



**U M B R E L L A**  
**ENVIRONMENTAL**  
PROTECTING YOUR BUSINESS

## Environmental Management System

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**CIWM**

**Affiliated Organisation 2022**

Together, we stand for a world beyond waste

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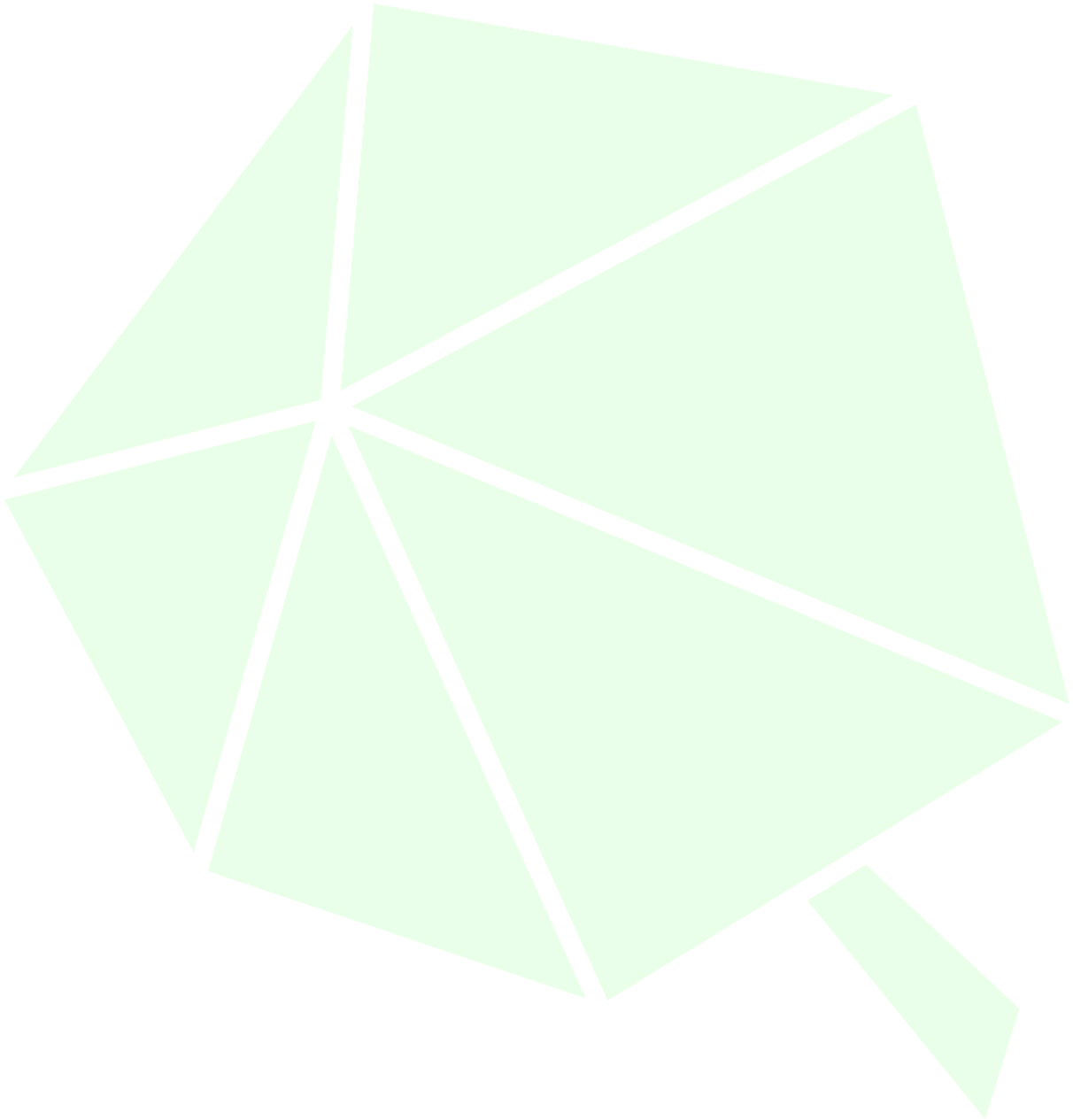
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## 1 INTRODUCTION

This Environmental Management System (EMS) relates to Environmental Solutions Waste Management site 241 Engineers Road Greenham Business Park Newbury Berkshire RG19 6HN. The permit being applied for is based on the Standard rules SR2015 No15, Waste electrical and electronic equipment authorised treatment facility (ATF) excluding ozone-depleting substances. However, with the additional waste codes being added the site will reflect more of a waste transfer station. The addition of these extra waste codes enables Environmental Solutions Waste Management to provide a complete waste service for the commercial sector.

The purpose of the site is to reduce disposal of waste and encourage re-use, refurbishment or recycling of Waste Electrical and Electronics Equipment (WEEE) and other waste arising from business clearances..

The permit does not allow the treatment of WEEE containing ozone-depleting substances but this waste can be accepted for storage only. The treatment and storage of WEEE meets the technical requirements of the WEEE Directive (2012/19/EU). Treatment of WEEE is carried out using Appropriate Measures, Recovery and Recycling Techniques (BATRRT).

WEEE treatment must be carried out inside a building. There are no point source emissions to air outside the building. Treatment includes, dismantling, separation, shredding, screening, grading, baling, shearing, compacting, crushing, granulation, repair or refurbishment, or cutting of waste into different components for recovery.

The permitted activities are carried out within 200 m of a European Site, Ramsar site or a Site of Special Scientific Interest (SSSI). The activities are not carried out within 50 m of any well spring or borehole used for the supply of water for human consumption. This includes private water supplies. There is no burning of any wastes, either in the open, inside buildings or in any form of incinerator. On site managerial procedures mitigate the risk posed by the activities to these receptors.

The location of the site is shown on drawing 004.1\_09\_005. The permitted boundary is shown in 004.1\_09\_001. The ground floor and 1<sup>st</sup> floor layout plans 004.1\_09\_006 and 004.1\_09\_007 show how the key areas are laid out for storage and processing. The overall site is shown in 004.1\_09\_004.

The site is located at 241 Engineers Road Greenham Business Park Newbury Berkshire RG19 6HN, the grid reference for the site is SU 50102 64290 (eastings: 450102, northing 164290).

The site lies to the south east of Newbury and is located within an industrial area that historically has been an air base. The site can be accessed by the A339.

The site is approx. 0.174 ha and operates from Monday to Friday from 08:00 until 17:00. Waste is delivered by Environmental Solutions Waste Management Ltd own fleet or third parties that have worked with the operator for a long time and is pre booked into site prior to arrival. For waste deliveries the site is accessed via its northern boundary as shown on site plan 004.1\_09\_004. Once the waste vehicle has arrived on site it will be directed to the correct location to deposit their waste. All waste received to the permitted facility are subject to the waste

acceptance procedures prior to being unloaded see 7 Waste Acceptance below. During this stage if any non-conforming wastes are identified they are rejected, where not possible they will be stored in an appropriate manner and removed from site to an appropriately authorised facility as soon as practicably possible.

### 1.1 Permitted Activities

Table 1 Permitted Activities

Description of activities	Limits of activities
R13: Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)	Treatment consisting only of sorting, dismantling, separation, shredding, screening, grading, baling, shearing, compacting, crushing, granulation, repair or refurbishment, or cutting of waste into different components for recovery.
R3: Recycling/reclamation of organic substances which are not used as solvents	There shall be no treatment of WEEE containing ozone depleting substances.
R4: Recycling/reclamation of metals and metal compounds	There shall be no treatment of batteries except for sorting.
R5: Recycling/reclamation of other inorganic materials	There shall be no mechanical treatment of cooling equipment or display equipment.
D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)	The maximum quantity of non- hazardous waste subject to a shredding operation shall not exceed 75 tonnes per day.
	The maximum quantity of hazardous waste treated for disposal or recovery activity shall not exceed 10 tonnes per day. This does not include the manual sorting, manual dismantling, repair or refurbishment of WEEE.
	Wastes shall be stored for no longer than 1 year prior to disposal or 3 years prior to recovery.
	The maximum quantity of hazardous waste stored at the site shall not exceed 50 tonnes at any one time of which no more than 10 tonnes shall be stored for disposal. This does not include WEEE awaiting manual sorting, manual dismantling, repair or refurbishment.

### **1.2 Hours of Operation**

Site operates Monday to Friday from 08:00 until 17:00.

### **1.3 Waste Types**

Permitted and accepted waste types are shown in Table 2 List Of Waste below.

### **1.4 Environmental Policy**

As a corporately responsible company, we're at the forefront of the evolving attitude to a sustainable future. We firmly believe in ethical business and recycling, not incinerators. We're committed to developing new, commercially viable solutions to waste management needs, meeting the challenges of ever-changing government legislation and our commitment to a zero-landfill goal.

### **1.5 Annual Waste Tonnages**

Annual waste tonnage is no more than 25,000 tpa.

**1.6 Total Storage Quantities**

Waste stream	Location	How it is stored	Max. length / m	Max. width / m	Max. height / m	Volume / m <sup>3</sup>	Max. time it will be stored
20 01 21 (Flo Tubes)	61	Container (Coffin)	1.9	0.3	0.3	0.17	Up to 3 weeks
16 02 14 (Mixed WEEE)	1-60	Container (Stillages)	1.2	0.8	0.96	0.9	
16 06 01 (Lead Acid Batteries)		Container (Upright Cages)					
16 06 04 (Alkaline Batteries)		Pallet (wrapped on pallet)					
16 02 11 (Fridges/Freezers)							
16 06 05 (Lithium Batteries)							
16 02 14 (Mixed WEEE)	Permitted Waste	Container (Ro Ro)	6.2	2.4	2.4	36	
16 06 01 (Lead Acid Batteries)							
16 06 04 (Alkaline Batteries)							
16 02 11 (Fridges/Freezers)							
16 06 05 (Lithium Batteries)							
20 01 13 (Solvents)							
20 01 14 (Acids)							
15 02 02 (Absorbent Rags)							
08 04 09 (Adhesives/Solvents)							
20 01 27 (Paint)							
15 02 02 (Fuel Filters)							
16 10 02 (Algae water)							

Waste stream	Location	How it is stored	Max. length / m	Max. width / m	Max. height / m	Volume / m <sup>3</sup>	Max. time it will be stored
20 01 30 (Mixed Shampoo)							
12 01 09 (Cutting Compound)							
13 02 05 (Non-Chlorinated Oil)							
13 02 04 (Chlorinated Oil)							
16 10 01 (Dyed Water)							
15 02 02 (Granules)							
15 01 07 (Dental Product)							
20 01 01 (Carboard, Paper)							
20 01 39 (Polythene, Plastic Buckets)							
20 01 38 (Wood)							
20 03 01 (General)							
20 01 02 (Glass)							
20 01 40 (Metal)							
12 01 18 (Lapping Paste)							
14 06 03 (Isopropyl Alcohol)							
16 05 08 (Acetone)							
06 04 05 (Metal Powders)							
06 01 06 (Acetic Acid)							
15 02 02 (Absorbent Rags)	62	Container (Stillages)	20	3	4	240	

Waste stream	Location	How it is stored	Max. length / m	Max. width / m	Max. height / m	Volume / m <sup>3</sup>	Max. time it will be stored
08 04 09 (Adhesives/Solvents)		Container (Upright Cages) Pallet (wrapped on pallet)					
15 02 02 (Absorbent Rags)							
08 04 09 (Adhesives/Solvents)							
20 01 27 (Paint)							
15 02 02 (Fuel Filters)							
16 10 02 (Algae water)							
20 01 30 (Mixed Shampoo)							
12 01 09 (Cutting Compound)							
13 02 05 (Non-Chlorinated Oil)							
13 02 04 (Chlorinated Oil)							
16 10 01 (Dyed Water)							
15 02 02 (Granules)							
15 01 07 (Dental Product)							
20 01 01 (Carboard, Paper)							
20 01 39 (Polythene, Plastic Buckets)							
20 01 38 (Wood)							
20 03 01 (General)							
20 01 02 (Glass)							
20 01 40 (Metal)							

Waste stream	Location	How it is stored	Max. length / m	Max. width / m	Max. height / m	Volume / m <sup>3</sup>	Max. time it will be stored
12 01 18 (Lapping Paste)	63	Container (Stillages) Container (Upright Cages) Pallet (wrapped on pallet)	20	7	4	560	
14 06 03 (Isopropyl Alcohol)							
16 05 08 (Acetone)							
06 04 05 (Metal Powders)							
06 01 06 (Acetic Acid)							
15 02 02 (Absorbent Rags)							
08 04 09 (Adhesives/Solvents)							
15 02 02 (Absorbent Rags)							
08 04 09 (Adhesives/Solvents)							
20 01 27 (Paint)							
15 02 02 (Fuel Filters)							
16 10 02 (Algae water)							
20 01 30 (Mixed Shampoo)							
12 01 09 (Cutting Compound)							
13 02 05 (Non-Chlorinated Oil)							
13 02 04 (Chlorinated Oil)							
16 10 01 (Dyed Water)							
15 02 02 (Granules)							
15 01 07 (Dental Product)							

Waste stream	Location	How it is stored	Max. length / m	Max. width / m	Max. height / m	Volume / m <sup>3</sup>	Max. time it will be stored
20 01 01 ( Carboard, Paper)							
20 01 39 (Polythene, Plastic Buckets)							
20 01 38 (Wood)							
20 03 01 (General)							
20 01 02 (Glass)							
20 01 40 (Metal)							
12 01 18 (Lapping Paste)							
14 06 03 (Isopropyl Alcohol)							
16 05 08 (Acetone)							
06 04 05 (Metal Powders)							
06 01 06 (Acetic Acid)							
Spare container storage							



## 2 SCOPE OF ENVIRONMENTAL MANAGEMENT SYSTEM

The EMS is a comprehensive document to detail the principles, infrastructure, operational activities, methods and environmental controls for the site. It forms part of the Company's wider management system and contains guidelines and procedures for the site management and operatives to ensure that the site is operated in accordance with the requirements of the environmental permit particularly Condition 1.1.1.

1.1.1 The activities shall be managed and operated:

- a) in accordance with a management system, which identifies and minimises risks of pollution, including those arising from operations, maintenance, accidents, incidents, non-conformances and closure and those drawn to the attention of the operator as a result of complaints; and
- b) by sufficient persons who are competent in respect of the responsibilities to be undertaken by them in connection with the operation of the activities.

The site operational procedures are under constant review and, where any changes directly impact controls set in the EMS, this will be amended and a controlled copy of the relevant section of the EMS will be provided to the Environment Agency (EA)

### 2.1 Notice Board

A site notice board is located at the main entrance of the site and shall display;

- Permit holder's name
- Emergency contact name and telephone number
- A statement that the site is permitted by the Environment Agency
- Permit number
- Environment Agency telephone number 03708 506506 and the incident hotline 0800 807060

### 2.2 Site Surfaces

The site benefits from an impermeable site surface where all waste activities are carried out. There is an area of hard standing between warehouse 1 and 2 which is used for empty bin storage see site overall view 004.1\_09\_004.

### 2.3 Drainage

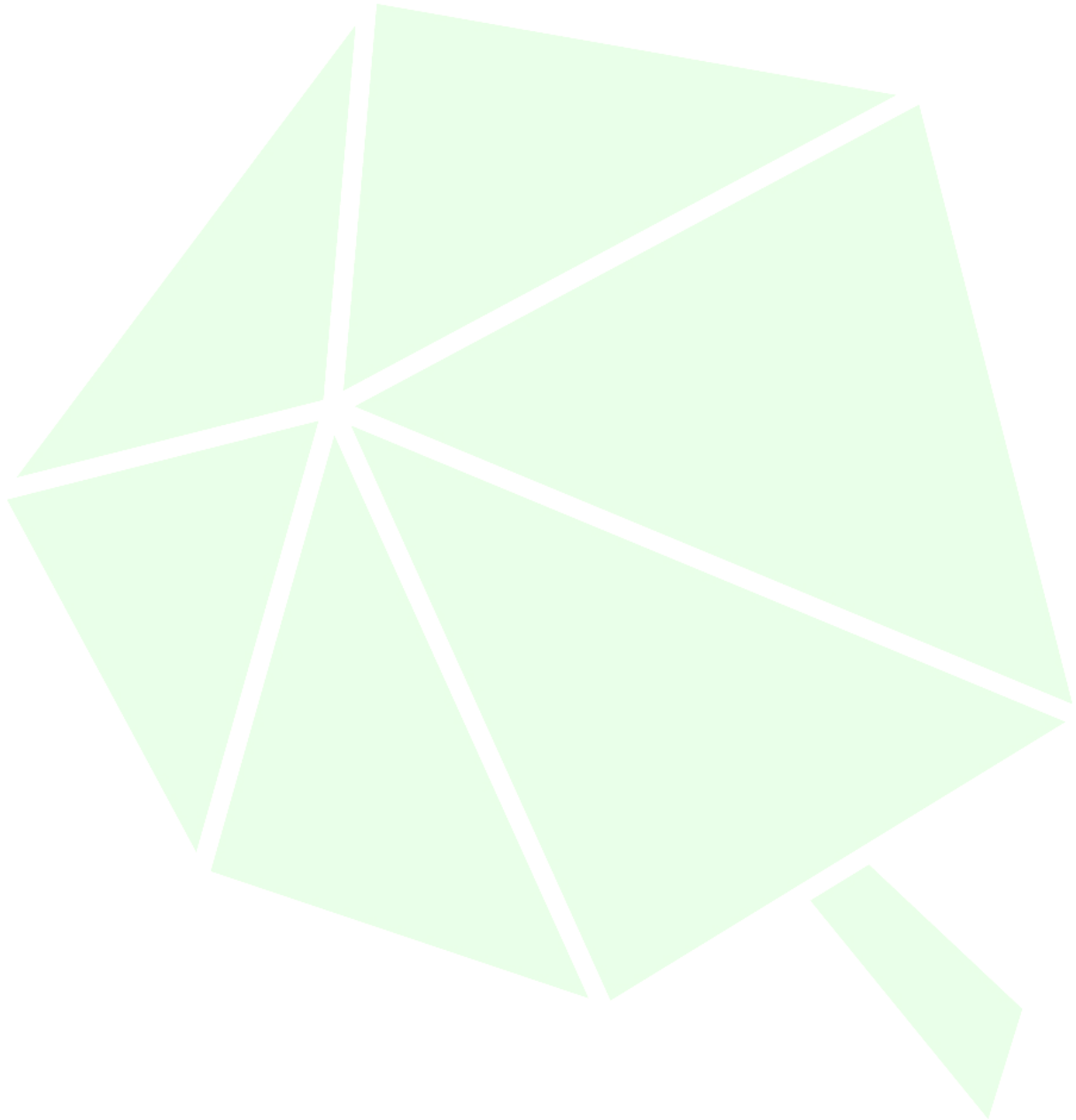
The drainage is shown on site plan 004.1\_09\_004 The whole of the permitted area is constructed of an impermeable site surface.

### Construction and Supervision

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

## 2.4 Inspection and Maintenance

See Table 3 Summary of site inspections below.



## 3 SITE INFRASTRUCTURE

### 3.1 Access

The site lies to the south east of Newbury and is located within an industrial area that historically has been an air base. The site can be accessed by the A339.

### 3.2 Security

The site on 241 Engineers Road Greenham Business Park Newbury Berkshire RG19 6HN is located within a well established commercial and industrial area which borders the site to the north, east, south and west.

The western boundary runs along Engineers Road which provides access to the site. The permitted area is approx. 1739 m<sup>2</sup> with the wider site being 3157 m<sup>2</sup>..

The site security measures are:

- Secure boundary minimum of 1.5 m high
- CCTV
- Access via gated entrance.

### 3.3 Site Information

Emergency contact numbers, hours of operation, permit number and the EA's incident number and general enquiries number will be displayed in the operational area as per 2.1 Notice Board above.

### 3.4 Office and Welfare

The site has electricity, telephone/internet, toilets, fire extinguishers and first aid equipment. A copy of the sites environmental permit and EMS are available within the site office.

A visitors book, site diary and accident book will be in the site office. The site diary will be used to record significant events such as visits from the regulators personnel, dates for proposed engineering works, maintenance or any other deemed important information to the sites operations.

### 3.5 Services

Site has mains water, electricity, phones and internet.

### 3.6 Quantity Measurements

For smaller WEEE Items they are weighed in on industrial scales, otherwise an off site weigh bridge is used.

### 3.7 Fuel Storage

Fuel is stored on site for mobile plant in an integrally bunded tank as shown on the site layout plan 004.1\_09\_004. The integrally bunded tank is capable of holding 110% of the tanks capacity and holds 2500 litres of diesel.

## 4 STAFFING AND EQUIPMENT

Main operational instruction for the onsite operations and management is given in the sites EMS and specific written procedures issued separately but are referenced within this EMS.

Updates in training will be as required or when the permit or site EMS requires a change or update. This may also occur if there is a large scale change to on site operations and or infrastructure.

### 4.1 Staffing

When the site is open it will be staffed by a minimum of 2 members of staff who are aware of the following.

- Waste acceptance and control procedures
- Operational controls and environmental monitoring
- Maintenance
- Record keeping
- Emergency action plans
- Notifications to the Environment Agency

#### 4.1.1 Management

Operations will be overseen and monitored by a TCM qualified via schemes approved under the Environmental Permitting (England and Wales) Regulations 2016 (as amended)<sup>1</sup>

Details of the TCM will be provided to the EA. At times where the specified TCM(s) is/are unavailable, an alternative TCM will be allocated responsibility for the operations, the EA will be made aware of these changes.

Responsibilities of the TCM are to ensure permit compliance, ensure compliance with the Health and Safety policy, and the liaison with the EA and other regulatory bodies.

#### 4.1.2 Operational

A minimum of two persons will be on site during operational hours. Site staff will be responsible for vehicles coming in to and leaving site, inspecting waste to ensure it is compliant with the permit, list of waste in Table 2 List Of Waste below, Duty of Care paper work, controlling vehicle movements, using site equipment and machinery, loading and unloading vehicles, ensuring good general housekeeping for the site and reporting any issues to the TCM. Extra staff will be brought to site if required.

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<sup>1</sup> <https://wamitab.org.uk/wp-content/uploads/2020/06/CIWM-WAMITAB-Operator-Competence-Scheme-Version-9-Final.pdf>

## **5 WASTE MOVEMENTS**

### **5.1 Health and Safety**

All visitors to the site will report to the site office. First time visitors to the site will be required to complete a visitor form and read the displayed notice board giving instructions on health and safety and site procedures. They will also be informed of any works ongoing on site that may impact them.

### **5.2 Duty of Care**

All incoming waste will be supported by the appropriate duty of care documentation detailing the source location and description of waste. A copy of this description will be kept at the site office.

### **5.3 Carriers Registrations**

Only registered waste carriers will be contracted to remove waste from site or Environmental Solutions Waste Management Ltd Management own fleet. The TCM or a trained and appointed member of staff will ensure that hauliers are moving waste from the site are registered waste carriers using standard checks such as the EA public register. Where there is uncertainty the carrier will be asked to provide a validated waste carriers certificate.

### **5.4 Description of Waste**

All loads will be described appropriately and will only be accepted where in compliance with acceptable waste types for the site refer to Table 2 List Of Waste below. the TCM will ensure that delivered waste is acceptable and permitted by the environmental permit.

### **5.5 Input Controls**

Site only accepts pre booked waste delivered by their own fleet or third parties that have worked with the operator for a long time in accordance with Table 2 List Of Waste below.

### **5.6 Outgoing Vehicles**

Outgoing vehicles are containerised but will be covered or sheeted as required.

## 6 OPERATIONS

### 6.1 Incoming Waste

Waste to be accepted to site must conform with Table 2 List Of Waste below. If it is not on this list then it is rejected. Waste arrives on site delivered by Environmental Solutions Waste Management Ltd own fleet. And is accepted in accordance with the waste acceptance procedure in Waste Acceptance section 7 below.

If any waste is identified as non-conforming then firstly the site manager shall be informed. The waste must be identified and the decision made whether it can be handled on site; if it can (i.e. listed in table of wastes) then it shall be deposited in the correct container else-where on site. If waste cannot be identified or is suspected as ~~of~~ non conforming the waste shall be isolated in a container and removed from site to an appropriately authorised site.

The site supervisor will get advice on how best to deal with the material and manage it accordingly. All non-conforming wastes will be kept separate on site from other wastes and moved (providing it is safe to do so) to a designated quarantine area. All non-conforming wastes will be removed from site within 7 working days, or as soon as reasonably practicable using specialist contractors. All instances of non-conforming waste will be recorded in Appendix 1 Site Event Log. All instances of non-conforming waste will also be notified to the Operations Manager to allow for preventative actions to be put in place

### 6.2 Waste Unloading and Inspection

During unloading the site operative will visually check to ensure no 'non-compliant' waste is present.

Any spillages will be cleared in accordance with Spillages 6.4 below.

### 6.3 Non-conforming loads

Waste is unlikely to be non-conforming as loads are pre booked prior to tipping. Customers are informed of what can be accepted, drivers check loads prior to collection and will reject any visible contamination or the load is sent to another authorised site to tip, waste acceptance is well established.

In the unlikely event that non-conforming waste is delivered to site the waste will be returned to producer if this is not possible it will be isolated in an appropriate way for the waste type and sent to an appropriately authorised waste site.

### 6.4 Spillages

Spillages will be dealt with using on site spill kits. Any parts of the spill kits that are used during an incident will be disposed of appropriately. See spill procedure Appendix 3 Spill Procedure.

## 7 WASTE ACCEPTANCE

All wastes received at Environmental Solutions sites are pre-booked.

The Operator has a legal obligation under the 'Duty of Care' to know what wastes are being deposited, that waste is controlled correctly, and that there is sufficient and accurate written information accompanying the waste.

- To ensure compliance with legal requirements
- To ensure the identification on non-compliant waste
- To ensure correct completion of paperwork and therefore customer invoicing
- To ensure the identification of reuse items, and compliance with the Waste Hierarchy

### 7.1 Vehicle Arrival

Upon arrival of delivery vehicle, the duty of care paper work must be handed to site operator for first compliance inspection of paper work and visual inspection of waste. This inspection includes but not limited to;

- Integrity of vehicle and containers looking for potential sources of pollution
- Waste type
- Written description matching what is actually there
- Any obvious non-conforming waste types (against permitted wastes)

### 7.2 Consignment/Transfer note

The consignment note must be inspected. Ensure all Parts (A-D) have been completed, and that the driver and waste producer have signed and dated Part C and D respectively.

Ensure that the date of consignment is the same date as the date upon which the load is received, or within one working day.

Check the written description of the waste, provided on the Consignment Note Recyclables Annex. Confirm with the driver that this is a true representation of the waste collected and undertaken an initial visual inspection of the waste within the vehicle.

Ensure that the correct box is completed to indicate whether hazardous or non-hazardous wastes are being received.

The transfer note should be completed and signed by both persons the handling the waste e.g. producer and person receiving.

A waste transfer note must include;

- a description of the waste
- any processes the waste has been through
- how the waste is contained or packaged

- the quantity of the waste
- the place and date of transfer
- the name and address of both parties
- details of the permit, licence or exemption of the person receiving the waste
- the licence or registration number of the person handing over the waste, if they have a waste management licence or are a registered carrier of controlled waste
- the Standard Industry Code (SIC) of your business
- the appropriate European Waste Catalogue (EWC) code for your waste
- a declaration that the waste producer has applied the Waste Hierarchy.

### 7.3 Unloading of Waste

The Reuse Operator must be present during the unloading of the vehicle to identify any items which are suitable for reuse.

Continue to observe the wastes as they are unloaded, check that the waste types match the number and type listed on the Hazardous Consignment Note/non-hazardous Waste Transfer Note. Only those wastes listed on the Consignment Note/Transfer Note Annexes are to be accepted at the site, these are the only wastes permitted for acceptance in accordance with the sites Environmental Permit.

Where any waste is identified which has not been noted on the Consignment Note/Transfer Note inform the Site Manager and place the waste within a isolation area.

Where the load conforms with the accompanying Consignment Note or Transfer Note, continue to weigh and categorise WEEE Inputs and record all net weights on the Consignment Note Annex.

Identify the treatment/recovery operations to which the waste is to be subjected, this is likely to be one of the following:

- Temporary Storage Pending Recovery Elsewhere
- Mechanical Reprocessing of WEEE
- Repair / refurbishment / cleaning etc. for reuse
- Repair / refurbishment / cleaning for re-use in products or components

Complete the information required within Part E and sign/date.

### 7.4 Non-Conformances

Where a non-conformance with the Consignment Note/Transfer Note has been identified the Site Manager will assess the action to be taken:

Where the Consignment Note/Transfer Note is incomplete Waste is rejected.



Where the waste is not permitted at the site – Reject the load, take photographs and reload. The Site Manager will assess whether it is safe for the load to go back on the road. If so, they will contact the waste producer to arrange to return the waste. Where this is not possible the waste is to be quarantined, Environment Agency and Directors informed, and arrangements made between the parties to remove the waste to a suitable licenced facility at the earliest opportunity.

The safety of personnel, road users and the site are the paramount concern.

Table 2 List Of Waste

<b>EWC code</b>	<b>Description</b>
<b>06</b>	<b>WASTES FROM INORGANIC CHEMICAL PROCESSES</b>
06 01	wastes from the manufacture, formulation, supply and use (MFSU) of acids
06 01 06*	other acids
06 04	metal-containing wastes other than those mentioned in 06 03
06 04 05*	wastes containing other heavy metals
<b>08</b>	<b>WASTES FROM THE MANUFACTURE, FORMULATION, SUPPLY AND USE (MFSU) OF COATINGS (PAINTS, VARNISHES AND VITREOUS ENAMELS), ADHESIVES, SEALANTS AND PRINTING INKS</b>
08 01	wastes from MFSU and removal of paint and varnish
08 01 11*	waste paint and varnish containing organic solvents or other hazardous substances
08 04	wastes from MFSU of adhesives and sealants (including waterproofing products)
08 04 09*	waste adhesives and sealants containing organic solvents or other hazardous substances
<b>09</b>	<b>WASTES FROM THE PHOTOGRAPHIC INDUSTRY</b>
09 01	wastes from the photographic industry
09 01 11*	single-use cameras containing batteries included in 16 06 01, 16 06 02 or 16 06 03
09 01 12	single-use cameras containing batteries other than those mentioned in 09 01 11
<b>12</b>	<b>WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS</b>
12 01	wastes from shaping and physical and mechanical surface treatment of metals and plastics
12 01 09*	machining emulsions and solutions free of halogens
12 01 18*	metal sludge (grinding, honing and lapping sludge) containing oil
<b>13</b>	<b>OIL WASTES AND WASTES OF LIQUID FUELS (except edible oils, and those in chapters 05, 12 and 19)</b>
13 02	waste engine, gear and lubricating oils
13 02 04*	mineral-based chlorinated engine, gear and lubricating oils
13 02 05*	mineral-based non-chlorinated engine, gear and lubricating oils
<b>14</b>	<b>WASTE ORGANIC SOLVENTS, REFRIGERANTS AND PROPELLANTS (except 07 and 08)</b>
14 06	waste organic solvents, refrigerants and foam/aerosol propellants

14 06 03*	other solvents and solvent mixtures
<b>15</b>	<b>WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED</b>
15 01	packaging (including separately collected municipal packaging waste)
15 01 06	mixed packaging
15 01 07	glass packaging
15 02	absorbents, filter materials, wiping cloths and protective clothing
15 02 02*	absorbents, filter materials (including oil filters not otherwise specified), wiping cloths, protective clothing contaminated by hazardous substances
<b>16</b>	<b>WASTES NOT OTHERWISE SPECIFIED IN THE LIST</b>
16 01	end-of-life vehicles from different means of transport (including off-road machinery) and wastes from dismantling of end-of-life vehicles and vehicle maintenance (except 13, 14, 16 06 and 16 08)
16 01 07*	Oil Filters
16 02	wastes from electrical and electronic equipment
16 02 09*	transformers and capacitors containing PCBs
16 02 10*	discarded equipment containing or contaminated by PCBs other than those mentioned in 16 02 09
16 02 11*	discarded equipment containing chlorofluorocarbons, hydrochlorofluorocarbons and hydrofluorocarbons
16 02 12*	discarded equipment containing free asbestos
16 02 13*	discarded equipment containing hazardous components other than those mentioned in 16 02 09 to 16 02 12
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02.13
16 02 15*	hazardous components removed from discarded equipment
16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15
16 05	gases in pressure containers and discarded chemicals
16 05 08*	discarded organic chemicals consisting of or containing hazardous substances
16 06	batteries and accumulators
16 06 01*	lead batteries
16 06 02*	Ni-Cad batteries
16 06 03*	mercury-containing batteries
16 06 04	alkaline batteries (except 16 06 03)
16 06 05	other batteries and accumulators
16 10	aqueous liquid wastes destined for off-site treatment
16 10 01*	aqueous liquid wastes containing hazardous substances
16 10 02	aqueous liquid wastes other than those mentioned in 16 10 01
<b>20</b>	<b>MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS</b>
20 01	separately collected fractions (except 15 01)
20 01 01	Paper and Cardboard
21 01 02	Glass
20 01 13*	Solvents
21 01 14*	acids

20 01 21*	fluorescent tubes and other mercury-containing waste
20 01 23*	discarded equipment containing chlorofluorocarbons
20 01 27*	paint, inks, adhesives and resins containing hazardous substances
20 01 30	detergents other than those mentioned in 20 01 29
20 01 33*	Batteries and accumulators included in 16 06 01, 16 06 02 or 16 06 03 and unsorted batteries and accumulators containing these batteries.
20 01 34	Batteries and accumulators other than those mentioned in 20 01 33
20 01 35*	discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components
20 01 38	wood other than that mentioned in 20 01 37
20 01 39	Plastics
20 01 40	metals
20 03	other municipal wastes
20 03 01	mixed municipal wastes

## 8 WASTE STORAGE

Under normal operational procedures storage limits and locations will be in accordance with the site layout plan 004.1\_09\_004. The largest waste pile on site will contain up to 560 m<sup>3</sup>. Other waste will be stored in containers.

- Waste unloaded will be segregated at the point of unload as follows;
- Wood – Stacked into piles. Broken.non-treated wood shredded into Dolavs then tipped into 40 yard RoRo.
- Paper – At point of collection this is decanted into wheeled bins. Taken into Warehouse 1, decanted into stillages then shredded and baled. Bales of paper are stored in the designated area in the yard.
- Cardboard – Unloaded from collection vehicles either already baled or loose. Loose cardboard baled and stored with other bales of cardboard in the designated area.
- Polythene - Unloaded from collection vehicles either already baled or loose. Loose polythene baled and stored with other bales of polythene in the designated area.
- Metal – Waste metal is stored directly into 40 yard RoRo.
- WEEE – Collected on either pallets or roller cages – taken up to the mezzanine floor in Warehouse 2. Processed and either palletised and wrapped for shipping out or decanted into modified IBCs for onward shipping.
- Plastic - Palletised, wrapped and stored in designated area ahead of onward shipping.

### 8.1 Storage Areas

Storage areas are shown on site layout plan 004.1\_09\_004 where waste is stored in loose piles there are fire resistant barriers rated to 120 mins where this is not achievable waste is stored in containers.

Each waste type has its own area for storage and is ruled by physical amount that can be stored prior to onward shipping. The normal amount before specific waste is collected would be between half to a full artic load. Storage is in accordance with Drawing 3 Site Layout Ground 004.1\_09\_006and Drawing 4 Site Layout 1st Floor 004.1\_09\_007.

### 8.2 Waste Handling

Once waste is deposited as directed by on site staff it is stored either in a loose pile pre processing or in containers pre processing.

Waste is stored no longer than up to 3 weeks including pre processing time (storage).

Waste is either baled or palletised. Some waste treatments may require primary treatment,;

Paper – Collected in wheeled bins, taken into warehouse 1 – decanted/sorted into metal stillages, shredded and baled.

Wood – Broken pallets/untreated wood is shredded into dolavs then decanted into 40 yard RoRo ahead of onward shipping.

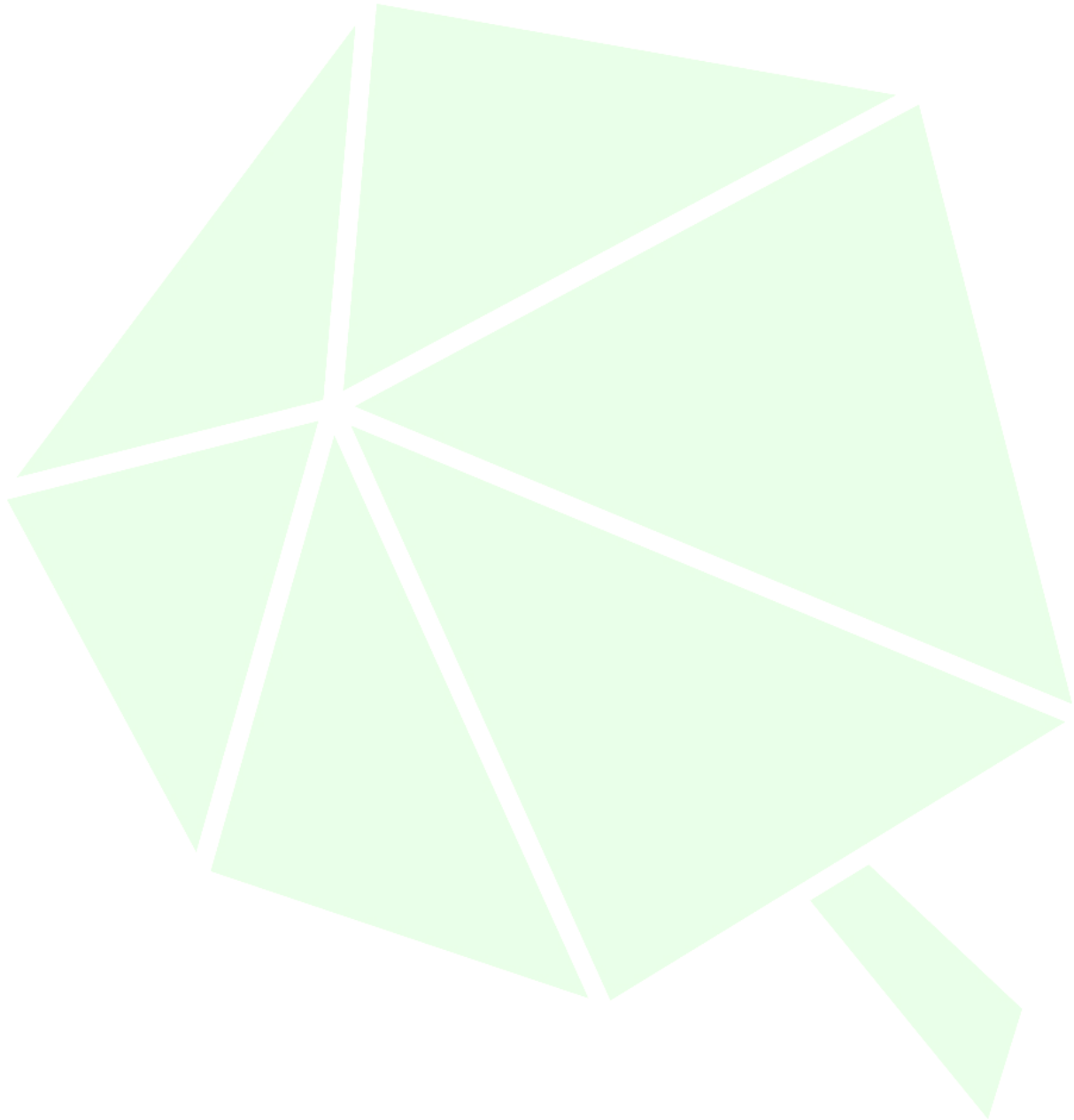
Card – Baled and stored.

Polythene – Baled and stored.

Plastic – Palletised, wrapped for safe transit.

WEEE – Sorted and segregated. Some WEEE deemed as confidential would be shredded into tonne bags, palletised and secured for transit for correct disposal/recycle.

Any general waste leftover through our processing is decanted and stored in 40 yard RoRo ahead of transit to transfer station.



## 9 WASTE TREATMENT

Under normal operating conditions WEEE will be stored on average for up to 3 weeks arrival and processing, to removal from site.

The internal treatment and storage area and the external area is surfaced with impermeable site surface.

Waste will be managed on a 'First In, First Out' (FIFO) basis. WEEE is accepted at the site and is stored prior to transfer or manual processing such as the removal of batteries

- All fluids contained within any WEEE shall be removed prior to further treatment.
- Metal waste is produced from the treatment process. Metal waste is stored in the external container and is removed around every up to 3 weeks.
- The waste will always be monitored with the Thermal Imaging Camera (TIC). At the start and end of the day.
- Packaged items for disposal will be de-packaged prior to shredding so that cardboard, polythene and polystyrene content can be recycled.
- Large pieces of wood would be cut down to size in order for safe handling into the wood shredder.

### 9.1 Recovery and/or Transfer Operations

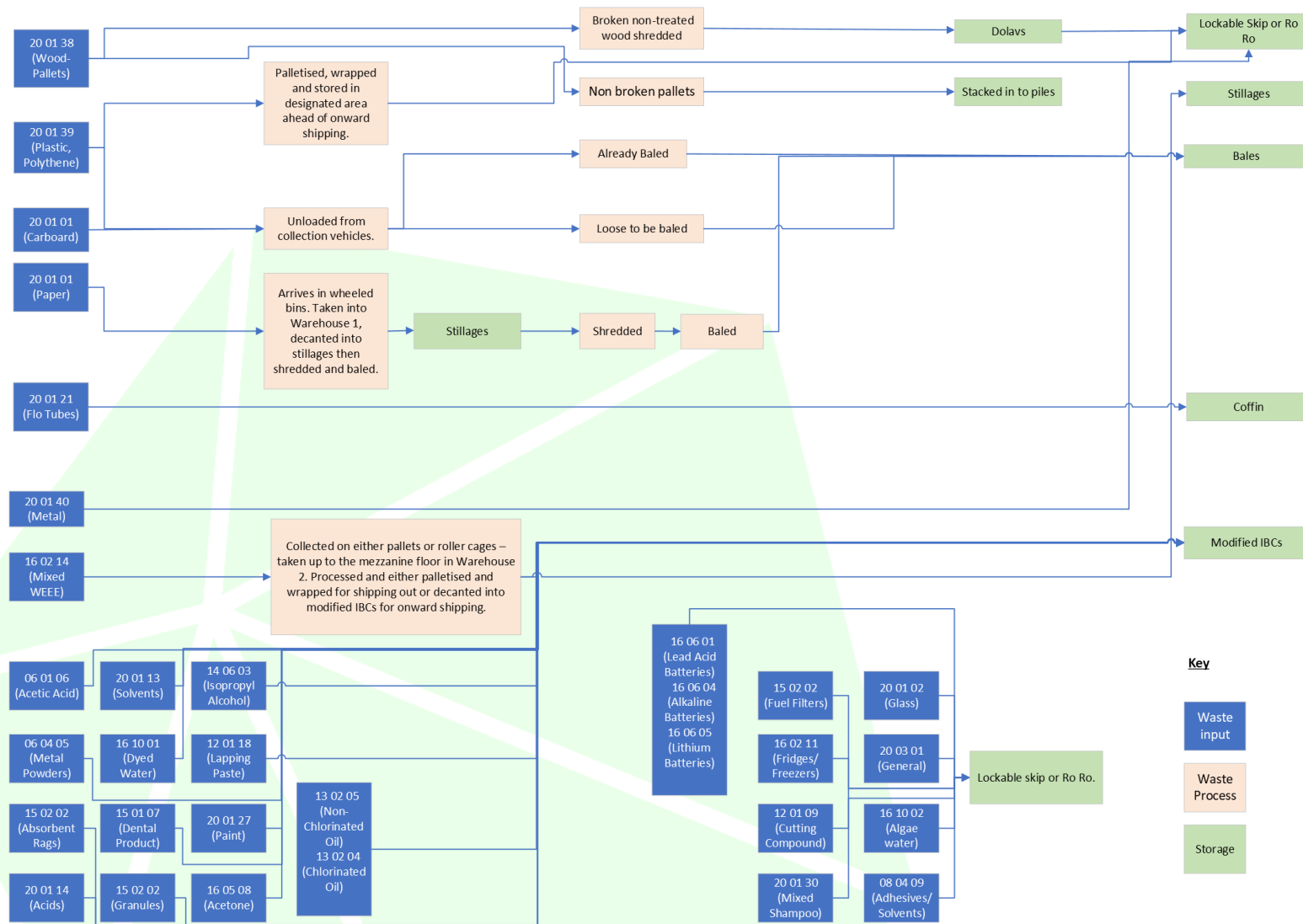
Waste is transferred from site for further treatment and recovery to further reduce waste streams going to landfill. Some waste streams are identified as non waste and are tested to ensure they are fit for purpose this happens most frequently with monitors.

### 9.2 Treatment processes

Treatment/Processing is shown in Figure 1 Process Flow below and covers;

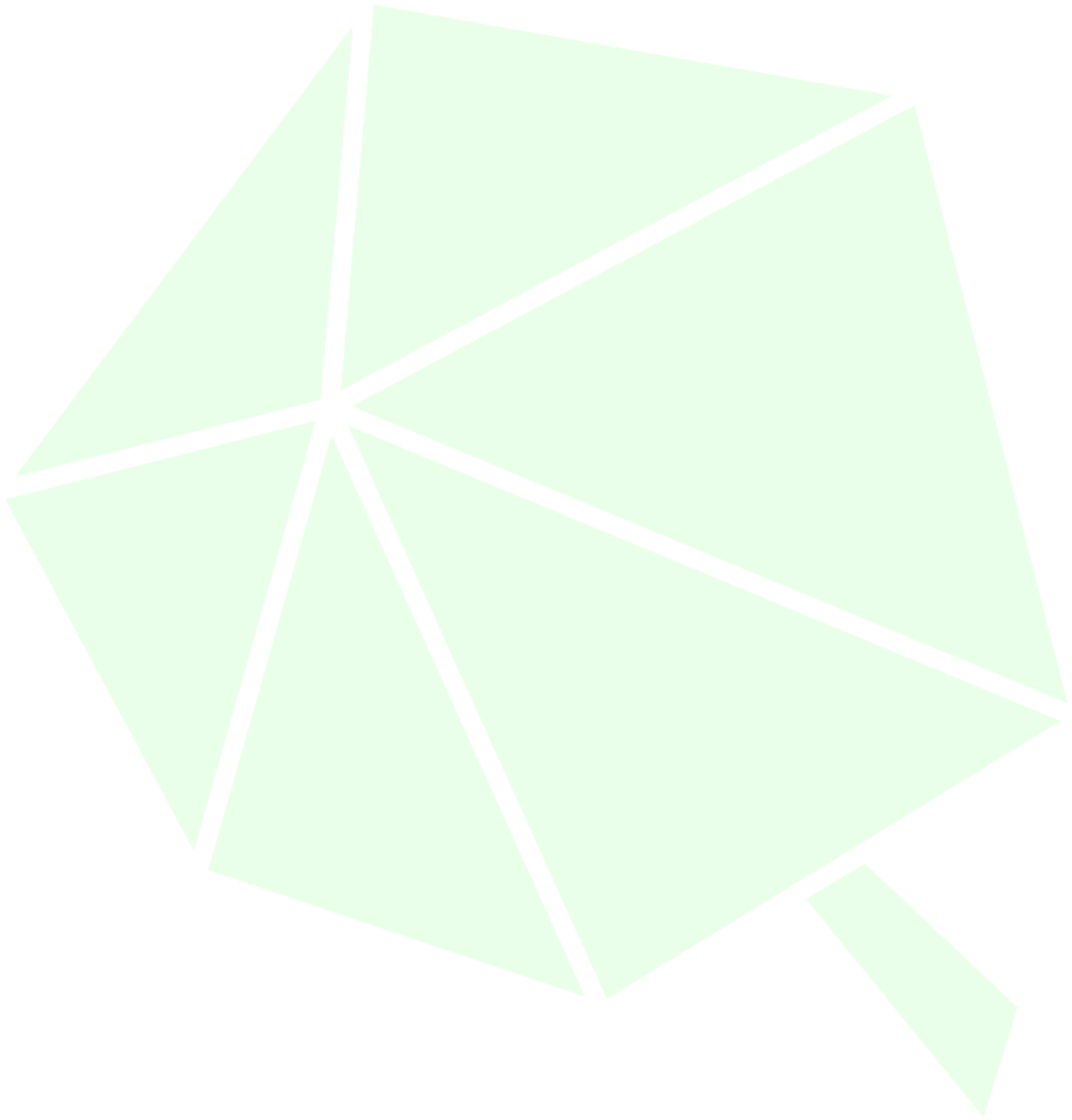
- Shredding
- Baling
- Manual deconstruction

Figure 1 Process Flow



## 10 WASTE DISPATCH

Waste is removed in containers or if required sheeted vehicles for further treatment or disposal.



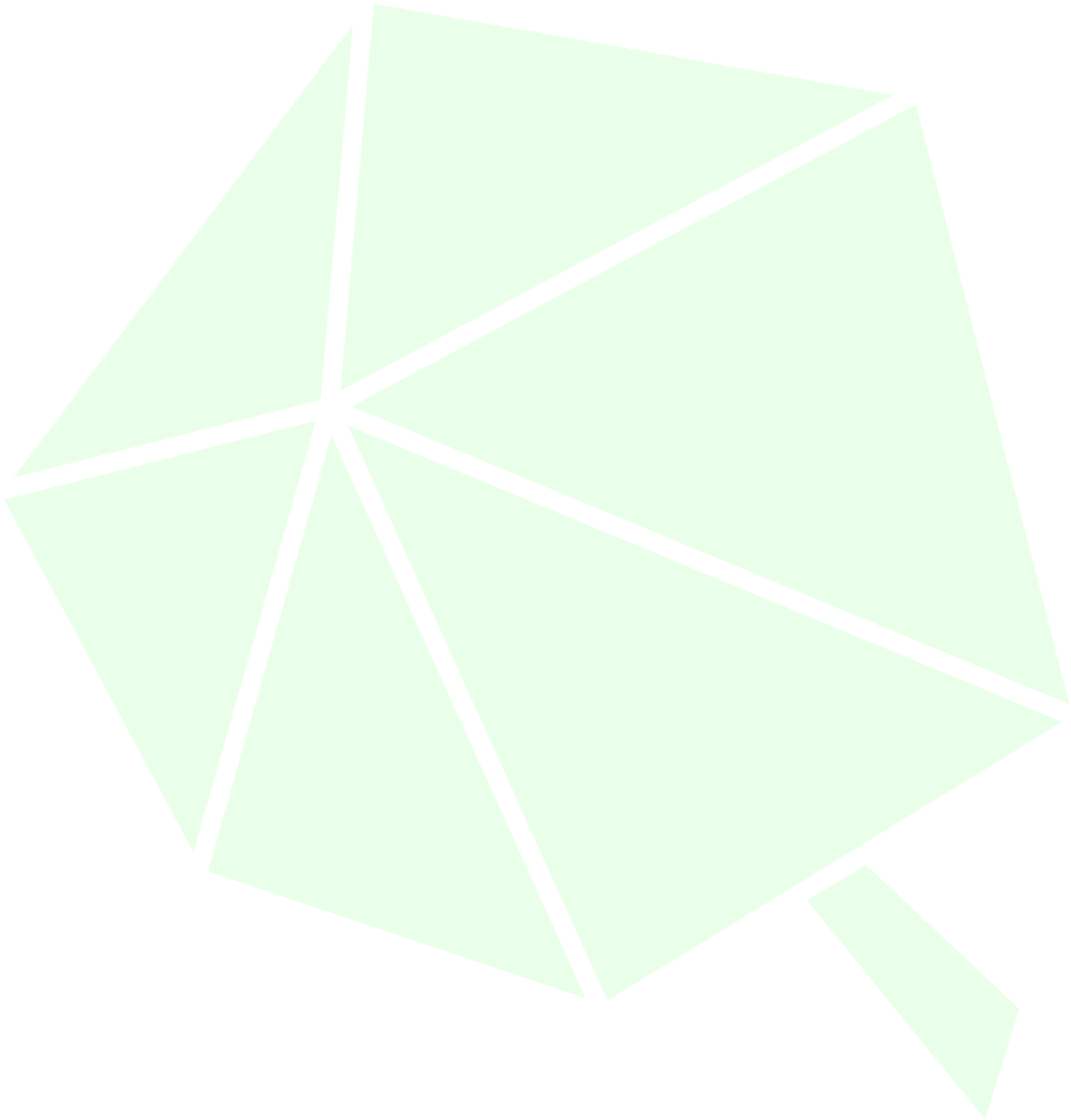


## 11 INFRASTRUCTURE AND EQUIPMENT MAINTENANCE PLAN

Table 3 Summary of site inspections

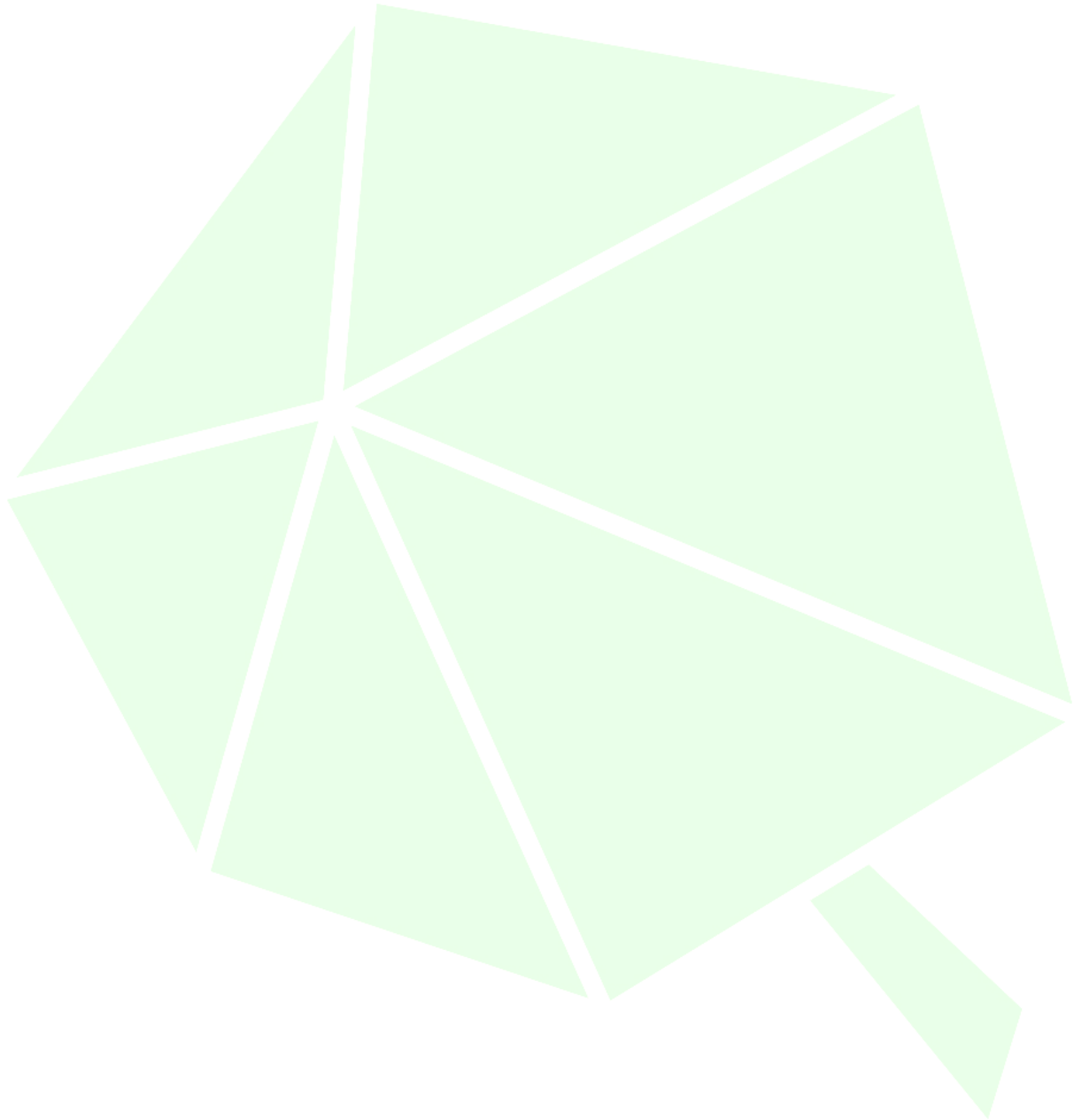
Equipment	Inspection Schedule	Look For	Responsible Person	Repair/Replacement Time Scales
Impermeable Surfaces	1 X per week	Integrity of site surface, standing water any obvious wear and tear.	TCM or Site Manager	5 Days
Security Fences/Boundary	1 X per week	Break ins, compromises in the site boundary.	TCM or Site Manager	1 Day Temporary. 5 Days Permanent
Litter Blow, Odour, Dust, Noise, Birds, Mud.	Daily	Litter Blow, Odour, Dust, Noise, Birds, Mud escaping site when site is operational and non-operational.	TCM, Site Manager and all Site Staff.	Review site operations, identify problem and remedy issue
Vermin and Pests	Daily	Signs of infestations, such as droppings.	TCM, Site Manager or Appointed Contractor.	Initiate treatment without delay.
Fire Equipment	1 X per week	Visual inspection of the integrity of fire equipment and its renewal date for servicing.	TCM, Site Manager or Appointed Contractor.	3 Days
Roof Drains, Gutter, Buildings, Structure, Lights and drainage system	Monthly	Checking for leaks, integrity of structure, drain running clear.	TCM or Site Manager	5 Days

Process Machinery	Weekly	Visual inspection of the machinery to ensure it is visibly in working order.	TCM, Site Manager or Appointed Contractor.	5 Days
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## 12 CONTINGENCY PLAN

In the event that the site suffers a breakdown in equipment or machinery, lease contracts are held by Environmental Solutions Waste Management Ltd to ensure engineers can be supplied at short notice. Also a stock of parts for smaller issues is stored locally. Site has a qualified engineer on site o help ensure machinery is well maintained and fixed in a timely manner see Appendix 4 Engineer Qualification.



### **13 ACCIDENT PREVENTION AND MANAGEMENT**

Any accident or incident that has caused, is causing, or may cause a significant pollution will be recorded.

These will be investigated by a senior manager and where action is identified as being required, this will be recorded; responsibility will be allocated; preventative or corrective actions specified and completion required within a defined time frame.

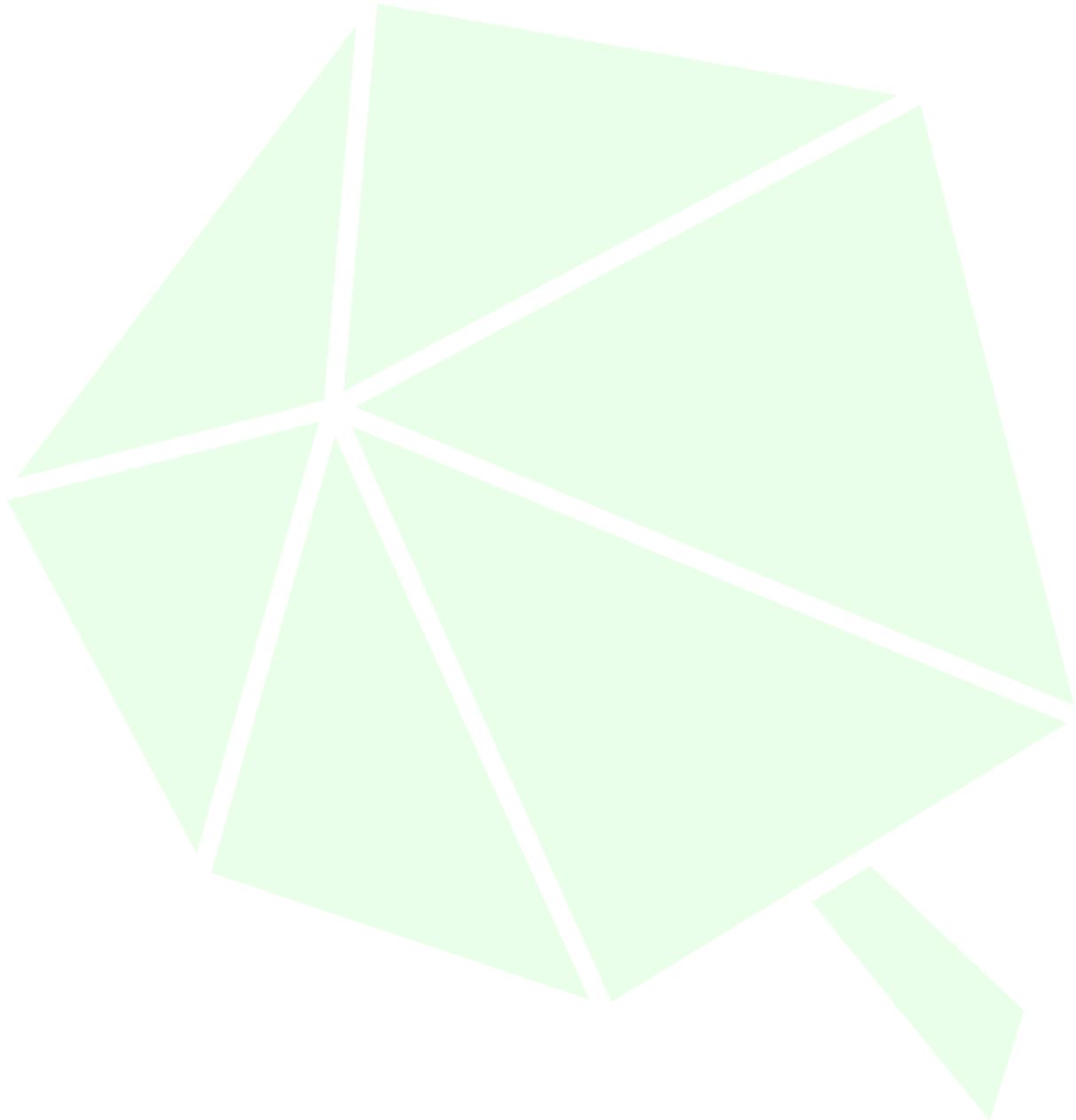


Table 4 Accident Prevention and Management

Possible Accident/Incident	Receptor	Pathway	Consequence	Likelihood	Risk Management	What to do if the accident/incident occurs
Transferring substances  (spillage during handling between vessels)	Groundwater  Bedrock- Secondary A  Superficial Drift- Secondary A	Through Impermeable site surface/drainage.	There is a low consequence should the WEEE wastes be spilt during transfer between containers. As most are solid state or in casings  Should there be a spillage of an oil or a fuel then contamination may occur, however, these materials are rarely used on site and only handled under controlled conditions.	LOW	Transfer of all substances to be undertaken on an area of impermeable site surface a drip tray, where required.  Continual monitoring and maintenance of surfaces.	Spillages will be cleaned up immediately upon detection.  Spills kits located at strategic locations around the site will be deployed in the event of spillage.  Details of the spillage will be recorded and retained.  In the event of a significant spillage which has the potential to cause environmental pollution the Environment Agency will be informed as soon as is reasonably possible
	Geology  Landscaped ground  Silchester Gravel Member - Sand And Gravel					
	Neighbours  8 Residential and 4 public use areas with 5 designated sites.	Dispersion through the air	Litter nuisance to surrounding neighbours.	MEDIUM	Should materials which are likely to be easily windblown or dispersed be being	

Possible Accident/Incident	Receptor	Pathway	Consequence	Likelihood	Risk Management	What to do if the accident/incident occurs
	<p>A number of other rented/owned industrial units lie adjacent to site.</p> <p>A total of 2 Listed Buildings within 1 km of the site.</p>				transferred, litter picking will occur.	
	Arable farmland (surrounding site)			LOW		
	Surface water features Tertiary watercourses. 324 m	Overground flow	Contamination and dispersion within wider water bodies.	LOW	Transfer of liquids to be undertaken within secondary containment.	
Plant or equipment failure	Site workers	Direct contact	Severe personal injury could result.	LOW	All site personnel must wear PPE at all times, and be trained in the safe	Record and retain all plant and equipment failures on site.

Possible Accident/Incident	Receptor	Pathway	Consequence	Likelihood	Risk Management	What to do if the accident/incident occurs
	Groundwater Bedrock- Secondary A Superficial Drift- Secondary A	Through impermeable site surface.	Contamination of surrounding area and dispersion within the wider groundwater environment.	LOW	operations of plant and equipment.  Plant and equipment is maintained in accordance with a strict maintenance schedule to ensure risk of breakdown or failure is minimal.  Spill equipment available should oils or fuels be released from plant or equipment.	Where plant or equipment failure has the potential to cause injury or pollution ensure that issue is clearly communicated to all relevant individuals to prevent further use.  Where plant or equipment failure results in a leak or spillage ensure the spillages is cleaned up immediately upon detection and the faulty plant/ equipment is stored on an impermeable surface.
	Geology					

Possible Accident/Incident	Receptor	Pathway	Consequence	Likelihood	Risk Management	What to do if the accident/incident occurs
	Landscaped ground  Silchester Gravel Member - Sand And Gravel				Plant and equipment maintained in accordance with a strict maintenance programme to ensure a limited risk of failure.  Site surface checked weekly.	
Containment failure	Groundwater  Bedrock- Secondary A  Superficial Drift- Secondary A  Geology  Landscaped ground	Leaking through cracked or overtopped bunding/containment feature	Contamination of surrounding area and dispersion within the wider groundwater environment.	LOW	Daily site checks will ensure ongoing inspection of the integrity of containment features.	Spillages will be cleaned up immediately upon detection.  Spills kits located at strategic locations around the site will be deployed in the event of spillage.  In the event of a significant spillage which has the potential to cause



Possible Accident/Incident	Receptor	Pathway	Consequence	Likelihood	Risk Management	What to do if the accident/incident occurs
	Silchester Gravel Member - Sand And Gravel					environmental pollution the Environment Agency will be informed as soon as is reasonably possible.
Fire	Site operatives and infrastructure other commercial units and potentially some residential.	Direct contact	Loss/damage of property.  Injury.  Business disruption.	MEDIUM	See FPP 004.1_05_007.  All plant and equipment maintained to a schedule.  Key business processes and documentation stored remotely for business continuity purposes.	With ongoing maintenance of plant and equipment risk of fire is low.  Management systems for business continuity will aid in the event of a fire.

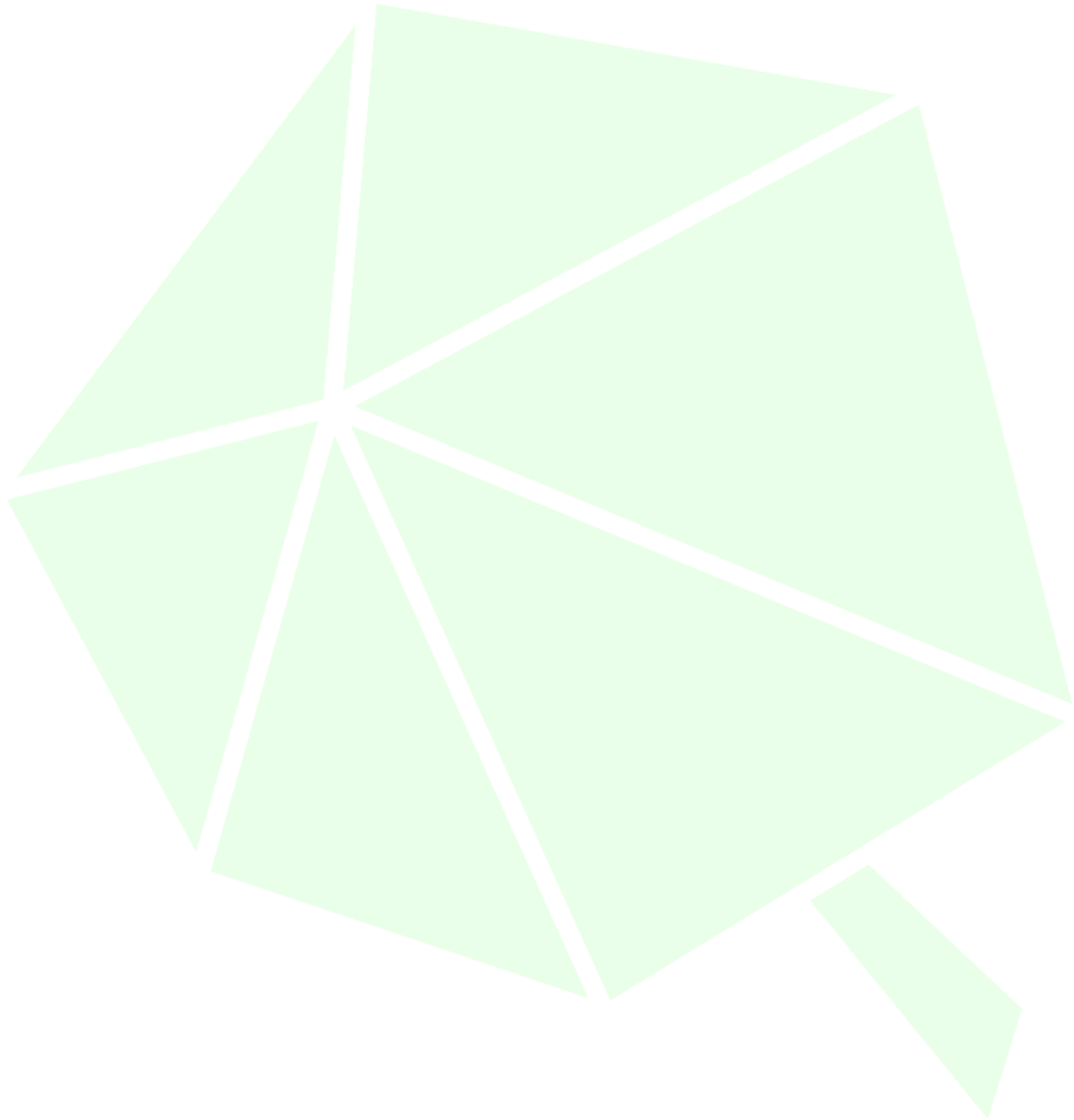
Possible Accident/Incident	Receptor	Pathway	Consequence	Likelihood	Risk Management	What to do if the accident/incident occurs
Storage of hazardous substances	Site operative	Direct contact	Injury or ill health.	LOW	Hazardous substances are stored on site in appropriate containers or in COSHH Cupboard  If handled personnel must be wearing appropriate PPE.	All hazardous substances stored in suitable containment with bunding (where applicable).  Hazardous substance storage areas are separate from operational areas.  All hazardous substances will be stored in secured containers which will be locked when not in use.
	Groundwater Bedrock- Secondary A Superficial Drift- Secondary A	Through impermeable site surface.	Contamination of underlying ground and groundwater.			
	Geology  Landscaped ground  Silchester Gravel Member - Sand And Gravel					
Vandalism	Plant and Equipment or site infrastructure	Direct contact	Impact on business processes	LOW	The site is secured by a 1.5 m (average) high	Ensure vandalism has not resulted in an environmental pollution incident.

Possible Accident/Incident	Receptor	Pathway	Consequence	Likelihood	Risk Management	What to do if the accident/incident occurs
					boundary fence and security gates. Plant and equipment is kept within the main parameter and where possible stored internally..	Inspect the site for damage and record and retain results.
Flooding	Site infrastructure	Direct	N/A	N/A	The site is not within a floodplain.	N/A

## 14 COMPETENCE AND TRAINING RECORDS

Staff competence and training requirements are reviewed and managed by senior management and records retained. Records of competence and training are held on site.

The site currently has one TCM holding the relevant technical competence qualification for the permitted activities being carried out on site.



## 15 ENVIRONMENTAL EMISSION CONTROLS

### 15.1 Fire Prevention

The site operates under Fire Prevention Plan 004.1\_05\_001 V1. This FPP enables the site to operate to a lower risk level whilst demonstrating the 3 core objectives of the FPP guidance.

- minimise the likelihood of a fire happening
- aim for a fire to be extinguished within 4 hours
- minimise the spread of fire within the site and to neighbouring sites

#### 15.1.1 Fire Prevention Plan

See FPP, 004.1\_05\_001 FPP V1.

##### 15.1.1.1 Persistent Organic Pollutants (POPs)

WEEE that is stored on site contains POPs. The WEEE waste is stored and containerised as per site plans 004.1\_09\_006 and 004.1\_09\_007. In the event of a fire the site plans would be used to identify the fire's location by the Fire and Rescue Service (FRS). Any fire fighting water would be contained on site prior to testing and removal. Once the firefighting water is identified under waste classification WM3 it will be removed and sent for appropriate treatment.

#### 15.1.2 Security

Site is monitored 24/7 by CCTV see Drawing 6 CCTV Locations.

#### 15.1.3 Awareness and Training

All site workers and visitors where appropriate will be advised on fire procedures. This will ensure all site staff and visitors are aware of the evacuation procedures, locations and methods/use of fire fighting equipment. Records of these events will be kept in the site diary or another form. Any improvements needed to procedures, equipment or training will be reported to the TCM. Fire drills will be carried out under the direction of the TCM or senior management in accordance with the site's current action procedure see Appendix 2 Fire Drill.

### 15.2 Litter Control

Due to the nature and design with a boundary fence, it is unlikely that any litter will be blown off site. Regular housekeeping will ensure that litter found on site will be reduced. All waste is stored internally or within a container.

Should any litter be found off site and attributed to Environmental Solutions Waste Management Ltd the TCM or senior management will organise its collection by site staff, or in the event of a severe litter blow, litter pickers will be hired as necessary to keep the site and its surroundings clear of litter. Priority will be given to off site areas with the tidiness of the site attended to once those are clear.

### **15.3 Odour Control**

See Odour Management Plan (OMP) 004.1\_05\_012.

### **15.4 Dust Control**

The site surface is predominately an impermeable surface made of concrete which reduces the production of dust. Site does not accept dusty waste or waste that is likely to generate dust. There is a small part of hard standing which is located between the two warehouses which protects it from the wind.

See Emission Management Plan (EMP) 004.1\_05\_011.

### **15.5 Noise and Vibration Control**

Noise is not regarded as a significant issue for the site given the industrial location. All waste processing occurs within a building. The site is also screened by adjacent industrial buildings.

### **15.6 Vermin and Pest Control**

Checks will be made during daily visual inspections of the site and if necessary baiting, insecticide spraying and other actions required to minimise pest infestations will be undertaken. Records of inspections and of the pest control contract will be held in the site office.

### **15.7 Birds Control**

It is unlikely the nature of the waste operations will encourage birds. The TCM will assess the requirement for action during visual daily checks recorded in the site diary or a form. If it becomes necessary a bird scarer will be hired to deal with this problem.

### **15.8 Mud and Debris Control**

Site does not accept muddy or dusty waste streams.

The impermeable concrete floor reduces the risk that operating areas will generate and transport mud.

All vehicles collecting and delivering waste shall be sheeted or containerised whether they are arriving or leaving site. This will ensure that no debris is deposited on site or outside of the site boundary. In the event of any deposition, site surfaces and outside on public highway will be cleaned or picked without delay.

Vehicles will be visually inspected prior to leaving site and advice given to the drivers if they need to clean mud and or debris prior to leaving. All areas of the site will be cleaned as necessary.

## 16 CLIMATE

### 16.1 Temperatures

Temperature fluctuations are unlikely to impact the various waste streams as they are stored internally or within a container.. At present waste temperature is monitored utilising a thermal imaging camera. This occurs 2 times a day and is recorded. Trigger temperature for action is 30°C. One action might be to rotate waste.

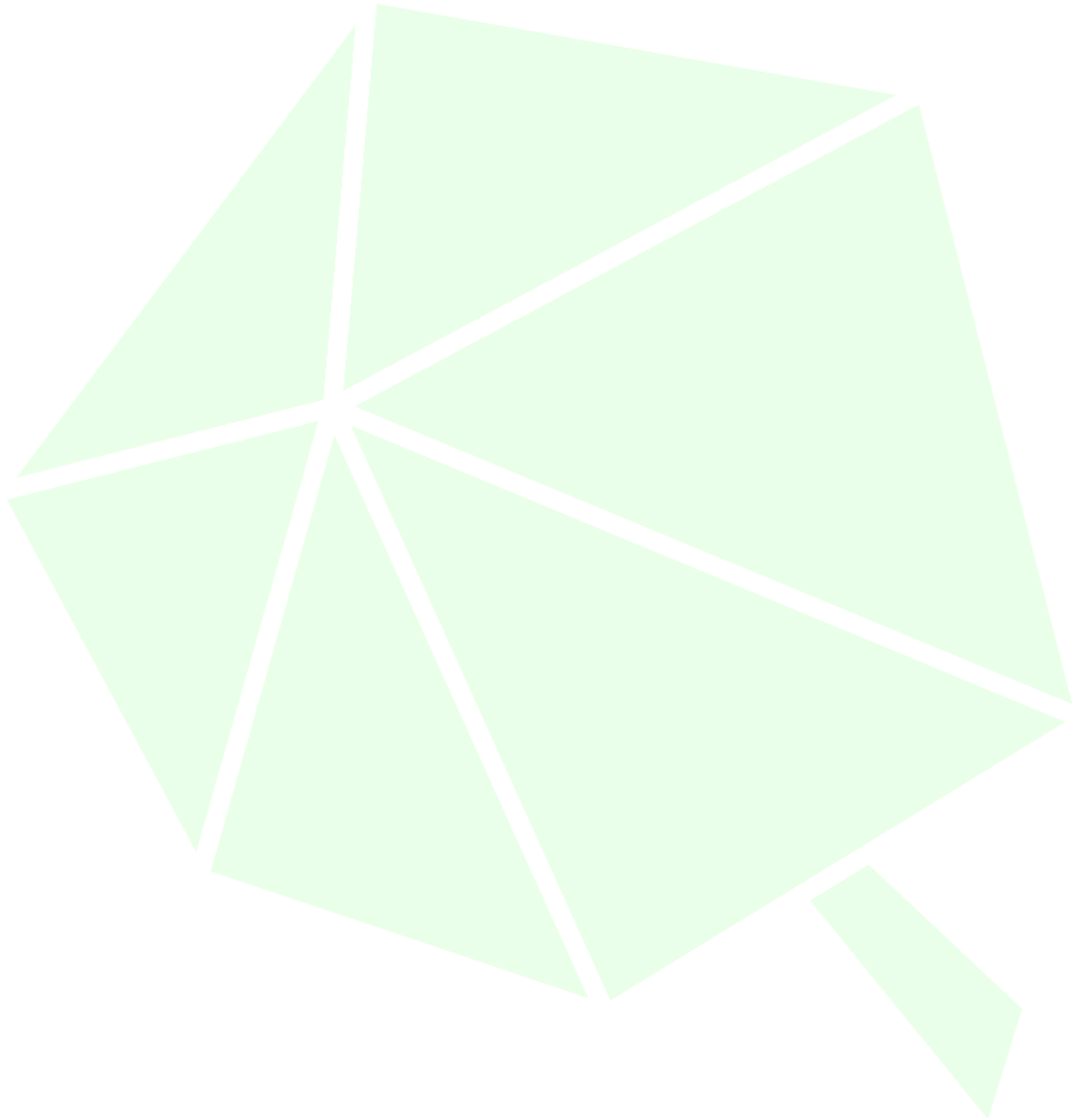
### 16.2 Rising Sea Level

Site is not impacted by changes in sea levels.

### 16.3 Changes in Rainfall Patterns and Intensity

Site surface is designed to cope with rainfall at high intensity and increased frequency. The site drains to a sealed drainage system with one main drain in the centre of the yard see site layout plan 004.1\_09\_004

## 17 ACCIDENT AND INCIDENT MANAGEMENT





Process	Event process Failures	Air	Land	Water	Flora and Fauna	Local Amenity	Detail	Likelihood	Consequences	Risk H/M/L <sup>2</sup>	Emergency Plan Required
Waste Inputs	Vehicle breakdown/oil spill/containment failure		✓	✓	✓	✓	<ul style="list-style-type: none"> <li>Contamination of surface waters and or ground water</li> <li>Contamination of land</li> <li>Land contamination resultant damage to flora and fauna</li> </ul>	<ul style="list-style-type: none"> <li>Vehicles maintained to manufacturers recommendation with visual checks.</li> <li>Spill measures in place</li> <li>Site surface impermeable with a sealed drainage system.</li> <li>Vehicle turn around time is swift minimising time spent on site.</li> <li>All drainage on site to a blind man hole.</li> </ul>	<ul style="list-style-type: none"> <li>No Ground Water Protection (GWP) nearby</li> <li>Nearest surface water feature is Tertiary water courses. 324 m</li> <li>Area is historically industrial/commercial no European designations within 200 m.</li> </ul>	M	✓

<sup>2</sup> H=High  
  
 M=Medium  
  
 L=Low

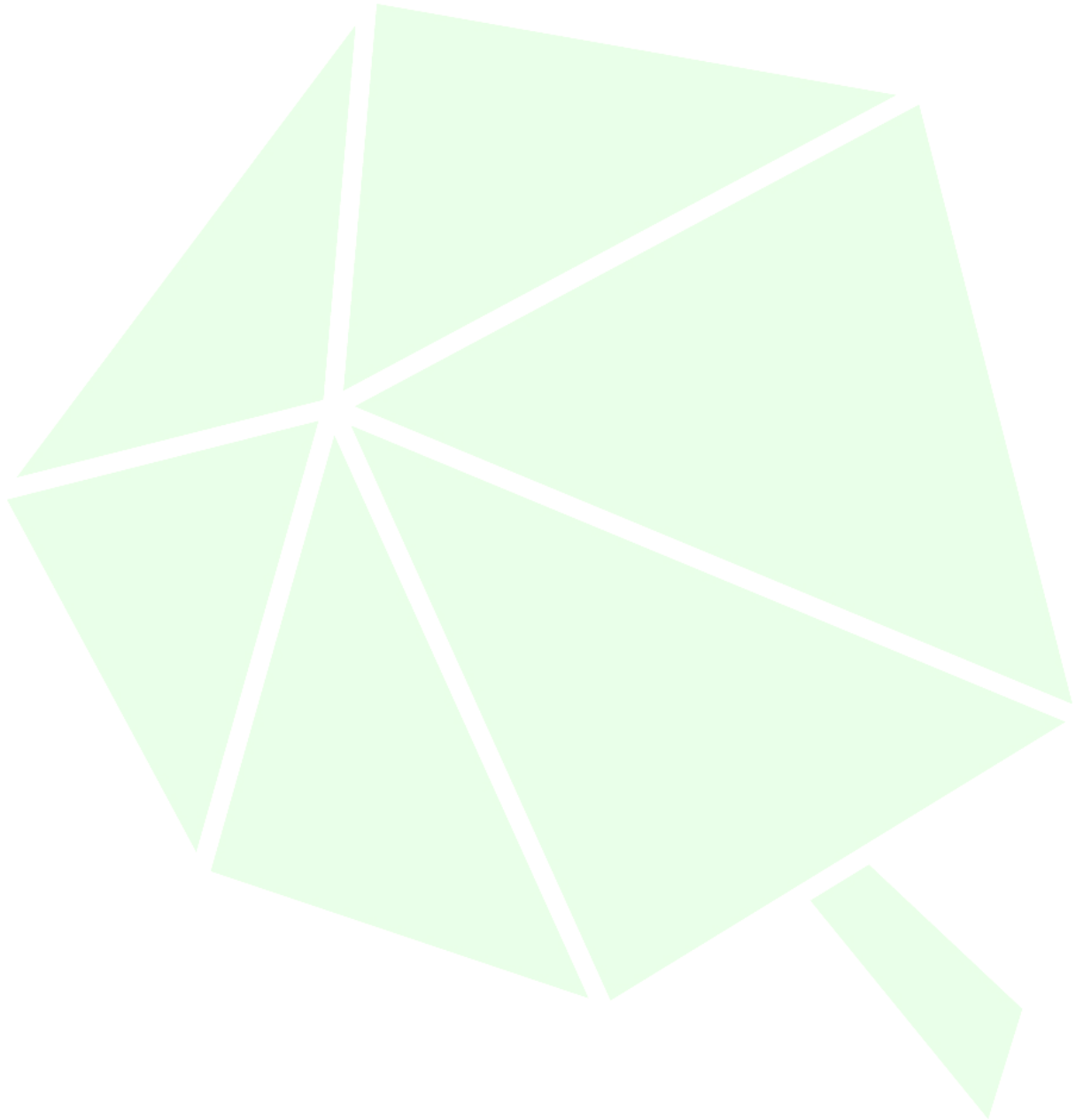
Process	Event process Failures	Air	Land	Water	Flora and Fauna	Local Amenity	Detail	Likelihood	Consequences	Risk H/ML <sup>2</sup>	Emergency Plan Required
	Escape of Waste	✓	✓	✓		✓	<ul style="list-style-type: none"> <li>Contamination of surface waters or ground waters</li> <li>Contamination of land</li> <li>Littering increasing fire risk and amenity impact.</li> </ul>	<ul style="list-style-type: none"> <li>Wastes unlikely to cause litter as stored in bays or containers behind 5 m high boundary walls.</li> <li>All waste is deposited in designated areas and processed within 3 weeks.</li> <li>All deliveries are supervised, all waste leaving site is sheeted and secured for transportation.</li> </ul>	<ul style="list-style-type: none"> <li>No Ground Water Protection (GWP) nearby</li> <li>Nearest surface water feature is 758 m south. (River Enborne)</li> <li>Area is historically industrial/commercial no European designations within 200 m.</li> </ul>	L	✓

Process	Event process Failures	Air	Land	Water	Flora and Fauna	Local Amenity	Detail	Likelihood	Consequences	Risk H/ML <sup>2</sup>	Emergency Plan Required
Waste Deposit	Deposit of Hazardous/non-conforming waste	✓	✓	✓		✓	<ul style="list-style-type: none"> <li>Contamination of surface waters or ground waters</li> <li>Contamination of land</li> <li>Emissions to air, fire risk</li> <li>Potential health risks to local amenity</li> </ul>	<ul style="list-style-type: none"> <li>Visual Inspections undertaken prior to waste acceptance</li> <li>No liquid or dusty waste accepted.</li> <li>Measures in place to contain spills</li> <li>Fire Extinguishers</li> <li>Quarantine area in place for waste on fire or non-burning waste.</li> <li>Isolation area for non-conforming loads</li> </ul>	<ul style="list-style-type: none"> <li>No Ground Water Protection (GWP) nearby</li> <li>Nearest surface water feature is Tertiary water courses. 324 m</li> <li>Area is historically industrial/commercial no European designations within 200 m.</li> </ul>	M	✓
	Mixing of Incompatible Wastes	✓	✓	✓		✓	<ul style="list-style-type: none"> <li>Emissions to air/Fire Risk</li> <li>Potential Health Risks</li> </ul>	<ul style="list-style-type: none"> <li>No hazardous or chemical wastes are accepted on site.</li> <li>Visual assessment of waste carried out quarantine and isolation procedures in place.</li> </ul>	<ul style="list-style-type: none"> <li>Industry adjacent. Some toxic chemicals stored on site but located in secure COSHH cabinet.</li> <li>Emissions to air would be short term impact, Fire may disrupt industry and local sensitive receptors.</li> </ul>	M	✓

Process	Event process or Failures	Air	Land	Water	Flora and Fauna	Local Amenity	Detail	Likelihood	Consequences	Risk H/M/L <sup>2</sup>	Emergency Plan Required
Waste Storage	Combustion of Stored Materials	✔		✔		✔	<ul style="list-style-type: none"> <li>Emissions to air/fire risk</li> <li>Potential health risk</li> </ul>	<ul style="list-style-type: none"> <li>Storage periods are minimised by business objectives.</li> <li>No smoking on site</li> <li>Wastes stored in secure bays and or containers.</li> <li>Regular maintenance of plant</li> <li>Regular housekeeping.</li> </ul>	<ul style="list-style-type: none"> <li>No toxic chemicals stored on site.</li> <li>Emissions to air would be short term</li> <li>FPP procedures would be enacted.</li> <li>Fire may disrupt local sensitive receptors.</li> </ul>	M	✔

## 18 EMISSIONS AND MONITORING

There are no point source emissions generated on site that actively require monitoring.



## 19 COMMUNICATION

### 19.1 Complaints

On receipt of a complaint, the TCM, or their nominated person, will investigate the complaint to see if the cause can be established and if substantiated, resolved swiftly. Where additional time is required to undertake repair or replacement of infrastructure which has caused the complaint the complainant will be contacted with details on the actions being taken and the estimated timescale for completion.

All complaints will be acknowledged and investigated, with resultant actions reported to the complainant and records kept.

### 19.2 Non- Conformances, Corrective Actions and Preventative Measures

Any non-conformances recorded by the TCM or the EA will be actioned in a timely manner or in line with an appropriate time scale set by the EA.

Non-conformances will be remedied so that the operation that led to the non-conformance is prevented or changed, to ensure compliance with the environmental permit.

Corrective actions will be recorded in the site diary. An record of this will be created see Appendix 1 Site Event Log.

## 20 INFORMATION AND RECORDS

### 20.1 Records and Reporting

The Permit requires the creation and retention of specific records reporting conditions within the environmental permit details how these must be retained and how long for and are also shown below Table 5 Records Required by the Permit

Records must be retained for at least 6 years unless they relate to off-site environmental effects, matters which affect the condition of the land and groundwater when they shall be retained until permit surrender.

Table 5 Records Required by the Permit

Condition	Requirement	Record
1.1	Records to demonstrate activities are managed in accordance with a written management system.	This Management Plan and associated management system documents.
1.1	Records to demonstrate activities are managed by sufficient competent persons and resources.	Evidence of technical competence. Staff training records.
TBC	All records required to be made by these standard rules shall: (a) be legible; (b) be made as soon as reasonably practicable; (c) if amended, be amended in such a way that the original and any subsequent amendments remain legible or are capable of retrieval; and (d) be retained, unless otherwise agreed by the Environment Agency, for at least 6 years from the date when the records were made, or in the case of the following records until permit surrender: (i) off-site environmental effects; and (ii) matters which affect the condition of land and groundwater.	Transfer notes/Consignment notes/Site diary entries or similar.
TBC	The operator shall keep on site all records, plans and the management system required to be maintained by these standard rules, unless otherwise agreed in writing by the Environment Agency.	Transfer notes/Consignment notes/Site diary entries or similar/EMS/FPP.

Condition	Requirement	Record
TBC	The operator shall send all reports and notifications required by these standard rules to the Environment Agency using the contact details supplied in writing by the Environment Agency.	Transfer notes/Consignment notes/Site diary entries or similar/Waste returns.
TBC	Within one month of the end of each quarter, the operator shall submit to the Environment Agency using the form made available for the purpose, the information specified on the form relating to the site and the waste accepted and removed from it during the previous quarter.	Waste returns.

## 20.2 Notification

Notification condition specifies under what circumstances the Environment Agency must be notified. Whilst Table 6 Notifications Required by the Permit below summarises these, reference should always be made to the current environmental permit to confirm exact requirements.

Table 6 Notifications Required by the Permit

Condition	Requirement	When
TBC	The Environment Agency shall be notified without delay following the detection of: (a) any malfunction, breakdown or failure of equipment or techniques, accident or emission of a substance not controlled by an emission limit which has caused, is causing or may cause significant pollution; (b) the breach of a limit specified in these standard rules; or (c) any significant adverse environmental effects	Without delay
TBC	Written confirmation of actual or potential pollution incidents and breaches of emission limits shall be submitted within 24 hours.	Within 24 hours



Condition	Requirement	When
TBC	4.3.3 Where the Environment Agency has requested in writing that it shall be notified when the operator is to undertake monitoring and/or spot sampling, the operator shall inform the Environment Agency when the relevant monitoring and/or spot sampling is to take place. The operator shall provide this information to the Environment Agency at least 14 days before the date the monitoring is to be undertaken	A minimum 14 days prior to monitoring.
TBC	<p>The Environment Agency shall be notified within 14 days of the occurrence of the following matters except where such disclosure is prohibited by Stock Exchange rules:</p> <p>a) Where the operator is a registered company:</p> <ul style="list-style-type: none"> <li>• any change in the operator's trading name, registered name or registered office address; and</li> <li>• any steps taken with a view to the operator going into administration, entering into a company voluntary arrangement or being wound up.</li> </ul> <p>b) Where the operator is a corporate body other than a registered company:</p> <ul style="list-style-type: none"> <li>• any change in the operator's name or address; and</li> <li>• any steps taken with a view to the dissolution of the operator.</li> </ul> <p>c) In any other case:</p> <ul style="list-style-type: none"> <li>• the death of any of the named operators (where the operator consists of more than one named individual);</li> <li>• any change in the operator's name(s) or address(es);</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• any steps taken with a view to the operator, or any one of them, going into bankruptcy, entering into a composition or arrangement with creditors, or, in the case them being in a partnership, dissolving the partnership.</li> </ul>	Within 14 days

### 20.3 Security

Records shall be kept securely within the site office. Where held electronically these shall be backed up on a regular basis and a copy held off site.

## 20.4 Availability

In accordance with the condition requiring records to be kept, all records required under the terms of the Permit shall:

- Be legible;
- Be made as soon as reasonably practicable;
- If amended, be amended in such a way that the original and any subsequent amendments remain legible or are capable of retrieval; and
- Be retained, unless otherwise agreed with the Environment Agency, for at least 6 years from the date when the records were made, or in the case of the following records until Permit surrender:
  - Off-site environmental effects; and
  - Matters which affect the condition of land and groundwater.

All records, plans and the management system required to be maintained by the Permit shall be held on site.

## 21 REVIEW MANAGEMENT SYSTEM

The EMS will be reviewed in its entirety at least annually or following any substantial change in site operations or complaint.

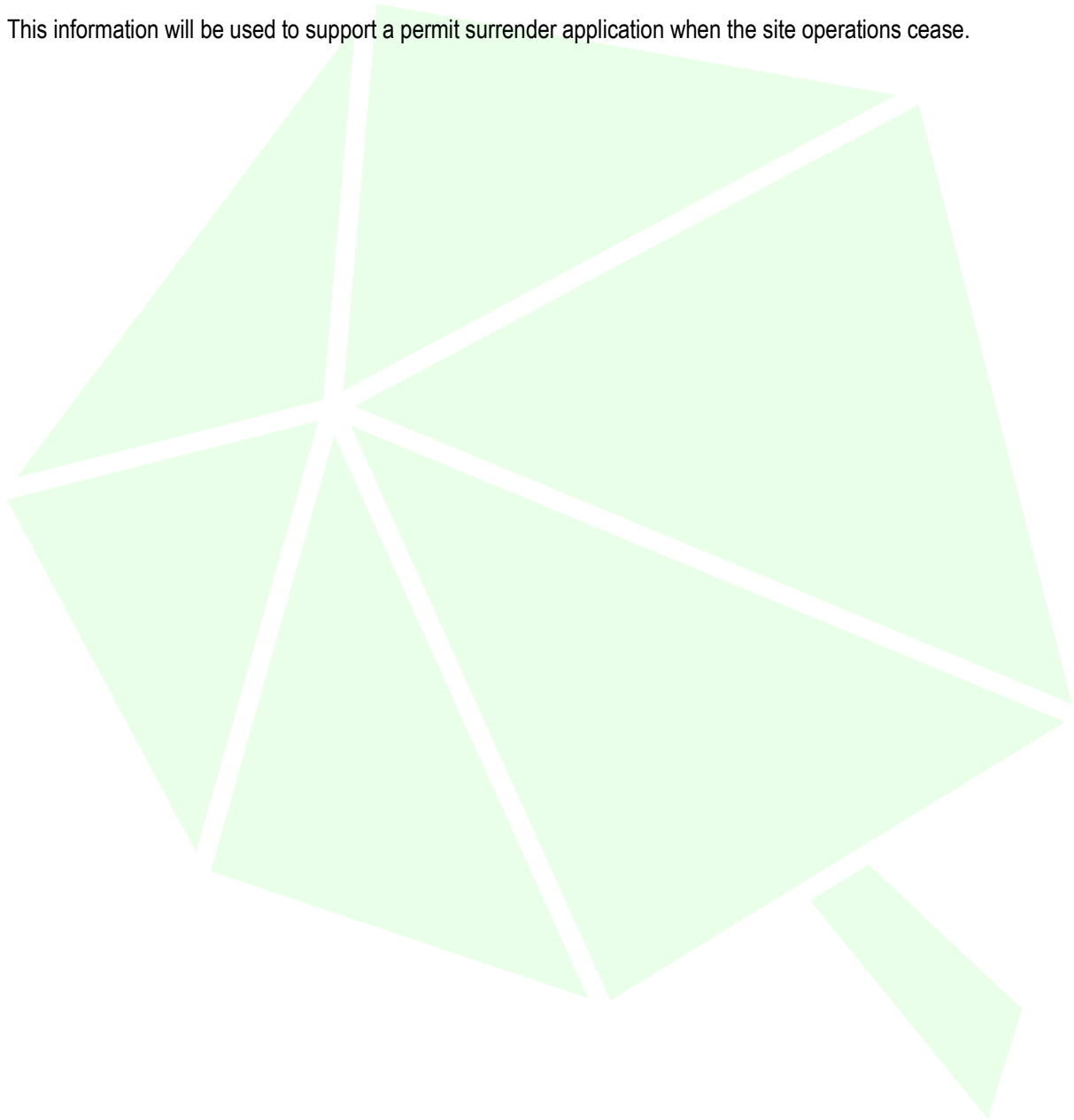
Other activities which may prompt review of the EMS are variations to the environmental permit, accident, complaint, breach or a change in the site setting or sensitive receptors.

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

## 22 SITE CLOSURE

During the lifetime of Environmental Solutions Waste Management Ltd operation of the permitted site they will maintain records pertaining to the condition of the site. This will include information regarding any environmental incidents, improvements or changes to containment or abatement features, records of monitoring events, or any other details which may have impact on the site's condition.

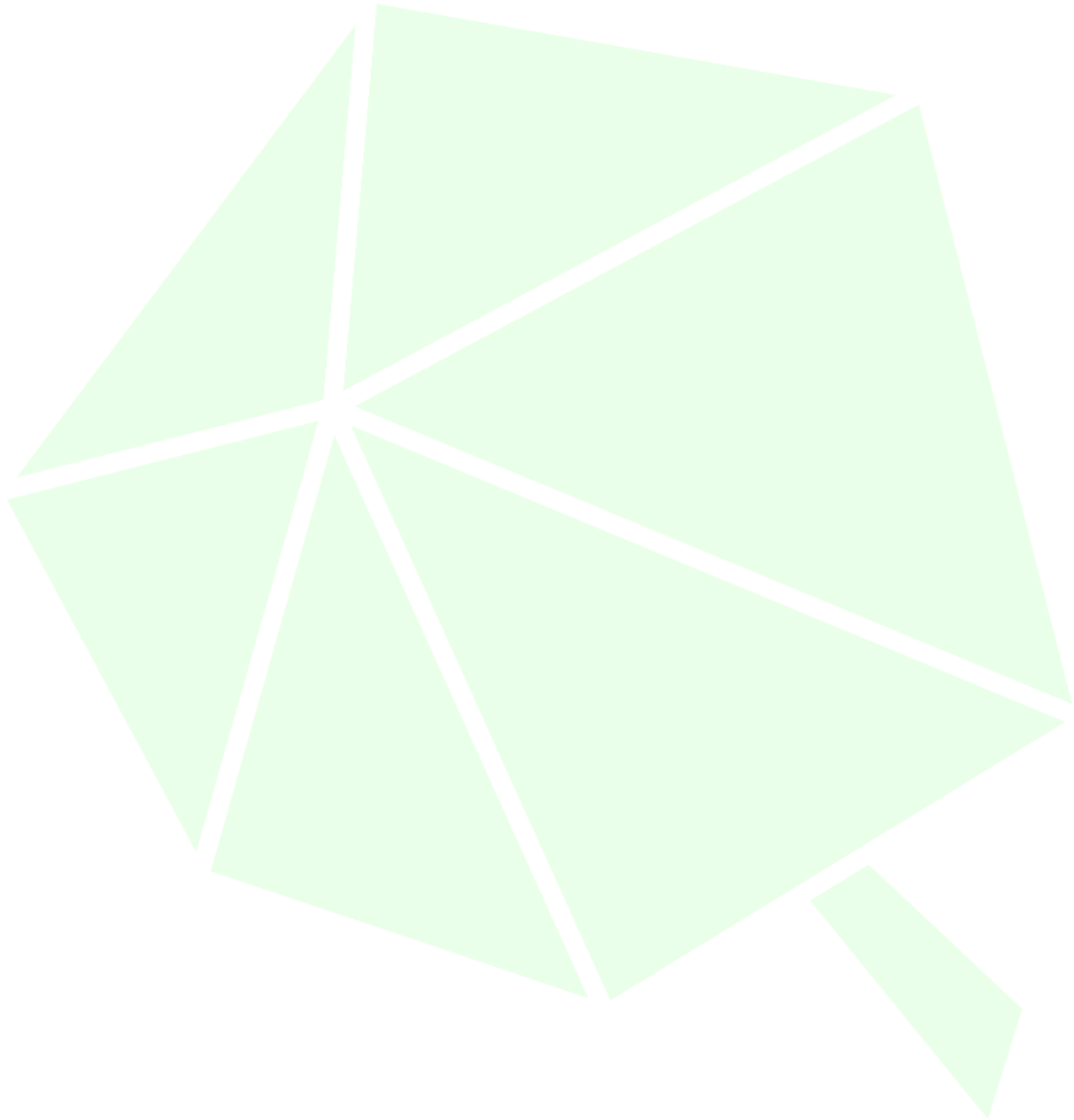
This information will be used to support a permit surrender application when the site operations cease.



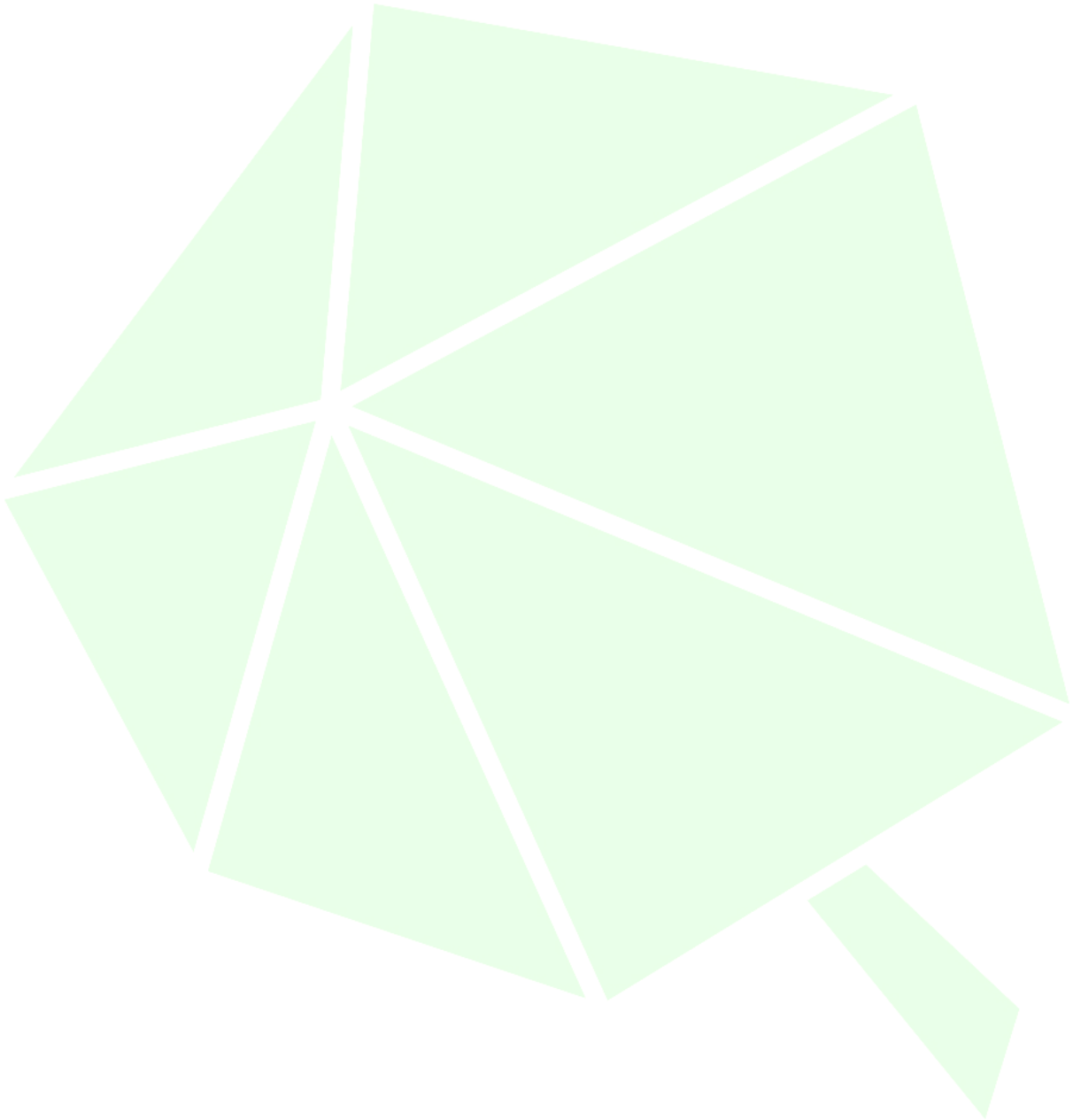
## **23 AVAILABILITY OF ENVIRONMENTAL MANAGEMENT SYSTEM**

All site staff and visitors will have access to the EMS when it is applicable to them to ensure compliance and consistent operation of the site.

A copy of the EMS will be available in the main site office for reference purposes and at the request of regulators.



## 24 APPENDICES



Appendix 1 Site Event Log

**Site**

**Date**

**Regulatory Visits/Inspections/Audits/Drill**

**Accidents/Incidents/Near Misses**

**Deliveries/Collections**

**Contractors on Site**

**Servicing Scheduled/ Plant Breakdowns/Punctures etc...**

Waste Inputs	Tonnages	Waste Output	Tonnes
Comments			



## Appendix 2 Fire Drill

<b>Scope</b>
To be followed by all site staff and visitors.
<b>Objective</b>
<p>Ensure that fire drills prepare staff to act in a safe and efficient manner to protect staff, neighbours, property and the environment in the event of a fire.</p> <ul style="list-style-type: none"> <li>• To ensure the safe evacuation of staff and visitors to the fire assembly point.</li> <li>• To ensure the fire precautions and shut-off procedures have been followed correctly and efficiently.</li> <li>• To ensure the fire rescue service will be contacted in a timely manner.</li> <li>• To ensure neighbours will be contact in a timely manner.</li> </ul>
<b>Responsibility</b>
All site staff members.
<b>Initial response</b>
<ul style="list-style-type: none"> <li>• Raise the alarm and manually cover drains. All staff and visitors that cannot assist with preparing the site's emergency procedures make your way to the fire assembly point outside main gates.</li> <li>• Internal waste storage areas: <ul style="list-style-type: none"> <li>○ If the fire is limited to one Intermediate Bulk Container (IBC) tackle the fire with manual fire extinguishers (CO2 and foam) if safe to do so.</li> <li>○ If the fire persists, relocate the affected IBC to the deluge tank using on-site plant to be cooled, if it safe to do so.</li> </ul> </li> <li>• External skip: <ul style="list-style-type: none"> <li>○ If a fire is detected in an external skip tackle the fire with manual fire extinguishers if possible if safe to do so.</li> </ul> </li> </ul>
<b>Early Intervention</b>
<ul style="list-style-type: none"> <li>• If it is deemed unsafe to relocate burning material to the quarantine area, or a fire has spread to more than one container, WEEE waste will be separated, the unaffected non-burning/smouldering material from the waste storage area and relocate this to the quarantine area in the front of ware house 1 and 2 to stop the spread of the fire within the waste storage area.</li> </ul>

- The automatic overhead fire extinguishers will deploy dry powder on the pre-treatment waste storage area and/or shredder if a temperature of 68°C is detected.
- If the fire is in a waste storage area not covered by the automatic fire extinguishers, then continue to tackle the fire with the manual fire extinguishers (CO2 and Foam) if it is safe to do so.
- At this point the firewater containment barriers need to be deployed on the openings of the building to ensure the containment of potential firewater.

## Fire Rescue Service

- Utilise one of the fire call points to notify rest of site of fire
- If a fire persists, contact the fire rescue.
- Immediately notify all neighbours of the situation.
- When the FRS arrive on site communicate the source and location of the fire and provide them with the Fire Prevention Plan (FPP).
- Let the FRS know where they can access the nearest fire hydrant.
- At this point the FRS will take control of the situation, either following the defensive steps in the FPP or using their own preferred strategy based on their dynamic risk assessment.
- Join the rest of the team at the fire assembly point outside the main gates.

## After an Incident

- Firewater will be contained inside the building/outside of building on the site surface..
- Arrange for the removal of firewater and debris from the site via tanker to be taken to an appropriately permitted facility for treatment.
- Arrange for the site's infrastructure (surfaces, firewater barriers and the interceptor) to be cleaned and repaired to an acceptable standard or replaced.

## Health and Safety

As a minimum, when following the steps to prepare the site for an emergency situation all operators must wear PPE as detailed below:

- Gloves and wrist protection sleeves specified within EN388:2016 to at least the following specification:
  - Abrasion resistance 4
  - Blade cut resistance 5
  - Tear resistance 4

- Puncture resistance 3
- Safety boots including steel midsole.
- Safety glasses to EN166.

## Training

All Operatives will be trained in the Fire Drill Procedure. This will ensure the correct steps will be followed during an emergency.

Training is provided during the site induction and on the 6-monthly fire drills, which covers the key topics of this document.

## Appendix 3 Spill Procedure

**OBJECTIVE**

The objective of this procedure is to ensure the facility cleans spillages as soon as practicably possible and to prepare staff to act in a safe and efficient manner to implement the procedures in the event of an incident that occurs.

Main Objectives:

- To ensure the facility, neighbours and the environment are protected if an incident occurs
- Spillages are stopped and cleaned up as soon as practicable
- To dispose of spill kits appropriately.

**SCOPE**

This procedure must be followed by nominated staff members of Environmental Solutions Waste Management Ltd

**RESPONSIBILITY**

The director and nominated staff members.


**SPILLAGE PROCEDURE**

- **Assess the risk**, Before you take action, make sure the scene is safe to proceed. Determine the source of the spill, the product(s) involved and protect yourself from any hazards that may be present.
- **Protect**, Choose the proper PPE and equipment to safely respond
- **Stop**, Prevent any further material spilling if safe to do so, e.g stand oil drum up, close valves etc on fuel tanks
- **Spill containment**, Use absorbent socks (Booms), pads to contain the spill to the immediate area. Prevent spilled product from entering waterways, storm drains, sewers, floor drains, etc.
- **Recover spilled material**, Use absorbent products (pads & booms) found in your spill kit to recover all free liquids and thoroughly clean the area.
- **Collect and package absorbents**, Gather used absorbents and other contaminated materials and place into temporary disposal bags. Secure with cable tie and store safely until disposal.
- **Proper waste storage and disposal of used absorbents**, contaminated material and other waste products must be stored and disposed of in accordance to local regulations. Place into hazardous waste storage container. If you are unsure where this is located, please ask your Technically Competent

manager or manager
<b>AFTER INCIDENT</b>
Replace or restock spill kits without delay.
<b>HEALTH &amp; SAFETY</b>
<p>As a minimum, when following the steps to prepare the site for an emergency situation all operators must wear PPE as detailed below:</p> <ul style="list-style-type: none"> <li>• Gloves and wrist protection sleeves specified within EN388:2016 to at least the following specification:             <ul style="list-style-type: none"> <li>○ Abrasion resistance 4</li> <li>○ Blade cut resistance 5</li> <li>○ Tear resistance 4</li> <li>○ Puncture resistance 3</li> </ul> </li> <li>• Safety boots including steel midsole.</li> <li>• Safety glasses to EN166.</li> </ul>
<b>TRAINING</b>
<p>All relevant staff will be trained in Spillage Procedure. This will ensure the correct steps are followed during an incident.</p> <p>Training is provided during the site induction which covers the key topics of this document.</p>

Appendix 4 Engineer Qualification

**CERTIFICATE OF COMPETENCE**  
PRESENTED BY  
**TECHNICAL TRAINING SOLUTIONS**



This is to certify that

**Jason Williams**

Successfully completed





**Industrial Electrical Maintenance**

Demonstrating an ability to

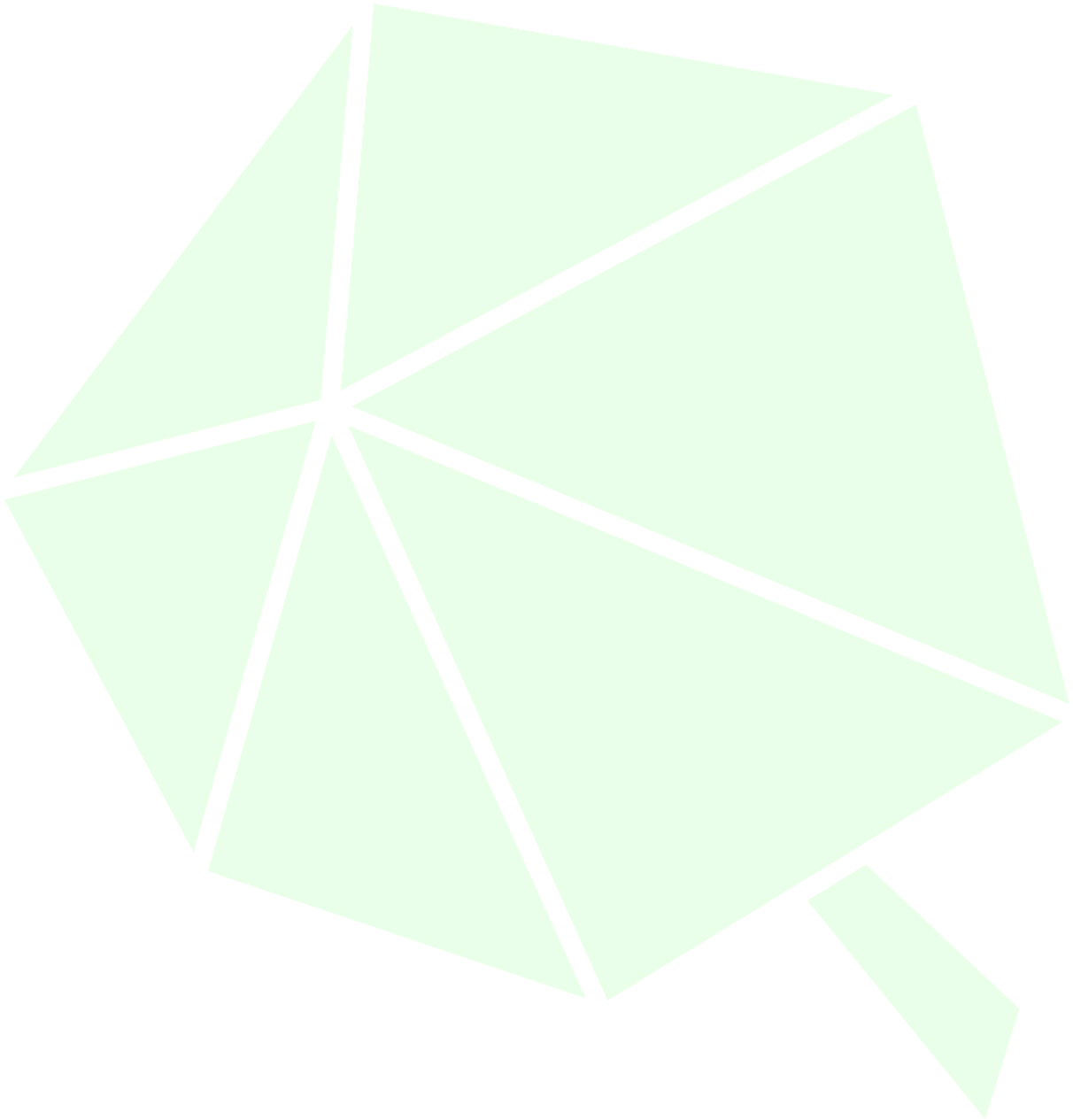
- practice safe working methods on electrical systems
- understand the relevant regulative requirements
- demonstrate an understanding of electrical principles and units
- identify a wide range of electrical equipment & devices and understand their principles of operation / connections
- understand the principles of earthing / protection and associated protective devices
- demonstrate an understanding of electrical systems, switchgear and circuit types
- diagnose basic faults and recognise their associated symptoms
- work with a range of cable types and carry out correct terminations and connections
- recognise the most common industrial motor types and understand their operation, connections and maintenance requirements
- use electrical test equipment effectively and carry out testing of a range of motors, solenoids, cables, etc. (using insulation, continuity, long testers, etc.)
- identify motor and power circuit faults
- use circuit diagrams as an aid to maintenance
- access electrical enclosures and replace fuses, reset overloads etc.
- perform electrical isolation, testing for dead, etc on a wide range of devices and circuits safely.

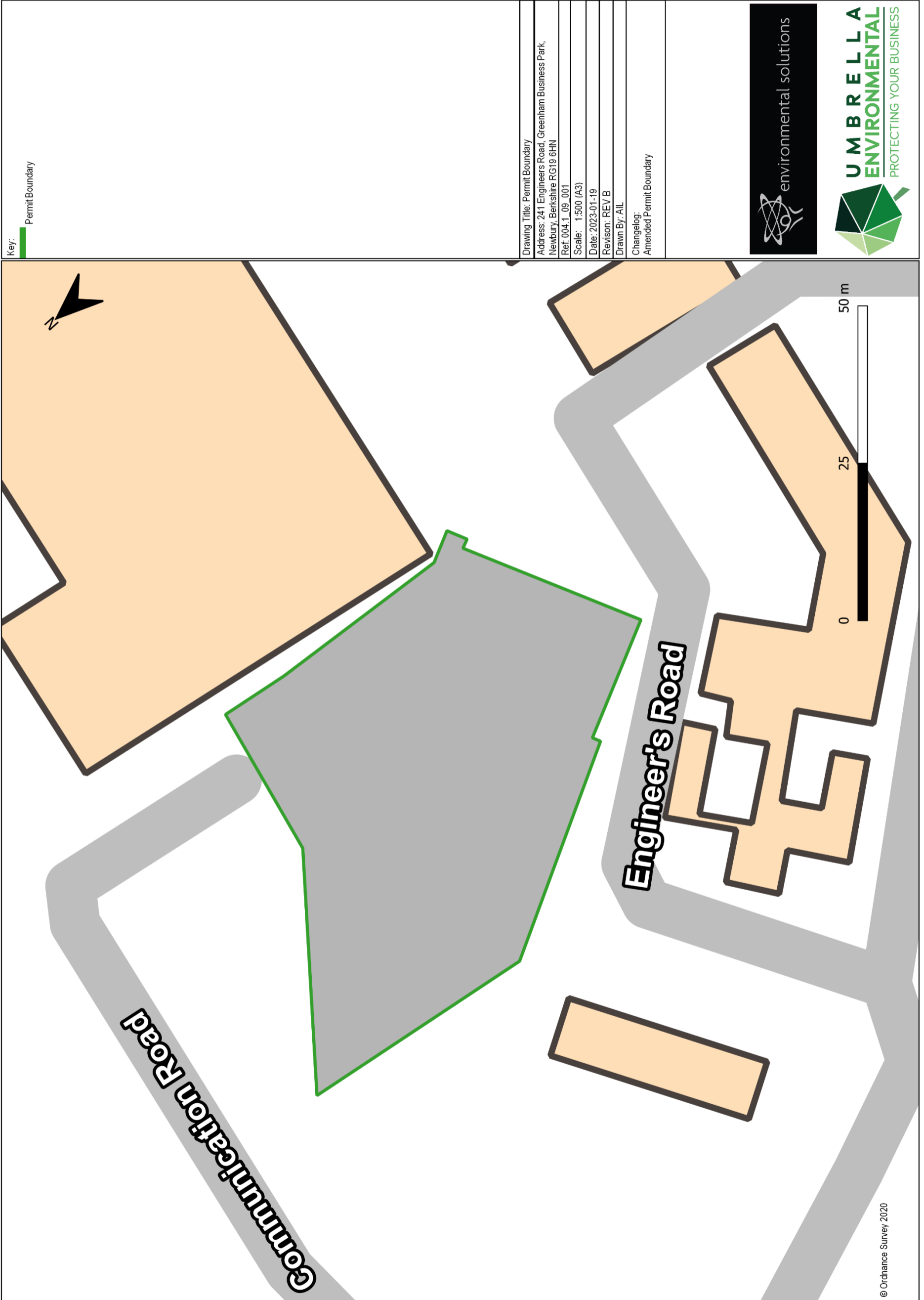
**Awarded : 29/07/2022**

*Paul Duff*  
Assessor / Verifier, Technical Training Solutions

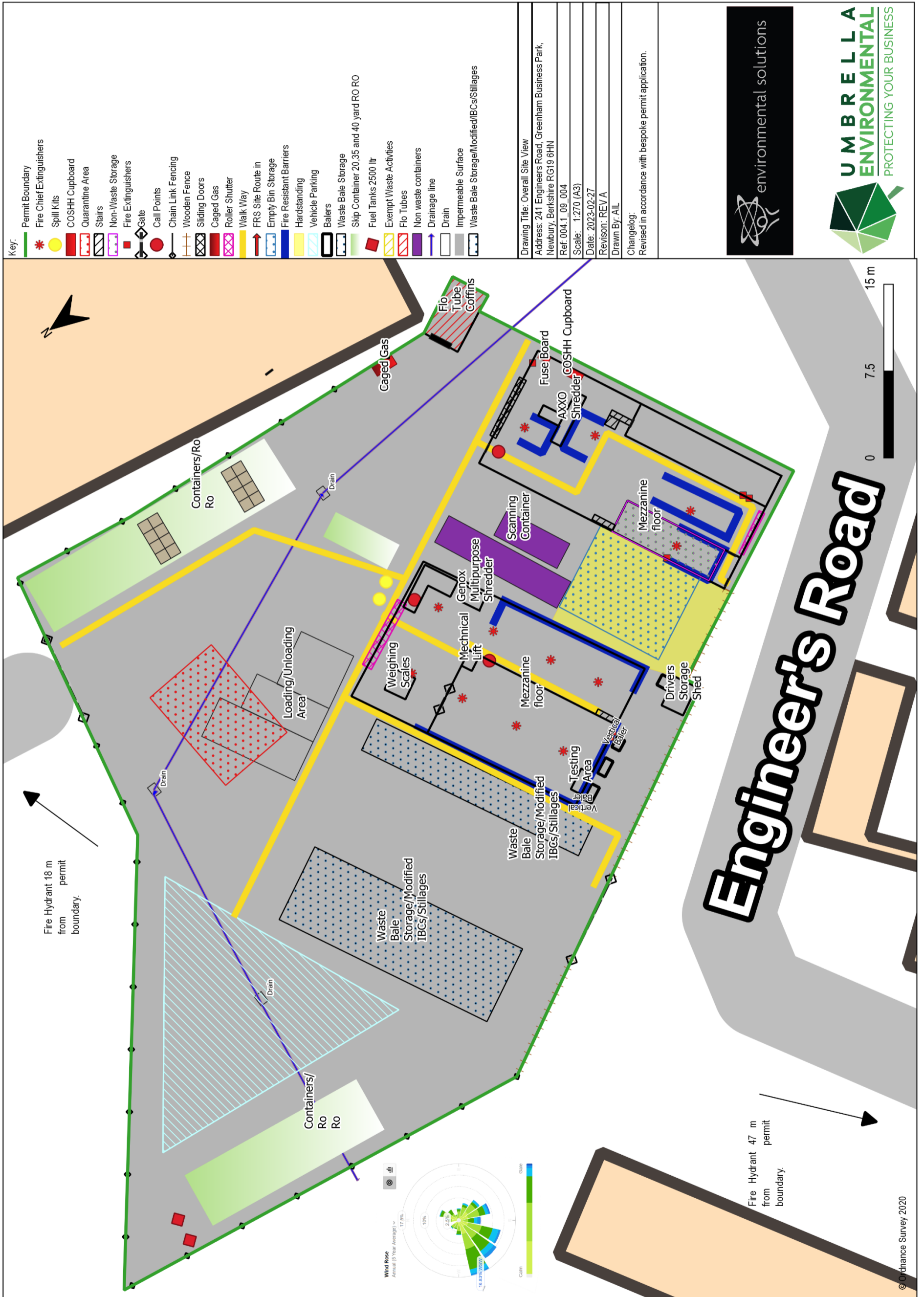





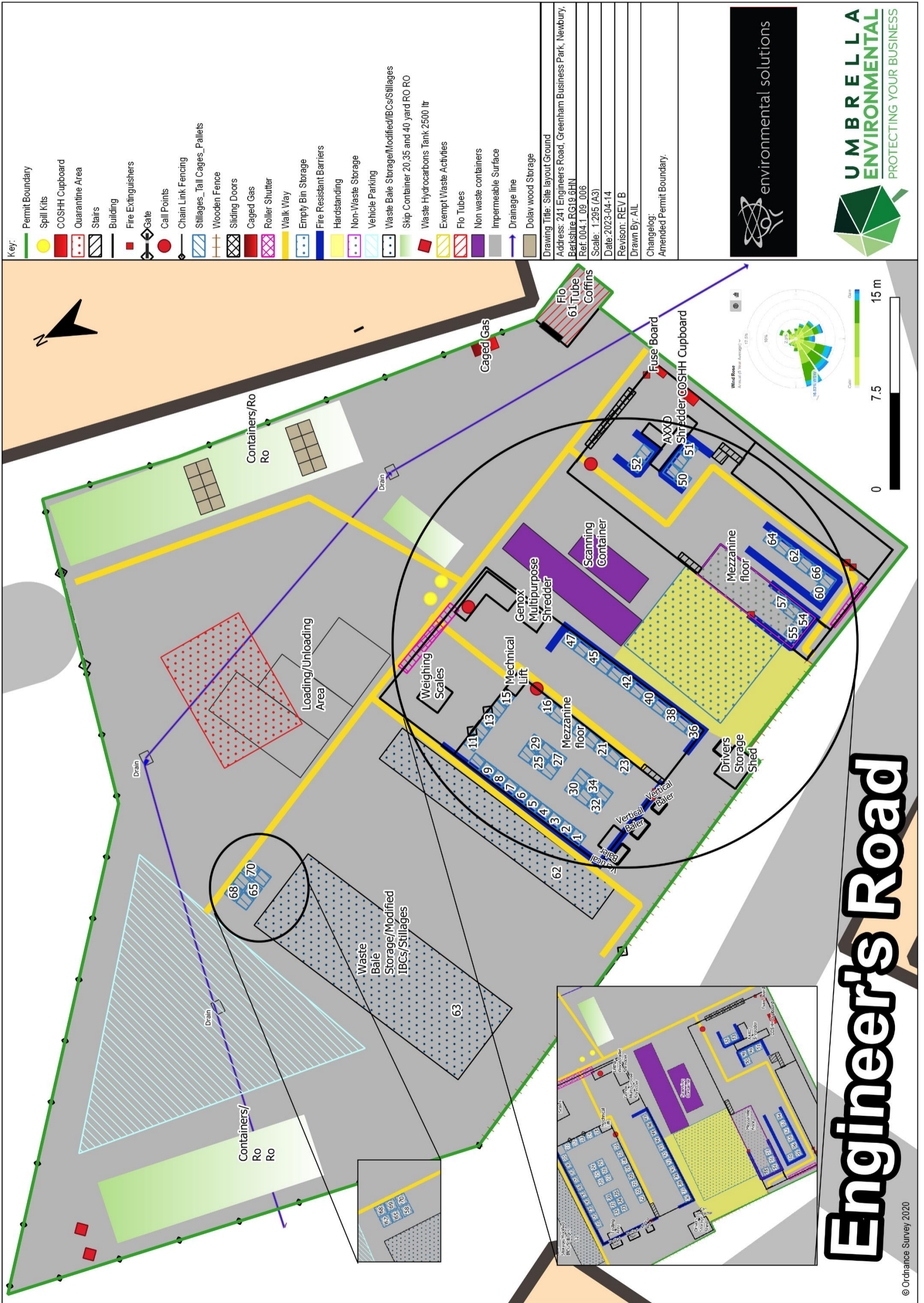
**25 DRAWINGS**





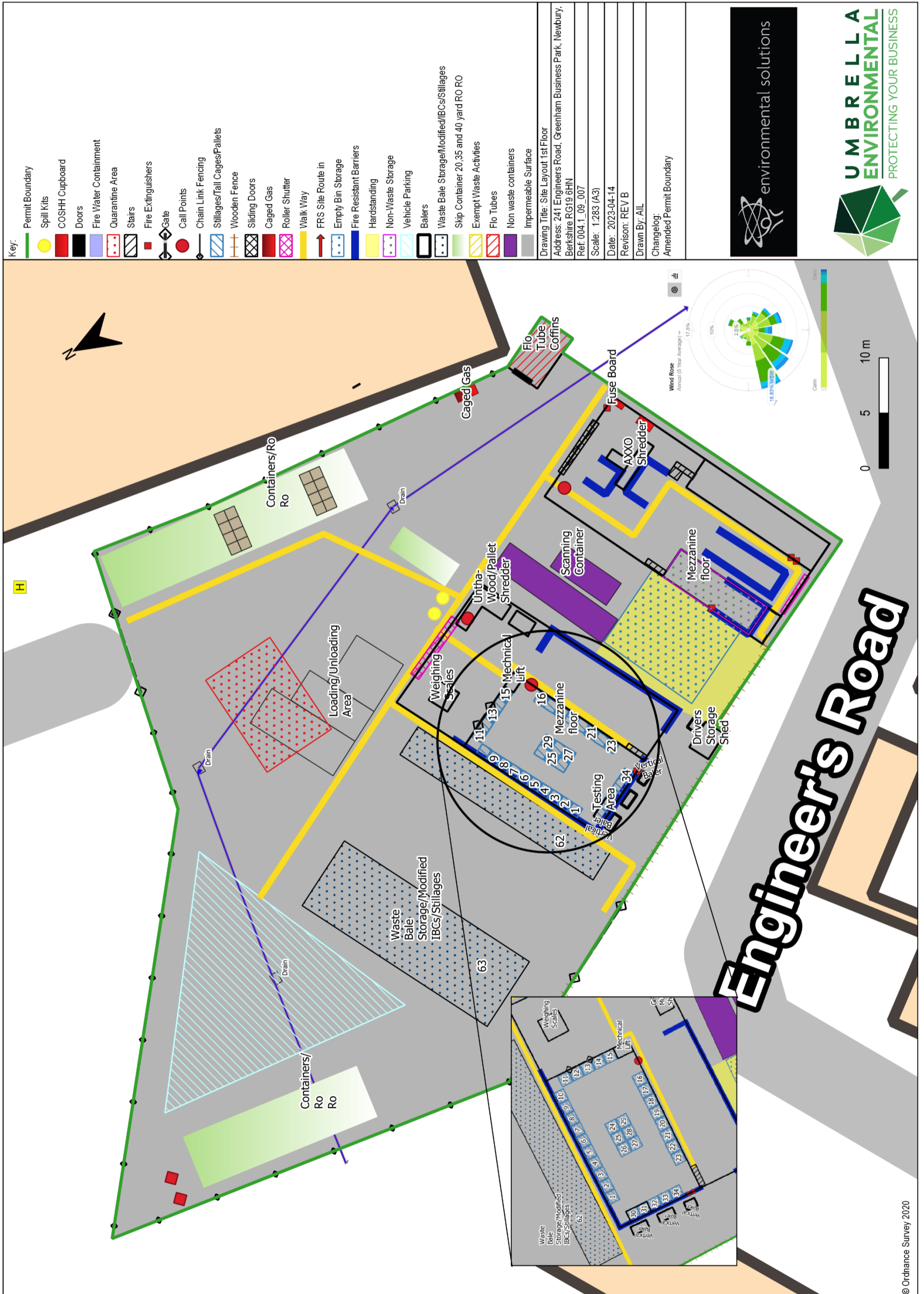




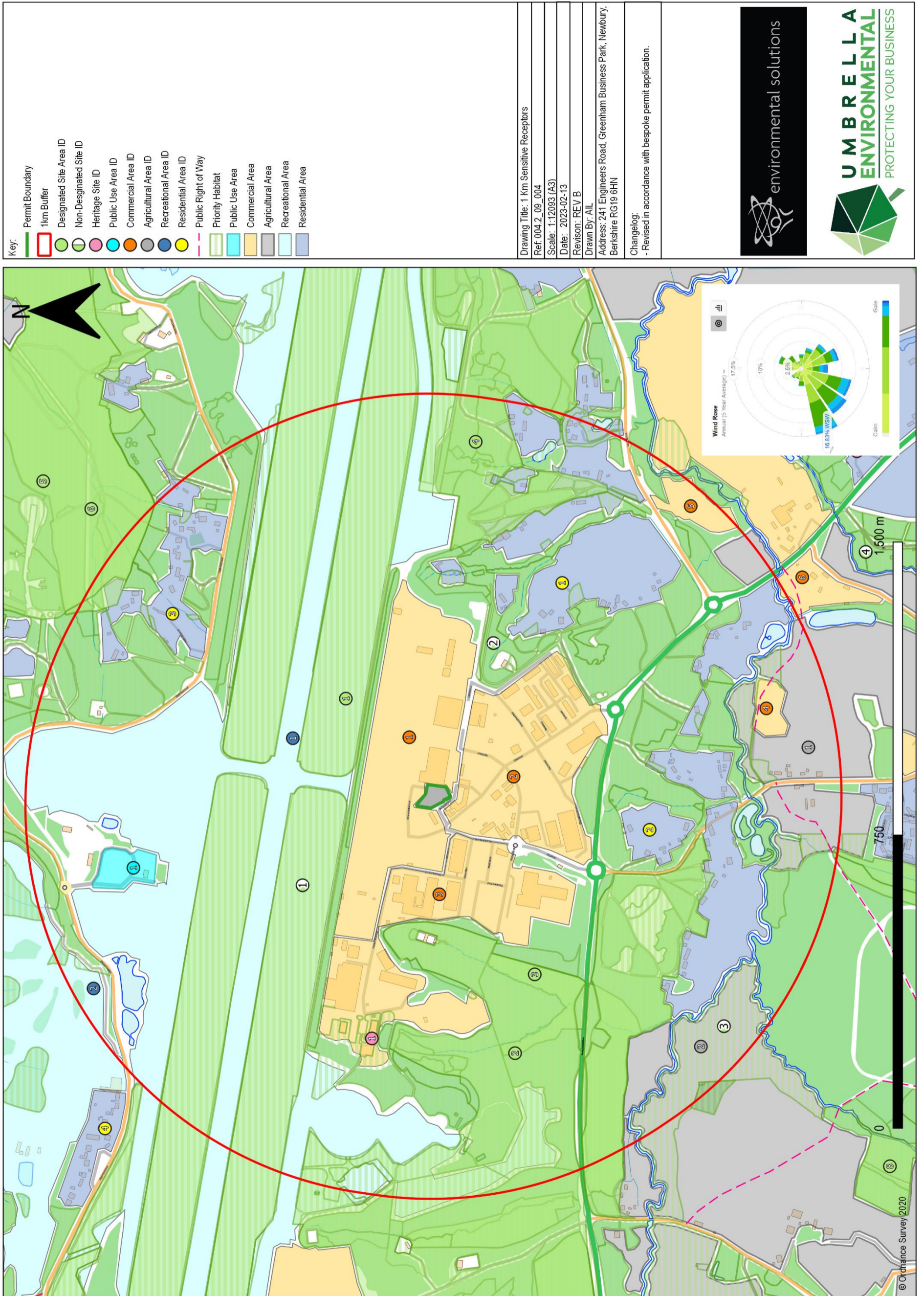


Engineer's Road

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Drawing 5 Sensitive Receptors 1 km Plan 004.1\_09\_005

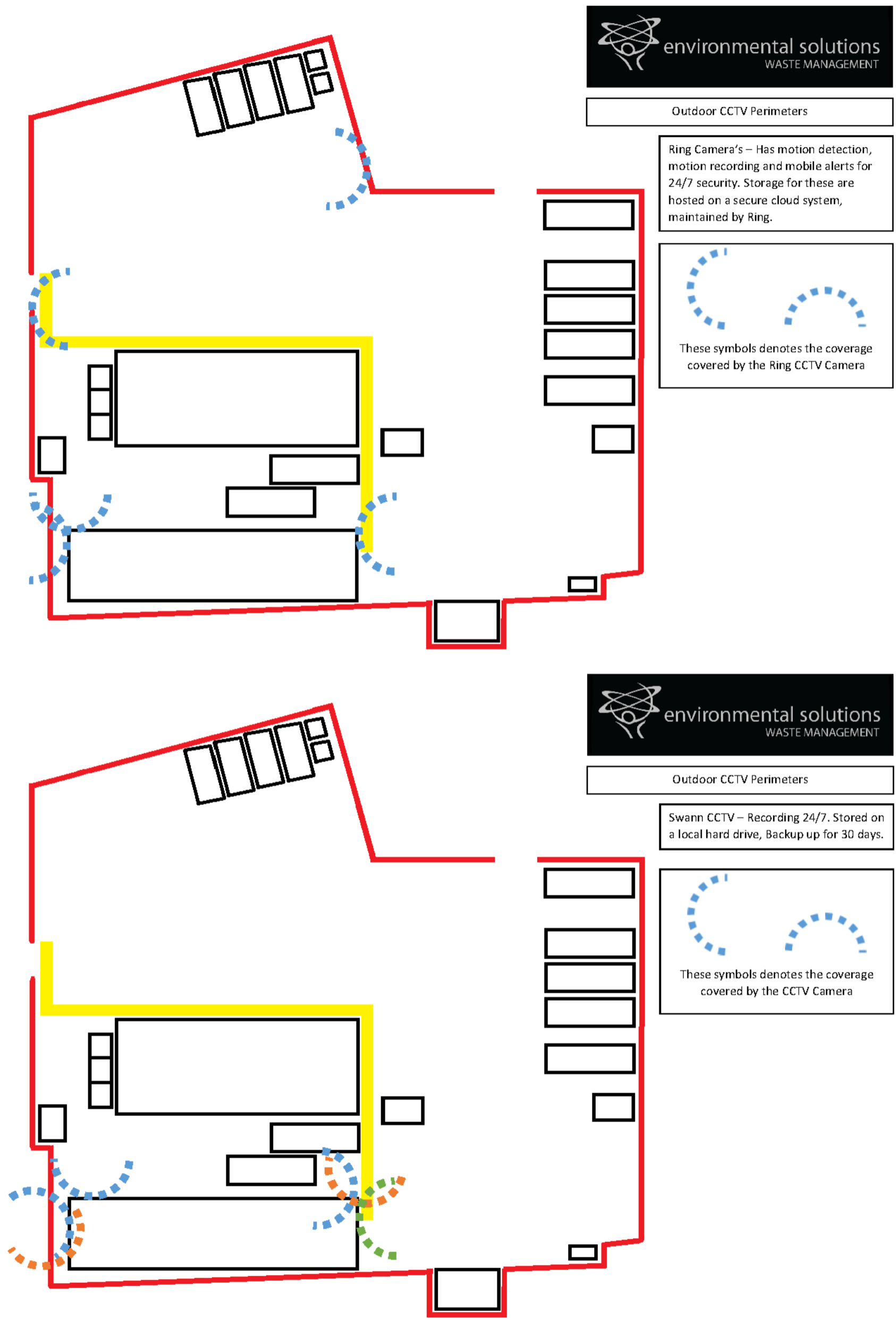


Drawing Title: 1 Km Sensitive Receptors  
 Ref: 004.2\_09\_004  
 Scale: 1:12093 (A3)  
 Date: 2023-02-13  
 Revision: REV B  
 Drawn By: All  
 Address: 241 Engineers Road, Greenham Business Park, Newbury, Berkshire RG19 6HN

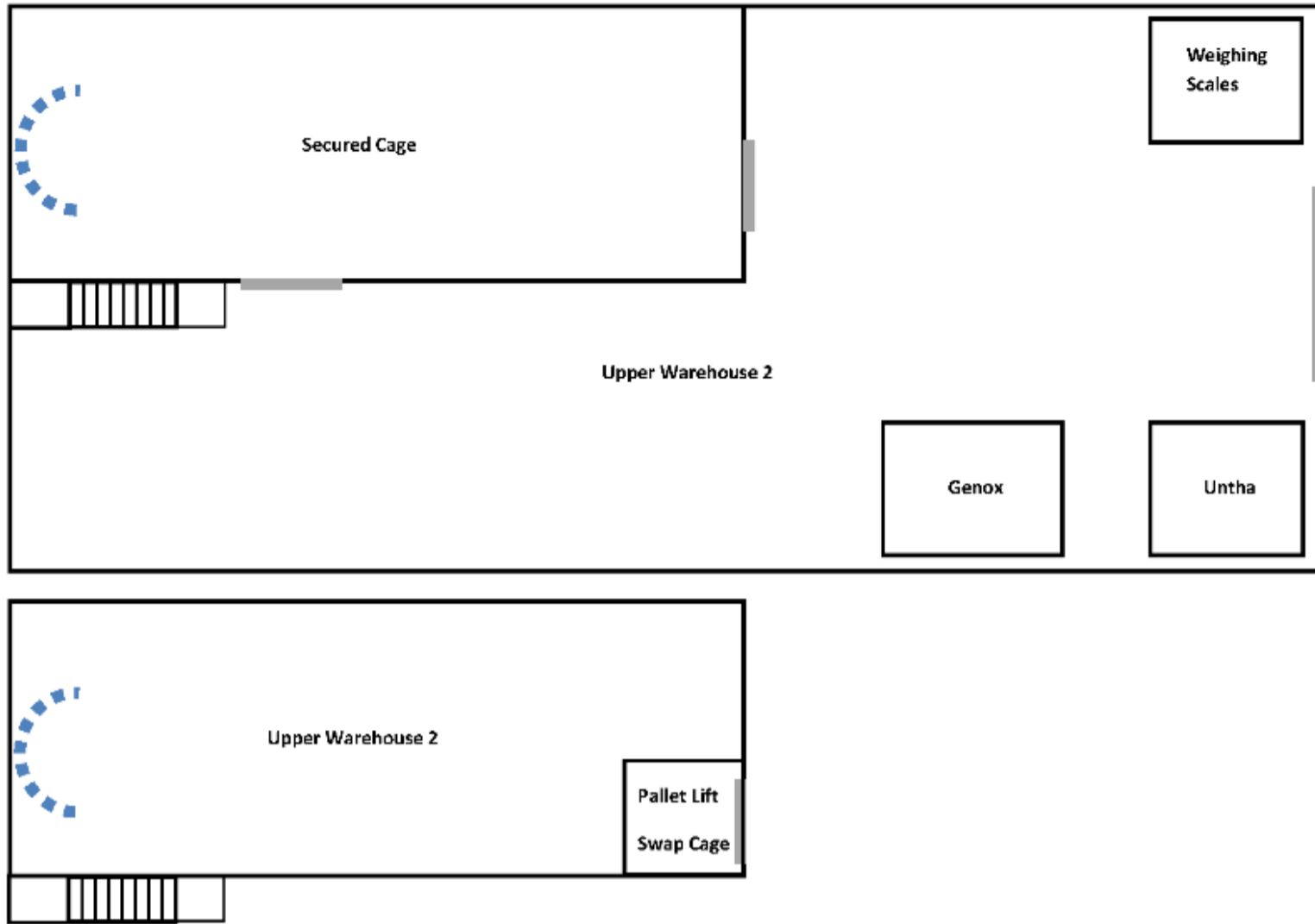
Changelogs:  
 - Revised in accordance with bespoke permit application.



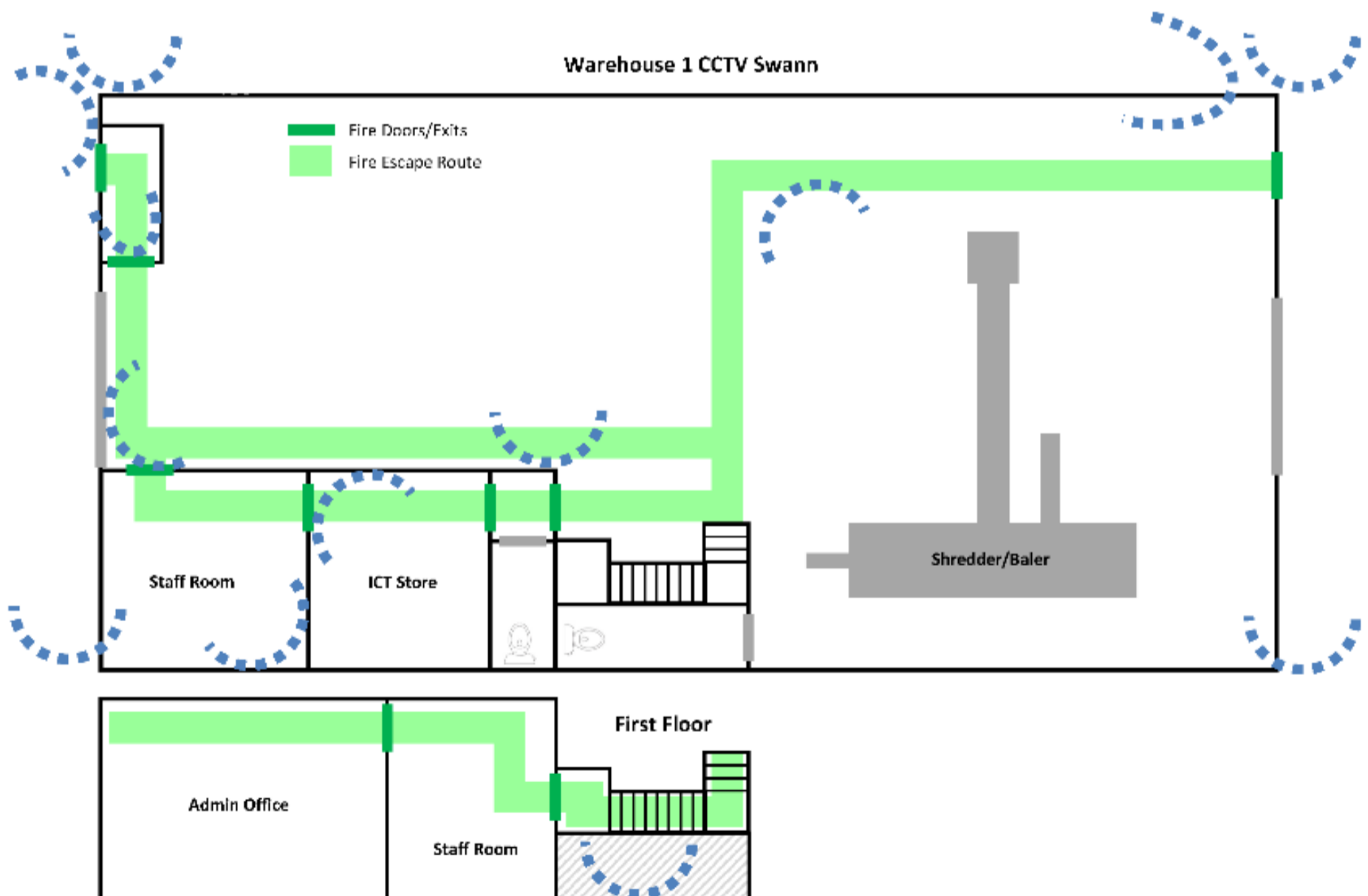
Drawing 6 CCTV Locations



Warehouse 2 CCTV Swann



Warehouse 1 CCTV Swann





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PROTECTING YOUR BUSINESS

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