the site is licensed by the Environment Agency
- EA national contact number
- Opening hours

In the event of damage or defect, LCC should be informed, and the board shall be repaired or replaced as soon as practicable.

2.5 Warning Notices

Notices are installed and maintained at the entrance and around the site warning persons of the danger of trespass, and the appropriate safety provisions for visitors. Notices also advise of the use of CCTV and various site rules. See site rules document.

2.6 Site signs

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Site staff shall keep all signs clean and clear of obstruction.

No temporary, handwritten or unofficial signs shall be erected by site staff other than in short term emergency situations, and only with the prior approval of LCC.

2.7 Site Office & Welfare Facilities

The site office, welfare and storage facilities are supplied in one brick building with a metal roof and is supplied with electricity and water. They are equipped and maintained to meet the requirements of the Environmental Permit, Planning Permission and Health and Safety law. Welfare facilities comprise of a basic kitchen facility, rest area, washing area including a toilet and shower and lockers for storage of personal items and non-work clothing. First Aid supplies are found in designated areas in the welfare building office and at points around the site. The site contractor will provide at least two qualified first aiders trained to First Aid at work standard (or equivalent) on site during all operational hours when the site is staffed.

The site office houses all the required site paperwork including a copy of this WMS, training records, CoTC certificates, DoC waste transfer and hazardous waste consignment notes and plant and site maintenance records.

A notice board is provided in the site office. This will display regularly used and statutory information such as the Site Licence, Health & Safety at work poster and the site contractor's health and safety Policy, emergency contacts, COTC Certificates, Site users Liability Insurance etc.

All fire exits in buildings on the site shall be kept clear of obstructions.

2.8 Surfacing & Site Drainage

Due to the nature of the waste streams and the site permit conditions the site has an impermeable surface in waste storage areas, roads and pavements with a sealed surface water drainage system that drains all site water through a 3-stage interceptor before release to the watercourse. Other than the tarmac surface roadway and pavement, all working surfaces are of rebar enforced concrete construction, these areas will be maintained to ensure the integrity of the condition and permeability of the surface, any defects reported to LCC. Foul water connection to the main foul sewer located in Mowbeck Way flows from the office and welfare facilities and leachate from the green waste area via an interceptor and two manholes to the main sewer as shown on the drainage plans at Appendix 5. A site flood plan is at Appendix 6

2.9 Traffic Restriction Measures

A traffic speed restriction of 5mph is in place. Signs at the entrance and around site advise site users of this. Speed limits are also included in contractor and visitor site inductions. See also Traffic Management Plan in Appendix – 7.

HGV movement is segregated from the site users.

The site has a height barrier installed at the entrance to prevent access by over height vehicles. The site staff shall not open this height barrier to allow access to vehicles, Dispensations will be provided to the site staff for agree exemptions to this rule. The siter staff may open the height barrier for adapted disabled vehicles.

Vehicles shall not be parked on the site overnight.

The site staff shall not use any vehicle or machine in areas or roadways to which members of the site users have access without the specific authority of the LCC. Where permission is requested, the contractor will be required to provide detailed specific safe systems of work and risk assessments.

3. WASTE RECEPTION & STORAGE

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3.1 Incoming Waste

The HWRC is provided for the reception of various household wastes from the residents of Lincolnshire. A full list of acceptable wastes and the available capacity for storage can be found in tables 1 + 2 of this EWMS. Only wastes authorised by the permit will be accepted. Additional limitations will be imposed by Lincolnshire County Council.

All incoming materials, which will predominantly consist of household waste, should, where possible, be visually checked for compliance at the designated receptacles for the various waste streams. This includes bagged non-recyclables. Staff may ask the householder presenting the bags whether they contain batteries, electrical items, or chemicals. If the contents appear suspicious, bags may be split open for inspection, and mixed waste should be separated as required.

No asbestos, Lithium Traction batteries, tyres or clinical materials are accepted on site.

District councils present waste at the site that has been collected as part of their duties in the clearance of fly tipped wastes and from bulky waste collections made from resident's homes.

See Appendix 12 for details of the procedure for the acceptance of household chemicals

No waste shall be left in the open, on the floor or in view to the site users. All waste shall immediately be placed into containers, plant/ equipment appropriate for the waste type.

The site operates as a 5 stream DCF and abides by the DCF Code of Practice. The Current Producer Compliance Scheme operating collections and processing WEEE is REPIC. The 5 streams of household WEEE segregated on site are Small Domestic Appliances, Large Domestic Appliances, Fridge/Freezers, Lamps/Bulbs and Display Screens. All Streams are to be placed in containers none are to be left outside any container for any reason. Fridge/freezers are to be stored upright.

Lead acid batteries and household batteries are collected separately on site. Household batteries are dealt with by REPIC and Lead Acid Batteries are collected and handled under contract by a local processor.

The site staff shall take all necessary measures to avoid either directly or indirectly any release of a hazardous substance into or any contamination or pollution of the environment or the site.

The Supplier shall enforce, a limit of 100 litres per person 4 times over a 4 week period of soil or rubble or hardcore or plasterboard or all four in a mixture.

Plasterboard is to be contained in a container with a roof, roll top skips are not to have the roof opened in inclement weather.

3.2 Non-Conforming Waste

Upon visual inspection should any waste fall outside of the limitations imposed by the Permit or council policy, the waste will be immediately rejected from the site. If unacceptable items are discovered at a later stage (e.g., asbestos sheets etc), a quarantine area is provided for temporary storage prior to removal to an appropriate permitted treatment/disposal site elsewhere. Due to the checks in place to validate the reception of wastes by site staff this would be a rare occurrence.

Non-conforming waste are;

Asbestos (and asbestos materials), Railway sleepers, Cut telegraph poles, Any other woods treated with Creosote apart from fencing and decking boards, Lithium Traction Batteries, ie golf cart batteries

1.1.1 Where asbestos is discovered to have been deposited on the Customer's Site, the Supplier shall:

- i. Notify the Customer immediately
- ii. Quarantine the material
- iii. Make arrangements to safely transfer the material as soon as is practicable to a suitably licensed asbestos disposal point.
- iv. Comply with all relevant legislation for the safe handling and haulage of the material
- v. Meet all costs, including haulage, associated with the disposal of the material, and
- vi. Keep a full record of the entire incident, including the Supplier's compliance with all the above steps.

1.1.2 Other sources of asbestos, The building behind the HWRC may have some asbestos roofing, gutters and downpipes if any suspect asbestos material is found to have fallen it is to be immediately quarantined and removed from site to a permitted site under a consignment note as soon as possible

3.3 Non household waste

Declaration forms

Where the site staff has a doubt that waste delivered to the site is household Waste or members of the site users are delivering the same, but it is not theirs or not from their own personal main living residence, then the following actions shall be taken: -

- member of the site users shall be required to complete a declaration (or any other such equivalent document as may be introduced). Refusal to complete a declaration in such circumstances shall be taken as confirmation that waste is of a commercial or industrial origin or not their own, and the members of the site users refusing to complete the declaration shall not be allowed to deposit waste on the site.
- Where it is obvious to the site staff that waste being delivered is clearly of a commercial or industrial origin, completion of a declaration shall not be used as substitute for refusing to accept the waste. The site staff must record details of each such refusal.
- A declaration must not be used for any purpose other than its intended purpose. In particular, the contractors shall make the site staff aware that completion by them of something falsely purporting to be a declaration by another constitutes an offence.
- LCC may also undertake enforcement procedures against service abuse were deemed necessary. The contractor is required to co-operate fully with any such activity.

Refusals – where it is obvious to the site staff that the waste is commercial or industrial the following steps shall be taken:

- Site staff shall inform the member of the site users that they are refusing to accept the waste as it is trade waste.
- Site staff shall then complete a refusal form giving a copy to the member of the site users.
- The site staff shall ensure the member of the site users leaves the site without depositing their waste.
- Site staff shall log all such incidents into site diary

LCC reserves the right to amend any Commercial Waste restrictions.

3.4 Storage

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See Site Locations and Layout Plans in [Appendix 4](#).

The site permit restricts the tonnage of waste accepted to 75,000 tonnes. A more realistic tonnage from historic records is around 13,000 tonnes. All waste is contained in a suitable container from small 1 cubic metre battery containers to 50yrd RO-RO skips. This containerisation ensures that the risk of air born dust, odour and particulates is reduced to near zero; however, there are no sensitive dust receptors downwind of the boundary. Wastes are generally stored no longer than 72 hours whilst if there are wastes that are considered to becoming odorous these will be moved off site to disposal as soon as is practically possible.

All waste shall be stored or compacted in accordance with the site layout plan in this site rules document (appendix 4)

Containers are not to be placed outside of the site or on the site user's highway.

Plasterboard is to be contained in a closed lid container, the roof is not to be opened in inclement weather. Plasterboard should be stacked from the back of the container till full then booked out for disposal.

Cooling i.e. fridges/freezers, are to be stacked in a container in the upright position and should not be laid on their sides at any time, no cooling items are to be stored outside the containers overnight, any cooling items dropped by the public on the floor are to be placed in the containers by site staff.

Containers should be booked out in good time to ensure that they are removed to allow the continued acceptance of waste streams, and that hazardous wastes should not be mixed with other hazardous waste streams, any hazardous waste streams that are at capacity should be refused from the public until capacity is available, LCC officers are to be informed if waste stream containers are full and sites can no longer accept the waste stream.

4. SITE OPERATIONS

4.1 Plant & Equipment

The plant and equipment that may be used at the site will be:

- Thetford International traversing compactors X 6
- Haulage contractors using vehicles up to HGV class 2 size to remove full waste containers to permitted disposal locations.
- Hand trolleys provided and maintained by the site contractor for use of site staff
- Access gantries used to load containers from the top

4.2 Maintenance

A programme of preventative maintenance is employed with all compactors to ensure their continued efficient and safe operation and keep downtime to a minimum. This maintenance is currently provided by the manufacturer and involves 3 services per year.

In the event of a breakdown of the compactors, arrangements will be made to effect repairs as soon as practicable by the manufacturer. Should waste storage capacity be reduced due to such downtime, then waste will be brought to site until the capacity is met and from then it will be refused. Customers will be advised to return later or take the waste stream to an alternative LCC HWRC. Records of all breakdowns and services are kept on site. A maintenance log sheet is in Appendix 3.

Site staff shall ensure that all the equipment on the site is kept clean, and free from dirt and the build-up of compacted waste.

All items of the equipment shall be surface cleaned at least once a week.

No advertising material shall be attached to any containers without the prior approval of LCC.

The site staff shall inspect daily all containers for damage and/or risks to the site users, staff and third parties. This shall include but not be limited to the following:

- a) Doors, hinges, frames, abutments, door closures, component part damage or becoming inoperative
- b) Damaged or inoperative wheels
- c) Weakened or holed through due to rust
- d) Broken welds
- e) Body panel or structural defects (dents/bulges)
- f) Impact damage
- g) Fire damage
- h) Surface rusting
- i) Graffiti
- j) Compactor container accessories, including tubes, pins and chains.

At no time are the site staff to enter into confined spaces. This includes all ro-ro containers with the doors closed and compactor hoppers.

4.3 Spillages

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All spillages will be immediately cleaned up by contractor's staff on site. Spill-kits will be available on site to deal with liquid spillages. These will consist of at least absorbent granules and/or sand. These are provided and maintained by the contractor. Staff will be trained in the use of spill kits and such training will be recorded. In the event of a major spill that threatens to pollute sewers or watercourses downstream of the site a drain bung is provided by LCC. Instructions and a pictogram for use can be found in Appendix 10 and 11

4.4 Odours

Waste accepted on site is contained as described in tables 1 and 2 of this EWMS and will ensure that odours created by the waste are contained. If a waste stream does become malodorous it will be removed from site as soon as practicable and in any case not later than 72 hours from it being recorded as malodorous.

4.5 Control of Vermin

LCC currently have an arrangement in place with HealthGuard Ltd, a local pest control company. They deploy environmentally friendly pest control solutions as and when required. They routinely inspect the site for evidence of pests and also provided a reactive response to reports of pests from LCC. The use of enclosed containers for the storage of wastes and the prompt emptying of full container also reduces the likelihood of pest problems on site. The contractor is responsible for cutting grass and pruning brambles to reduce the risk of pests nesting.

4.6 Control of Litter

All waste accepted at site is immediately placed into suitable containers. Any litter noticed or reported around the site, or any found to be escaping from the site will be litter picked and placed in a suitable container for disposal. Regular daily inspections are carried out to check for litter, such inspections are recorded on the site daily check sheet including the time of the litter pick (site diary).

4.7 Control of Fires

There will be no fires lit on site. Any fire discovered will be treated as an emergency and the procedure detailed in the Fire Prevention Plan at Appendix 8 will be followed. All site staff will be familiar with the Fire Prevention Plan, and it will be recorded that they are aware of and capable of performing the duties required of them within it. As part of the measures taken to reduce the likelihood of fire there will be no sources of heat near to combustible materials and all waste delivered to site will be inspected prior to being deposited into containers, this includes splitting bagged or boxed wastes to ensure that there are no incompatible wastes within.

The site staff shall carry out fire drills on the site once every 6 months, The contractor shall ensure that all site staff know and understand their individual role during a fire drill (or actual fire taking place)

The site staff shall carry out a test of the sites fire alarm weekly.

4.8 Control of Dust

Dust suppression is managed by sweeping around likely dusty areas such as inert waste streams and the general housekeeping arrangement around the site. This will be the responsibility of the site contractor. Any complaints received regarding dust will be investigated immediately and all details, including remedial measures employed, will be logged on the daily check sheet (site diary).

4.9 Control of Mud

All useable areas of site are surfaced with either Tarmac or Concrete. Planted borders are unlikely to produce mud that may present a problem to site operations or be carried off site by the wheels of vehicles. Where, for whatever reason, mud arises and causes problems on or off site the site contractor will immediately take measures to clean it up.

5. RECORD KEEPING

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5.1 Waste Movements

Incoming waste will mainly consist of household waste and be presented by residents of Lincolnshire. Due to the nature of these deliveries each individual delivery will not be recorded. Where waste presented is not acceptable the rejection of this waste will be recorded. Where the origin or classification of presented waste is questionable, a resident may be given the opportunity to complete a Commercial Waste Disclaimer form to declare that the material is their own and from their own residence in Lincolnshire. These declarations will be recorded. Waste will also be accepted when presented by District Council Authorities within Lincolnshire when this waste has been collected from fly tips or from bulky household waste collection services. Waste delivered will be recorded.

The site supervisor will complete an electronic bin count each day and submit this to the haulier and LCC by 16:00. The bin count will detail the containers which are full or record the capacity using a percentage. The bin count will also detail the order that the containers need to be taken, known as priority bins. The haulier will use this bin count to schedule the driver. See bin count procedure in Appendix 24.

All outgoing waste will be transferred under either a waste transfer note or hazardous waste consignment note. Copies of these are stored on site.

All loads of waste under the control of the contractor shall be secured and covered before leaving the site.

End destinations for materials leaving site will vary over time according to LCC's contracting arrangements at the time, Details of current arrangements are available on site.

5.2 Site Diary

A Site Diary in the form of daily log sheets will be maintained in the site office. This diary is used to record a daily log of events relating to the operation of the site and includes details of site inspections, complaints received, breakdowns, spillages, fires, rejected loads, emergencies, abnormal events and action taken, problems with waste received and actions taken, damage to fencing, gates, hard surfaces and storage containers. The diary will be kept up to date by the site supervisor and will be made available for inspection by the Environment Agency and Lincolnshire County Council inspectors.

5.3 Inspection Forms

A LCC Inspection Form can be found in Appendix 3. This form is secured electronically only.

5.4 Visitors Book

All visitors must report to the site office upon arrival and sign the Visitors Book. Information recorded will include visitors name, arrival and departure time.

5.5 Accident Book

The Accident Book is to be kept securely in the main office. All accidents must be reported at the earliest opportunity and the Site Manager informed. Requirements under RIDDOR will be observed where appropriate. All personal data will be handled in accordance with GDPR.

5.6 Maintenance and Infrastructure Inspections

A maintenance and inspection log sheet is in [Appendix 3](#)

5.7 Maintenance Contractors

See Maintenance Contractors list at [Table 3](#)

5.8 Document and standard rules review

[Contents](#)

This document should be reviewed yearly or when there is an incident that does not comply with the procedures within this document.

This document may change prior to the yearly review where there are changes to policy, legislation or operational reasons.

A regular check of the .gov website should also be carried out to ensure the latest version of Standard rules are recorded and kept on site

The following is a list of liquids, powders etc that are stored on site and could be harmful to the environment if they escape.

Material	Maximum Quantity	Type and size of storage	Type and size of Secondary Containment
Waste mineral oil	2000ltr	Bunded 2000 tank	110% tank
Waste cooking oil	500ltr	Bunded 500 tank	110% tank
Road salt	2 tonnes	Bunded salt bins x 4	Plastic bunding
Household chemicals	200ltr	Bunded lockable locker	Sealed Bund/base of storage locker
Household batteries	1 X Filled Box	1 X 2 yard Batt Box	On Impermeable surface
Lead Acid Batteries	3 X Filled Box	3 X 2 yard Batt Box	On Impermeable surface

Table 2 Maximum Storage Capacity[Contents](#)

The maximum quantities of waste that can be stored on site are shown in Table 2 below:

Waste Type	EWC Code	Container Size	Number of Containers
Textiles & Shoes	20 01 11	6 cubic yards	Up to 3
Paper	20 01 01	35 cubic yards	1
Scrap metal	20 01 40	40 cubic yards	1
Glass	20 01 02	4 cubic yards	6
Lead acid batteries	20 01 33	1 tonne IBC	Up to 3
Soil	20 02 02	20 cubic yard	1
Rubble	20 02 02	20 cubic yards	1
Garden waste	20 02 01	40 cubic yard compactor	3
Waste motor oil	20 01 26	2000 litres	1
Books & CDs	20 01 99	180 litre bin	1
Wood	20 01 38	45 cubic yard comp	3
Cardboard	20 01 01	45 cubic yard comp	1
Rigid Plastics	20 01 39	40 cubic yards open top	1
Mixed municipal for EFW	20 03 01	45 cubic yard comp	3
Fridges & freezers	20 01 23	40 cubic yards	1
Gas cylinder Cage	20 01 99	7 x 3 x 3 metres	1
Inert Gas	20 01 99	1 x 2 x 1	1
Chemical Store	20 01 99	550 litres	1
Plasterboard	17 08 02	40 cubic yards	1
Mattresses	19 12 08	40 cubic yards	1
LDA (WEEE)	20 01 35	40 cubic yards	1
SDA (WEEE)	20 01 35	40 cubic yards	1
TV's (WEEE)	20 01 21	20 closed shipping containers	1
Flo Tubes	20 01 21	3 cubic yards	1
Cooking Oil	20 01 25	500ltrs	1
Household Batteries	20 01 33	1 cubic yard	1

Contents

Lincolnshire County Council Waste Management System March 25

INTRODUCTION

It is not possible to remove completely the possibility of accidents at Household Waste Recycling Centres. In all such cases it is important that corrective action be taken immediately to reduce the danger to site Staff, Customers and site visitors. It is not possible to foresee every eventuality but this procedure:

- Lays down the principles to be applied in case of emergency
- Lists immediate actions that should be taken in certain situations
- Lists secondary actions to be considered as soon as immediate actions have been taken

The content of this document will be reviewed on a regular basis, in light of incidents and as and when further changes are made at the site.

EMERGENCY FIRE PROCEDURE

Refer to Fire Prevention plan for actions to be taken in the event of a fire. See Appendix 8

Principle of Action on Fire, quick check list

- Assess the risk to personnel and site.
- Summon Fire Service if in any doubt about ability to extinguish fire.
- Summon Ambulance Service if required.
- Clear the site of 3rd parties; clear vehicles from site only if it safe to do so.
- Arrange for emergency services to be admitted, ensuring an unobstructed route and clear directions to fire.
- Ensure full rollcall of all site staff is taken and all personnel on site are accounted for.
- Direct firefighting operations using fire extinguisher, if appropriate, without risk to self . **LCC policy is that the fire should not be tackled unless it is for escape from a building**
- Assess actual or potential effect on plant and property and instruct any necessary actions to make safe.
- Co-ordinate with Fire Service Senior Officer on arrival ensuring he is aware of special risks (e.g. gas bottles, electrical supply, waste oils, etc).
- Evacuate the site of site staff if required or asked to do so by Emergency Services.
- Advise Site Contract Manager if he is not present.
- Advise Environment Agency to inform of site fire.
- Record actions taken in site diary.

Flooding

The site flood plan is available at Appendix 6

EMERGENCY SPILLAGE PROCEDURE

[Contents](#)

- Assess extent of spillage, type of material and determine action required.
- Site Supervisor to direct operations if applicable, without personal risk to staff and site users
- Leaks/spillages that can be dealt with by site personnel will be immediately contained using the onsite spill kits.
- Spill kits are available on site and will contain items such as mats and absorbent granules as determined by the site contractor's Risk Assessment.
- Once the spill has been absorbed, the spent absorbent will be collected and containerised for disposal, ensuring proper labelling, etc., as appropriate.
- Major spillages will be contained by isolating the drainage system using the Envirovalve inflatable bung identified in Appendix 11 Clean up and removal of spilled materials will be arranged using suitably qualified contractors as necessary
- No spillages are to be actively washed down any drains.
- Advise LCC representative and Site Contract Manager immediately. LCC representative will then inform the EA as necessary
- Record spillage and actions taken in site diary.

Pictogram and method of use of spill kit is included at Appendix 10 and 11

Spillage exercises are instigated by LCC staff on site bi-annually

Appendix 2: Environmental Risk Assessment:

[Contents](#)

What is at risk? What do I wish to protect?	What is the agent or process with potential to cause harm?	What are the harmful consequences if things go wrong?	How might the receptor come into contact with the source?	How likely is this contact?	How severe will the consequences be if this occurs?	What is the overall magnitude of the risk?	On what did I base my judgement?	How can I best manage the risk to reduce the magnitude?	What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).
Local human population	Airborne asbestos fibres	Respiratory illness i.e. lung cancer and mesothelioma	Air transport then inhalation.	Low	High	Medium	Potential for exposure is low because of separate health and safety controls to protect employees	SR (hazardous wastes). Permitted asbestos wastes restricted to cement bonded asbestos. Asbestos is not taken at this site	Low
Local human population	Releases of particulate matter (dusts) and micro-organisms (bioaerosols).	Harm to human health - respiratory irritation and illness.	Air transport then inhalation.	Low	Medium	Medium	Permitted waste types do not include dusts, powders or loose fibres so only a medium magnitude risk is estimated. There is potential for exposure if anyone is living or working close to the site (apart from the operator and employees)	SR - emissions of substances not controlled by emission limits.... SR (if required) - emissions management plan. Releases restricted by SR (hazardous wastes) and storage of non-hazardous wastes normally being in bulk containers or buildings. Likely causes of particulate matter segregated in containers.	Low
Local human population	As above	Nuisance - dust on cars, clothing etc.	Air transport then deposition	Low	Low	Low	Local residents often sensitive to dust.	As above	Very low
Local human population, livestock and wildlife.	Litter	Nuisance, loss of amenity and harm to animal health	Air transport then deposition	Low	Medium	Medium	Local residents often sensitive to litter.	As above. site staff litter pick as and when required around and on site	Very low
Local human population	Waste, litter and mud on local roads	Nuisance, loss of amenity, road traffic accidents.	Vehicles entering and leaving site.	Low	Medium	Medium	Road safety, local residents often sensitive to mud on roads.	As above. Appropriate measures include clearing waste, litter and mud arising from the activities from affected areas outside the site.	Low

Local human population	Odour	Nuisance, loss of amenity	Air transport then inhalation.	Low	Medium	Medium	Local residents often sensitive to odour.	SR - emissions shall be free from odour.... SR (if required) - odour management plan. Releases restricted by SR (hazardous wastes) and storage of non-hazardous wastes normally being in bulk containers or buildings. Odour management plan not required on bespoke permit Odorous Material will be removed from site as soon as possible.	Low
Local human population	Noise and vibration	Nuisance, loss of amenity, loss of sleep.	Noise through the air and vibration through the ground.	Low	Medium	Medium	Local residents often sensitive to noise and vibration.	SR - emissions shall be free from noise and vibration..... SR (if required) - noise and vibration management plan. Appropriate measures might include storage of wastes normally being in buildings.	Low
Local human population	Pests (e.g. flies)	Harm to human health, nuisance, loss of amenity	Air transport and over land	Low	Medium	Medium	Insect pests can multiply on permitted wastes, particularly in summer months	Professional pest control contractors engaged by LCC Regular inspections for infestation or pest activity by site staff	Low
Local human population and local environment	Flooding of site	If waste is washed off site, it may contaminate buildings / gardens / natural habitats downstream.	Flood waters	Low	High	Medium	Permitted waste types include hazardous wastes, so any waste washed off site will add to the volume and hazard of the local post-flood clean-up workload.	SR - management system (will include flood risk management). Waste washed off site restricted by SR (hazardous wastes) and storage of non-hazardous wastes normally being in bulk containers or buildings. All waste to be kept in containers	Very low

Local human population and / or livestock after gaining unauthorised access to the waste operation	All on-site hazards: wastes; machinery and vehicles.	Bodily injury	Direct physical contact	Medium	Medium	Medium	Although permitted waste types include hazardous wastes only a medium magnitude risk is estimated.	SR - activities shall be managed and operated in accordance with a management system (will include site security measures to prevent unauthorised access). Access to waste restricted by SR (hazardous wastes) and storage of non hazardous wastes normally being in bulk containers or buildings.	Low
Local human population and local environment.	Arson and / or vandalism causing the release of polluting materials to air (smoke or fumes), water or land.	Respiratory irritation, illness and nuisance to local population. Injury to staff, firefighters or arsonists/vandals. Pollution of water or land.	Air transport of smoke. Spillages and contaminated firewater by direct run-off from site and via surface water drains and ditches.	Medium	Medium	Medium	Although permitted waste types include hazardous wastes only a medium magnitude risk is estimated.	As above. SR - management system (will include fire and spillages). Spread of fire restricted by SR (hazardous wastes) and storage of non hazardous wastes normally being in bulk containers or buildings.	Low
Local human population and local environment	Accidental fire causing the release of polluting materials to air (smoke or fumes), water or land.	Respiratory irritation, illness and nuisance to local population. Injury to staff or firefighters. Pollution of water or land.	As above.	Medium	Medium	Medium	Risk of accidental combustion of waste is moderate.	As above (excluding comments on access to waste). Permitted activities do not include the burning of waste.	Low

All surface waters close to and downstream of site.	Spillage of liquids, leachate from waste, contaminated rainwater run-off from waste e.g. containing suspended solids.	Acute effects: oxygen depletion, fish kill and algal blooms	Direct run-off from site across ground surface, via surface water drains, ditches etc.	Medium	High	High	Permitted waste types include hazardous and non hazardous sludges or liquids, e.g. oils, so a high magnitude risk is estimated. There is potential for contaminated rainwater run-off from wastes stored outside buildings especially during heavy rain.	SR - All liquids shall be provided with secondary containment.... (Applies to wastes and non- wastes such as fuels). Run-off restricted by SR on emissions of substances not controlled by emission limits...., with appropriate measures: storage & treatment on an impermeable surface with sealed drainage. Run-off restricted by SR (hazardous wastes) and storage of non-hazardous wastes normally being in bulk containers or buildings. Hazardous chemical and oils are in bunded containers Any spill will be contained by spill kits	Low
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All surface waters close to and downstream of site.	As above	Chronic effects: deterioration of water quality	As above. Indirect run-off via the soil layer	Medium	High	High	As above. Some permitted wastes are hazardous so harm may not be temporary and reversible.	As above	Low
Abstraction from watercourse downstream of facility (for agricultural or potable use).	As above	Acute effects, closure of abstraction intakes.	Direct run-off from site across ground surface, via surface water drains, ditches etc. then abstraction.	Medium	High	High	As above. Watercourse must have medium / high flow for abstraction to be permitted, which will dilute contaminated run-off.	As above	Low
Groundwater	As above	Chronic effects: contamination of groundwater, requiring treatment of water or closure of borehole.	Transport through soil/groundwater then extraction at borehole.	Medium	High	High	As above, excluding comments about watercourses.	As above	Low
Local human population	Contaminated waters used for recreational purposes	Harm to human health - skin damage or gastro-intestinal illness.	Direct contact or ingestion	Low	Medium	Low	Unlikely to occur but might restrict recreational use.	SR - emissions of substances not controlled by emission limits....SR (if required) - emissions management plan. Releases restricted by SR (hazardous wastes) and storage of non-hazardous wastes normally being in bulk containers or buildings.	Very low
Protected sites - European sites and SSSIs	Any	Harm to protected site through toxic contamination, nutrient enrichment, smothering, disturbance, predation etc.	Any	Low	Medium	Low	Waste operations may cause harm to and deterioration of nature conservation sites.	SR - activities shall not be carried out within 200m of a European Site or SSSI. (Distance criteria as agreed with Natural England/Countryside Council for Wales).	Low

Site Inspection Form

LCC Household Waste Recycling Centre (HWRC) Inspection Sheet					
Location	Lincoln GNT HWRC	Date / Time			
Contractor		Contractor E-Mail			
LCC Inspector		Site Supervisor			
1=Satisfactory / Pass 2=Improvement Notification 3=Fail Automatic Default Penalty					
Minimum Staff to be working on Site	8				
General		1	2	3	Comments
Infrastructure, fencing, gates, site security, CCTV		1			
Staffing levels recorded + seen		1			
Clean & tidy walkways / roadways		1			
Clear signage / Site identification board		1			
Staff challenging commercial vehicles / Vans		1			
Staff conduct / willingness to assist public		1			
Documentation					
Previous LCC inspection sheet available		1			
Site Diary / CDTC hours recorded		1			
Insurance docs / H&S policy on display		1			
Hazardous waste consignment notes		1			
Training records, first aid, spillage, inductions, manual handling, fire & evacuation, compactor training (LCC)		1			
Annual site maintenance & service record		1			
Site management / operational plan updated		1			
Receipts-scrap ferrous / non-ferrous & salvage		1			
Household Hazardous Waste					Comments
Florescent tubes / light bulb container		1			
Engine oil / Cooking oil		1			
Vehicle & domestic battery containers		1			
Chemicals (household) store + log		1			
Gas cylinders storage		1			
WEEE / SDA / Fridges & TVs & monitors		1			
Asbestos container (where applicable)					
Environmental & H&S					Comments
Pest Control		1			
Spill kits / plastic bags (85 micron) stocked		1			
Road grit / Absorbent granules stocked		1			
Hazardous PPE, sharp gloves, face shields, gauntlets, impervious apron, goggles		1			
Staff general PPE, gloves, safety boots, hi-viz		1			
Staff identifiable (name badges)		1			
Medical kits fully stocked + in date		1			
2 * First aiders minimum on duty (3 day course)		1			
Drains running freely / Leachate Interceptor		1			
Fire extinguishers serviceable / in date		1			
Welfare - toilet tissue, hand towels, soap, hot water, kitchen / restroom cleanliness		1			
Compactors / containers					Comments
Compactors fully operational / check sheet		1			
Container condition - doors / hooks / wheels		1			
Hauliers removing residuals professionally		1			
Defect forms recorded (LCC sites)		1			
Defects in repair serial numbers					Deliveries LCC sites
Defects repaired serial numbers					
LCC Inspector		Site Supervisor			

Timescales for action to occur if an improvement notification (2) is issued as a result of a site inspection. This is not an exhaustive list and other occurrences of an improvement notification may be justifiable by an LCC representative.	
Inspection Item	Timescale for implementation of satisfaction action(s)
Infrastructure, fencing, gates, site security, CCTV.	Responsibility for infrastructure as per the lease agreement. 3 hours rectification requirement for Contractor responsible items (i.e. ensuring the gates are securely locked).
Staffing levels recorded and seen.	2 hours to restore staffing levels to contracted requirement.
Clean & Tidy Walkways and roadways	2 hours to ensure tidiness of site.
Clean signage and site identification board	2 hours to clean signage.
Staff Challenging commercial vehicles	1 hour to ensure staff are briefed on LCC requirements and restart challenging commercial vehicles.
Staff conduct and willingness to assist the public	1 hour to ensure staff are briefed on LCC requirements and restart assisting the public.
Previous LCC inspection available	2 hours to submit previous inspection.
Site diary and COTC hours recorded	2 hours to submit site diary and COTC hours recorded.
Insurance documents and H&S policy on display	24 hours to ensure required documentation is on display.
Hazardous waste consignment notes	2 hours to ensure required documentation is available for inspection.
Training records available for inspection	24 hours to ensure required documentation is available for inspection.
Site maintenance and service record available for inspection	2 hours to ensure required documentation is available for inspection.
Site management and operational plan updated	24 hours to ensure required documentation is available for inspection.
Receipts for Contractor related waste streams available for inspection	24 hours to ensure required documentation is available for inspection.
Florescent Tubes / Light Bulb container	2 hours to ensure contents are correctly stored and surrounding area is clear of waste, debris, spillages.
Engine Oil / Cooking Oil	2 hours to ensure contents are correctly stored and surrounding area is clear of waste, debris, spillages.
Vehicle and Domestic Battery Container(s)	2 hours to ensure contents are correctly stored and surrounding area is clear of waste, debris, spillages.

Chem Store and Log	2 hours to ensure contents are correctly stored, locked and surrounding area is clear of waste, debris, spillages. Up to date Log book is available for inspection within 2 hours.
Gas cylinder storage	2 hours to ensure contents are correctly stored, locked and surrounding area is clear of waste, debris, spillages.
WEEE / SDA / Fridges / TVs and Monitors	2 hours to ensure contents are correctly stored and surrounding area is clear of waste, debris, spillages.
Asbestos Container (if applicable)	2 hours to ensure contents are correctly stored, locked and surrounding area is clear of waste, debris, spillages.
Pest Control	LCC Responsibility to have provisions in place, Contractor to ensure any pest control boxes should be clear of debris and undergrowth in 2 hours..
Spill Kits	24 hours to ensure the correct equipment is in place.
Road Grit	24 hours to ensure the correct equipment is in place.
Hazardous PPE, sharps Gloves, face shields, gauntlets, apron and goggles	24 hours to ensure the correct equipment is in place.
General PPE and Uniform	24 hours to ensure the correct equipment is in place.
Staff Identifiable	Not Required
Medical Kits / First Aid Equipment	24 hours to ensure the correct equipment is in place.
2 First Aiders present on site	24 hours to restore first aider levels to contracted requirement.
Drains running freely / Leachate interceptor	Responsibility for drainage as per the lease agreement. 2 hours to clear debris from drainage grates / pots.
Fire Extinguishers in date and condition	LCC Responsibility.
Welfare facility – consumables present and cleanliness	Responsibility for the welfare facility as per the lease agreement. 2 hours to ensure consumables are restocked and the facility is clean.
Compactors fully operational and check sheets available for inspection	Responsibility for the Compactors as per the lease agreement. Defect sheets submitted within 2 hours for any issues detected. Daily check sheet Documentation available for inspection in 24 hours.
Container condition	Defect sheets submitted within 2 hours for any issues detected.
Hauliers removing residuals professionally	LCC Responsibility for its contracted hauliers. 24 hours to ensure Contractors hauliers are briefed on LCC requirements.
LCC Defect forms recorded and available for inspection	24 hours to ensure required documentation is available for inspection.

Typical example(s) of when an automatic fail (3) is issued as a result of a site inspection. This is not an exhaustive list and other occurrences of an automatic fail may be justifiable by an LCC representative.	
Inspection Item	Timescale for implementation of satisfaction action(s)
Infrastructure, fencing, gates, site security, CCTV.	Responsibility for infrastructure as per the lease agreement. Site gates / access left unsecured for over 3 hours.
Staffing levels recorded and seen.	Staffing levels are less than the contracted requirement for longer than 2 hours. One daily period of HWRC working hours
Clean & Tidy Walkways and roadways	Site tidiness has not significantly improved within 2 hours.
Clean signage and site identification board	Sign cleanliness has not significantly improved within 2 hours.
Staff Challenging commercial vehicles	Site staff fail to challenge commercial vehicles within 1 hour.
Staff conduct and willingness to assist the public	Site staff fail to assist public / improve conduct within 1 hour.
Previous LCC inspection available	Documentation not submitted within 2 hours.
Site diary and COTC hours recorded	Documentation not submitted and available on site within 2 hours.
Insurance documents and H&S policy on display	Documentation not displayed on site within 24 hours.
Hazardous waste consignment notes	Documentation not submitted within 2 hours.
Training records available for inspection	Documentation not submitted within 24 hours.
Site maintenance and service record available for inspection	Documentation not submitted within 2 hours.
Site management and operational plan updated	Documentation not submitted within 24 hours.
Receipts for Contractor related waste streams available for inspection	Documentation not submitted within 24 hours.
Florescent Tubes / Light Bulb container	Contents not correctly stored and surrounding area is not clear of waste, debris, spillages within 2 hours.
Engine Oil / Cooking Oil	Contents not correctly stored and surrounding area is not clear of waste, debris, spillages within 2 hours.
Vehicle and Domestic Battery Container(s)	Contents not correctly stored and surrounding area is not clear of waste, debris, spillages within 2 hours.

Chem Store and Log	Contents not correctly stored, locked and surrounding area is not clear of waste, debris, spillages within 2 hours, and/or the log book is not up to date and available for inspection.
Gas cylinder storage	Contents not correctly stored, locked and surrounding area is not clear of waste, debris, spillages within 2 hours.
WEEE / SDA / Fridges / TVs and Monitors	Contents not correctly stored and surrounding area is not clear of waste, debris, spillages within 2 hours.
Asbestos Container (if applicable)	Contents not correctly stored, locked and surrounding area is not clear of waste, debris, spillages within 2 hours.
Pest Control	Area around pest control not cleared by 2 hours.
Spill Kits	Correct equipment is not provided within 24 hours.
Road Grit	Correct equipment is not provided within 24 hours.
Hazardous PPE, sharps Gloves, face shields, gauntlets, apron and goggles	Immediate fail if Staff undertaking work where this PPE is required and are not wearing/utilising it correctly. Correct equipment is not available within 24 hours.
General PPE and Uniform	Immediate fail if staff do not have the minimum level of PPE as required by the Contractors Health and Safety Documentation and the Contract requirement. Correct uniform not issued within 24 hours.
Staff Identifiable	Not Required
Medical Kits / First Aid Equipment	Immediate fail if site does not have the minimum first aid equipment as required by the Contractors Health and Safety Documentation and the Contract requirement. Restocked / updated equipment not provided within 24 hours.
2 First Aiders present on site	Immediate fail if site has no designated first aiders as per the Contract Requirement. First aider as per the Contract requirement not established within 24 hours.
Drains running freely / Leachate interceptor	Grates and pots not cleared within 2 hours.
Fire Extinguishers in date and condition	LCC Responsibility.
Welfare facility – consumables present and cleanliness	Immediate fail if the site has no access to handwashing facilities. Consumables not restocked and/or the facility not cleaned within 2 hours.
Compactors fully operational and check sheets available for inspection	Defect sheets not submitted within 2 hours for any issues detected. Daily check sheet Documentation not available for inspection within 24 hours.
Container condition	Defect sheets not submitted within 2 hours for any issues detected.
Hauliers removing residuals professionally	Evidence not received within 24 hours to ensure Contractors hauliers are briefed on LCC requirements.
LCC Defect forms recorded and available for inspection	Required documentation is not available within 24 hours for inspection.

Appendix 3 Maintenance Record

[Contents](#)

HWRC MAINTENANCE /SERVICE PLAN														
ITEM	INSPECTION	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	SERVICE CONTACT
ELECTRICAL HARDWARE	3 YEARLY													LCC Properties
	LAST INSPECTED ON / /													
ELECTRICAL PAT TESTING	ANNUAL INSP													LCC Properties
	LAST INSPECTED ON / /								x					
FIRE EXTINGUISHERs	ANNUAL INSP													FIRESTOP
	LAST INSPECTED ON / /	x				x			x					
Asbestos If on Site buildings	2 x ANNUALLY			x						x				SITE SUPERVISOR/LCC
Container grease	12 ANNUALLY	x	x	x	x	x	x	x	x	x	x	x	x	HWRC SITE SUPERVISOR
SURFACE WATER DRAINAGE	ANNUAL INSP													BATES ENVIRONMENTAL
	LAST INSPECTED ON / /								x					
LEGIONELLA TESTING	2 X ANNUALLY	x							x					Appointed HWRC Contractor
FIRE DRILL, SITE EVACUATION	2 X ANNUALLY		x					x						HWRC SITE SUPERVISOR/STAFF
CCTV/ANPR MAINTENANCE	2 X ANNUALLY			x				x				x		Global Vision
COMPACTOR MAINTENANCE	3 X ANNUALLY				x				x				x	THETFORDS
FIRE EMERGENCY LIGHTING If fitted	MONTHLY + 2 X ANNUAL BATTERY RUN DOWN	x	x	x	xx	X	x	x	x	x	xx	x	x	HWRC SITE SUPERVISORS
FIRE/BELL	WEEKLY CHECK	1	x	x	x	X	X	X	X	X	X	X	x	HWRC SITE SUPERVISOR/STAFF
FIRE/ SIREN		2	x	x	x	x	x	x	x	x	x	x	X	
FIRE/HORN		3	x	x	x	x	X	x	x	x	x	x	X	
PEASE HIGHLIGHT DEVICE FOR SITE.		4	x	x	x	x	X	x	x	x	x	x	X	
		5	x	x	x	x	X	x	x	x	x	x	x	

 Daily Checklist					
SITE:		DATE:		WEATHER:	
SUPERVISOR:					
Staff Present: 1. 5. 9. 2. 6. 10. 3. 7. 11. 4. 8. 12.				First Aiders: (3 day qualified only) 1. 2. 3. 4.	
SITE:		☒	SITE OFFICE		☒
Fencing / Gates	☐	Site Hut / Welfare Facility Clean	☐	HEALTH & SAFETY	
OnWatch System	☐	Working Plan/Mgmt System	☐	Site Infrastructure	☐
Height Barrier	☐	Site Licence/Permit	☐	Traffic/pedestrian control	☐
Site Signs	☐	Insurance Certificates	☐	Fire extinguishers	☐
Grass and Trees	☐	H&S Poster	☐	Chemical inventory	☐
Site Clean	☐	Policies	☐	Gas bottle inventory	☐
Maintainable Area Clean	☐	Site Diary	☐	Accident/Incident forms	☐
Segregation of Recyclates	☐	Visitors book	☐	First aid kit fully stocked	☐
Container Condition	☐	Name Badges	☐	Risk assessments	☐
Stairs/Ramps/Gantries	☐	Electrical appliances/PAT Test	☐	COSHH assessments	☐
Hand Tools, i.e. brooms etc	☐	Declaration/Refusal forms	☐	Safe systems of work	☐
Trolleys/Sack Barrow	☐	Tipping permits	☐	Emergency procedures	☐
Drains/Gullies	☐	Load rejection forms	☐	COMPACTOR CHECK	
Salt / Grit	☐	Please use the compactor check list for all compactors, if there is a fault - highlight it on the Notes section overleaf		Electric to compactors	☐
Spill Control	☐			Emergency stop buttons work	☐
Pest control	☐			Rams go in and out	☐
Odour/Dust/Noise	☐			Machines stops on pin setting	☐
Correct PPE & Uniform Worn	☐			Sensors working	☐
Lighting	☐			Completed by (insert initials in box)	
Waste oil levels	☐	COTC Hours complete:			
Recycling Rate Displayed	☐	Hours _____ Sign _____ Print _____			
No. of Car Batteries					
No. of Brooksight Gas Bottles					
No. of Synergy Gas Bottles					
No. of Orphan Gas Bottles					

The Supplier shall ensure that training will be given to all members of the Supplier's Staff regarding:

- i. The tasks the individual must perform
- ii. All the provisions of this Contract relevant to the duties to be performed
- iii. All relevant health and safety hazards, rules, policies and procedures concerning health and safety at work and all other mandatory and statutory requirements
- iv. Traffic management rules set out in the Customer's Sites EWMS
- v. Operational machinery on the Customer's Site and hired/ replacement equipment set out in the Customer's Sites EWMS
- vi. Operation of the body worn video (BWV) system.
- vii. Fire precautions and fire procedures set out in the Customer's Sites EWMS
- viii. Asbestos recognition
- viii. Customer services

See Contractors Training Records

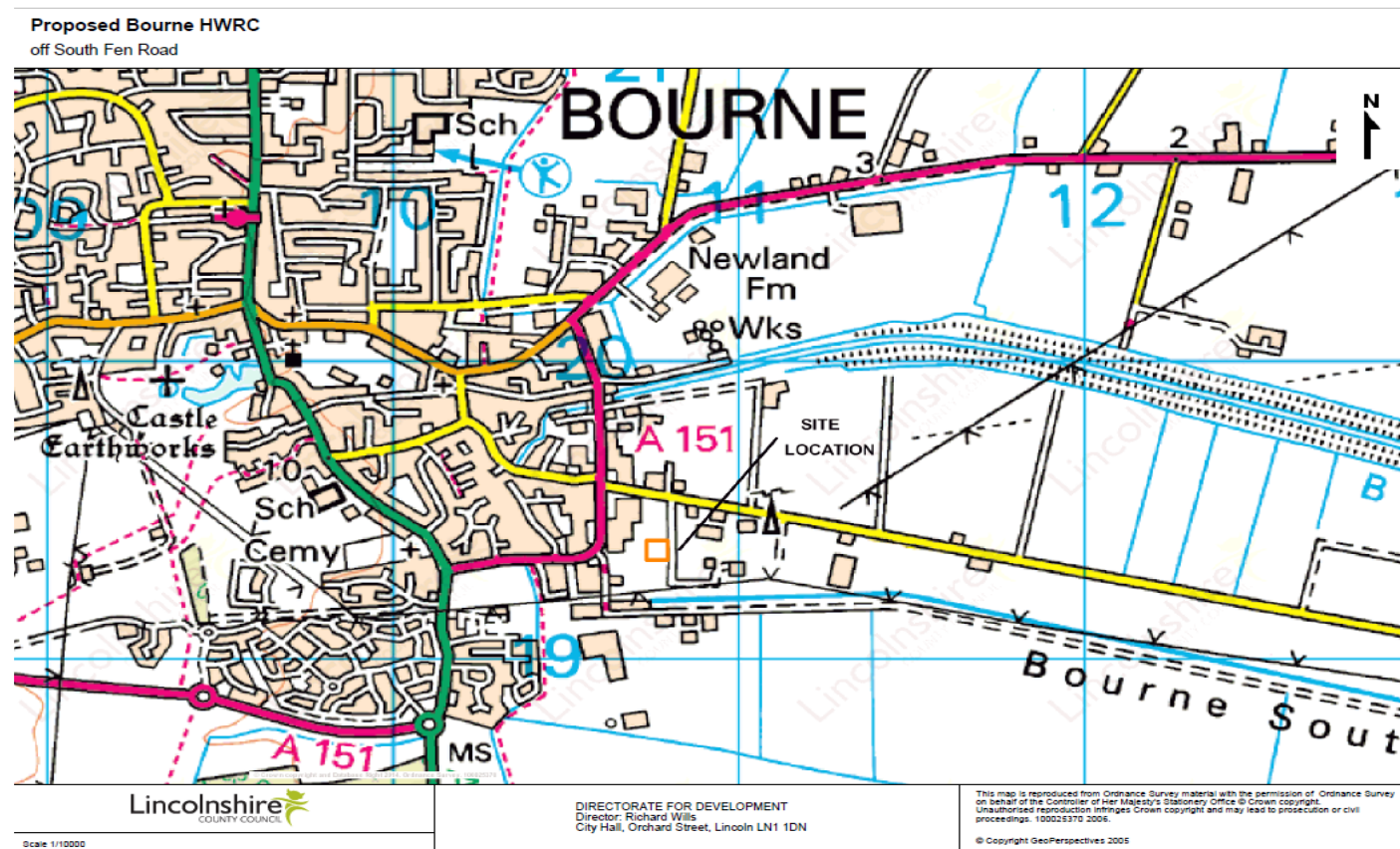
APPENDIX 4 SITE LOCATION & LAYOUT PLANS

SITE LOCATION

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Site layout plan

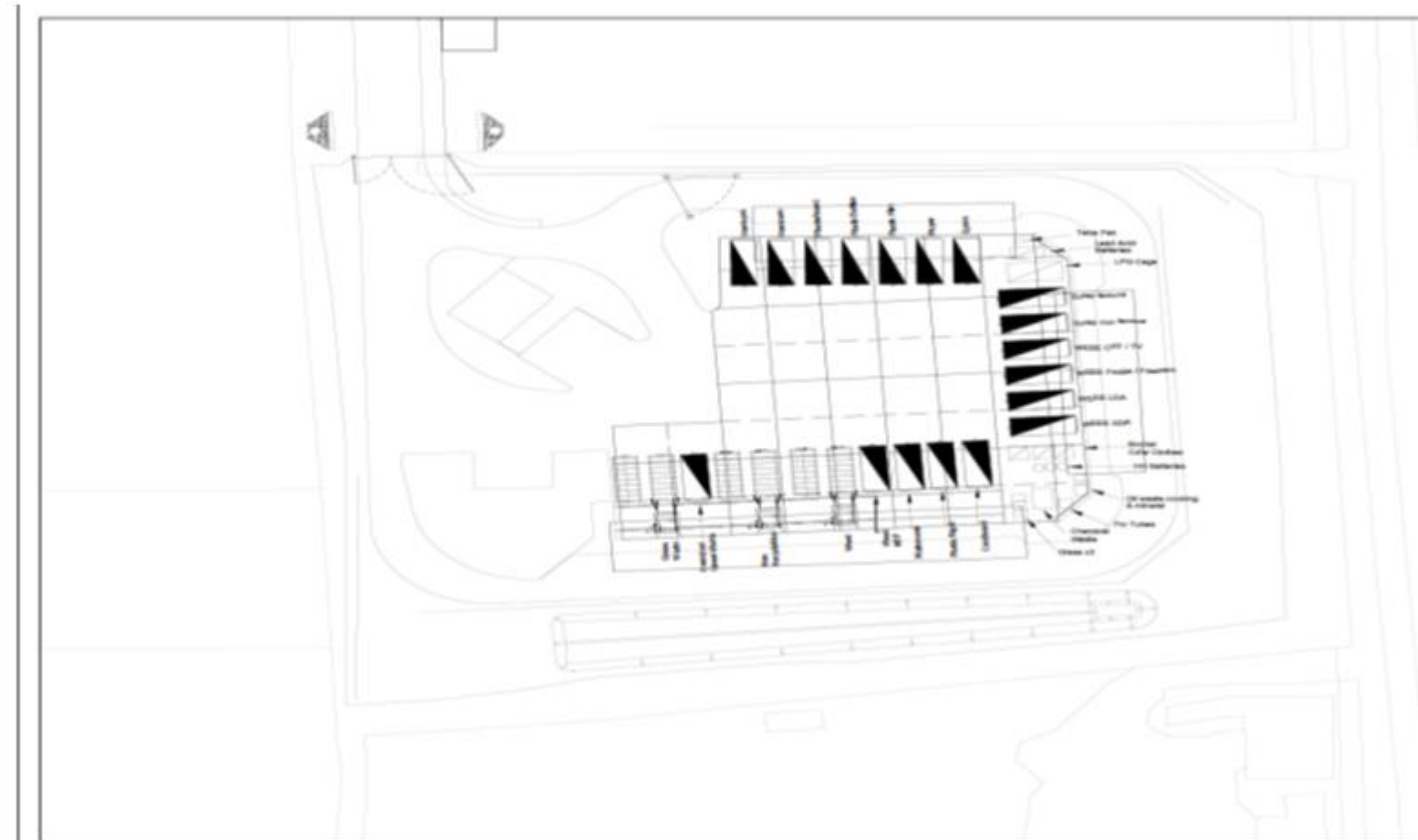
Bourne LOCATION PLAN



Bourne Site Layout Plan

[Contents](#)

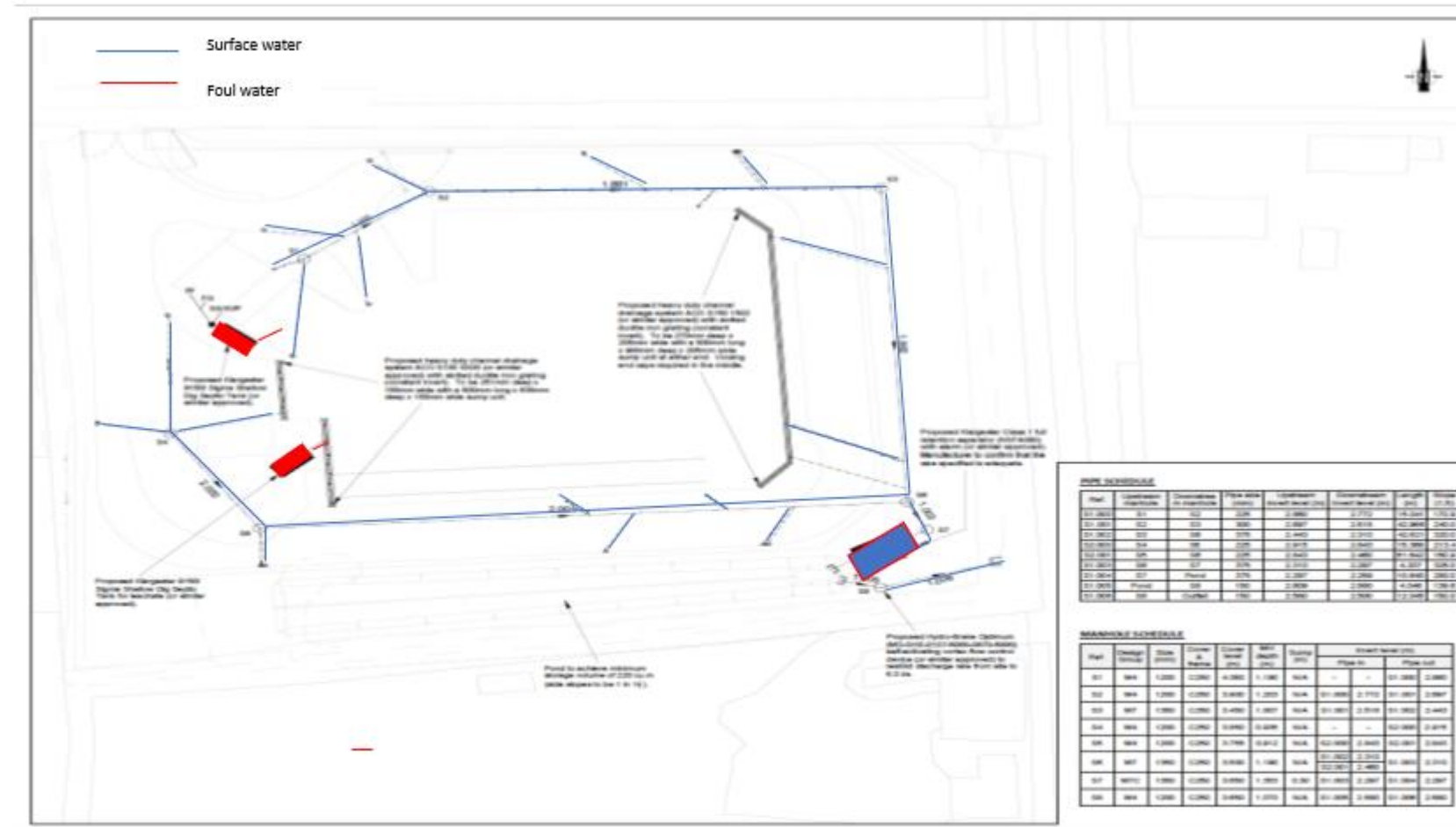
Site layout plan



Appendix 5 Site drainage plan

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Appendix 5 Site drainage plan



Surface water

Flood Plan Bourne

Appendix 6 Flood Plan

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Actions to be taken before a flood

A - Locations at risk of flooding: flood warnings:

See Flood map for river flooding area

B - Locations at risk of flooding: locations at risk of flooding / sources of flooding

Bourne HWRC is not within the river or sea flood area. Other sources of flood may come from site or road drainage and foul water systems

C - Locations at risk of flooding: map showing direction of flooding

Actions to be taken on flood warning

Warning of flooding may come from the local flood warden the EA flood line or over the radio, Site Managers /Supervisors should prepare the site by Ensuring that all litter is collected and all doors to open top skips are closed when not in use to prevent loose material floating out or being washed out, covers are to be laced on any full compactor skips to reduce the amount of debris that can wash out and arrange for removal from site if possible.

Actions to be taken on flooding.

If the site floods all site users should be evacuated from the site. All compactors are to have the ram put forward to block the skip waste entrance, all open top skips are to have the doors closed and locked. All power is to be shut off for the site at the main isolator switch in the main office cupboard.

The site diary and logbook should be placed on the site shelving

If required, the site staff should evacuate and secure the site and office building.

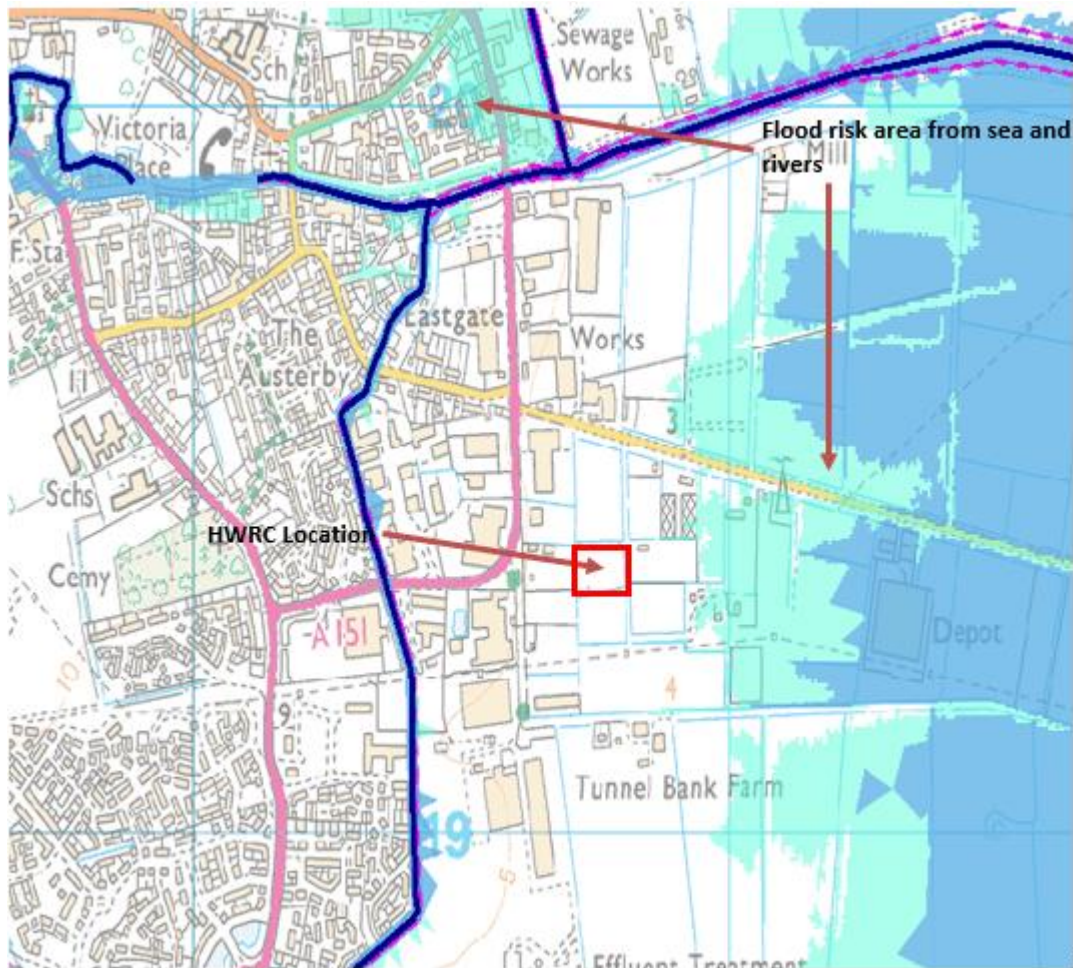
Staff should be aware of floating and submerged debris.

LCC should be contacted and kept informed of actions taken.

Flood Plan Bourne

Flood Risk Map

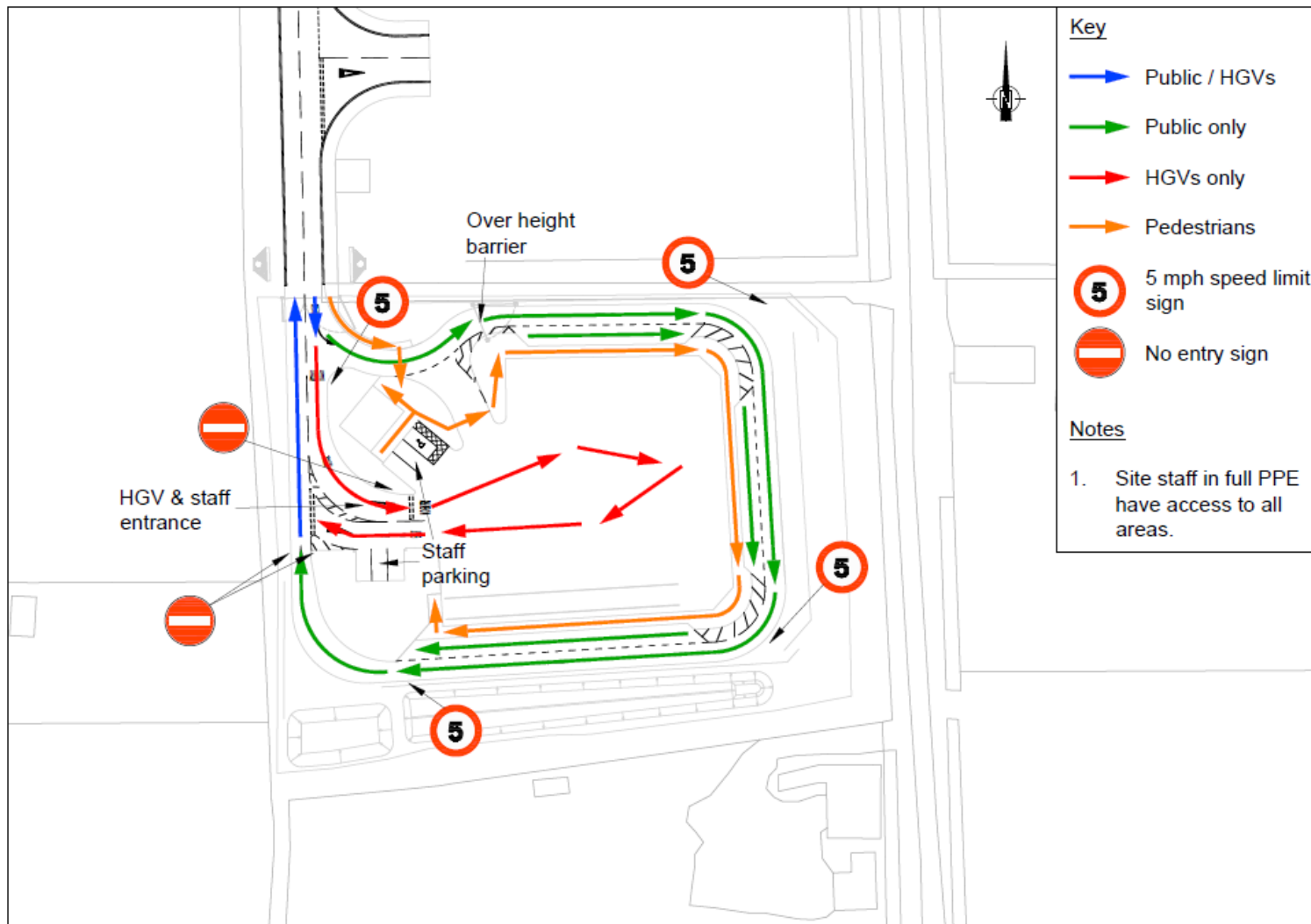
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Appendix 7 Traffic Management Plan Bourne

Appendix 7

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Appendix 7 Traffic Management Plan Bourne

Signage for site access

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Signage for the entrance is clearly marked from the main highway with clear opening and closing times.

Vehicle Access to site

All Vehicle access to site is through the double width gate for the site users clearly marked with signage as the entrance.

Site users Access to site

Site users access is controlled via a combination of signage and direction by site staff. Road signs are Highway standard. On road markings indicate road side parking areas. Vehicles over 2m cannot access the site. Visitors and staff are to park in in the car park following the one way circuit.

HGV access to site

HGV access is via the double width gate of the site. HGVs will operate in the work area during opening hours. Barriers and cones are to be used to keep the site users out of the area at all times. Site staff are to remain out of the area whilst HGVs are operating.

Waste Collection Authority (WCA) and their contractor's access to site

Waste Collection Authority vehicles and their contractors access the site via the double width gates of the site. WCA staff and their contractors are to comply with the Site Waste Management Plan and follow any instructions given by the HWRC site staff or LCC staff.

WCA Vehicles are to be parked in the parking area and the driver is to report to the HWRC site supervisor. The WCA are staff to safely unload and transport their waste to the designated skips. See Annex A. WCA staff are to use their own manual handling equipment such as barrows and trolleys. WCA staff are not permitted to use HWRC manual handling equipment.

All wastes delivered by a WCA will be offloaded by WCA staff. WCA staff will place items in the entrance of containers to the satisfaction of the site supervisor.

Waste Collection Authority (WCA) and their contractor's exit to site

WCA vehicle exiting the site are to follow the route shown on Annex A taking care to look out for and give way to moving traffic coming from the left.

Site on road signage

On road, painted signage indicates give way, stop, direction of travel and pedestrian crossings. Highway signs on poles and fencing indicate max speed 5mph, one way direction, over height vehicle parking areas and staff help available to the site users when requested.

Site waste signage

Overhead or large coloured roadside signs designating waste receptacles are clearly displayed and maintained.

Appendix 7 Traffic Management Plan Bourne

Site Pedestrian walkways

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Pedestrian walkways and paths are marked by on road route marks, raised kerb or inset kerb supplemented by waste marker boards. Marked walkway and paths are to be used by staff and site users.

Site users no access area

The site users are to be restricted access to the HGV work area by chaining or coning off the access to the onsite work area via the car park and hard-core exit.

Vehicle exit from site

All vehicles are to exit the site via the main gates. HGVs are to give way to main one-way circuit traffic.

HGV exit from site

HGV are to exit the site via the main gates giving way to main circuit traffic at all times

Reversing

Site users vehicle reversing on site should be discouraged at all times, if a vehicle must reverse then a member of staff should alert/stop passing traffic and pedestrians to the reversing vehicle.

Pedestrian crossing site roads

Site speed limits are to be strictly enforced. Parking on the roadway is to be discouraged to stop the site users crossing or blocking the roadway. Unloading assistance is to be given to Members of the site users crossing the site roads from roadside parking by staff with Hi Viz jackets worn.

Emergency Vehicles

If emergency vehicle is called to site the site is to be shut to the site users, all site users if not involved in the incident are to be directed to leave the site via the exits gate only.

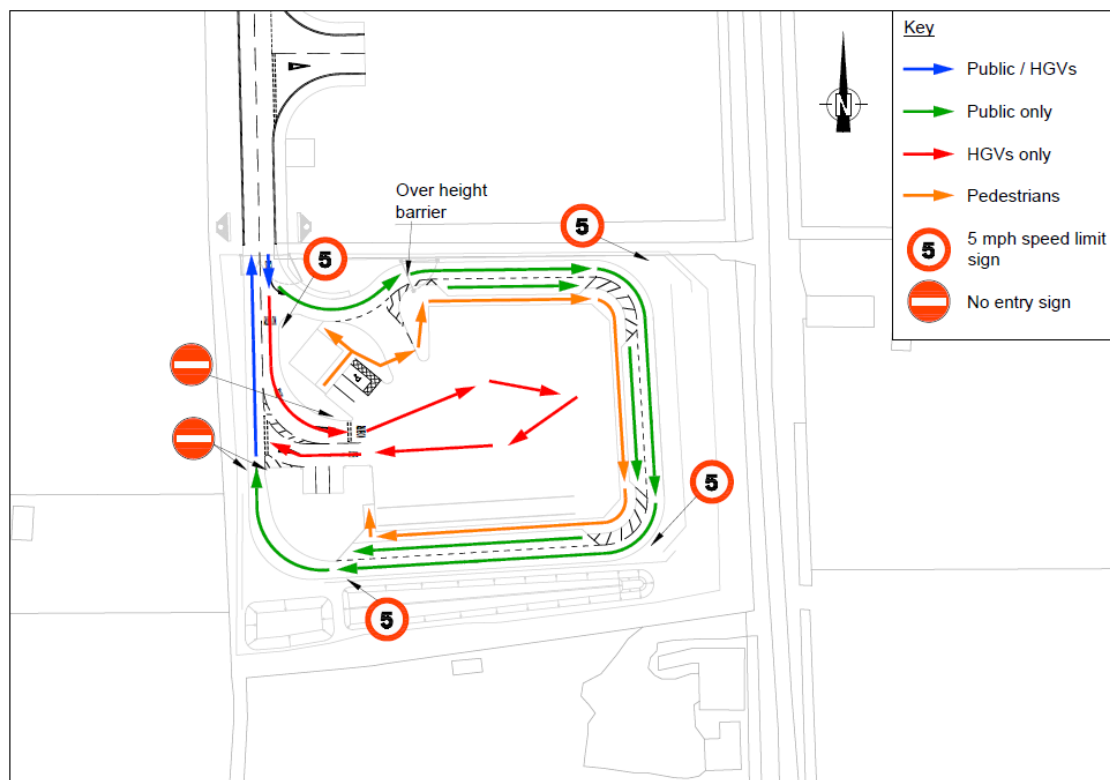
Adverse weather

All roads, paths and car parks including the HGV area are to be salted in freezing conditions, The site shall be adequately cleared of snow and ice and safe to use before opening. Salt bins are filled on site and spare salt is available on site.

Site staff

At all times site staff are to:

- Wear hi visibility vest or jackets
- Assist the site users to deposit their waste,
- Ensure that traffic is controlled in roadside parking areas around the site,
- Ensure the site speed limit of 5mph is enforced,
- Ensure that pedestrians use walkways,
- Keep the road, walkways and paths clear of debris
- Ensure site users do not enter the HGV work area past the barriers and bollards.
- Arrange and stack wastes as necessary to maximise capacity



Fire Prevention and Emergency

Evacuation Plan

For

Bourne HWRC

Contents

Contents	Signed by:	
	Date	
1. Introduction		
2. Fire Prevention, including;		
A – Emergency contact List		
B – Site Plan Drainage		
C – Site Plan Storage Locations		
D – Surrounding land use		
E - Maximum Daily Receivable and Management of Containment		
F – Site Fire Drill Log		
G – Site access restriction and exits		
H – Fire prevention methods		
I – Drain Seal diagram Assembly		
3. Contingency plan		
4. Fire Evacuation Plan		
APPENDICIES		
A: Daily Check sheet		

This is the Fire Prevention and Emergency Evacuation Plan for Bourne Household Waste Recycling Centre, a Lincolnshire County Council provided facility. The site is open to the site users to bring their excess or bulky waste from their own residence within Lincolnshire.

Bourne HWRC is a modern facility specifically constructed to facilitate the efficient and safe disposal of residents' waste with an emphasis on waste segregation in order to comply with the Waste Hierarchy. As such, site users are encouraged to segregate their wastes by material type prior to arriving on site. Site signage is in place to assist site users to identify where to deposit their waste and in order to reduce the likelihood of incompatible wastes being deposited together and therefore reduce the risk of combustion. Site staff are available on site to inspect and validate the wastes received and give advice on where it should be deposited on site. All waste accepted on site is contained in specially designed containers suitable for the storage of that material. This includes compactor containers where environmental and economic benefits can be achieved by the compaction of materials, open top and roll top Roll-on Roll-off containers where compaction is neither possible nor practical, specially designed lockable storage units for household chemicals, industry approved lidded pallet boxes for batteries (both lead acid and portable), bring banks for charity donations of books/CDs and clothes and a specific metal cage that is fixed to the ground including a lockable door for the storage of pressurized cylinders. There will be no waste stored outside of these containers and therefore no waste piles on site.

The contractor operating the site on behalf of Lincolnshire County Council will complete daily checks of all plant and infrastructure prior to the site opening and as part of the close down procedure of the site. These daily checks are recorded on the Site Daily Check Sheet ([appendix A](#))

There is no processing or treatment of waste other than segregation and storage for onward transport to permitted waste sites for treatment or disposal. Waste is therefore stored on site in the form in which it is delivered.

All wastes are removed from site as soon as is practicable when the containers are nearing or reach capacity and, in every case, no later than 72 hours from the time that they are recorded as full.

Although the Permit allows for up to 75,000 tonnes of waste to be accepted through the site per annum, actual tonnages are significantly lower. It is impossible to specify the tonnage of any particular waste type received due to the nature of the site i.e. a site users facility. In section D below capacity of each EWC code is often specified in volume as the tonnage can vary significantly due to numerous factors including prevailing weather conditions, time of the year and variables in the composition of a waste stream and its suitability to be compacted. Furthermore the site is not equipped with a weighbridge so tonnages of waste stored on site could only ever be estimated.

The site is equipped with 6 traversing compactors which are only operated by trained and competent staff. They are serviced 3 times a year by the manufacturer to the manufacturers recommended standards and are inspected daily ([see appendix A](#)) by the site supervisor. Any problems or concerns noticed during this regime are reported to Lincolnshire County Council Environmental Services team who will immediately rectify the problem by engaging the manufacturer to repair. If a safety critical problem is identified the machine will be isolated and withdrawn from use immediately until it is made safe to use by the manufacturer. All inspection and service records are held on site and available for inspection by authorised personnel.

All waste removed from site is done so by authorised and licenced waste carriers either routinely or by the request of the site supervisor. Maximum storage periods will not be more than 72 hours from the time of a container becoming full. If the site reaches the capacity specified in section D below waste will not be accepted until such time as suitable containers are again available on site. The service contract for the removal of wastes from site specifies that all vehicles must be maintained and serviced in accordance with industry guidelines and relevant legislation. Periodic audits are carried out to ensure this is complied with thus reducing the likelihood of them causing fires on the HWRC.

There are no industrial heaters or naked sources of ignition on site (except for the designated smoking area for staff only). In the event that an incident requires a quarantine area with 10meters clearance and if it was safe to do so skips would be moved to the middle into the central concrete area, the site will be closed to all site users and access will be only to emergency services personnel. LCC and site operator's staff will attend as required by the emergency services until the incident is deemed over by the emergency services. Site will remain closed, if quantities of contaminated waste prevent safe operation, until such contaminated waste has been removed from site.

This site is one of a network provided by Lincolnshire County Council across Lincolnshire all of which have been risk assessed by Lincolnshire Fire and Rescue service. All sites have been classed as "Trivial" risk. Given this minimal risk rating the use of spark or fire detection systems is disproportionately expensive and therefore not provided. Out of hours the site is monitored via CCTV. Any motion detected on site will trigger an alarm and appropriate response from the monitoring company. This can include calling the Fire and Rescue Service if necessary.

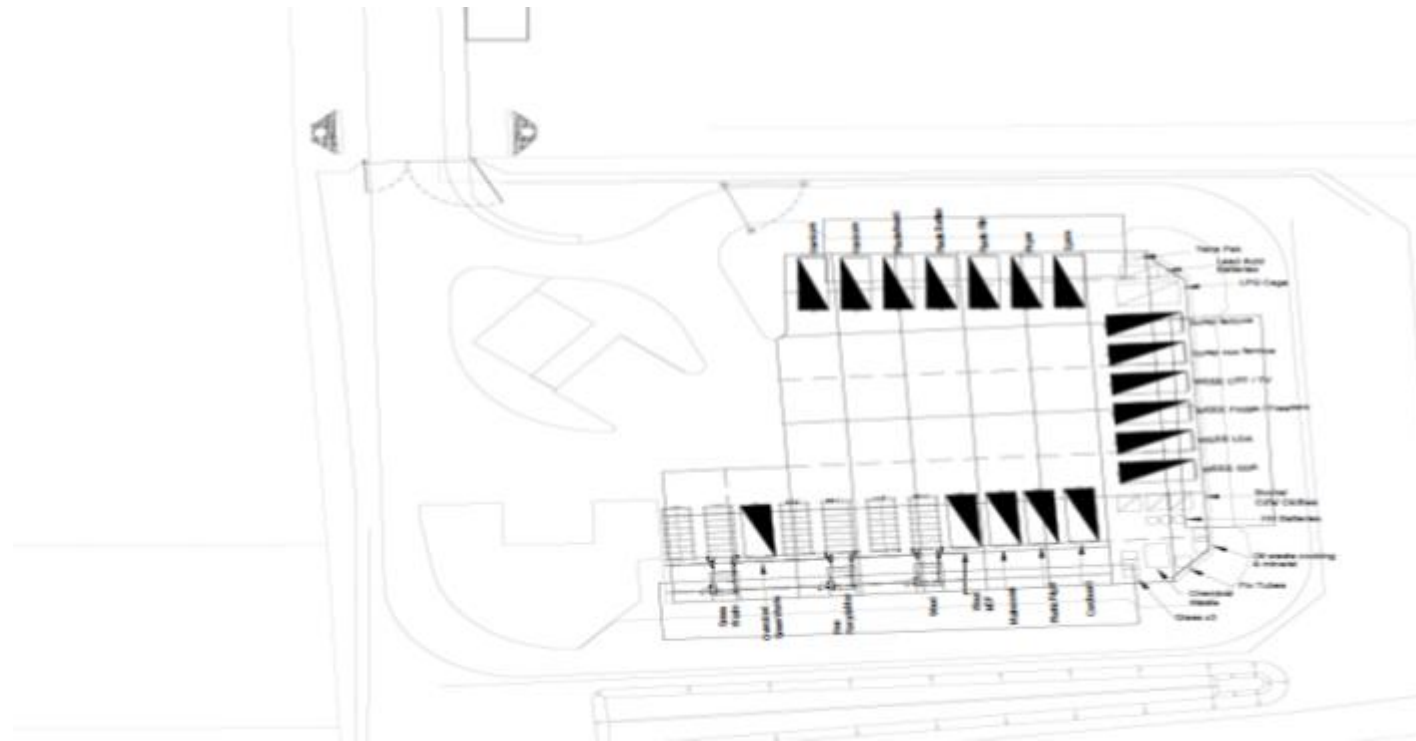
Bourne HWRC Emergency Contact List		
Location: South Fen Road Bourne Lincolnshire		
Postcode: PE10 0DN	Site Licence EPR/DB3705KN	
Site Tel Number NA	Premises code To be notified	
SITE CONTACTS	Office Hours (specify)	Out of hours
Owner: Lincolnshire County Council		
LCC Head of Waste : Chris Yorston		
Site Supervisor: Jay Fountain	07716 405141	07716 405141
Key Holder: Jay Fountain	07716 405141	07716 405141
Key Holder:		
Security Contact: Farsight 01733352435/08453710101	LCC Key Contacts below	01522 341000
EMERGENCY SERVICES	Emergency	Local
Fire:	999	999
Medical:	999	999
Police:	999	101
Local Doctors Surgery		
REGULATORS	Office Hours	Out of hours
Health and Safety Executive (HSE) Fatal or Major incidents only	0845 3009923	On Line
Environment Agency: (Local)	03708 506506	0800 807060
(24 hour emergency hotline)	0800 80 70 60	0800 807060
L.C.C. Customer Services	01522 552222	
UTILITY AND KEY SERVICES	Office Hours	Out of hours
SSE / Western Power	0800 0568090	0800 0568090
Anglian Water	01522 341000	01522 341000
LCC KEY CONTACTS	Office Hours	Out of hours
LCC Waste operations officer Jamie Newton	07826 923631	07826 923631
LCC Waste operations officer Jack Hoyles	07768 237415	07768 237415
LCC Waste operations officer Mark Cragg	07407 817408	07407 817408
LCC Waste Operation manager Dan Green	07345 461405	07345 461405
Waste Infrastructure and ops manager: Joe Phillips-Melhuish	07875 692998	07875 692998



Storage locations

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D: Surrounding land use

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Prevailing wind direction is south westerly to north westerly



E:Maximum Daily Waste receivable and Management of Containment [FPP index](#) [Contents](#)

Waste Type	EWC CODE	Combustible	Flammable	Maximum Daily Receivable and Storage	Open/Closed Top Container
Batteries Household	20 01 34	Yes	Yes	1.1 tonne	Closed
Batteries Lead Acid	20 01 34	Yes	Yes	3 tonnes	Closed
Books/CD's	20 01 01	Yes		110 kg	Closed
Cardboard	20 01 01	Yes		1 x 50 yd. Skip	Closed compactor
Chemicals Household Waste	20 01 99	Yes	Yes	500 Litre	Closed
Florescent Tubes	20 01 21	No		6 yd skip	Closed
Glass Brown	15 01 07	No		1 x glass bank	Closed
Glass Green	15 01 07	No		1 x glass bank	Closed
Glass Clear	15 01 07	No		1 x glass bank	Closed
Green Waste	20 02 01	Yes		2 x 50 yd skip	Closed compactor
Green Waste Oversize	20 02 01	Yes		1 x 50 yd skip	Open
Hard Core	17 01 07	No		2 x 20 yd skip	Open
LPG Canisters	20 01 99	Yes	Yes	50	locked cage
Mattresses	20 03 07	Yes		1 x 50 yd skip	Open
POPs	20 03 07	Yes		! X 50 yd Skip	Closed compactor/opentop
Non-Recyclables	20 03 01	Yes		2 x 50 yd skip	Closed compactor
Oil Waste Cooking	20 01 25	Yes	Yes	450 Litre	Closed 110% bund
Oil Waste Mineral	20 01 26	Yes	Yes	2700 litre	Closed 110% bund
Paper	20 01 01	Yes		1 x 50 yd skip	Closed
Plasterboard	17 08 02	No		1 x 50yd skip	Closed
Rags/Clothing	20 01 11	Yes			Closed
Scrap Ferrous	20 01 40	Yes		1 x 50yd skip	Open
Scrap Non-Ferrous	20 01 40	No		1 x 50yd skip	Open
WEEE CRT/TV	20 01 21	Yes		1 x 20yd skip	Closed lockable
WEEE Fridge/Freezers	20 01 23	Yes		1 x 20yd skip	Closed lockable
WEEE LDA	20 01 36	Yes		1 x 50yd skip	Open
WEEE SDA	20 01 35	Yes		1 x 50yd skip	Open
Wood	20 01 38	Yes		2 x 50yd skip	Closed compactor

See "C: Site Plan Storage Locations" for details of storage locations.

F: Site Fire Drill Log

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[illegible]

Site Access

Access to the site is via a tarmac paved road from **South Fen Road**, through double full road width gates, leading to the tarmac one-way circuit road. The road runs all around the site to the exit on the same roadway into site. The site perimeter is fenced.

Emergency vehicles will access the site through the main entrance gates and will have unrestricted access to the centre area of the site and to the outer lane of the one-way circuit beyond the canopies extending over the footpath and inner HGV area of the site. The site users entrance has a height barrier that can be opened to allow access to large vehicles if required. All tarmac or concrete areas will support the weight of a LGV.

Emergency Access

Emergency vehicle entrance is via the double gates leading on to an impermeable concrete area. Emergency vehicles may also travel around the site keeping away from the overhead canopies. *C: Site Plan Drainage, D: Site Plan Storage locations.*

Height restrictions

A 6.6 ft. height barrier restricts entrance once inside the site to large vehicles to the one-way circuit, this can be opened for emergency vehicle access; a 12ft high canopy extends over the foot paths and inner parking area around the site.

Emergency Exits

The Site has a one-way system in operation clearly marked to ease exit in emergency through the main site gates. The office building has one external door with emergency lighting.

H: Fire Prevention Methods

Waste acceptance

All waste accepted on site is household waste delivered by residents of Lincolnshire. Quantities and composition of the waste delivered daily are unpredictable due to the nature of the site. There is no weighbridge on site so exact tonnages on site at any time are unknown. All waste accepted on site is stored in containers as per *E: Maximum Daily Waste receivable and Management of Containment*

Waste storage

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All permitted waste is stored in purpose built Roll-on Roll-off open top, closed, sliding top or compactor containers, purpose built bunded containers holding waste mineral oil and waste cooking oil, purpose built lockable containers for household chemicals, 1 tonne cargo pallets holding lead acid batteries and household batteries. Other specialist lockable containers hold florescent tubes, clothing and books. LPG canisters are held in a purpose-built locked cage with outward opening door.

Maximum Daily Waste Receivable

The maximum daily receivable waste is controlled by the availability of the containers as indicated in. D: *Maximum Daily Waste receivable and Management of Containment*. Due to the nature of the site i.e. a Household Waste Recycling Centre provided by the local waste disposal authority and open to the site users, it is impossible to predict exact quantities of any permitted waste arriving at site on any given day. Any one permitted waste stream likely to be less than 20 tonnes per day. Exact quantities received cannot be quantified until they are removed from site as there is no weighbridge on site.

Reducing Self Combustion Risk

Full waste containers are removed from site as soon as is practicable from the moment they reach capacity and, in every case, no later than 72 hours after becoming full. Waste removed from site is logged on the Site Daily check sheet. Hazardous waste such as mineral oils, batteries and household chemicals are removed via specialist contractors on a regular basis before the containers become full. Oils are removed by a vacuum tanker; batteries are removed in the containers they are collected in and household chemicals displaying an orange hazard sign are collected by a qualified chemist and bulked in suitable containers provided by the chemist for transport to a permitted disposal location. Currently the contractor employed to remove household chemicals is Biffa.

Sources of Ignition Control

Sources of ignition are controlled by restricting smoking to the designated area by the office away from any flammable sources. All portable electrical items are tested annually, and mains electrical systems are tested every 3 years. Wastes are inspected by site staff prior to acceptance to ensure compatibility and that no sources of ignition are accepted i.e. hot BBQ ashes. Compactors are serviced and maintained on a regular basis by the manufacturer. No fires are allowed on site. Hot works are only undertaken when a hot work certificate is completed, and all its controls are in place. Combustible waste is removed from site as soon as possible after the container is filled and at the latest within 72 hours. Any waste debris is swept up or litter picked throughout the working day.

The site is secured from trespassers when not in operation and not open to the site users. The site has 24-hour CCTV monitoring with movement sensors in place. All containers are closed and locked (where locks are fitted) and the rams of the compactors are pushed forward to seal the loading aperture when the site is closed to the site users.

No heaters are used on site except wall mounted radiators in the welfare building. No naked sources of ignition are allowed on site with smoking only permitted by staff in designated areas only.

Hazardous Materials

The locations of Hazardous materials are marked on *C: Site Plan Storage Locations*.

Portable Fire Extinguishers

Fire extinguishers are available in the office and canteen; these are checked annually and are on the maintenance plan

Fire Fighting Water Supply

Mains Firefighting water supply is situated on the Mowbeck Way approximately 150 metres north of the site and 20 meters to the west of the site access road via a fire hydrant. Water is also available from the Balance pond approx. 200,000ltrs

Fire Drill

Emergency Fire Evacuation Drills are to be carried out bi-annually, dates and times for the evacuation are to be entered into the evacuation log in the maintenance folder

Fire Control

In the event of a fire during operational hours if it safe to do so and if time allows all containers will be closed to restrict the spread of fire to other containers. This measure should also reduce the escape and spread of contaminated material by fire water. All surface water including water used to fight any fire will be via the leachate interceptor. Closing containers, where it is safe to do so in the event of a fire will also reduce the emissions to air therefore reducing the impacts on residential and commercial areas.

Power to the site compactors and other electrical usage on site will be isolated via the main power box in the office or power supply boxes.

Fire Water

Fire water used on the waste will be directed by the impermeable surface and sealed drainage system through a 27,000-litre interceptor before discharge . The interceptor is able to be sealed with the Envirovalve sealing system kept in the site office with drain cover keys. In the event of a fire the outlet will be sealed to prevent escape of contaminated water. After the fire has been extinguished and the site is safe to occupy, water will be disposed of accordingly by suitably qualified tankers to permitted facilities for treatment.

Post Fire

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The site will remain closed to the site users during and following a fire until it is deemed safe to re-open by the Fire and Rescue Service and subsequently Lincolnshire County Councils waste services team. LCC waste services team will carry out risk assessments to ensure a safe environment for both staff and site users and implement any control measure deemed necessary prior to re-opening

All waste affected by fire will need analysis of contamination for disposal location landfill or EFW. Fire water contained by the Envirovalve Drain Blok system if necessary, will be removed by specialist contractor. There will also be a review of Fire Prevention and Emergency Evacuation Plan in conjunction with the Fire and Rescue Service.

H: Envirovalve Assembly

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Packs may have multiple bladders to seal different size pipes depending on site

Pack Contents



Fit black holder to white tapered piece



Tighten hand screws if required
Assemble handle to desired length



Pull back knurled collar to ensure air release valve on chain is undone

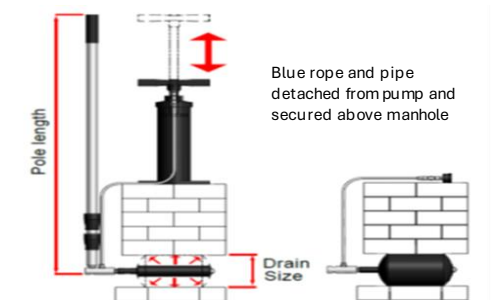


Air release valve connected
Air release valve disconnected

Connect white hose to pump insert bladder in drain and pump up



Pump and hose connection
Insert bladder into drain



When bladder is pumped up disconnect by pulling handle away from the bladder ensuring blue rope and pipe are both secured above manhole to enable retrieval

Replace air release valve to deflate bladder

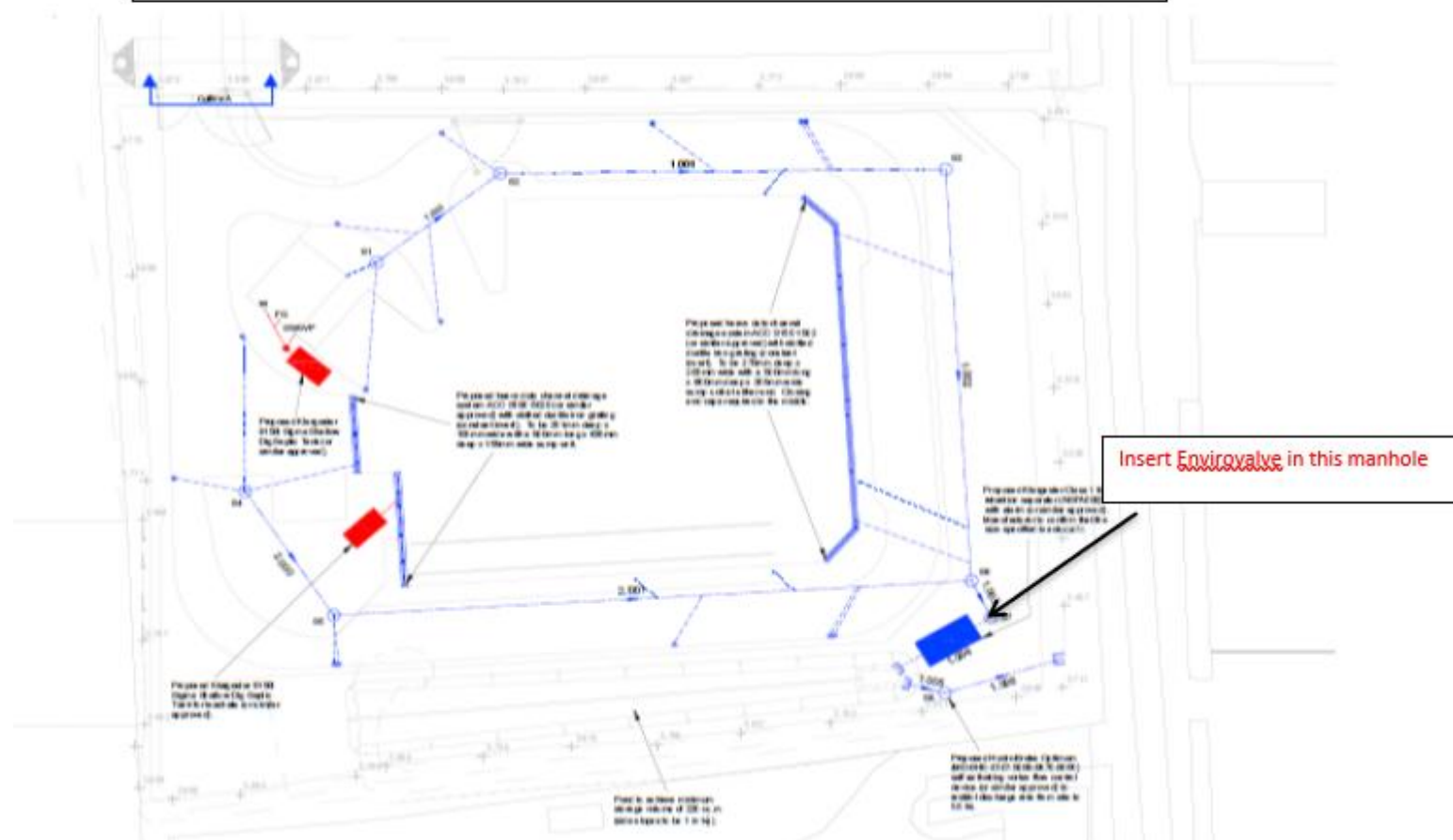
See 5th and 6th picture

Instructions for use of Manual Envirovalve

1. Fit the black rubber holder at the end of the **pole set** onto the white nylon tapered piece on the **bladder**, following the direction of the taper.
2. Tighten/adjust the hand screws if necessary, to keep the bladder in position at the desired angle for pushing down into the drain.
3. Secure the free end of the rope by clipping and/or looping it around a convenient object (e.g. the removed drain grid or manhole cover).
4. Adding extension rods as necessary, and retaining the pneumatic hose end, push the bladder down the drain into a position where it will seal effectively.
5. Connect the **pump unit** (simple push-fit) and pump the bladder up fully. The regulator is pre-set to the correct pressure (5psi) so that the bladder cannot be over-inflated.
6. The pump can now be disconnected (pull the collar back to release) and the pole set withdrawn (by simply pulling – the taper fitting will release itself leaving the bladder fixed in place).
7. To deflate, connect the blank open plug (on the short length of chain) to the fitting on the end of the tube. Remove the bladder from the drain using the rope.

Fire Prevention and Emergency Procedures

Bourne HWRC Drainage Location of manhole for single Envirovalve sealing valve



3: Contingency plan

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In the event of a fire the site will be closed immediately, and all site users and staff will be evacuated from site pending the arrival of the Fire and Rescue Service.

Once the incident is over or under control, as deemed by the Fire and Rescue Service, LCC waste services staff will assess the situation by means of dynamic risk assessments and decide on the appropriate course of action. This may include maintaining the closed status of the site and refusing access to members of the site users to deposit waste. In these circumstances members of the site users wishing to dispose of their household waste would have to use one of the other sites in the county provided by Lincolnshire County Council. There is no contracted waste accepted on site.

If the incident was minor and the site is safe to operate then the site may be re-opened with any necessary measures being taken to ensure a safe operation. Any burnt material will be disposed of as soon as is practicable to suitably licensed premises. Any damaged plant or infrastructure will be isolated and removed from service until it is tested and deemed safe for use by qualified personnel.

4: Fire Evacuation Plan

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1	The action employees should take if they discover a fire <i>Immediately operate the nearest alarm situated outside of and on office building.</i> <i>LCC policy is that you do not attempt to fight the fire.</i>
2	<i>How will people be warned in there is a fire</i> <i>The manual fire alarm bell located on the office building. Staff will also shout Fire, Fire, Fire.</i>
3.	<i>How the evacuation of the building and site will be carried out</i> <i>Everyone in the building and site should leave by the nearest building exit or gate and report to the assembly point at the site gate. All members of the site users will be directed to leave the site with their vehicles immediately guided by site staff to the exit</i>
4.	<i>Identification of escape routes</i> <i>All exit doors can be used as escape routes.</i> <i>The one-way system should be used to evacuate members of the site users to exit via the site gates</i>
5.	<i>Firefighting equipment provided</i> <i>Fire extinguishers are located in the site office, 50,000 litres of water available in attenuation pond</i>
6.	Duties and identity of employees with specific responsibilities in the event of fire. <i>On hearing the alarm:</i> <i>All staff will usher the public out of the site via the one-way system, the middle gates may be used if required. If time allows all containers are to be closed</i> <i>Site Supervisors will ensure:</i> <i>• The site is cleared of people and vehicles</i> <i>• Visitors book is collected on the way out</i> <i>• The Fire Brigade is called</i> <i>• LCC site Inspectors and or Senior Officer is called.</i> <i>• A roll call is made to ensure all staff and visitors are in the assembly area.</i> <i>• If time allows all waste containers are closed</i>

7.	Arrangements for the safe evacuation of people identified as being especially at risk, such as contractors, those with disabilities, members of the site users and visitors. • Visitors: are to be inducted and have knowledge of the fire plan and directed to the assembly area. • Contractors: are to be inducted and have knowledge of the fire plan and directed to the assembly area. • People with disabilities: Any members of the site users with disabilities are to be assisted in the evacuation by site staff. • Public: All members of the site users are to be directed to the exit via the one-way system with their vehicles to maintain clear access for firefighting crews.
8.	<i>The following arrangements and training is given to staff at the centre:</i> • All staff inducted at commencement of employment including reference to Environmental permit, Site Management system and Fire Prevention and Emergency Evacuation Plan • All staff: Fire Drills twice a year • All staff: Fire briefing once a year (may be in conjunction with fire drill). • Record of training to be kept with maintenance log. • Fire plan to be reviewed on a yearly basis.

Daily Checklist

SITE:		DATE:		WEATHER:		SUPERVISOR:	
Staff Present: 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.						First Aiders: (3 day qualified only) 1. 2. 3. 4.	
SITE:		☐	SITE OFFICE		☐	HEALTH & SAFETY	
Fencing / Gates		☐	Site Hut / Welfare Facility Clean		☐	Site Infrastructure	
OnWatch System		☐	Working Plan/Mgmt. System		☐	Traffic/pedestrian control	
Height Barrier		☐	Site Licence/Permit		☐	Fire extinguishers	
Site Signs		☐	Insurance Certificates		☐	Chemical inventory	
Grass and Trees		☐	H&S Poster		☐	Gas bottle inventory	
Site Clean		☐	Policies		☐	Accident/incident forms	
Maintainable Area Clean		☐	Site Diary		☐	First aid kit fully stocked	
Segregation of Recyclate		☐	Visitors book		☐	Risk assessments	
Container Condition		☐	Name Badges		☐	COSHH assessments	
Stairs/Ramps/Gantries		☐	Electrical appliances/PAT Test		☐	Safe systems of work	
Hand Tools, i.e. brooms etc		☐	Declaration/Refusal forms		☐	Emergency procedures	
Trolleys/Sack Barrow		☐	Tipping permits		☐	COMPACTOR CHECK	
Drains/Gullies		☐	Load rejection forms		☐	Electric to compactors	
Salt / Grit		☐	Please use the compactor check list for all compactors, if there is a fault - highlight it on the Notes section overleaf			Emergency stop buttons work	
Spill Control		☐				Rams go in and out	
Pest control		☐				Machines stops on pin setting	
Odour/Dust/Noise		☐				Sensors working	
Correct PPE & Uniform Worn		☐				Completed by {insert initials in box}	
Lighting		☐					
Waste oil levels		☐	COTC Hours complete:				
Recycling Rate Displayed		☐					
No. of Car Batteries							

[illegible]

Gas Cylinder acceptance at HWRC

Lincolnshire County Council Waste Disposal Authority currently has in place joint arrangements with the seven Waste Collection Authorities to provide a collection and disposal service, in conjunction with specialist waste disposal contractors, for arising's of Gas cylinders within the county. However, contingency arrangements are in place at the site in case householders arrive at the site with any Gas cylinders. This contingency position has been adopted to prevent products being incorrectly disposed of, possibly by fly tipping or placing the cylinders in the general waste or recycling household bins, The HWRC accept all gas cylinders from the public and district council fly tip crews,

Acceptance Procedure

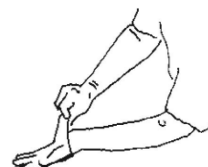
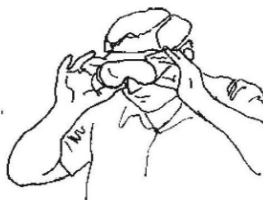
1. Site staff will receive all Gas cylinders delivered to the site and check that the valve is closed and there is no sign of gas escaping, and the valve is not damaged. If the valve is damaged the site will not accept the cylinder and advise the customer to take it to a main dealer for advice and return to the owning company All Gas cylinders will then be placed in the correct gas cage.
2. If the site attendants are concerned about accepting a particular cylinder or the state of the valve the matter will immediately be referred to the Technically Competent Person.
3. Both Gas cages will be checked weekly to ensure that all contents are secure and that no damage has occurred to the store itself. Any damage to the cage will be dealt with immediately. Under no circumstances are gas cylinders of any type to be placed in the compactors.
- 4 All items placed in the gas cages will be recorded on a daily log sheet. The following information will be recorded: cylinder type name or description of cylinder, cylinder size, quantity of cylinders.
- 5 When the cages are almost full arrangements will be made for Wastecare and/or Flogas contractor to empty the cages. Wastecare is to take any Calor gas and associate company cylinders and any orphan cylinders. (Orphan cylinders are any other type of cylinder such as camping gas and plumbers cylinders) Flogas will collect their own cylinders and associate company cylinders only, orphan cylinders will be disposed of in accordance with the Hazardous Waste (England & Wales) Regulations 2005 where appropriate.
- 6 The gas cages will be kept locked at all times except when cylinders are being deposited or removed. The key is kept in the office. Site staff site e will lock the cylinders into the cages.
- 7 Cylinders are to be placed into the correct cage flammable (large cage) and inert (small cage). Any oxygen cylinders are always to be stored in the inert cage.

At Bank Holiday and high site usage periods maximum storage times may on occasion exceed those stated above although every effort will be made to empty skips prior to these periods.

Standard gas bottles (such as 15kg Calor gas bottles) remain the property of the gas bottle provider. And do not need a consignment note completing, orphan cylinders will require a consignment note to be completed.

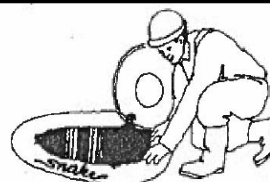
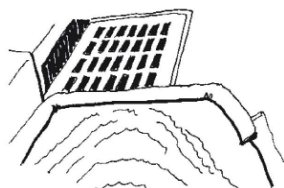
SPILL KIT INSTRUCTIONS

NOTE: Your kit may, or may not contain all of the general items discussed in these general instructions.



PROTECT YOURSELF FIRST.

Open the spill kit and place safety goggles and gloves on your eyes and hands.



ABSORBENT BOOMS OR SNAKES

If there is a drain grate nearby that the released fluid could possibly leak into, protect the grate with booms or snakes. Otherwise, place the booms/snakes at the forward edge of the spilled fluid in the direction it is moving to contain it.



ABSORBENT PADS AND PILLOWS:

Place the absorbent pads or pillows on the fluid within the boom area or anywhere else they are needed to soak up the fluid before it soaks into any surface which it was spilled.

SATURATED SORBENTS:

Saturated sorbents may be disposed of in the disposal bags provided in your spill kit. Proper storage and disposal guidelines should be followed whenever using Breg sorbent products. The handling, storage and disposal of this product may be governed by state, local and/or federal environmental and transportation laws, rules and regulations. The buyer is solely responsible for proper storage and disposal of the product when saturated as well as compliance with such laws and regulations. Consult authorized government agencies or other qualified personnel for disposal treatment or spill saturated product.



Appendix 11 Envirovalve Assembly

[Contents](#)

Packs may have multiple bladders to seal different size pipes depending on site

Pack Contents



Fit black holder to white tapered piece



Tighten hand screws if required



Assemble handle to desired length



Pull back knurled collar to ensure air release valve on chain is undone



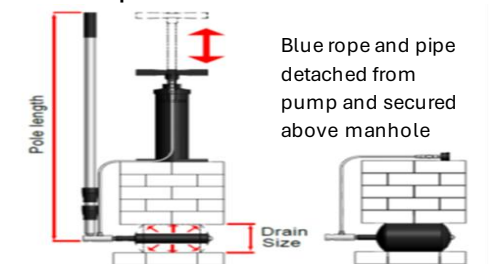
Air release valve connected



Air release valve disconnected



Connect white hose to pump insert bladder in drain and pump up
Pump and hose connection



Insert bladder into drain

When bladder is pumped up disconnect by pulling handle away from the bladder ensuring blue rope and pipe are both secured above manhole to enable retrieval

Replace air release valve to deflate bladder

See 5th and 6th picture

Instructions for use of Manual Envirovalve

1. Fit the black rubber holder at the end of the **pole set** onto the white nylon tapered piece on the **bladder**, following the direction of the taper.
2. Tighten/adjust the hand screws if necessary, to keep the bladder in position at the desired angle for pushing down into the drain.
3. Secure the free end of the rope by clipping and/or looping it around a convenient object (e.g. the removed drain grid or manhole cover).
4. Adding extension rods as necessary, and retaining the pneumatic hose end, push the bladder down the drain into a position where it will seal effectively.
5. Connect the **pump unit** (simple push-fit) and pump the bladder up fully. The regulator is pre-set to the correct pressure (5psi) so that the bladder cannot be over-inflated.
6. The pump can now be disconnected (pull the collar back to release) and the pole set withdrawn (by simply pulling – the taper fitting will release itself leaving the bladder fixed in place).
7. To deflate, connect the blank open plug (on the short length of chain) to the fitting on the end of the tube. Remove the bladder from the drain using the rope.

Bourne HWRC Drainage Location of manhole for single Envirovalve sealing valve



ACCEPTANCE OF HOUSEHOLD CHEMICALS AT HOUSEHOLD WASTE RECYCLING CENTRES

Acceptance of Household Chemicals at Household Waste Recycling Centre Introduction

Lincolnshire County Council Waste Disposal Authority currently has in place joint arrangements with the seven Waste Collection Authorities to provide a collection and disposal service, in conjunction with specialist waste disposal contractors, for arising's of household chemicals within the county. However, contingency arrangements are in place at the site in case householders arrive at the site with small quantities of household chemicals. This contingency position has been adopted to prevent products being incorrectly disposed of, possibly by fly tipping or pouring down the drain.

Acceptance Procedure

1. Site attendants will receive all household chemicals delivered to the site and check that the packaging is intact. If the packaging is in poor condition the site attendants will repackage the item in a larger container. All household chemicals will then be placed in the chemical store.
2. If the site attendants are concerned about accepting a particular chemical or the state of the packaging the matter will immediately be referred to the Technically Competent Person.
3. The chemical store will be checked weekly to ensure that all contents are secure and that no damage has occurred to the store itself. Any leaking containers or damage to the store will be dealt with immediately.
4. All items placed in the chemical store will be recorded on a log sheet. The following information will be recorded: product name or description of waste, container size, quantity of waste. This can be found in appendix 12.
5. When the store is almost full arrangements will be made for a specialist waste contractor to empty the store for disposal at a suitably licensed facility. Waste will be disposed of in accordance with the Hazardous Waste (England & Wales) Regulations 2005 where appropriate.
6. The chemical store will be kept locked at all times except when chemicals are being deposited or removed. The key is kept in the office. The chemicals are stored in a box in front of the store. A site operative will lock the chemicals into the safe.
7. Supplies of absorbent materials/sand will be kept on site to deal with any spillage that may occur. Should spillage of material occur it will be cleaned up immediately. Used absorbents will be treated in the same way as other household chemical waste.

Chemical bank log

Contents

[illegible]

 Lincolnshire COUNTY COUNCIL <i>Working for a better future</i>	Waste Services Infrastructure Team HOT WORKS PERMIT
--	---

Details:			
Permit date:	Start time:	Expiry time:	
Works location:			
Works description:			
Contractor:			
Contractor contact:		Phone number:	
LCC contact:		Phone number:	
Relevant Risk Assessment and Method Statement in place and on site			Yes ☐ No ☐
Control measures:			
The Hot Work location has been inspected and the following control measures identified within the RAMS are to be implemented:			
Removal of combustible/flammable/explosive solids, liquids, gases, dusts within 10m of work area	Yes ☐	No ☐	N/A ☐
Explosive atmosphere in work area removed	Yes ☐	No ☐	N/A ☐
Floor swept clean	Yes ☐	No ☐	N/A ☐
All floor and wall openings covered with fire resistant shield	Yes ☐	No ☐	N/A ☐
Protect ducts that might carry sparks to distant combustibles	Yes ☐	No ☐	N/A ☐
Enclosed equipment cleaned of all combustibles	Yes ☐	No ☐	N/A ☐
Containers purged of flammable liquids/vapour	Yes ☐	No ☐	N/A ☐
Pressurised vessels, piping and equipment removed from service, isolated and vented	Yes ☐	No ☐	N/A ☐
Isolation of any combustible / flammable / explosive services, materials (eg floors etc)	Yes ☐	No ☐	N/A ☐
Protection of any combustible solids, liquids or dusts in close proximity	Yes ☐	No ☐	N/A ☐
Protection of combustible materials within adjacent structures	Yes ☐	No ☐	N/A ☐
Continued atmospheric testing – record unit type / serial No	Yes ☐	No ☐	N/A ☐
Adequate means of raising the alarm and emergency escape route	Yes ☐	No ☐	N/A ☐
Automatic fire detection and suppression systems suitably deactivated (isolation permit)	Yes ☐	No ☐	N/A ☐
Provision of sufficient additional water / dry powder / carbon dioxide / foam fire extinguishers	Yes ☐	No ☐	N/A ☐
Equipment to be fitted with flashback arrestors / non return valves	Yes ☐	No ☐	N/A ☐
Gas cylinders securely kept upright at least 3M from burner / hot work	Yes ☐	No ☐	N/A ☐
Bitumen boilers to be sited on insulated materials	Yes ☐	No ☐	N/A ☐
First Aid / emergency procedures available	Yes ☐	No ☐	N/A ☐
Permit issued by LCC:			
Name:	Signed:	Date:	Time:
Permit received by contractor:			
Name:	Signed:	Date:	Time:
Works completion by contractor:			
The Hot Work activities authorised by this permit have finished and all sources of ignition removed. The works area and all adjacent areas to which sparks or heat could have spread, were thoroughly inspected 1 HOUR after the activity finished.			
Name:	Signed:	Date:	Time:
Permit cancellation by LCC:			
Name:	Signed:	Date:	Time:

Confined Space Permit to Work

Permit to Work in Confined Spaces or Dangerous Atmospheres

Site/Building/Area.....				
Exact location:.....				
Job Details:.....				
This permit is only valid when all sections are complete. If you are in doubt or don't understand, then please ask. <i>Please ensure that you sign this permit to work.</i> Do not proceed with your work until your permit has been authorised by the relevant member of staff.				
HAZARDS TO BE AWARE OF AND PRECAUTIONS TO BE TAKEN				
	Yes	No	N/A	
Are you qualified /trained to undertake this work?				
The confined space has been isolated from all connected pipework				
The confined space has been purged with steam/water/air				
The confined space is electrically isolated and locked out				
The confined space is mechanically isolated and locked off				
The confined space is below 30°C on full cooling				
Is the entrance big enough to allow access and egress in an emergency?				
Supply of respirable air assured/ventilation required?				
Means of access to and escape from the confined space is acceptable?				
Is breathing apparatus at hand and in good working order?				
Is the safety line/tripod/harness and any other back up equipment to hand?				
Are there adequate emergency arrangements in place?				
Trained standby person at point of entry?				
ATMOSPHERE TEST REQUIRED				
TIME OF TEST:		Acceptable conditions	Result	
Oxygen	%	>19.5% & <23.5%	Pass/Fail	

Carbon Monoxide	%	<30ppm	Pass/Fail	
Carbon Dioxide	%	<5000ppm	Pass/Fail	
Flammability	%	<10% of LEL	Pass/Fail	
Other (specify)	%	See EH40 for WELs	Pass/Fail	
Other precautions required:				
Other safety equipment required:				
Type of power tools and lighting permitted:				
PREPARATION COMPLETE.ACCEPTANCEAND AUTHORISATION				
I verify the above location has been examined, the precautions on the checklist have been taken, and that permission is authorised for this work. I also accept responsibility for the work to be carried out.				
Person responsible for work:.....Signed:.....				
Authorised Permit Issuer:.....Signed:.....				
Date and Time:.....Time of Expiry:.....				

Waste Wood

Acceptance of waste wood

Example of waste wood to be refused-

- Railway sleepers
- Cut telegraph poles
- Any other woods treated with Creosote
- Any roof timbers i.e. joists, purlins, these are trade items and may be chemically treated

The above creosote covered wood is to be refused and not accepted with no exceptions, the owner should be informed that the wood will need to be taken to another hazardous waste site that is able to accept the wood.

Any fly tipped wood brought in by District Councils is to be examined to ensure that the load is compliant and can be accepted in the site. Hazardous wood from the district fly-tip can be taken to Lindum, Saxilby

For your information Creosote was banned to retail outlets in 2003 but is still available to tradesmen, any off cuts of fence posts, panels or other external wooden items may indicate that the customer is a tradesman.

Appendix 16: Permit to Dig

[Contents](#)

ESTABLISHMENT (name & location):		REF No:	
SECTION A (To be completed by the nominated Responsible Person)			
ISSUED TO: (Person in charge of excavation)	Name:		
LOCATION AND BRIEF DESCRIPTION OF WORKS:			
SECTION B (To be completed by the nominated Responsible Person)			
Name:			
STATEMENT OF SERVICE LOCATIONS:			

To the best of my knowledge, based upon existing record drawings, the proposed area of excavations as described above and shown on the attached drawings: *(delete as applicable)*

- (a) is free from all underground services
- (b) includes underground services as indicated below
- (c) may include buried ordnance
- (d) may include buried chemicals or other hazardous substances

TYPE OF SERVICE	ELECTRICAL SERVICES	COMMUNICATION SERVICES	WATER SERVICES	GAS SERVICES	STEAM SERVICES	OTHER (FUEL OIL ETC)	DRAINS SEWERAGE CULVERTS
Services identified on drawings (See below)							
Services believed to exist (Info limited)							

REFERENCED DRAWING No(s): (Indicate presence of services with 'x')

METHOD OF DIG:		
Permission is given for the excavation works detailed to proceed in accordance with the conditions listed and any Special Conditions identified below		
SPECIAL CONDITIONS: (If none, write 'none')		
VALIDITY OF PERMIT:		
This permit is valid subject to the conditions overleaf from the date of issue for a period not exceeding one calendar month or until:		
INSERT DATE (if exceeding one calendar Month):		
Statement: I have formally notified the responsible person that these excavation works are going to be carried out:		
NAME:	SIGNED:	DATE:
EMPLOYED BY		

SECTION C (To be completed by person in charge of excavation)		
Statement: I have examined and understand the contents of this permit and attachments and confirm that work will be carried out in a safe manner in accordance with the conditions overleaf and any special conditions listed above.		
NAM E:	SIGNED:	DATE:
EMPLO YED BY:		

IN THE EVENT OF AN UNIDENTIFIED SERVICE, OR OBJECT BEING DISCOVERED, OR ANY OTHER EMERGENCY. STOP WORK AND CONTACT: TEL:	

SECTION D (To be completed by person in charge of the excavation)
DECLARATION: The work described on this permit is either:

(a)complete and all back filling is complete. All persons, tools and equipment in my charge have been removed from site. All surplus arisings have been disposed of in accordance with site procedures

OR

(delete as applicable)

1. Has been **suspended** for the reasons stated below. The excavation has been left in a safe condition.

REASON FOR SUSPENDING WORK:

NAME:

SIGNED:

DATE:

EMPLOYED BY:

SECTION E (To be completed by the nominated responsible person)

CANCELLATION: This permit is hereby **cancelled**.

No further excavation work may be carried out in this location without the issue of a new permit.

NAME:

SIGNED:

DATE:

EMPLOYED BY:

CONDITIONS FOR CARRYING OUT EXCAVATIONS

[Contents](#)

- a All works must be carried out in a safe manner and in accordance with Health & Safety Executive guidance
- b Information regarding the location of underground services or apparatus given on this permit or the drawings attached is the best available information and should be treated as a guide only. It is the responsibility of the persons carrying out the excavations to take the necessary precautions to avoid danger.
- c All trial holes must be hand dug.
- d No mechanical excavator must be used within 600 millimetres of a known underground service or apparatus.
- e If, during excavation, any unrecorded services or unidentified buried objects or apparatus are uncovered, or any underground apparatus is damaged, work must be suspended immediately and the emergency contact informed.
- f The person in charge of the excavation must inform all persons involved in the excavation work of the contents of this permit and must remain on site at all times whilst work is in progress.
- g If due to unforeseen circumstances it becomes necessary to extend the area of work outside of the contents of this permit, the permit must be cancelled and a new permit raised taking account of the new circumstances.
- h All excavations must be maintained in a safe condition at all times, with all necessary shuttering and guarding, in order to prevent danger to other persons or vehicles on site.
- i Any incidents or injuries associated with the works described on this permit must be reported immediately to the emergency contact overleaf.
- j Upon completion of work the permit must be signed off at Section D and returned to the issuing authority for cancellation.
- k All excavations must be satisfactorily backfilled and all arisings disposed of in an approved manner, in accordance with site procedures, before departure from site.
- l An accurate record drawing of the completed works must be submitted to the nominated responsible person to update the site records.

Consignment Note Codes**Hazardous waste codes for use on Consignment codes**

The hazardous waste consignment note guidance states that the first six digits of the unique number must be the first 6 digits of the waste producing organisations' name, in our case this will be LINCOL. The following five digits should then be unique. In order to satisfy this requirement you must all now use LINCOL as the first 6 digits of the consignment note code, please then use the following protocol for the next 5 digits:

Site name	First 6 digits of consignment note code	First digit of the following 5 digits	Last 4 digits
Boston HWRC	LINCOL	A	0001 TO 9999
Bourne HWRC	LINCOL	B	0001 TO 9999
Gainsborough HWRC	LINCOL	C	0001 TO 9999
Grantham HWRC	LINCOL	D	0001 TO 9999
Great Northern Terrace HWRC	LINCOL	E	0001 TO 9999
Louth HWRC	LINCOL	F	0001 TO 9999
Skegness HWRC	LINCOL	G	0001 TO 9999
Sleaford HWRC	LINCOL	H	0001 TO 9999
Spalding HWRC	LINCOL	I	0001 TO 9999
The Rasens HWRC	LINCOL	J	0001 TO 9999
Tattershall HWRC	LINCOL	K	0001 TO 9999

If/when we reach 9999 consignment notes for any site, we will repeat the letter before starting again from 001 e.g. Boston HWRC will then become LINCOL/AA001 followed by LINCOL/AA002.

All other details on the consignment note must be completed fully and accurately.

Full instructions for completion can be found at the below Link.

<https://www.gov.uk/guidance/hazardous-waste-consignment-note-supplementary-guidance#complete-the-consignment-note>



Incident

.22 ammunition and shotgun shells were found at a WTS after an HWRC container had been emptied

Both ammunition types were found and correctly kept separate from the waste and stored in the WTS office.

Procedure

Any ammunition found at any HWRC is to be reported to the police using phone number 101 who will arrange for it to be collected from the site

Any full firearms are to be reported to the police immediately and advice sought from the police .

All Staff to sign the Signature sheet after reading and understanding this Safety Alert

REPIC

Safety Alert 1



Hypodermic Needles in WEEE

Safety alert to advise of risk of hypodermic needles in WEEE

A REPIC AATF partner has reported a near-miss occurring due to the presence of needles in fridges collected from HWRCs. The needles fell out of the fridges, when these were unloaded by AATF site operatives and could have easily resulted in an accident, requiring medical testing.



The fridges, which were collected in Roll on Roll off skips should have been inspected for needles by the site operator before loading into the skips.

Action Required

Fridges must be inspected for hypodermic needles prior to loading:

- for collections in skips, the HWRC operator should do this before loading the skip; and
- for loose collections, REPIC transporter should do this before loading the collection vehicle

Any needles identified must be removed by the site operative in accordance with their health and safety procedures.

REPIC transporters must not collect any fridges containing needles – these must be reported to the site operator and REPIC immediately.

Issue Date:	12.11.21	Issued to:	REPIC Service Providers REPIC HWRC Operator Customers
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Appendix 20: Lincolnshire County Council Household Waste Recycling Centres

[Contents](#)

Site Rules

1. **Health and Safety:** The Council and its site management contractors shall operate the HWRCs in accordance with health and safety law, contractors' health and safety policy and operational rules.
2. Visitors to any HWRC must comply with all health and safety requirements and must follow the directions of site staff in their application of site rules. Failure to so comply may result in the person(s) being refused entry or directed to leave the site immediately.
3. One of the main risks to the health and safety of visitors on sites arise from traffic movements. Visitors must pay due care and attention, comply with speed limits, and take care when manoeuvring a vehicle. Whilst using the site visitors should remain on any marked paths or walkways and must not under any circumstances cross parking bays or pass the rear of any containers that back into the open HGV movement area.
4. Visitors must follow all instructions from staff and displayed on information signs.
5. Anyone under the age of 16 years and all animals must always remain in vehicles whilst on Site.
6. No smoking will be permitted by the site users in any areas of the HWRC site. For the avoidance of doubt this includes whilst in or outside their vehicles.
7. Cars are parked at the customers' own risk.
8. Suitable footwear should be always worn. Gloves are strongly recommended for handling waste to prevent cuts and injuries.
9. Should a customer require assistance, they should alert a member of staff.
10. Waste should be segregated and be deposited in the correct container for re-use, recycling, or disposal.

11. Verbal or physical abuse of staff is not acceptable and will not be tolerated. Visitors may be asked to moderate behaviour or to leave the site at the discretion of the site manager.
12. CCTV is installed and bodycams may be used by site contractors and LCC staff at all HWRCs to help ensure the health, safety, and enforcement at all sites, for users and staff
13. Further action may be taken in relation to any breach of either the site rules or this Policy including reporting incidents to the police or local authority regulatory officers, revoking the e-permit for any relevant vehicle, or banning/excluding abusers and/or the relevant vehicles from all the LCC HWRCs. In certain cases, of verbal and aggressive abuse of staff, refusal to leave the site when asked and forcing entry to the site, the Local Authority may consider proceedings in the Magistrates' Court.
14. The Council shall fully support its contractors and LCC staff in their management of the site in relation to waste being deposited and interactions with site visitors where the actions of site operators have been reasonable and in accordance with the Council policy.
15. **Site Operations:** When any containers on site are being manoeuvred, emptied or compacted, customers may be asked to either wait to access the site or use certain/specific containers. Site staff shall monitor and engage with incoming visitors and where appropriate be proactive in advising waiting visitors of possible delays, requesting patience, and stressing the health and safety requirements on site that from time to time may cause delays in throughput of visitors.
16. **Exceptional Circumstances:** A site shall only be closed in exceptional circumstances, such as severe weather, serious health and safety risks, formal investigations, emergencies, in consultation with and ultimately with approval of, the Council. Any such closure shall be of as short duration as practicable and necessary and will be notified at the site and on the Council's website at the earliest opportunity. All visitors shall comply with any conditions included within any such notifications.

Appendix 21: Concessionary waste

[Contents](#)

CONSTRUCTION, DEMOLITION AND DIY WASTE

County Council Recycling Centres are provided and licensed ONLY for local residents to deposit their

own HOUSEHOLD WASTE.

Under the Controlled Waste Regulations 1992.

- Construction includes improvement, repair or alteration.
- Construction and demolition waste, including waste arising from preparation works, is classified as

industrial waste and not household waste.

1 Construction and demolition wastes not accepted at any Recycling Centre:

Waste from large-scale construction, demolition, renovation and DIY projects e.g. building extensions or demolition of buildings.

2 DIY Waste

Waste from small scale DIY work (e.g. changing a bathroom suite or kitchen cabinets or removing a patio wall), including soil, hardcore, bricks, general rubble, wood and certain redundant fixtures and fittings may be accepted at Recycling Centres under the following conditions;

- the daily limit for soil, rubble, hardcore and plasterboard is one small bin full, in total per vehicle per day
- Where the site operators are unsure whether or not the waste is household, the person bringing in the waste will be required to sign a disclaimer form confirming the waste is from their own household
- The waste is delivered by the resident and is the result of their own work
- Repeat or regular visits with these types of waste may be refused at the site manager's discretion, and may involve follow up visits by a Council officer.

Residents affected by the above have the following alternative options for disposal: District Council's

bulky waste services; commercial waste/recycling facilities able to take such wastes; skip hire companies and waste bag services.

The Supplier's Staff shall recover items for reuse / resale and place them into a suitable reuse/ resale container or vehicle supplied by the Supplier. Recovered items must be correctly stored in said vehicle or container. No recovered items or materials shall be left outside of said containers or vehicle. This role shall not take priority over the requirement to help Site Users as outlined in item 1.7.1 of the Specification.

The supplier shall provide any vehicles required for the removal of reuse/ resale items from the Customer's Site. The Supplier shall be aware that any vehicle used for the removal of reuse/ resale items shall only be allowed in the designated Supplier parking areas shown in the Customer's Sites Traffic Management Plan. This vehicle shall not be allowed in any other areas of the Customer's Site, even for the loading of reuse/ resale items. The supplier shall have processes in place to move the reuse/ resale items from the container/ storage to the vehicle in the Supplier parking area.

The Supplier shall be responsible for ensuring the safety of any items are sent for reuse / resale in accordance with their responsibilities outlined in [Product safety | Business Companion](#), and that they are fully compliant with all relevant safety standards for items including, but not limited to:

- i. Children's toys (definition: plaything for a child under 14)
– must have CE or UKCA mark and be compliant with the General Product Safety Regulations 2005, contain relevant instructions or warnings and has been checked for obvious faults. The Supplier shall also be compliant with their obligations set out in [Toys | Business Companion](#).
- ii. Upholstered furniture – must have permanent label, relevant fire label (s) be, compliant with the Furniture and Furnishings (Fire) (Safety) Regulations 1988. The Supplier shall also be compliant with their obligations set out in [Second-hand upholstered furniture | Business Companion](#)
- iii. Any item of furniture containing glass, including glass fronts, glass doors or glass shelves that does not display the BS No or Kitemark etched in
- iv. Bicycles
- v. Prams / pushchairs – must have a permanent label showing compliance with BS EN 1888. The Supplier shall also ensure that the guidance for used prams and pushchairs set out in the following business companion are adhered to [New and second-hand prams and pushchairs | Business Companion](#)

- vi. UKCA mark – showing items compliance with UK legislation
- vii.

The following items shall not be recovered for reuse:

- i. Child safety seats / car seats
- ii. Crash helmets, bicycle helmets, riding helmets
- iii. Load bearing equipment including Jacks and ladders
- iv. Hazardous Waste
- v. Any item that falls under the scope of the WEEE regulations.

The Supplier shall have in place a written system of control outlining the steps and precautions to be taken to ensure that the items sent for reuse / resale are safe and have met the standards stated by any quality mark they carry. This system of control shall be kept under review and amended when necessary. And shall be in accordance with product safety due diligence business companion. [Product safety: due diligence | Business Companion](#)

The Supplier shall maintain all records of items which are being sent for reuse/ resale, demonstrating how they comply fully with all legislation and guidelines concerning the sale or transfer of ownership of items for reuse/ resale. This includes Trading Standards issues.

Records of the testing of any item recovered for resale shall be available for inspection by the Customer on request.

Call Farsight to disarm site.

Open welfare/office facility

Walk around the whole site

Open all containers. Ensure all doors are pinned back and secured.

Startup compactors in run mode.

Open hoppers.

check emergency stops are working.

Complete daily checklist

Gates to be open at 09:00, no later.

Please inform LCC if the gates are opened later or if there is reason to open later such as adverse weather/ slippery walkways.

Appendix 24: Bin count procedure

Bin count to be sent to Haulage contractor between 15:30 and 16:00

Contents

Tattershall		Residual	tip	Green	tip	Plastic	tip	Wood	tip	Hardcore	tip	Mixed Soil H/C or	tip	Soil	tip	Mattresse	tip	Cardboard	tip	Paper	tip	lasterboard	tip	Spare	tip	Spare	tip	Repair
Bin no.	%	Bin no.	%	Bin no.	%	Bin no.	%	Bin no.	%	Bin no.	%	Bin no.	%	Bin no.	%	Bin no.	%	Bin no.	%	Bin no.	%	Bin no.	%	Bin no.	%	Bin no.	%	Bin no.
18/07/22																												
Monday																												
Priority Bins - Full, ready to go at 7am																												
254	100%	1	150	100%	2	160	100%	5	164	100%	3																	
Include all non priority containers below with their % capacity including all spare bins at 0%, DO NOT DUPLICATE THE PRIORITY BINS																												
169	0%	275	0%	128	75%	278	25%	172	75%	182	10%					###	75%	258	75%	270	10%	170	10%					
155	75%	276	0%			274	0%																					
277	25%	272	50%			273	0%																					
Spare bin swaps and other details for driver																												
EXAMPLE 1: PLEASE PUT 0000008 ON LINE BEFORE LEAVING FOR DISPOSAL WITH 00000000052																												
EXAMPLE 2: SITE IS MIXING WOOD PLEASE TAKE WOOD AS FIRST PRIORITY																												
Additional notes for driver																												

All bins to be included on the bin count, including any that are empty, this is for forward planning and also dealing with any complaints.

Use the notes section for any other requests such as bin swaps and any other tasks for the driver such as straightening up of bins or rearranging site or moving to allow space for doors to be opened and pinned back.

Priority bins recorded on the top line all need to be pinned off and ready for collection

Number the priority bins with an order of tip.

HWRC Closing down procedure

Gates may be closed at 15:50, no earlier.

During very busy spells please request permission from LCC if the gates are required to be closed earlier. This should only be if queuing is out onto the site users highway.

Last cars on site are allowed to tip all of their items before leaving the site. Do not rush site user, assist as required.

Close compactors down with the last machine available being Non recyclables as we can mix all waste streams into this except green, if necessary.

Compactors need to be shut down with the ram in pin position, all keys removed, and all operating dials turned to 0 on the panel. INSERT PHOTO

All keys to be stored securely in the office.

Ensure all waste and salvage items are stored away at the end of the day and all containers and closed and locked.

All other containers to be closed to ensure the waste streams are free from scavengers and vermin and to reduce any fire risks.

Oils, chemicals and cylinders must be locked and secured. Keys placed back in the office.

All breezer signs pushed close to the containers to avoid activation of cctv overnight.

Supervisor to Ensure bin count is complete and has been sent to haulier consignment notes prepared if required final walk around the whole site to check all of the above is complete and nobody is left on site before locking the gate.

Lock and secure welfare building.

Staff leave site and lock gate, activate cctv with Farsight. Phone number

Site Defect Note

Contractor Defect Report at Lincolnshire Household Waste Recycling Centres

Contractor: Please complete Page 1 (sections 1 to 8) send via email to your LCC Waste Operations Supervisor.

Section:		
1	Contact Name	
2	Date of Defect Report	
3	Date of Occurrence of Defect	
4	Contact Phone Number	
5	Contact Email Address	
6	Defect Report <i>(please detail the defect and provide as much description as possible, add information relating to size, scale, potential for causing operational issues or health and safety hazard)</i>	
7	Asset Number <i>(please provide the asset number if applicable, Containers and Compactors have an asset number attached to them)</i>	

8	Defect Photograph <i>(please provide a photograph(s) of said defect giving context for scale)</i>	
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LCC Waste Operations Supervisor: Please complete Page 2 (sections 9 to 15) and log on the master defect report sheet.

Section:		
9	Responsible Waste Operations Supervisor Name	
10	Waste Operations Supervisor Email address	
11	Date Received Defect Report	
12	Defect Log Number	
13	Description of Action Undertaken	
14	Defect Status	☒ Open ☐ Closed
15	Date Defect Report Returned to Contractor	

LCC Waste Operations Supervisor: Please save defect report as Defect Log Number and update fields in master defect report sheet.

LCC Waste Operations Supervisor: Upon closing the defect report, please email the closed report back to the person detailed in section 1.

RPS 276 – Waste Cable

Following the issue of RPS 276 on 25th July, Lincolnshire County Council would like to utilise this for all its Household Waste Recycling Centres. Below is the information you require:

Site Addresses (including Permit Numbers)

- [Boston Household Waste Recycling Centre](#) (Bittern Way, Boston, PE21 7RQ) EPR/FB3706HE
- [Bourne Household Waste Recycling Centre](#) (South Fen Road, Bourne, PE10 0DN) EPR/DB3705KN
- [Gainsborough Household Waste Recycling Centre](#) (Long Wood Road, Corringham Road Industrial Estate, Gainsborough, DN21 1QB) EPR/CB3501LS
- [Bourne Household Waste Recycling Centre](#) (Mowbeck Way, Alexandra Road, Bourne, NG31 7AH) L255 EA/WML/70997
- [Tattershall Household Waste Recycling Centre](#) (Kirkby Lane, Tattershall Thorpe, LN4 4PD) EPR/WE2396AB
- [Lincoln Household Waste Recycling Centre](#) (Great Northern Terrace, Lincoln, LN5 8LG) L248 EA/WML70993
- [Louth Household Waste Recycling Centre](#) (Bolingbroke Road, Fairfield Industrial Estate, Louth, LN11 0WA) EAWML/100055
- [Market Rasen Household Waste Recycling Centre](#) (Gallamore Lane Industrial Estate, Market Rasen, LN8 3HA) EPR/KP3199VW
- [Skegness Household Waste Recycling Centre](#) (Warth Lane, Skegness, PE25 2JS) L252 EA/WML/70995
- [Sleaford Household Waste Recycling Centre](#) (Pride Parkway, Enterprise Park, Sleaford, NG34 8GL) EPR/BB3408HT
- [Spalding Household Waste Recycling Centre](#) (West Marsh Road, Spalding, PE11 2BB) EA/WML70996

Maximum quantity of cable we will store at any one time under this RPS

No more than a maximum of 250kg of non-WEEE waste electrical and telecommunications cable will be stored on site at anyone time.

Maximum quantity of cable we will treat at any one time under this RPS

Not applicable, there is no treatment on any of the HWRCs.

Waste Coding

Non-WEEE waste electrical and telecommunications cable will be stored separately to other waste streams and will be dual coded on a Consignment Note as 17 04 10* and 17 04 11.

RPS 266 –**Segregating waste upholstered domestic seating that may contain POPs at HWRCs**

Items containing POPs such as sofa's, upholstered chairs, foam containing items will need to be separated into the non recyclables container and this whole load goes out as POPs containing mixed non recyclables. These items cannot be mixed into any other waste stream. The whole load is treated as bulky waste and is stored on the bulky pile at the waste transfer station or directly to the Energy From Waste Plant.

Compacting waste domestic seating containing POPs is allowed. However, you must take reasonable steps to prevent, contain and collect any releases of POPs contaminated material or dust that the compaction produces.

You can do this by squashing the waste slowly to confine all materials within the space you are working. For example you can use:

- a grab or bucket to compact the waste steadily
- the roller packer system in the container
- ram-based compaction into a container

The RPS finishes September 2024 and this will be updated when any changes to procedure take effect.



Site: _____ Operative _____ Date _____

WARNING: "The deposit of commercial or industrial waste on a household waste site is an offence and may lead to prosecution. The signing of this disclaimer and its acceptance by the site operators does not prevent further investigation of any deposit believed to be commercial in origin by Lincolnshire County Council and subsequent prosecution".

**COMMERCIAL OR INDUSTRIAL WASTE DISCLAIMER FORM:
ENVIRONMENTAL PROTECTION ACT 1990**

PART A - Note of Explanation to Depositors

1. Permission will only be granted to unload after completion of this form, to the satisfaction of the site operative.
2. Lincolnshire County Council reserves the right to make further enquiries to the owner of the vehicle or at premises from which the waste originated.
3. Commercial or industrial waste, even recyclable materials, cannot be deposited at the Household Waste Recycling Centre in accordance with the Environmental Permit. Lincolnshire County Council's Waste Contractor has been instructed not to accept this type of waste.
4. Any waste that can be associated with the purpose of a sign written and/or business vehicle will not be accepted regardless of origin.
5. Information contained on this form may be shared with the relevant authorities for the purposes of enforcement and fraud prevention. By signing this declaration you hereby give your consent for Lincolnshire County Council to share your information for the aforementioned purposes.

PART B – Declaration by depositor to the Head of Environmental Services

Having read and understood Part A above, I declare that the waste I wish to deposit has come from my own private residence.

Vehicle Make/Model: _____ Vehicle Registration: _____

Vehicle Signage including telephone number if applicable _____

Description of waste: _____

Address: _____

Telephone: _____ Mobile: _____ (landline preferable)

Name PRINT: _____ SIGN: _____

White Sheet – LCC Green Sheet – Waste Producer

Tel: 01522 782070

Appendix 30 Environmental Risk Assessment Climate change

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Vulnerability	Service Delivery	Delay	Finance	Reputation	People
	(Core business, objectives, targets)		(Funding streams, financial loss, cost)	(Statutory duty, publicity, embarrassment)	(Loss of life, physical injury, emotional distress)
Critical (Disastrous impact, Catastrophic failure)	Prolonged interruption to core service. Failure of key strategic project.		Severe costs incurred	National media interest seriously affecting public opinion	Loss of life Multiple casualties
			Budgetary impact on whole Council		
			Impact on other services Statutory intervention triggered >£1 million		
Major (Significant impact, Disruption to core services)	Key targets missed. Some services compromised	1 week – 1 month	Significant costs incurred	Local media interest	Serious injuries Traumatic / stressful experience Exposure to dangerous conditions
			Re-jig of budgets required	Comment from external inspection agencies	
			Service level budgets exceeded £500,000 - £1 million	Noticeable impact on public opinion	
Minor (Minor impact, Some degradation of non-core services)	Management action required to overcome short-term difficulties	1 day- 1 week	Some costs incurred	Limited local publicity	Minor injuries or discomfort Feelings of unease.
			Minor impact on budgets	Mainly within local government community	
			Handled within management responsibilities £100,000 - £500,000	Causes staff concern	
Negligible			Little loss anticipated	Little or no publicity	

(No noticeable impact)	Handled within normal day-to-day routines		<£100,000	Little staff comment.	
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Timescale: 'Future'																																				
<u>Intense rainfall events and flooding</u>				<u>High wind speeds, storms and lightning</u>				<u>Snow, ice and freezing conditions</u>				<u>Heatwaves and higher temperatures</u>				<u>Droughts / reduced water availability</u>				<u>Coastal flooding, storm surges and erosion</u>				<u>Hotter, drier summers</u>				<u>Warmer, wetter winters</u>				<u>Sea level rise</u>		Overall Service Area Risk Score		
Likelihood	Vulnerability	Likelihood	Vulnerability	Likelihood	Vulnerability	Likelihood	Vulnerability	Likelihood	Vulnerability	Likelihood	Vulnerability	Likelihood	Vulnerability	Likelihood	Vulnerability	Likelihood	Vulnerability	Likelihood	Vulnerability	Likelihood	Vulnerability	Likelihood	Vulnerability	Likelihood	Vulnerability	Likelihood	Vulnerability	Likelihood	Vulnerability							
Possible	Critical	2	4	Possible	Major	2	3	Possible	Major	2	3	Possible	Minor	2	2	Possible	Negligible	2	1	Probable	Critical	3	4	Probable	Negligible	3	1	Probable	Negligible	3	1	Almost certain	Minor			
8				6				6				4				2				12				3				3				8				
If a risk scores red, note your justification for that score in the yellow boxes below- click on 'helpful things to think about' for some guidance and ideas.																														Potential Future Actions						
<u>Helpful things to think about</u>				<u>Helpful things to think about</u>				<u>Helpful things to think about</u>				<u>Helpful things to think about</u>				<u>Helpful things to think about</u>				<u>Helpful things to think about</u>				<u>Helpful things to think about</u>				<u>Helpful things to think about</u>								
Minor flooding has been experienced in periods of intense rainfall. Potential to close sites if not safe to operate. If a single site is closed alternative sites are available to redirect operations.				Sites may have to close due to high winds or lightning strikes. If a single site is closed operations can be diverted to alternative site.				Sites may have to close due to unavailability of staff to operate. If a single site is closed operations can be diverted. Haulage providers may stop or run on reduced capacity causing build up of waste at sites.				Welfare of staff to consider and make sure breaks are increased and availability of drinking water and protection from the sun. Sites may run at lower capacity.				Ensure staff have drinking water available. Water required for odour suppression systems but can operate if systems are down.				Sites have experienced coastal flooding before and caused 1 site to close. If a single site is closed operations can be diverted short term but can cause major issues if it becomes long term. A quick clean up operation is required.				Welfare of staff to consider and make sure breaks are increased. Availability of drinking water. Sites more suseptable to fires from BBQ waste.				Sites have good drainage systems with regular clean out to ensure they run correctly.				Sites have experienced coastal flooding before and caused 1 site to close. If a single site is closed operations can be diverted short term but can cause major issues if it becomes long term.				

Intense Rainfall Events and Flooding (fluvial, pluvial and ground water)

More Information

Intensive rainfall events have hit Lincolnshire in the past, causing disruption to business and costing £100,000s. 16,450 properties in Lincolnshire postcodes are at a high long term risk of flooding, of those, 65% are residential properties.

Flooding is categorised into 3 main types:

fluvial (rivers over-topping their banks)

pluvial (due to over-flowing drainage systems)

groundwater (when the water table rises close to the surface causing large areas to flood).

In 2019 alone, 241 homes were flooded and 154 flood investigations had to be carried out, costing around £7,700 each.

County Council services most frequently affected by flooding include:

- * Forestry
- * Highways
- * Children & Young People
- * Transport Services
- * Property
- * Adult Social Care
- * Flooding
- * Waste Management

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Intense Rainfall Events and Flooding (fluvial, pluvial and ground water)

Rainfall- Things to think about

Consider how your service would be affected by a similar event. Questions to consider could be:

1. Are your premises at risk of flooding?
2. What type of flooding are you at risk from?
3. What are the health and safety implications for your service? Can your staff work offsite? Is it possible to temporarily re-locate staff?
4. Does your business continuity/service plan prepare your service for a flood event?
5. If work premises were closed, what impacts would this have on service delivery? How would your customers be affected?
6. How much time might it take to return to 'normal' working conditions after a flooding event?
7. What would be the financial cost of flooding to your service?
8. Is the risk of flooding to your offices your responsibility?

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High Wind Speeds, storms and lightning

More information

Impacts caused by storms include fallen trees, power disruption and fallen power lines, delays, and diversions on the road and rail network leading to increased travel times.

Some LCC services known to have been impacted include:

- Highways - fallen trees
- Transport Services Group - double decker buses replaced by single deckers
- Business Support - power failures result in phones cut off

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High Wind Speeds, storms and lightning

Things to think about

Impacts caused by storms include fallen trees, power disruption and fallen power lines, delays, and diversions on the road and rail network leading to increased travel times.

Consider how high winds, storms and lightning might impact on your service area. Questions to think about include:

1. Is your service responsible for clearing debris? And are plans in place to cope with such an event?
2. Could your building be structurally damaged by high winds and lightning strikes?
3. Are members of staff able to work from home?
4. How costly could repairs be?
5. How would the service be impacted in the event of a power failure?

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Snow, Ice and freezing conditions

More information

The overall cost of snow and ice events are difficult to quantify, because they are highly disruptive as opposed to damaging. The rural geography of Lincolnshire means that they are usually significant events because they have the potential to cut areas off for a number of days, especially in the Wolds. They create many access problems and numerous activities are inhibited. Snow events impact the majority of LCC services, a recent example is the cold snap experienced in March 2018.

Some key services affected by the 2018 event include:

- Schools closed
- A rise in the number of insurance claims, chiefly owing to a large increase in pot hole damage claims
- Transport Services Group, many bus services cancelled
- Supply and demand issues with gritting services for Highways
- Increased pressure due to staff unable to get into work

Snow, Ice and freezing conditions

Things to think about

Consider how snow, ice and freezing conditions might impact on your service area. Questions to think about include:

1. Is your service prepared for staff absence, due to inability to get into work?
2. Can other locations be made available for staff to work from (eg. home, other council offices)?
3. Does your service organise outdoor events which could be impacted by snow, ice and freezing conditions?
4. Is the infrastructure that your service manages vulnerable to snow, ice and freezing conditions?
5. Are there health and safety implications to consider in relation to your service?
6. Are there cost implications to postponing events/ closure of buildings etc?

Heatwaves and Higher Temperatures

More information

Lincolnshire County Council has experienced a number of heat waves since 2010. The most extreme heatwave was last year in 2022, when a record high temperature of 40.3C was recorded in RAF Coningsby.

Specific LCC services impacted by heatwaves include:

- Melting roads
- Damage to train tracks and overhead electrical lines
- Fires in green spaces
- Increase in levels of pollutants causing respiratory problems and increased hospital admissions
- Drying out of clay rich soils, leading to damaged roads
- A link to an increase in anti-social behaviour (notably arson within parks, which has caused grass and scrub fires)

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Heatwaves and Higher Temperatures

Things to think about

Consider how heatwaves and high temperatures might impact on your service area. Questions to think about include:

1. Where are your offices located?
2. Do your offices become overheated in the summer?
3. Is staff productivity affected by this increase in heat?
4. Is there any way of cooling the offices?
5. Does your business continuity/service plan take account of increased heat?
6. Is temperature control your responsibility?
7. Is service delivery affected by heatwaves and high temperatures?
8. Do you/have you needed to provide protective equipment and sun screen?
9. Does demand for your service increase during heatwaves/ high temperature events?

Droughts and/or reduced water availability

More Information

In Summer 2022, drought was declared across much of the southeast of England after the driest summer for 50 years. The drought caused rivers to flow at record low rates, fish stocks were depleted and amphibians such as frogs, toads and newts suffered as ponds and ditches dried out. Considerable strain was placed on the environment, and agriculture suffered considerably. Events such as this are expected to occur more frequently and with greater intensity in the future.

Droughts and/or reduced water availability

Droughts and/or reduced water availability

Consider the following questions:

1. How might your service be affected?
2. Does your service area require large amounts of water for its delivery?
3. If water were unavailable in your building what would the impacts be?
4. What could you do to reduce the impacts?

Coastal Flooding, River Flooding, Drainage Failure, Storm Surges and Erosion

More Information

Lincolnshire has seen major coastal flooding incidents that have impacted on the Council's services: the 1953 'great flood' and the Boston storm surge in December 2013. Considerable work on coastal flood defences since the 1953 flood meant the impacts of the 2013 event had been greatly mitigated, however major disruption still occurred. Along the East coast of England, about 1,400 homes were flooded in the worst storm surge since 1953. In Lincolnshire, 600 homes were evacuated and 50 roads were submerged around the Boston area after the River Haven burst its banks. In 2019, the River Steeping burst its banks after the equivalent of about two months' rainfall fell in two days, causing flooding in and around Wainfleet. 130 properties were flooded and 590 people forced out of their homes.

Coastal Flooding, River Flooding, Drainage Failure, Storm Surges and Erosion

Things to think about

Consider the following questions:

1. Does your service area rely on coastal roads?
2. Are your offices based near the coast?
3. Can you relocate important internal building infrastructure to higher levels within the building?
4. Do you have members of staff who live near the coast?
5. Are you responsible for service delivery within the coastal zone?
6. Have you checked the Environment Agency's Coastal flooding maps?

Hotter, Drier Summers

More information

In the future we are likely to experience warmer, drier summers that could impact LCC's ability to provide services across the area. Hotter summers mean an average increase in day and night time temperatures where the hottest day could be 40.4C. Overnight temperatures could also increase, potentially causing sleep disturbance and overheated houses.

Hotter, Drier Summers

Things to think about

Consider the impacts of a hotter summer on your service area.

1. Are you responsible for looking after elderly or vulnerable people who might be at a greater risk from overheating?
2. How might staff comfort levels be affected in your buildings?
3. Do you have a method of cooling your buildings already installed?
4. Does your service area use infrastructure which is vulnerable to excessive heat? For example, how might melting road surfaces impact on your service's ability to continue business as usual?
5. If you were responsible for planting, would you consider putting more drought resistant plants in now in anticipation of drier summers with reduced average rainfall?
6. Could subsidence affect your buildings or infrastructure?
7. Can you think of any temperatures which automatic trigger impacts to your service? For example if internal temperatures reach a certain level, or if ventilation is not adequate?

Warmer Wetter Winters

More information

Average winter temperatures are predicted to increase in the Lincolnshire area and the hottest day could be 19.9C. This means we will experience average winters which are noticeably warmer than today's winters, with the likelihood of snow and ice events reducing considerably. Extreme snow and ice events are still expected to occur, and could catch services out if they are not prepared.

Warmer winters with less snow and ice could be beneficial, but predictions also suggest that we will experience an increase in precipitation over the winter period. This could mean an increase in extreme rainfall events during this time, or more sustained rainfall over the entire period. There is a large level of uncertainty relating to future climatic conditions, although variability and extremes in weather patterns are expected. The unpredictability means we will have to be prepared for a wider range of weather types across the winter period, including severe cold, snow and ice, or milder, wetter and stormier weather.

An example of the challenge variable weather patterns can have are highlighted by our road network. Gritting is essential to keep our roads free from ice and traffic flowing, however in the future we may experience severe winters infrequently, and as such be unprepared. It is possible that we may not have enough salt stocks, and if we do they maybe very costly to maintain over the years in between when the salt is not required.

Warmer Wetter Winters

Things to think about

Consider the impacts of a warmer wetter winter on your service area.

1. Would these conditions cause you to work differently outside?
2. How would increased rainfall in the winter impact on your service?
3. Could damp problems increase in buildings you are responsible for?
4. Are buildings adequately protected from significant rainfall events?

Sea Level Rise

More information

In the future, sea level rise will mean that the coastline in this area is likely to look significantly different. Future sea level rise is likely in some areas to cause more erosion of the beaches, human activity along our shoreline will need to be adapted to reflect these changes. Sea level rise has been recorded in the 20th century to be around 20cms, with global average rises of around 1.9mm per year between 1971 and 2006. The rate of sea level rise has been seen to increase between the years 2006 - 2018 to around 3.7mm per year.

In the Flamborough Head to Gibraltar Point region, the historic rate of sea level rise is just over 1.1 millimetres per year, based on the sea level measured at Immingham over the period between 1960 and 1995.

There is considerable uncertainty about the scale of future climate change and sea level rise; however, the rate of future sea level rise is expected to accelerate due to continued global warming and more rapid melting of the ice caps and ice sheets. In addition, it is likely that climate change will bring about increased storminess. DEFRA predicts average sea level rise along the Lincolnshire coast line of around 1m over the next 100 years.

Sea Level Rise

Things to think about

Consider the impacts of sea level rise on your service area. In most cases, this will be linked with Flooding and broadly the same questions will apply.

1. Does your service area rely on coastal roads?
2. Are your offices based near the coast?
3. Can you relocate important internal building infrastructure to higher levels within the building?
4. Do you have members of staff who live near the coast?
5. Are you responsible for service delivery within the coastal zone?
6. Have you checked the Environment Agency's Coastal flooding maps?

Appendix 31 The segregation/storage and collection for disposable single use vapes/e-cigs for Lincolnshire's HWRC'S

Example picture of disposable single use vapes/e-cigs



Veolia's process/aims

Veolia now facilitates the collection and transportation of vapes from retailers to a recycling facility where valuable materials such as lithium, nickel and manganese will be extracted.

Other materials will be manually dismantled, cleaned and recycled to resume their role in the manufacturing industry and help toward building a circular economy solution for single-use vapes.

The collections are scheduled according to the retailer's demand and will ensure safe transport using vermiculite, which minimises fire risk from lithium-ion batteries.

Using vermiculite not only ensures that collection drivers are safe but also the public on collection routes and other customers'.

Another benefit to vermiculite is that it is entirely reusable should it not be exposed to leaks, which further strengthens the circular solution.

HWRC'S storage containers/process for storage.

The containers bellow are to be place around the HWRC preferably at non recyclables and the small electrical container on each one of our HWRC'S.

30 litre UN approved drum with steel clip lid for storing of Vapes. See picture below.

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The following process then shall be adhered to when emptying and storing the vapes/e-cigs ready for collection via Veolia.

Decanting process for disposable vapes:

- Cover the vapes with Vermiculite at least daily and layered 1ltr of vermiculite per 80-100 vapes.
- Once the container is full cover with vermiculite and order an exchange at WEEE@Veolia.co.uk

Layer with vermiculite until full.:



Storage process of the vapes/e-cigs in the 30ltr drum.

1. On receipt of the drum, line with bag provided and Empty approx. 1ltr of Vermiculite into the bottom.



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2. Layer with Vape units. Imagine you are making a lasagne and the vermiculite is the pasta sheets and the vapes the filling.



3. Continue to Layer the vermiculite with the Vapes. Each layer should be approx. 80 Vapes. Continue with the layers until the drum has 2 inches of space at the top to tie off the bag.



7. Tie off the bag and contact Veolia at weee@veolia.co.uk to organise an exchange.



[Example of breezer sign.](#)

This is to be placed alongside the onsite storage to encourage separation and awareness of the new waste stream implemented.



Vapes currently come under Category 7 of the WEEE Regulations.

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Booking email contacts for collection:

weee@veolia.co.uk

cc:

simon.bell@lincolnsire.gov.uk

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jack.hoyles@lincolnshire.gov.uk

alex.flacks@lincolnshire.gov.uk

mark.cragg@lincolnshire.gov.uk

Jamie.newton@lincolnshire.gov.uk

ANY FURTHER CONTACTS/EMAILS SHALL BE SENT WHEN ACQUIRED BY LCC.