



ENVIRONMENTAL MANAGEMENT SYSTEM

ENVIRONMENTAL PERMIT

ASH Waste Services, Shaw Lane, Carlton, Barnsley, S71 3HJ

Version: 1.0

DOCUMENT HISTORY

<i>Version</i>	<i>Date</i>	<i>Changes / Comments</i>	<i>Author</i>	<i>Reviewed by</i>
1.0	01/07/2022	Initial EMS for Permit application	SR	

1. INTRODUCTION

1.1. ASH WASTE SERVICES

ASH Waste Services Ltd (ASH) operates a household, commercial and industrial (HCI) waste transfer station (WTS) with treatment at Shaw Lane, Carlton, Barnsley, S71 3HJ (the Site). It processes commercial and industrial wastes for recycling and recovery (e.g. as Refuse Derived Fuel – RDF).

1.1.1. ABOUT

Material can be delivered into the Site by third parties, but is typically delivered by ASH. There is an operational weighbridge to record all wastes arriving and leaving the Site.

The site address and contact details for ASH Waste Services are:

- ASH Waste Services Ltd
Shaw Lane
Carlton
Barnsley
S71 3HJ
- HSEQ Director – Steven Rymill; 07918 309057; steverymill@ashgrouppltd.co.uk
- Company Director – Matthew Kirk; 0800 035 0447; mattkirk@ashgrouppltd.co.uk
- Company Director – Andrew Hulme; 0800 035 0447; andrewhulme@ashgrouppltd.co.uk
- Environmental Compliance Manager – Thomas Farrell; 07464 545429; thomasfarrell@ashgrouppltd.co.uk

1.1.2. ACTIVITIES

The Environmental Permit allows the acceptance, processing and storage of a wide range of materials. It is, however, principally used as a waste transfer station for commercial and industrial wastes. The main activities permitted and undertaken on the site are:

- Manual sorting
- Mechanical sorting
- Separation
- Screening
- Baling
- Shredding
- Crushing
- Compacting
- Bulking

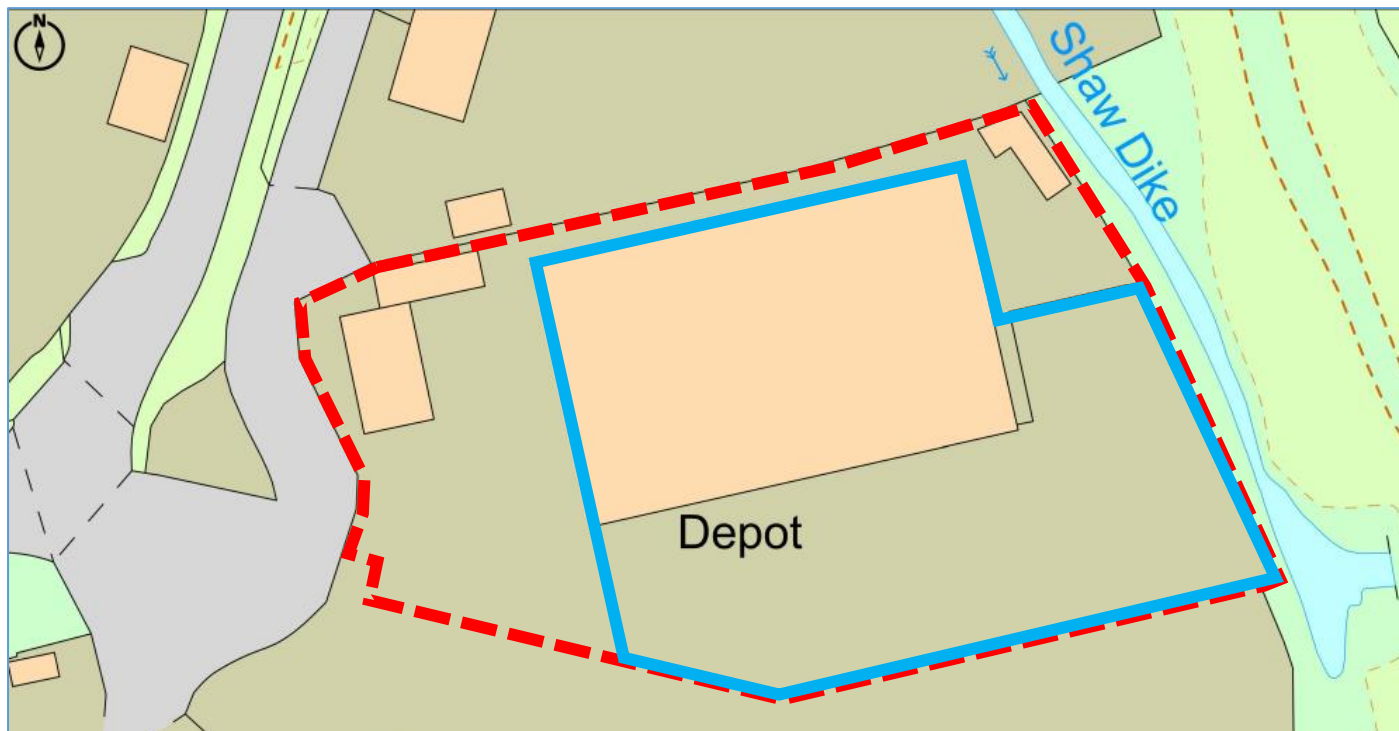
The total quantity of waste that can be accepted at the Site under the Environmental Permit is limited to no more than 75,000 tonnes a year. No more than 50 tonnes of waste shall be treated each day for disposal.

Activities will fall under the following recovery or disposal codes:

- R3: Recycling/reclamation of organic substances which are not used as solvents
- R4: Recycling/reclamation of metals and metal compounds
- R5: Recycling/reclamation of other inorganic materials
- 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)
- D9: Physico-chemical treatment not specified elsewhere in Annex IIA which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D8 and D10 to D12
- D14: Repackaging prior to submission to any of the operations numbered D1 to 13
- D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)

1.1.3. PERMIT AREA

The area which is the subject of the waste permit is outlined in blue on the drawing below. All references to the “Site” within this management system shall mean this area. The red line indicates the additional area that is controlled by ASH Waste Services. However, no waste activity shall occur outside of this area.



1.1.4. WASTE MANAGEMENT OPERATIONS

The Environmental Permit allows ASH to operate a waste transfer station with treatment.

Waste treatment processes carried out on Site include manual sorting, separation, screening, baling, shredding, crushing or compaction of waste into different components for disposal (no more than 50 tonnes per day) or recovery.

Floodlights will be available for use if necessary if operations or emergency procedures are carried out after official hours or in hours outside of daylight.

1.1.5. HOURS OF OPERATION

The site operates in accordance with the planning permission. However, the hours shown below are when the Site is typically operational:

- Monday to Friday: 06:00 – 18:00
- Saturday: 06:00 – 13:00*
- Sunday's Closed
- Public holidays: 06:00 – 18:00*

* the Site will not be routinely open on Saturday's or public holidays, but indicative times are shown if the Site is operational

1.1.6. STAFFING AND MANAGEMENT

The Site is open for the deposit of wastes or for other essential operations during the hours stipulated in Section 1.1.5. The Site will be staffed according to business demands, the amount of waste on site, the level of environmental risk and level of general activity. However, staff on Site at any one time may include a Site Manager, Operations Manager, Plant Operators and Yard Operatives.

The wider site also provides an office for non-operational staff.

1.1.7. FIT AND PROPER PERSONS

ASH is certified to the Competency Management System (CMS) - Energy & Utility Skills. This approval enables ASH to demonstrate technically competent management of permitted sites as a company rather than relying on individual CoTC holders. It is anticipated that the Site will be added to the list of approved sites under the CMS certificate within three months of becoming operational.

In the absence of the site being certified to the CMS, technical competence will be carried out by a qualified Technically Competent Manager with a current and valid Continuing Competency certificate.

The company carries out frequent training and toolbox talks with staff and records are kept of all training under this System, the company's ISO 14001 Environmental Management System, ISO 45001 Health & Safety Management System and 9001 Quality Management System.

2. SITE LAYOUT AND FACILITIES

2.1. WASTE TRANSFER AND STORAGE AREA

2.1.1. WASTE TRANSFER BUILDING

The waste transfer building benefits from a roof and concreted surface, making it suitable for the storage and treatment of the permitted wastes. There are several access points to the building, including separate entrances for pedestrians and vehicles to reduce hazards. The three main vehicle entry points are of a large enough size that HGVs can access the building safely.

The building may contain equipment such as a shredder and a baler. All machinery shall have a Risk Assessment and Safe System of Work (SSOW) that shall be periodically reviewed for its accuracy and suitability.

The building interior will be protected by a fire detection and suppression system that shall be proportionate to the nature and scale of waste management activities carried out and the associated risks. It will be designed, installed and maintained by a third-party with an appropriate third-party certification scheme such as UKAS.

The Fire Prevention and Mitigation Plan will provide further details on the system used.

2.1.2. WEIGHBRIDGE

A weighbridge will be located at the Site and subject to annual calibration. The Site Manager will usually be responsible for inputting the readings but others may as required by the business. The weighbridge system is to be used to generate relevant reports required by the Permit.

2.1.3. EXTERNAL STORAGE

Waste wood, glass and other segregated recyclables may be stored outside of the building. External storage of wastes shall be limited to a maximum of 4 metres in height, unless non-combustible. Stockpiles of combustible wastes will be kept separate by either fire walls or gaps of at least 6 metres.

Where possible, different types of waste shall be kept separate, e.g. stored in separate stockpiles.

2.1.4. INTERNAL STORAGE

Mixed loads will be tipped in the waste reception area in the waste transfer building. Exceptions include mixed non-hazardous wood and source-segregated materials (which may include a small number of incidentals).

Mixed HCl waste, both processed and unprocessed, shall be stored within the waste transfer buildings, except for where waste is being loaded into an artic vehicle for transporting off-site; where possible, this shall be done inside the building. Where any waste is spilled, this shall be pushed back into the waste transfer building by the end of the working day at the latest.

Internal storage of wastes shall be done so as not to present a risk to the health and safety of site staff or visitors or to the environment.

See Appendix A for typical layout plan, though this will change to reflect wastes on site.

2.2. SITE DRAINAGE

The site drainage is served by means of underground drains and gullies. These drain to Yorkshire Water Combined sewer on Shaw Lane. More detail on the drainage system is provided within the Sites Fire Prevention and Mitigation Plan and an overview of the location of inspection chambers and surface water drains are shown in Appendix A.

2.3. GENERAL

2.3.1. VEHICLES, PLANT AND EQUIPMENT

The site will typically operate with the loading shovels, mechanical grabs and forklift trucks.

All vehicles, plant and equipment undergo regular maintenance. This is according to the manufacturer's recommendations, or more frequently as required.

2.3.2. ACCESS AND PARKING

The access to the site is via Shaw Lane Road, as shown in the map below (yellow arrow shows the access point). The area shown includes the wider site that is to be occupied and controlled by ASH Waste Services. Parking for staff and visitors will be on the left-hand side as you enter the Site.



2.3.3. NOTICEBOARD AND SIGNAGE

A notice board is to be located at the entrance to the Site which displays relevant information, including the Environmental Permit number, Site operator, Site address, contact details and the Environment Agency contact details.

In addition, a number of health and safety notices are to be located on Site: see Section 5.

2.3.4. SITE SECURITY

The main entrance to the Site is securely padlocked closed when the site is unmanned. The Site is protected by a combination of fencing and barrier types.

A CCTV system will be installed which is capable of being viewed remotely by various members of staff. This includes cameras both internally and beyond the Site boundary (externally). The CCTV is monitored by a third-party (remotely) during non-operational hours. Therefore, the Site is well guarded against the threat of intruders and in turn, vandalism and arson.

2.3.5. WEIGHBRIDGE / SITE OFFICE

The weighbridge and site office is located within the wider site controlled by ASH but outside the Environmental Permit boundary.

2.3.6. WHEEL CLEANING

The site is fully concreted which significantly reduces the likelihood of carrying material onto the public highway. However, the facility for washing vehicles will be located on site should there be any residues that could be carried onto the public highway. In the event of a major spillage, a road sweeper or suitable alternative will be brought in to clean the spillage.

Should any spillages or incidents occur on Site which would result in significant amounts of mud, dust or other residues that are liable to cause pollution being tracked off site, no vehicles will be allowed out of the site until the spillage or incident is cleaned up, unless the Site management deem it to pose no risk.

2.3.7. FUEL AND CHEMICAL STORAGE

Any fuel or chemical storage tanks and containers which are stored on Site will be contained within an appropriate bund. The Site benefits from an impermeable surface with adequate drainage covering the operational areas.

2.3.8. SITE INFRASTRUCTURE PLAN AND UTILITIES CONNECTIONS

A site infrastructure plan is shown in Appendix B. This includes details on security fences, entrances for emergency services and the location of utility connections. These are checked during operational hours and any adverse issues recorded in the site diary.

2.3.9. SENSITIVE RECEPTORS

Details on the location of sensitive receptors to the site are shown in the Fire Prevention and Mitigation Plan.

3. SITE OPERATIONS

3.1. CHECKING IN & INSPECTING INCOMING WASTES LOADS

All waste delivered to the Site is to be monitored both at the weighbridge and once delivered to the transfer area. Checks are made at the weighbridge to determine the waste type, nature and description meet that of the Environmental Permit and the waste transfer note. If the waste delivered to Site does not meet this criteria, the waste will be rejected.

The waste will be further inspected within the transfer area. If the waste is found to be contrary to the approved waste types, as per the Environmental Permit, it will be temporarily removed to a quarantine area and arrangements made for its safe removal from Site. If possible, it will be loaded back on to the same vehicle that deposited the load for immediate removal off-site.

3.2. REMOVING WASTES OFF-SITE

All waste is to be dispatched from Site using an appropriate waste carrier and waste transfer documentation. All wastes are to be weighed using the on-site weighbridge prior to removal. All records of waste in and out of Site are to be recorded and the records retained electronically; where the electronic system is down, the relevant details will be written down and entered electronically at a later time.

3.3. WASTE DEPOSIT, HANDLING AND STORAGE

Once a load has been accepted by the Site, the contents of the delivery vehicles are to be discharged to the waste reception area within the waste transfer building, or the appropriate external stockpiles or bay. All operational areas benefit from an impermeable surface with sealed drainage.

Once the load is deposited, it may be sorted by hand or machinery to separate different types/grades of material. The main materials that are likely to be deposited on Site are:

- Mixed waste – 20 03 01 – deposited inside the main transfer building (internal)
- Dry mixed recycling – 20 03 01 - deposited inside the main transfer building (internal)
- Glass – 20 01 02 – deposited to a glass storage bay (external)

A waste storage plan is shown in Sections 2.1 to 2.5 of the Fire Prevention and Mitigation Plan.

3.3.1. STOCKPILES OF WASTE

Stockpile heights outside the building are to be kept to a maximum of 4 metres in height for combustible waste and not above the height of the bay walls where applicable.

Wastes stored within the building shall be stored so as not to present a health and safety or environmental risk. Further details on the locations of stockpiles is shown in Appendix A.

3.3.2. REJECTED WASTES

Wastes that are not authorised by the Environmental Permit shall be quarantined, recorded in the site diary and removed off Site at the earliest opportunity. If whole loads consist of unauthorised wastes, these shall not be accepted onto the Site, although the nature of waste delivery often makes it difficult to inspect loads until they are deposited on the ground.

If wastes are delivered to Site that are deemed to be a significant risk to human health or the environment, the Environment Agency shall be notified as soon as is practically possible.

3.3.3. RECORD KEEPING

SITE DIARY

A site diary is to be held on Site to record site activities, compliance with the Environmental Permit and health and safety issues. The site diary is completed each operational day and be made available for the Environment Agency officer to view during inspections of the site.

WASTE TRANSFER NOTES

Where waste is delivered by a householder, no waste transfer documentation is required. For wastes that have been brought to Site from non-household sources, or moved out of the Site, waste transfer information must be generated. This is typically in the form of a Waste Transfer Note (WTN). The WTN can be kept electronically.

For repeated transfers, where the description of the waste and all the circumstances remain the same, a 'season ticket' can be used to cover all transfers, i.e. one note which can last up to 12 months.

WASTE RETURNS

Waste returns are required to be submitted to the Environment Agency for all wastes brought in and taken away from the Site. This is to be done in accordance with the Environmental Permit conditions.

ACCIDENT REPORTS

Health and safety incidents can lead to environmental harm; where a health & safety issue is observed, it may result in an accident report being filed and investigated. The accident report details the nature of the event, the location, date and time of the incident, details of the person(s) affected, description of the event, details of any injuries sustained, and the cause of the incident.

Completed accident forms are to be sent to the ASH Group Health & Safety Manager, who will assess the incident and determine whether further actions or prevention techniques are required.

4. ENVIRONMENTAL CONTROL

4.1. REGULATORY BODY

The Environment Agency will be the environmental regulatory body for the Site. The Site will be subject to inspections from the EA to check the conformance to the Permit. EA officers will be asked to sign in once they arrive at Site.

4.2. INTERNAL AUDITS

As well as the Site being covered under the company's CMS, the ASH Group Environmental Compliance Manager will carry out audits of the site; the frequency of these audits will be determined by the level of activity, the performance of the site and the perceived potential of environmental harm occurring. Site visits and checks are also regularly carried out by the ASH Group Health & Safety Manager. Two of the company directors are COTC holders and will regularly attend site.

These inspections are aimed at identifying any activities that are, or may, result in an environmental impact if appropriate control measures are not employed, whilst also identifying potential health & safety issues.

The results of these audits are discussed at either the next management meeting or immediately, depending on the severity, likelihood and impact. The Site management meetings frequency and nature is dependent on the performance of the site, number of incidents, number of actions from the previous meeting and availability of key personnel.

4.3. BREAKDOWNS AND SPILLAGES

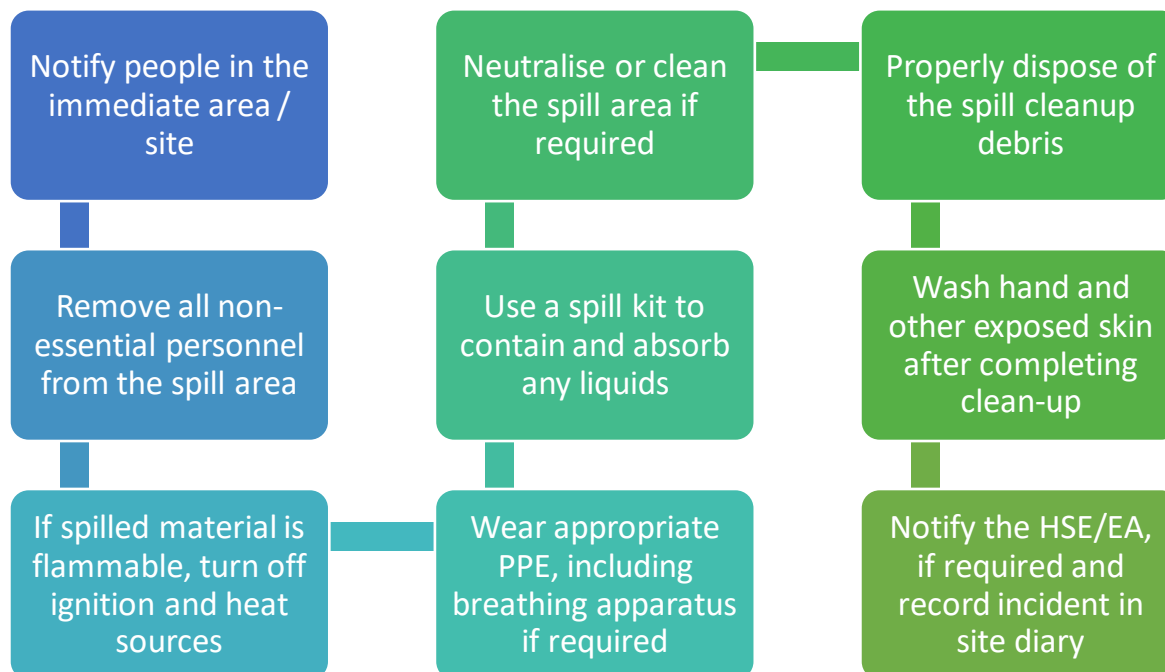
In the event of a breakdown of any plant, an alternative machine may be brought on site until it is repaired. If an alternative machine cannot be used and would result in an unacceptable environmental or health and safety risk, no further waste will be accepted or processed until suitable plant is obtained.

Minor repairs on plant and machinery are carried out on site with absorbents used to clear oil or fuel spillages. All other operations on site can continue as normal.

Any spillages of fuel will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will be placed in an appropriate container to be taken to a suitably licensed site for disposal.

If any other spills occur, a spill containment kit (absorbent pads, booms or granules) will be used to prevent further spillage and the contaminated absorbents placed in an appropriate container to be taken to a suitably licensed site for disposal.

The general procedure to be used following a spill is as shown below.



4.4. CONTROL OF DUST, MUD AND DEBRIS

As described in Section 2.3.6, the nature of the wastes handled at the Site are unlikely to result in excess dust, mud or debris. Nonetheless, should there be any spillages or residues of dust, mud and debris at the site, there is a jet wash facility or a road sweeper that can be used to ensure it is not tracked off the Site by road traffic or through other means, e.g. high winds.

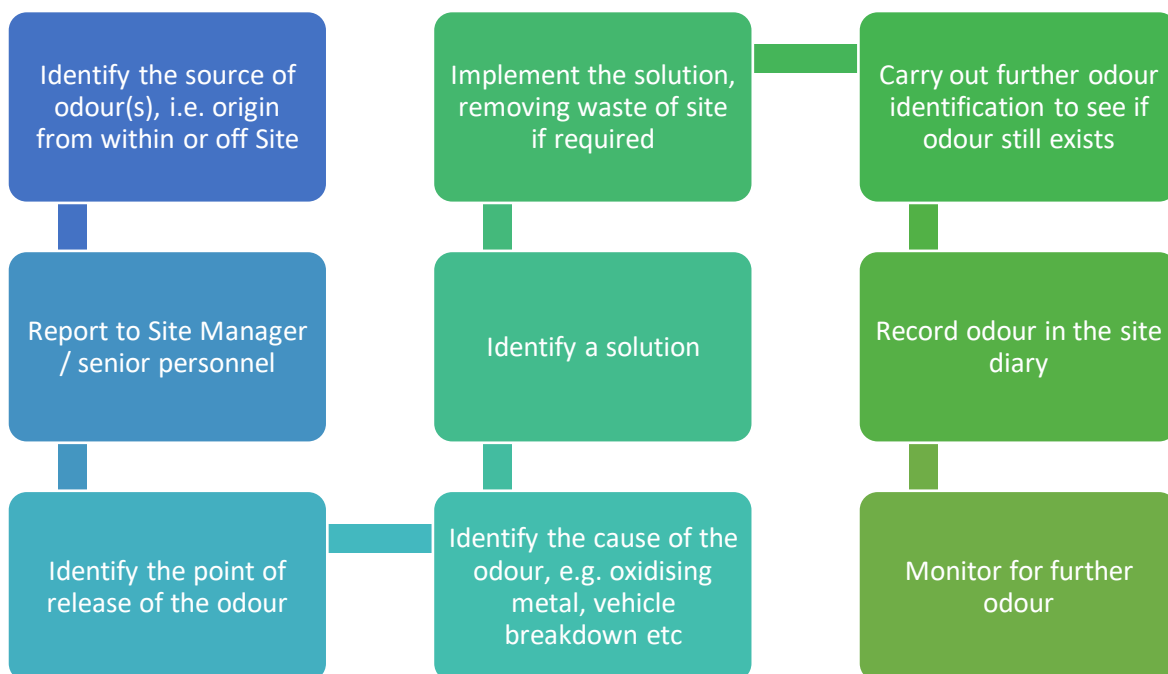
Should any spillages or incidents occur on Site which would result in mud, dust or other residues being tracked off site, no vehicles will be allowed out of the Site until the spillage or incident is cleaned up, unless there is no risk posed by the movement.

All Site surfaces are inspected daily when the Site is in operation. Debris is swept and placed in a skip or pushed into the main transfer building if required. Inspections of the Site surface and push walls etc. are carried out as necessary to enable contractors to carry out any necessary repairs.

The Site will operate in accordance with an approved Dust Management Plan.

4.5. CONTROL OF ODOURS

As an operational waste site, the Site does have the potential to create odours. However, due to the turnaround of wastes coming onto and off-site, the odours potentially created are unlikely to cause an offence. However, odour monitoring shall be monitored daily and the results of the monitoring shall be recorded in the site diary (see Section 3.3.3). If an offensive odour is noticed, the following process shall be followed:



The Site will operate in accordance with an Odour Management Plan.

4.6. LITTER MONITORING

The perimeter of the Site is checked daily for any instances of, or the potential for, litter escaping from the Site. The Site contains external bays to the height of four metres. In addition, there are fences around the perimeter which prevent litter and wastes escaping to neighbouring businesses.

All spillages of waste and windblown litter are recorded in the site diary and cleared by the end of the working day in which they occur. All wastes liable to give rise to contamination will be removed from the Site if the Site is not secure or if operations cease or are temporarily suspended.

4.7. PESTS, BIRDS AND VERMIN CONTROL

A recognised pest control contractor will be brought on to the site within 48 hours if any problems are encountered with pests or vermin. The Site is inspected daily for the presence of pests, vermin and other scavengers, and the results of the inspection noted in the site diary.

4.8. NOISE AND VIBRATION CONTROL

Site operations do not cause excessive amounts of noise and/or vibration. All site operations are carried out to minimise the impact on nearby premises with regard to noise and vibration. Noise management is done by following the actions outlined in the table below:

Potential Noise Source	Actions to be Taken to Prevent or Minimise Noise
HGVs travelling to and from the site	<ul style="list-style-type: none">All vehicles are required to be driven onto and off site with due consideration for neighbouring premisesMovements restricted to the operational hours of the site, except in emergency or abnormal conditionsSite traffic, 10mph speed limit
Loading / unloading of wastes	<ul style="list-style-type: none">Engines to be switched off when not in useDrop heights to be kept to a minimum, particularly when loading empty vehicles / containersWaste to be loaded inside the waste transfer building where possible
Operation of loading plant	<ul style="list-style-type: none">Drop heights to be kept to a minimumMachinery operation restricted to the operational hours of the site, except in emergency or abnormal conditionsEngines to be switched off when not in usePlant to be well maintainedPlant to be driven slowly around site and within the 10mph speed restriction
Small vehicles (non-HGV)	<ul style="list-style-type: none">To be restricted to 10mphConsiderate driving to be performed by all staff and site visitors
Shredders	<ul style="list-style-type: none">Operation restricted to the operational hours of the site, except in emergency or abnormal conditionsMachine to be well maintained and serviced regularlyOnly to be loaded with permitted wastes (to prevent explosions)

4.9. INCLEMENTAL WEATHER

In the event of inclemental weather conditions, e.g. high winds, any stockpiles will be reduced in height if practicable and deemed necessary or moved internally / removed off-site if complaints are received by receptors. If weather is deemed by site management to be severe, such as presenting excessive winds, poor visibility or leading to treacherous surface conditions, all operations may be suspended until such time that it becomes safe to work.

4.10. FIRE

The Site operates to a full Fire Prevention and Mitigation Plan (FPMP). To avoid repetition, the contents have not been repeated within this document but the FPMP does make up part of the Sites management system.

4.11. COMPLAINTS

In the event of any complaints, made either by site staff or non-ASH personnel, the nature of the complaint shall be noted in the site diary and investigated accordingly. Depending on the nature of the complaint, the EA, HSE and/or local authority may be notified.

4.12. TRAINING

Site staff may receive training, with the exact training requirements being dependent on their role within ASH. The typical training that may be provided includes:

- Induction
- Plant operations (fixed and mobile)
- Banksman or reversing assistant
- Fire warden
- First aid at work
- Manual handling
- Fire drill

4.13. CONTINGENCY PLANS

In the event of an emergency or circumstances which close the site or lead to fewer staff being available, no further deliveries of waste shall be accepted until such time that normal operations resume. They will be directed to a suitably licenced facility.

If required, ASH will either transfer employees from its other sites or use the services of an approved agency.

In the event of a prolonged and relevant situation, the Environment Agency will be informed, e.g. enforced closure of the site for more than five working days resulting from an environmental issue.

5. HEALTH & SAFETY AND EMERGENCY PROCEDURES

5.1. SITE HEALTH & SAFETY

The health and safety of all staff and visitors is the main priority of the site. All site staff will be responsible for their own safety in the first instance, and it is the responsibility of ASH to ensure that the Site and facilities are safe for all staff and visitors.

The site has in place a 10mph speed restriction, with signs in place to act as a reminder. If a member of staff or visitor is seen to be using excessive speed or reckless driving, they will be warned and, if necessary, banned from the site.

All site staff and visitors must wear high visibility clothing in operational areas. There is signage located on site at the point at which PPE requirements must be adhered to.

All site staff and visitors must obey all signs and follow any instructions displayed or communicated from the Site Manager / senior personnel.

All accidents, incidents, near misses and dangerous occurrences must be reported to the Site Manager or a senior member of staff immediately. All personal injuries, or risks to personnel, are recorded in the accident/incident forms available at the Site Office (see Section 3.3.3 for further information).

First Aid facilities are available at the Site Office.

If any site staff, representative of ASH or visitor to the site is acting without due regard to health & safety, they may be banned from entering the site or have disciplinary action taken against them.

5.2. FIRE PREVENTION AND MITIGATION PLAN

The site operates to a separate to a separate Fire Prevention and Mitigation Plan (FPMP), which will be provided to the Fire and Rescue Services and the EA. This details:

- Potential hazards on site
- Monitoring
- Mitigation
- Fire containment measures
- Fire detection and handling procedures

The FPRP will be reviewed in response to any major changes that occur on Site and any changes communicated with the Fire and Rescue Services and the EA.

A printed copy of the FPMP will be placed in a box at the Site entrance should it be needed by the emergency services.

5.3. ACCIDENT MANAGEMENT PLAN

ASH Waste Services operates a UKAS-certified Health and Safety Management System. This covers:

- Comprehensive site-specific risk assessments and method statements/safe systems of work
- An accident investigation procedure (ASH-HSM-PD-005)
- A procedure for carrying out COSHH assessments (ASH-HSM-PD001)
- A procedure for assessing First Aid Arrangements (ASH-HSM-PD006)
- An incident reporting form (ASH-HSM-ID-08)

The Health and Safety Management System certification is maintained by ASH Waste Services. It is audited annually by external consultants.

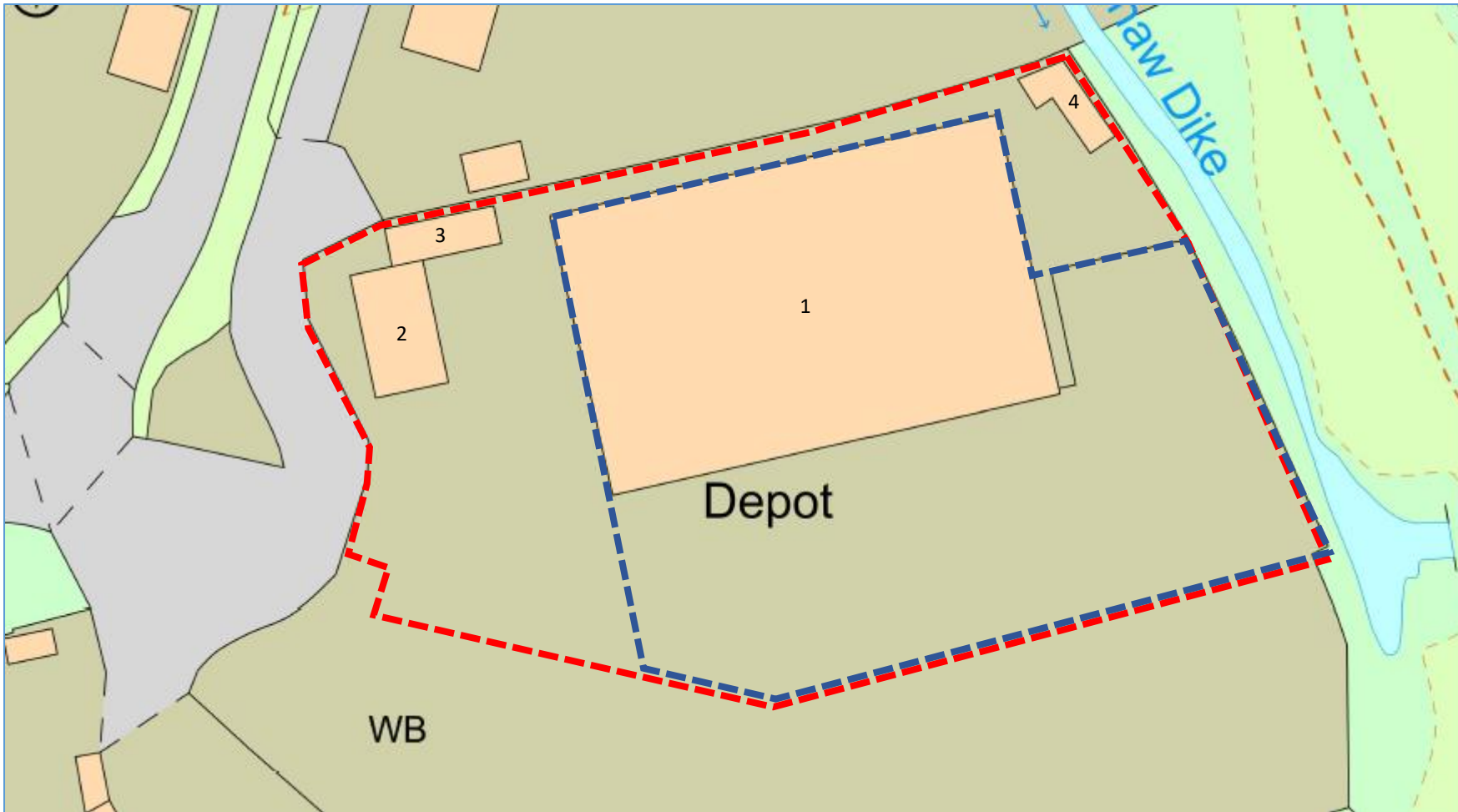
In addition:

- For information on how breakdowns and spillages are dealt with, refer to Section 4.3
- For information on how fires will be dealt with, refer to Section 4.10
- For information on how the site will react to inclemental weather, refer to Section 4.9
- For a list of emergency contacts, refer to Fire Prevention and Mitigation Plan Appendices

Vandalism will be prevented through the site security measures outline in Section 2.3.4.

5.3.1. FLOODING

In the unlikely event of the site flooding, no deliveries of waste into the site will be accepted. A tanker or gully sucking service will be used if required and would attend site as soon as is reasonably possible.



Inside the Environmental Permit boundary:

1: Waste transfer building

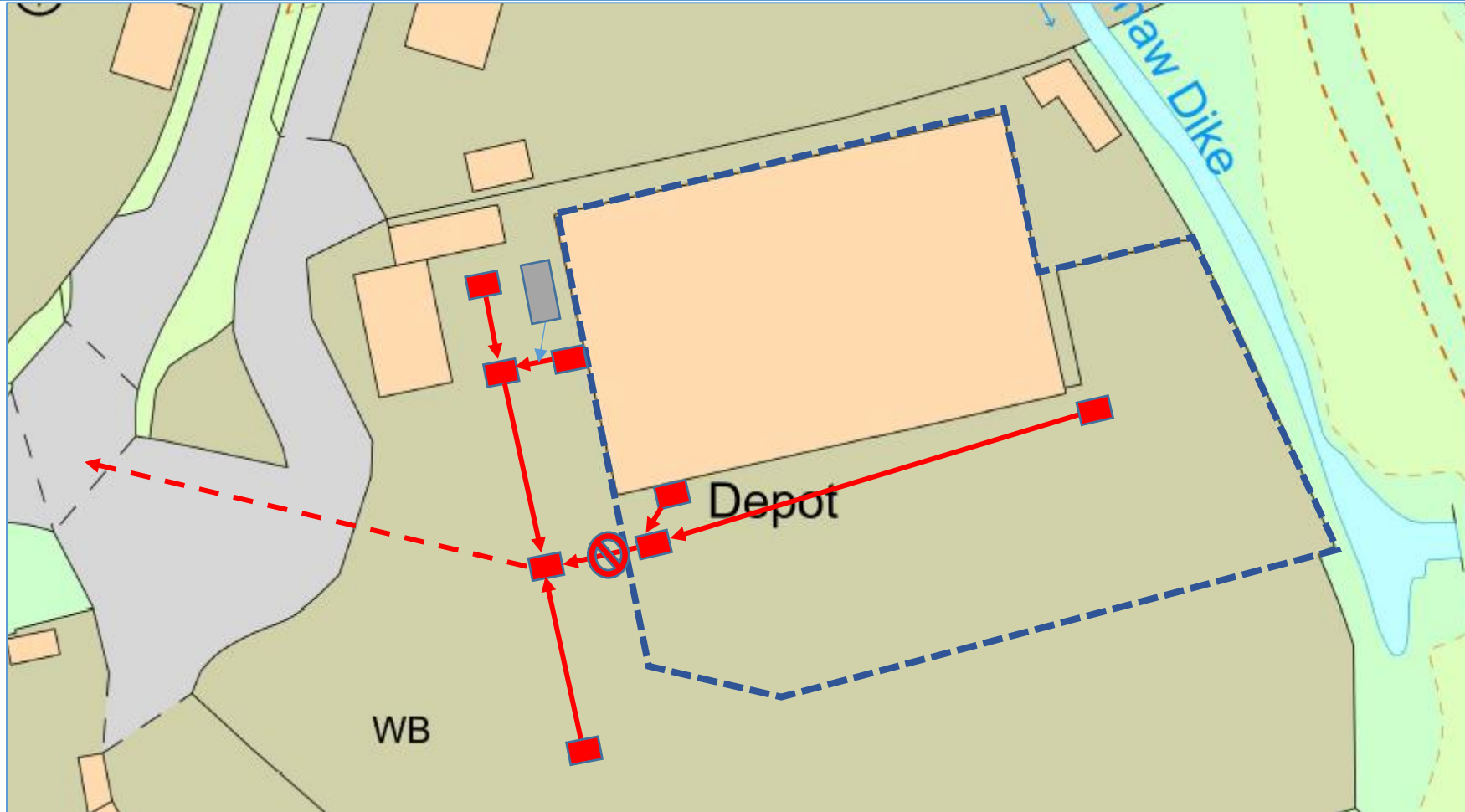
Outside the Environmental Permit boundary:







2: Office

3: Workshop storage area

4: Accommodation unit

APPENDIX B: SITE DRAINAGE PLAN



	Manhole: Combined foul and surface water		Direction of drain
	Three-stage petrol interceptor		Penstock
	Environmental Permit boundary		Drain to Yorkshire Water combined sewer network

