



Saxon Works Buttressing

ENVIRONMENT MANAGEMENT SYSTEM

JANUARY 2025

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1. GENERAL CONSIDERATIONS

This document represents the Environment Management System for operations undertaken at the Saxon Pit site regulated under the Environmental Permit number EPR/FB3406KC/T001. It has been prepared to ensure compliance with the permit conditions and all other applicable legislation to protect human health and the environment.

The waste management operations to be undertaken for the slope stabilisation at Saxon Pit involve the recovery of waste as controlled by the conditions of planning permission CCC/22/092/VAR.

These operations will take place within the area defined by the Environmental Permit Plan. All operations shall be undertaken in accordance with the planning permission, the Environmental Permit and this Waste Management System. Copies of all these documents will be held in the Site Office.

This Waste Management Plan will be subject to continuous review and revision.

Site operator/permit holder

The site is managed and operated by East Midlands Waste Management Limited.

East Midlands Waste Management Limited
Saxon Pit
Peterborough Road
Whittlesey
Peterborough
PE7 1LQ

Tel: 01733 204941
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Site history and planning status

The site is located on the site previously known as Saxon Brickworks, off the Peterborough Road, Whittlesey. The site saw the quarrying of sand and gravel before it was utilised and operated as a waste management facility. The extent of the historical pit is illustrated on Drawing FPP4. Therefore, as expected, there are no longer any recorded sedimentary deposits on site. There is no surface water features located within the site boundary.

The nearest residential properties lie along Peterborough Road, the closest of which is approximately 80m from the site. Further residential properties lie along Peterborough Road to the east and north east. Residential properties located within Whittlesey lie 220m to the north east and east. Canter's Doles Farm (and associated farm buildings) lies 600m to the south west of the site.

The Park Lane Primary and Nursery school is located on Priors Road, 710m to the east of the site boundary.

The site was granted planning permission under the Town and Country Planning Act 1990 by Cambridge County Council on 18 November 2003 for the importation of controlled inert construction and demolition wastes for the buttressing, stabilisation and restoration of a former mineral excavation face together with associated waste materials reception area.

Permit Area

The area which is subject of the Environmental Permit is outlined in Schedule 7 of the Environmental Permit - the site plan.

All references to 'the site' in this Waste Management System shall mean this area and the associated infrastructure, plant and equipment.

Hours of Operation

The site will be operated during the following hours for the receipt of waste and all other operations:

Monday to Friday	0800 - 1700
Saturday	Closed
Sunday	Closed
Bank Holidays	Closed

No waste shall be received at the site outside the specified operating hours.

The Operator will not operate any plant or machinery associated with the delivery or placement of waste materials, nor undertake any servicing, maintenance, testing of plant and machinery and environmental monitoring systems outside the hours stated above unless:

- Approval of the Planning Authority has been received in writing and;
- Arrangements have been discussed with the Environment Agency

Waste types and quantities

The types of permitted wastes accepted at the site are detailed in Schedule 2 – List of Permitted wastes.

The total quantity of waste accepted at the site shall be no more than 99,999 tonnes per annum.

Management structure and responsibilities

The Company shall ensure that staffing at the facility remains commensurate with the scale and type of operations undertaken. The Company shall ensure that sufficient personal are employed on site to undertake necessary management and control operations, including but not limited to:

- Site Supervision
- Weighbridge Operation
- Plant and equipment operation
- Plant and equipment maintenance
- Facility environmental controls

Whenever the site is open to receive waste, or is carrying out any of the waste management operations, it is supervised by at least one member of staff who is suitably trained and fully conversant with the requirements of the permit regarding:

- waste acceptance and control procedures;

- operational controls;
- maintenance checklist;
- record-keeping;
- emergency action plans;
- accident management plans; and
- notifications to the Environment Agency.

The following staff will operate the waste facility:

The Site Manager is responsible for day to day operations and compliance with the Environmental Permit.

Brief descriptions of the responsibilities of those staff that are involved in managing and operating the Saxon Pit site are outlined below.

Table 1: Responsibility of Role Function

Position		Responsibility
Permit Owner	East Midlands Waste Management Limited	To ensure that the management and operation of activities undertaken at the Saxon Pit site are carried out in accordance with the Environmental Permit and other applicable legislation to protect human health and protect the environment. In addition to company policies and procedures.
Site Manager	East Midlands Waste Management Limited	The Site Manager will have overall responsibility for onsite management and operations including being responsible for health and safety. The Site Manager will ensure that: <ul style="list-style-type: none"> • The site is available to receive waste; • The arrangements for the removal of wastes from site is acceptable; and • The site is operating within the parameters of the Environmental Permit.
Assistant Site Manager	East Midlands Waste Management Limited	The Assistant Site Manager and machine operator will operate the plant and other associated duties.
Weighbridge Operator	East Midlands Waste Management Limited	The Weighbridge operator who will record all deliveries of waste, etc.

Technical Competence

Operations at the site would be under the overall control of a technically competent person who holds the relevant Certificate of Technical Competence (COTC) under the Waste Management Industry Training and Advisory Board (WAMITAB) scheme. The technically competent person must demonstrate continuing competence by passing a periodic assessment which tests the candidate's understanding of recent developments within the waste industry.

For the Saxon Pit permit a minimum attendance of 20% (i.e. 9 hours) is required per week.

Any changes in the technically competent management of the site including the name of the incoming person, together with evidence that such person has the required technical competence, will be submitted to the Environment Agency in writing within 5 days of the change in management.

Training

All new employees are provided with induction training. In addition, they are provided with site specific training as detailed in the training skills matrix dependent upon which area they are working. This ensures that they are trained and competent to carry out their duties. They will also be made aware of their responsibilities under the permit and waste management system. Furthermore, employees are provided with Toolbox Talks and Safety Alerts periodically.

The site manager will ensure that site staff are directed and trained in the emergency procedures for the site.

Records of training shall be retained on site for inspection by authorised officers of the Environment Agency.

Any modifications to the requirements of the Environmental Permit or Waste Management System shall be addressed to all relevant employees.

Cessation of Waste Management Operations

Should waste management operations cease for a period greater than 14 consecutive days the Environment Agency shall be informed.

Health & Safety

All operations on the Saxon Pit site will be carried out in accordance with the relevant requirements of the Health & Safety at Work 1974 and all other applicable legislation.

Site rules for employees, visitors and contractors will be shown to all site users and must be signed for prior to using the site. Anyone not complying with the conditions of use will be asked to leave the site.

A Fire Prevention Plan has been produced and approved by the Environment Agency. A copy is located in the site office.

A first aid kit is kept on site and will be maintained to the required standard, i.e. as stated in the Health and Safety (First Aid) Regulations 1981.

Emergency Procedures

The Management of Health and Safety at Work Regulations 1999 set out the requirement for all employers to have procedures for emergency situations and to ensure that all site personnel are aware of them. In order to meet the legal and company requirements, systems must be in place to identify the potential for, and responses to, emergency situations, and for preventing and mitigating the likely illness, injury or damage that may be associated with them.

The Emergency Plan outlines the arrangements for dealing with emergencies, involving when necessary external emergency services, on the Saxon Pit site.

2. SITE ENGINEERING AND INFRASTRUCTURE

Site Identification Board

A site identification board is provided at the main site entrance in accordance with the permit requirements.

The identification board is inspected at least once per week. In the event of damage or defect that significantly affects the legibility of the board it would be repaired or replaced within a timescale agreed with the Environment Agency.

The board displays the following information:

- Site name and address;
- Permit holder;
- Permit number(s);
- Emergency contact name(s) and telephone number(s);
- Environment Agency national telephone numbers; and
- Days and hours site is open to receive waste.

Site Location

The site is located on the site previously known as Saxon Brickworks, off the Peterborough Road, Whittlesey. The National Grid Reference for the site is TL 25057 97328 and the site location is illustrated in Schedule 7 of the permit. Access to the site is from Peterborough Road located adjacent to the site to the north.

Site Access and Parking

The site is accessed via Peterborough Road, to the north of the site. This is the only access to the site that could be used by the Fire Service in the event of a fire as the site lies within a former quarry/pit.

There is sufficient parking space for all visitors available at the Saxon Pit site in designated car parking areas.

Site Security

The site has the benefit of being located within a former quarry void with an intercom and password operated gate, to minimise unauthorised entrance. The site has the benefit of a CCTV system which can be accessed remotely whilst the site is closed and is monitored by the Site Manager out of hours. A night security officer is employed at the site.

The access gates are closed at all times when the site is not operational (outside of working hours). Gates and fencing are inspected at the commencement of each working day. Any defects or damage which compromises the integrity of the enclosure would be made secure by temporary repair by the end of the working day. Permanent repairs would be affected as soon as practicable. All inspections, defects, damage and repairs would be recorded in the site diary.

Site staff will be instructed that, in the event of finding evidence of unauthorised access and/or vandalism, that the matter must be reported to the Police. If the incident involves unauthorised tipping, the Environment Agency will also be informed as soon as reasonably practical.

The following actions shall be undertaken to ensure the security of buildings and property;

- Keys to property will only be kept by authorised persons;
- Door keys shall not be left on top of the lintel, under stones or in other 'concealed' places;
- A key register should be compiled and maintained;
- Key holders will be notified to the Local Police Station and this information kept up to date;
- Wherever possible one person should be made responsible for locking up and where applicable setting the burglar alarm.

Complaints

Any complaints relating to the site will be managed as follows:

- Details of the complaint and the complainant will be logged in the Site Diary;
- The complaint will be investigated. Corrective actions and preventative actions will be undertaken where the source of the complaint can be identified and is attributable to activities undertaken at the facility;
- The details of the action taken will be reported back to the complainant. This will include cases where the complaint is unsubstantiated, i.e. the complaint fails to be linked to any activity occurring at the facility. All investigative works and compliant outcomes will be recorded in the Site Diary.

Weighbridge and Site offices

The control office and weighbridge are located in the administrative block and is used for monitoring the incoming and outgoing access. The site offices are used as the operational centre and for the storage of documents. It is manned when waste acceptance is occurring.

East Midlands Waste Management Limited operates its own weighbridge at the site to weigh both incoming and outgoing vehicles. The weighbridge is calibrated each year. The weighbridge operator checks the documentation accompanying each load and undertakes a visual inspection. If everything is on order the driver is directed to the appropriate unloading area.

Surface Water Drainage

Water collected from roadways and roofs will be directed via a series of gullies and gutters into the surface water drainage system.

Ground Water Management Systems

Ground water is not an issue due to the location of the site on clay.

Plant, Machinery and Equipment on Site

The following items of plant, machinery and equipment are held on site from time to time dependant on the waste stream being processed on site. This is not a fixed list of plant;

- Dumper trucks;
- Excavator machines;
- Loading shovels;
- Tractor and water bowser.
- Screening machines;

All plant, machinery and equipment must be maintained in good working order and in accordance with the supplier's or manufacturer's recommendations.

All plant, machine and equipment operators will be responsible for the daily and weekly checks and maintenance of their respective machines.

Plant operators must conduct a daily walkaround of their respective mobile plant and complete a 'Weekly Routine Inspection Sheet for Mobile Plant'.

Vehicle and Plant Breakdowns

Plant and equipment is visually inspected prior to every use to ensure it is fit for purpose.

In the event of breakdown of vehicles or plant repairs will be actioned as a matter of urgency. If repairs cannot be resolved quickly an alternative vehicle or plant will be sourced from the supplier until the defect can be repaired.

If the machine used for levelling and compacting the waste breaks down, the Site Manager will, as a matter of urgency, make arrangements for its repair or replacement and note the details in the site diary. Should the repair or replacement of the machine not be achieved by the end of the day on which the breakdown occurs, a tracked excavator or tracked loading shovel shall be used to compact and level the waste until the compactor has been repaired or replaced.

All mobile and fixed plant is included on an inspection and service schedule. Operatives are required to complete inspection records for all plant on a regular basis. All plant is serviced in line with manufacturer's recommendations and instructions. A service schedule is displayed in the site office and records of all servicing and maintenance is stored within the site office.

Oil and Fuel Storage

A fuel tank will comprise a mobile double skinned fuel bowser. Details stating the contents of the bowsers will be displayed clearly on the side of the tank.

3. SITE OPERATIONS

Display of Environmental Permit and Waste Management System

A copy of the Environmental Permit and Management System is kept available for reference by all staff and contractors whose work may have an impact on the environment.

Preliminary Procedures

Guidance is given by the site management to all employees, contractors, other waste carriers and customers regarding the requirements of the permit and waste types which are permitted at the Saxon Pit site.

Waste Acceptance Procedures

The acceptance procedures ensure compliance with the requirement implicit under Duty of Care when dealing with waste materials, particularly the need to assess the material from initial customer enquiry to when it is deposited on site. The phases are divided into 'Pre-acceptance' and 'Acceptance' measures.

Pre – Acceptance

Prior to acceptance of waste at the Saxon Pit site the customer will be visited and a pre-acceptance questionnaire will be completed to ensure that the waste is in compliance with the appropriate classification. The following information will be required as minimum:

- Waste source and origin
- The process giving rise to the waste and its SIC code
- Description of the waste
- EWC code for the waste
- The appearance of the waste (including smell, colour, consistency and physical form)
- Determination if the waste has any hazardous properties as per WM3

Waste Acceptance

Once the acceptable material arrives at site, as arranged during the Pre-acceptance measures, it will be subjected to the appropriate on-site verification 'Acceptance' checks. The weighbridge operator will check the waste transfer note for accuracy in accordance with the Duty of Care Code of Practice.

Where safe, deliveries will be visually inspected at the weighbridge by the weighbridge operator or site manager to determine the basic characteristics of the waste and ensure it accords with the Pre-acceptance paperwork.

Should waste be found unsuitable, the load remains on the vehicle for immediate off-site transfer, such events will be recorded in the site diary and the Environment Agency informed where necessary.

Where visual inspection at the weighbridge is not possible, waste will be visually inspected at the tipping face or the storage and processing area and the machine operator informed via mobile phone of this action.

Should a load be deposited within the Saxon Pit site and found to be non-compliant by machine operatives, the material will be immediately reloaded and rejected off site having given consideration for the relevant Duty of Care requirements. Should the producer / carrier have left the site, this load will be placed in a quarantine area awaiting collection for delivery to a suitably permitted facility. Such events will be recorded in the site diary.

Duty of care

When transferring waste a waste transfer note must accompany the waste to comply with the duty of care requirements. This document details of the waste type, quantity, method of carriage (i.e. skip, vehicle), date / time of the movement, operators details as well as the carriers details. It describes the waste and the appropriate EWC code from the European Waste Catalogue. This is a six-digit number. The Weighbridge Operator and the waste carrier both sign the transfer note to show that the transfer has taken place. Records must be kept for at least 2 years.

Rejected Wastes

If it is suspected that waste which does not conform to that permitted under the Environmental Permit has been deposited at the site, it will be placed in a designated quarantine area. This waste would be removed as soon as possible to a suitably permitted facility. A record would be kept in the site diary of all rejected wastes.

Visitors

Unauthorised persons are not allowed on Company premises.

Visitors must call at the site office, identify themselves and state the nature of their business. All visitors shall sign the visitor's log, and if upon their first visit, shall receive a copy of the Site Rules. Unless the caller is known and familiar with the site, he / she must not be allowed to find their destination unaccompanied.

All visitors will be made aware of the requirement for Personal Protective Equipment (PPE). No person will be allowed entry to the operational site without the correct protective equipment.

There will be additional induction requirements for contractors visiting site that are providing a service or undertaking works such as maintenance. A permit to work system will be employed for more hazardous maintenance activities to ensure compliance with company health and safety requirements.

Report of Unauthorised Entrances

The Site Manager must immediately inform the Management Team of any occurrence of:

- Breaking and entering of site premises;
- Vandalism
- Theft from site premises;
- Any act or suspected act of dishonesty;
- Stock or cash deficiencies

Any break-in / vandalism / theft must be reported to the Site Manager and the appropriate form completed. Where an outside element is suspected the Police must be called without delay.

4. ENVIRONMENTAL CONTROL, MONITORING AND REPORTING

Environmental Policy

East Midlands Waste Management Limited commits to strive for continuous improvement in environmental performance. Our environmental policy, addresses our waste management activities, and reflects our responsibilities.

Site inspections

A site inspection checklist will be completed by a person who is familiar with the requirements of the permit and management system for the site. All details of defects, problems and repairs will be recorded on the checklist on the day that each event occurs. Detailed comments will be recorded in the site diary.

All repairs to site security fencing will be made within 5 working days of the discovery of the damage and the site will be made secure until the repair has been affected.

Any major defects found during the daily site inspection which are likely to lead to a breach of permit conditions will be repaired by the end of the working day in which they are found where

possible. If a repair is not possible by the end of the working day the Environment Agency will be contacted by East Midlands Waste Management Limited to agree a suitable timescale for repair.

Spillages

All site surfaces will be inspected daily when the site is in operation. Debris will be swept as required and placed in a skip.

Any spillages of fuel / oil will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will be placed in a skip to be taken to a suitably licensed site for disposal. All spillages of waste and windblown litter will be cleared by the end of the working day in which they occur.

Noise and Vibration

Emissions from activities shall be free from noise and vibration at levels likely to cause pollution outside the site as detailed in the permit.

Noise levels will be limited, in line with the requirements of conditions 19, 20, 21,22 and 23 of permission CCC/22/092/VAR with regard to the plant, equipment and machinery on site and in line with Part 1, Section 5 of the British Standard 52281997 'Noise Control on Construction and Open Sites'.

Noise levels shall be monitored in accordance with the approved scheme entitled Submission for the Discharge of Planning Conditions ref SLR 4004-0027-00110 dated July 2006.

Odour

There would be no point source emissions to air from waste management operations at the Saxon Pit site. Odour has been assessed as a fugitive emission. Incoming wastes would be subject to inspection by site personnel who would be aware of the permitted wastes that can be accepted at the facility and those which could be potentially malodorous and which could require special attention.

Dusts and Mud

The following measures will be taken to minimise and control dust and mud from the site:

- Dust from the access route through the site will be controlled during dry weather using a mobile water bowser fitted with a spray bar, which will be deployed to spray the route whenever dust is generated by the movement of plant and vehicles.
- Dust from materials stored in the stockpile area will be controlled during dry weather using spray equipment, as above.
- Should mud and debris be deposited on the access road, it will be kept clean by tractor brush.
- Road going vehicles will travel on a long section of surfaced access road, therefore the risk of tracking mud out of the site is low.

Pests

The Saxon Pit site would be inspected by both site management and operatives for infestations of pests on a routine basis. In the event that specific waste is found to be responsible for attracting scavengers or pests or infestation, this waste would be removed

from the proposed waste facility as soon as practicable. A specialist pest control contractor would be deployed if required.

Litter

The boundary of the site and its environs would be regularly checked and any windblown litter collected and disposed of appropriately. It would be the responsibility of the site staff to constantly monitor the site for any signs of escaping materials. Inspections would be carried out on a daily basis and a record maintained in the site diary.

5. MAINTAINING AND SUBMITTING RECORDS

Managing Documentation and Records

Records pertaining to the site operation will be maintained in either electronic or hard copy form as follows:

- a) electronic records will be saved to the internal computer system; and
- b) paper records will be retained in a designated filing system in the site office.

Records will be available on request. Operational records will be retained for at least 6 years in line with the current Environment Agency guidelines.

Controls are in place to ensure that all documents are issued, revised and maintained in accordance with the conditions of the permit.

The documents that are included within the scope of the controls are as follows:

- policies;
- responsibilities;
- maintenance records;
- procedures;
- monitoring records;
- results of audits;
- results of reviews;
- complaints and incident records; and
- training records.

A record of the types and quantities of wastes accepted at the site will be maintained. A summary of the types and quantities of wastes received at the site will be provided to the Environment Agency at the agreed frequency and format.

All records will be kept in secure locations at the site, which include the Site Managers office and designated data storage areas.

General Site Administration

A site diary is kept by the Site Manager. The site diary is a key management tool in respect of day to day operations. It should reflect the status of the site and record events relevant to that day's operations.

The Site manager also required to undertake a daily walk around of the site whilst completing a checklist. The checklist records general operational information, such as:

- Weather conditions (wind speed and direction, rain, etc)
- Unauthorised waste details
- Complaints received
- Operational functions (machine services, etc)
- Observations made during daily site inspections
- Any unusual circumstances relating to site security, odours, noise, dust, mud, waste acceptance, weather, complaints, other comments, etc.