

# **BKP Waste & Recycling Ltd**

Casbrook Park  
Bunny Lane  
Timsbury  
Romsey  
SO51 0PG

**Management System**  
**Reference BKPMS001**  
**Issue 01**  
**August 2020**

---

# CONTENTS

<b>0</b>	<b>INTRODUCTION.....</b>	<b>5</b>
	0.1 Background .....	5
	0.2 Contact Details .....	6
<b>1</b>	<b>SITE DESCRIPTION.....</b>	<b>7</b>
	1.1 Specified Site and Waste Management Operations .....	7
	<i>Specified Site.....</i>	7
	<i>Specified Waste Management Operations/Activities.....</i>	7
	1.2 Permitted Categories, Types and Quantities of Waste.....	8
	Hours of Operation .....	9
	1.3 Staffing and Supervision.....	10
<b>2</b>	<b>SITE ENGINEERING FOR POLLUTION PREVENTION AND CONTROL .....</b>	<b>11</b>
	2.1 Engineered Containment and Drainage System in the Service Yard .....	11
	<i>Concrete Slab and Bunding.....</i>	11
	<i>Drainage.....</i>	11
	<i>Inspection and Maintenance.....</i>	11
<b>3</b>	<b>SITE INFRASTRUCTURE .....</b>	<b>12</b>
	3.1 Site Security .....	12
	<i>Security Equipment .....</i>	12
	<i>Operations.....</i>	12
	<i>Inspection and Maintenance.....</i>	12
<b>4</b>	<b>SITE OPERATIONS .....</b>	<b>13</b>
	4.1 Control of Mud and Debris.....	13
	4.2 Potentially Polluting Leaks and Spillages .....	14
	<i>Preventative Measures.....</i>	14
	<i>Operations.....</i>	14
	<i>Remedial Measures.....</i>	14
	<i>Equipment .....</i>	14
	<i>Staff Training .....</i>	14
	4.3 Fires on Site .....	15
	4.4 Waste Acceptance and Control Systems and Procedures.....	16
	<i>General.....</i>	16
	<i>Pre-Acceptance.....</i>	17
	<i>Waste Receipt at Site.....</i>	19
	<i>Waste Acceptance and Testing prior to storage.....</i>	21
	<i>Storage of Wastes.....</i>	22
	<i>Shredding of Canisters.....</i>	<b>Error! Bookmark not defined.</b>
	<i>Waste Despatch .....</i>	26
	<i>Quarantined Waste.....</i>	27
	<i>Conforming Waste Types.....</i>	27
	<i>Non- Conforming Waste Types .....</i>	27
	<i>Product Storage.....</i>	27
	<i>Segregation of Incompatible Wastes.....</i>	28
	<i>General.....</i>	28
	<i>Plant and Equipment .....</i>	28

---

	Waste Sampling and Testing .....	30
4.5	Waste Quantity Measurement Systems .....	30
	<i>Incoming Waste</i> .....	30
4.6	Storage of Wastes .....	31
	<i>Incoming Waste</i> .....	31
	<i>Inspection and Maintenance</i> .....	31
4.7	Transfer Station– Plant, Equipment and Procedures .....	32
	<i>Installation</i> .....	32
	<i>Operations</i> .....	32
	<i>Inspection &amp; Maintenance</i> .....	32
4.8	Canister Shredding Process – Plant, Equipment and Procedures .....	<b>Error! Bookmark not defined.</b>
	<i>Installation</i> .....	<b>Error! Bookmark not defined.</b>
	<i>Operations</i> .....	<b>Error! Bookmark not defined.</b>
	<i>Inspection &amp; Maintenance</i> .....	<b>Error! Bookmark not defined.</b>
4.9	Abatement System .....	<b>Error! Bookmark not defined.</b>
	<i>Installation</i> .....	<b>Error! Bookmark not defined.</b>
	<i>Operations</i> .....	<b>Error! Bookmark not defined.</b>
	<i>Inspection &amp; Maintenance</i> .....	<b>Error! Bookmark not defined.</b>
<b>5</b>	<b>POLLUTION CONTROL, MONITORING AND REPORTING.....</b>	<b>34</b>
<b>6</b>	<b>AMENITY MANAGEMENT AND MONITORING .....</b>	<b>35</b>
6.1	Control and Monitoring of Dusts Fibres and Particulates .....	35
	<i>Operational Monitoring</i> .....	35
	<i>Actions</i> .....	35
6.2	Control of Odours .....	36
	<i>Operational Monitoring</i> .....	36
	<i>Actions</i> .....	36
6.3	Control and Monitoring of Noise .....	37
	<i>Operational Monitoring</i> .....	37
	<i>Actions</i> .....	37
6.4	Control of Pest Infestations .....	38
	<i>Operational Monitoring</i> .....	38
	<i>Actions</i> .....	38
6.5	Control of Scavenging Birds and Other Scavengers .....	39
	<i>Operational Monitoring</i> .....	39
	<i>Actions</i> .....	39
6.6	Control of Litter .....	40
	<i>Preventative Measures</i> .....	40
	<i>Operational Monitoring</i> .....	40
	<i>Actions</i> .....	40
<b>7</b>	<b>INFORMATION AND SITE RECORDS .....</b>	<b>41</b>
7.1	Security and Availability of Records .....	41
7.2	Records of Waste Movements .....	42
7.3	Reporting .....	43
7.4	Notifications .....	44
7.5	Site Diary .....	45

---

---

## **DRAWINGS**

BKP005 - Site Layout

## **APPENDICES**

1 IPPC PERMIT

2 SPILLAGE PRECAUTIONS AND PROCEDURES

3 FIRE PRECAUTIONS AND PROCEDURES

4 WORK INSTRUCTIONS

5 CUSTOMER DECLARATION FORM

6 ACCIDENT MANAGEMENT PLAN

---

## **0 INTRODUCTION**

### **0.1 Background**

- 0.1.1 This Management System relates to the Casbrook Park Waste facility in Romsey, Hampshire. It encompasses a Hazardous Waste Transfer Station and a bulk Liquids Treatment Plant as shown in Site Layout BKP005. The facility is owned by the larger group of companies, GRG
- 0.1.2 The site is operated under the conditions of an IPPC Permit which is reproduced in Appendix 1.
- 0.1.3 Waste streams suitable for the process are collected by Registered Waste Carriers. The site is operated by BKP Waste & Recycling Ltd. The process involves the collection of various waste streams that are being disposed of by the customer. The streams are placed into storage prior to disposal.
- 0.1.4 A copy of the Management System will be kept in the site office.
- 0.1.5 The Management System is a controlled document. Any proposed modifications to this Management System will be notified to the Environment Agency in writing and will only be implemented in accordance with prior written notification of the E.A.

---

## 0.2 Contact Details

### **Licence Holder**

BKP Waste & Recycling Ltd  
Casbrook Park  
Bunny Lane  
Timsbury  
Romsey  
SO51 0PG

### **Head Office**

BKP Waste & Recycling Ltd  
Casbrook Park  
Bunny Lane  
Timsbury  
Romsey  
SO51 0PG

Tel: 0800 375 5004

Email: [lindsey.dryden@bkpgroup.com](mailto:lindsey.dryden@bkpgroup.com)

### **Regulator**

Environment Agency  
20 Manners View  
Newport  
Isle of Wight  
PO30 5FA

Tel: 01925 653 999

Fax: 01925 415 961

IPPC Permit No

FP3599LH

---

# 1 SITE DESCRIPTION

## 1.1 Specified Site and Waste Management Operations

### ***Specified Site***

The site boundary and the site layout for the purposes of the waste management licence and permit are shown on drawing BKP005.

### ***Specified Waste Management Operations/Activities***

1.1.1 The following operations are carried out at the site:

- i. The specified waste management operations listed in Table 1.1 of IPPC Permit FP3599LH

1.1.2 The types of wastes to be subject to the waste management operations and limits in relation to throughput, storage and time limits set out in Table 1.1 of the IPPC permit reference FP3599LH

1.1.3 The activities will be managed and operated in accordance with management systems

- ISO 9001 Quality management system
- ISO 14001 Environmental management system
- ISO 45001 Health and Safety management system
- And all current legislation and guidance appropriate to the licensed site
- ISO Certification is not currently UKAS accredited

1.1.4 The areas of the site to be used for the following operations are shown on Drawing BKP005:

- Transfer reception area for the compliance checking of wastes
- Bulk Reception Area
- Site Weighbridge
- Storage bays for the holding of wastes
- Skips
- Site Office and Lab
- Bulk Storage tanks
- De-watering equipment
- Discharge to sewer location

---

## 1.2 Permitted Categories, Types and Quantities of Waste

- 1.2.1 The site can accept wastes that are listed in;
- i. Schedule 2 of IPPC Permit reference FP3599LH
- 1.2.2 The transfer station is not permitted to accept Hazardous waste with the properties set out in Table 1.4.

**Table 1.4 Properties of Hazardous Waste that are not Permitted**

<b>Hazard Code</b>	<b>Hazardous Properties</b>
H1	Explosive
H9	Infectious
N/A	Highly malodorous wastes liable to cause serious detriment to the amenity of the locality



---

## Hours of Operation

1.2.3 The permitted hours of operation are defined as follows:

<b>Period</b>	<b>Receipt and Despatch of Waste and Operations</b>
Monday to Friday	0000 hrs to 2359 hrs
Saturdays	0000 hrs to 1700 hrs
Sundays	0700hrs to 1600 hrs
Public Holidays	Not permitted

1.2.4 The operations will only be undertaken between the hours set out above.

---

## 1.3 Staffing and Supervision

1.3.1 The site management team will be as follows:

- Technically Competent Senior Management
  - Site Chemist (minimum HNC Chemistry)
  - Site Operatives
- NB The technically Competent Management and Site Chemist may be the same person.

1.3.2 During the hours when the site is open for the receipt and despatch of wastes or carrying out the operations there will be a minimum of one member of staff on site who is fully conversant with the requirements of this Management System and the IPPC Permit.

1.3.3 The Environment Agency shall be notified within 7 days of any changes in technically competent management and the name of any incoming person together with evidence that such person has the required technical competence.

1.3.4 The Environment Agency shall be notified within 14 days of the licence holder and/or any relevant person being convicted of a relevant offence (unless such information has already been notified to the Environment Agency), with details of the nature of the offence, the place and date of conviction, and the sentence imposed.

1.3.5 The Environment Agency shall be notified within 14 days of the licence holder and/or any relevant person lodging an appeal against a conviction for any relevant offence and of the outcome when the appeal is decided.

---

## **2 SITE ENGINEERING FOR POLLUTION PREVENTION AND CONTROL**

### **2.1 Engineered Containment and Drainage System in the Service Yard**

#### ***Concrete Slab and Bunding***

- 2.1.1 All operations are undertaken in the Buildings and Yard as shown in Drawing BKP005. The Yard consists of an impermeable concrete pavement formed by a concrete slab which is bunded on all sides.

The buildings are of brick and portal framed construction, and portacabins where indicated on the site plans.

The storage bays are constructed as individual bunds of sufficient capacity to contain 25% of the total volume of the containers present.

#### ***Drainage***

- 2.1.2 The drum storage areas are engineered to contain spillages within each bay. Spillages within the bays are removed by manual means as detailed within appendix 2. The bulk storage tanks are enclosed within a fully tested bund to contain any leaks or spills.

#### ***Inspection and Maintenance***

- 2.1.3 The concrete slab and associated bunding will be inspected daily and a record made. Staff are instructed to report any defects that adversely affect the permeability of the floor slab. Any defects will be made good immediately.
- 2.1.4 A note of all defects and repairs will be made in the site diary.

---

### **3 SITE INFRASTRUCTURE**

#### **3.1 Site Security**

##### ***Security Equipment***

- 3.1.1 The perimeter of the Site is secured with fencing and walls. The site is located away from watercourses and housing. The location is such that only persons visiting the area on specific business would have reason to enter the site.
- 3.1.2 Site fencing consists of galvanised steel palisade fencing 1.8 metres high with vehicle access and exit via 2 double leaf palisade gates with slip latch and drop bolt. The gates are locked with a padlock. The main entrance gate is supplemented by an internal gate allowing vehicles to enter from the road into a holding zone, but not proceed into the site.
- 3.1.3 The Service Yard has security lighting which is automatically switched on during the hours of darkness.

##### ***Operations***

- 3.1.4 Outside operational hours all gates and doors to the Yard and buildings are closed and secure.
- 3.1.5 During hours of operation the Site gates are opened and access to the site is controlled via a fob-controlled barrier. The main gate to the Transfer Station is sited away from the main yard the gate to this area is always kept closed .
- 3.1.6 All visitors are required to contact the Site Reception after entering the holding zone
- 3.1.7 Delivery drivers are required to contact the weighbridge office after entering the holding zone.

##### ***Inspection and Maintenance***

- 3.1.8 The site perimeter and security equipment will be inspected daily at the commencement of operations and a record made of the inspection. Defects will be made good immediately to prevent unauthorised access.
- 3.1.9 Wherever practicable, damage will be repaired within 7 working days.
- 3.1.10 A note of any defect, damage or repair to security equipment will be made in the Site Diary.
- 3.1.11 A note of any security incident will be made in the Site Diary.

---

## **4 SITE OPERATIONS**

### **4.1 Control of Mud and Debris**

- 4.1.1 The site will not be a significant source of mud and debris. All site surfaces are constructed from impermeable material.
- 4.1.2 Incoming vehicles are unlikely to be contaminated with mud. All vehicles delivering and removing waste from the site are enclosed. All skips are sheeted prior to uplift.
- 4.1.3 Staff will monitor vehicles for mud and debris throughout the hours of operation. If any significant deposits of mud or debris are noted, they will be removed immediately.
- 4.1.4 Visual inspection for mud and debris will be undertaken each working day and a record made.
- 4.1.5 Any significant mud or debris incidents will be recorded in the Site Diary.

---

## 4.2 Potentially Polluting Leaks and Spillages

### ***Preventative Measures***

- 4.2.1 Engineering pollution prevention measures including the bunded Yard drainage system are detailed in Section 2.
- 4.2.2 Details of waste storage methods are given in Sections 4.4 and 4.6. All waste is stored in the storage area as shown on the Site plans.

### ***Operations***

- 4.2.3 Staff are trained to monitor for leakage throughout the hours of operation. Any leaks or spills detailed are dealt with immediately as set out in the remedial measures.
- 4.2.4 All waste storage areas and containers are inspected daily and a record made.
- 4.2.5 A record will be made in the Site Diary of any leaks or spillage incidents.
- 4.2.6 The Environment Agency shall be informed, in writing, for spills of greater than 200 Litres.

### ***Remedial Measures***

- 4.2.7 The spillage action plan is reproduced at Appendix 2 of this Management System. Spillage procedures are posted around the site and with all spillage kits around the site.

### ***Equipment***

- 4.2.8 Equipment kept on site to deal with spillage is detailed in Appendix 2.

### ***Staff Training***

- 4.2.9 Staff are trained in the remedial measures for spillage control. Records of all training are retained.
- 4.2.10 A spillage incident training exercise is undertaken once per year and a record made in the Site Diary.

---

## 4.3 Fires on Site

Emergency procedures are defined in Appendix 3.

- 4.3.1 A “grab pack” of information useful in an emergency shall be kept at the Site Reception to be readily and safely accessible in any reasonably foreseeable emergency situation. This information shall include: emergency contact telephone number; a site plan showing access routes, utilities drainage, location of any fire fighting equipment and a plan of the waste storage areas showing maximum quantities and hazards of waste on site
- 4.3.2 A note will be made in the Site Diary of any fires, explosions or related incidents that occur on site.
- 4.3.3 Activities that create a fire risk such as welding are prohibited within the storage areas.

---

## 4.4 Waste Acceptance and Control Systems and Procedures

### **General**

- 4.4.1 The waste control and acceptance procedures are set out below and include consideration of the following steps in the waste control system:
- Pre-acceptance
  - Waste acceptance
  - Storage of wastes
  - Waste despatch
  - Quarantined waste
  - Plant and equipment
- 4.4.2 All consignments of hazardous waste will be subject to the requirements of the Hazardous Waste Regulations 2005 and any subsequent legislation that may replace these regulations.
- 4.4.3 All waste transport will be undertaken by registered waste carriers.
- 4.4.4 Wastes shall only be accepted if of a type and quantity referred to in Section 1.2
- 4.4.5 Wastes shall only be accepted at the site in accordance with the following procedure;
- a) Wastes shall be pre-booked to ensure the site has the capacity to handle and store the waste and that the appropriate measures are taken to confirm with the waste producer that the waste is suitable.
  - b) All vehicles bringing waste to the site shall be directed to park adjacent to the transfer reception area, or the bulk tanker reception area. Prior to offloading the number of containers shall be counted to ensure that the number agree with the accompanying paperwork. A visual inspection shall of the condition and stability of the load. During packaged offloading each container shall be checked off against the accompanying list. The containers will be placed into the transfer station reception area. Once the documentation has been agreed with the load, the list shall be checked against the Environmental Permit to ensure that the EWC codes are acceptable. When approved the documentation can be signed and the driver may leave the site. Bulk offloading will be checked against tank levels at the time of arrival.
  - c) Each container in the load shall be checked in accordance with the work instruction included as appendix 4.



---

## **Pre-Acceptance**

- 4.4.6 All enquiries relating to wastes for the site will be directed to the technical department
- 4.4.7 The technical assessor dealing with the enquiry will undertake the following:
- Check that the waste will conform to the permitted waste types.
  - If appropriate, obtain a representative sample of the waste stream
  - The technical assessment shall be made by a suitably qualified person with a minimum of a degree or equivalent in Chemistry.
- 4.4.8 The technical assessment shall determine the following information;
- The type of process producing the waste
  - Appropriate Safety Data sheets
  - The specific process from which the waste derives
  - The quantity of waste;
  - Chemical analysis of the waste (individual constituents and as a minimum their percentage compositions) [see 4.4.9]
  - The form the waste takes (solid, liquid, sludge etc)
  - Hazards associated with the waste
  - Sample storage and preservation techniques where applicable.
- 4.4.9 If a sample is obtained it will be subjected to analysis to determine suitability for disposal at the site. The analysis may be carried out in house or by a third party, dependent upon the extent of the analysis required. In certain circumstances an analysis may be provided by the producer. All samples will be accompanied by a Customer declaration as shown in appendix 5. Note- any analysis should be actual and not extrapolated from datasheets. Analysis must be carried out by a Quality Assured laboratory. The analysis carried out must be appropriate to the waste stream and must include;
- Confirmation of declared constituents
  - Hazardous characteristics
  - Physical Appearance
  - Colour
  - pH
  - Odour
- Further analysis may be carried out for parameters relevant to the method of treatment or waste stream eg acid strength for acids etc.
- 4.4.10 Samples should be taken by technically competent personnel and be representative. A declaration should be obtained detailing;
- location of sampling point, for example, effluent tank
  - capacity of vessel sampled (for samples from drums an additional parameter would be the total number of drums)

- 
- method of sampling, e.g. sampling tap (mid flow), “top” sample
  - number of samples and degree of consolidation
  - operating conditions at time, e.g. normal operation, shut-down, maintenance and/or cleaning
  - preservation techniques

All samples shall be labelled with a unique reference number to enable tracking through the system and cross referencing with the enquiry.

4.4.11 For each type of material in the enquiry a disposal route shall be determined and costed prior to the issuing of the quotation.

4.4.12 If the waste can be accepted, the customer will be provided with the terms and conditions of acceptance and a price quoted.

4.4.13 The Pre-Acceptance data shall be filed and maintained at the site for a minimum of three years for cross-reference and verification at the waste acceptance stage.

4.4.14 On receipt of a customer order a unique batch number will be allocated and the following information confirmed with the customer:

- Waste description and quantity
- Specific exclusions
- Price
- Collection/delivery date
- Unique batch number.

This will take the form of a booking form and a copy of the list which the customer is obliged to sign and return before the order can be accepted. When the signed booking form is received it shall be passed to the technical assessor who will retrieve the pre-acceptance file and review the data before approving the booking.

4.4.15 For laboratory smalls a full list shall be produced and transported with the waste. The procedure for packing and segregation are detailed in appendix 4. A copy of this procedure shall be supplied to Customers who wish to pack their own laboratory smalls. In most circumstances suitable qualified BKP employees would carry out the listing and packaging at Customer sites.

---

## **Waste Receipt at Site**

- 4.4.16 Waste will only be accepted by prior arrangement as set out above and will be subject to the consignment note procedures.
- 4.4.17 All drivers will park within the holding zone and make their presence aware to site staff.
- 4.4.18 All vehicles authorised to enter the site will enter through the inner gates
- 4.4.19 All waste delivered to the site by will be subject to visual inspection and checks at the point of unloading to confirm the following:
- ❑ The waste is of a conforming waste type
  - ❑ The types and quantities conform with the confirmed customer order
  - ❑ The labelling is in order
  - ❑ The caps/lids are well fitting and secure
  - ❑ The condition and stability of the load
  - ❑ The weight determined if appropriate
  - ❑ Ensure the site has sufficient capacity
  - ❑ Old labels removed
  - ❑ Documentation is in order detailing;
    - The physical and chemical composition
    - hazard characteristics and handling precautions
    - Compatibility issues
    - Information specifying the original waste producer and process

Weight is provided by the customer as part of the pre-acceptance procedure. Confirmation of the weight can be obtained by use of the onsite weighbridge or scales (3,000kg)

Any damaged, unlabelled or corroded containers shall be placed into the quarantine area immediately and action taken to rectify the fault.

- 4.4.20 Tankers delivering bulk wastes to site will be directed to park in the correct area. A sample shall be taken through the top hatch of the vehicle using a core sampler. The sample shall be taken by the driver. In certain cases a pre-taken sample may be offered by the driver of the vehicle. Unless there are exceptional circumstances (e.g. safety reasons) this sample should be declined. In certain circumstances it may be appropriate to take two sample, one from the bottom valve and one from the top hatch. This would be useful if the waste is two phase. The waste will undergo inspection and analysis as. Documentation appertaining to the previous load or tank wash certificate shall be reviewed to determine the likelihood of contamination. All equipment used for the offloading of tankers shall be in good condition, of the

---

correct size suitable for its intended purpose. The offloading shall only take place under the direct supervision of suitably qualified BKP employees.

- 4.4.21 The procedures for waste acceptance shall be carried out prior to processing and, in the case of the Transfer Station, no later than 5 days after receipt. The waste shall be unloaded into the correct reception area or storage tank as indicated on Site plans. Waste should only be unloaded if there is adequate space in the reception area to receive the load. The waste reception area is checked on a daily basis by the Transfer Station Manager to ensure that there is no materials exceeding the 5 day limit by checking the date on the label applied on receipt.
- 4.4.22 Laboratory smalls shall in general undergo the same pre acceptance and site acceptance procedures as for all wastes. In the majority of cases for direct customers, chemists employed by BKP will have segregated and packed the chemicals at the Customer site. In these cases, on receipt at the site, the containers shall be opened to ensure that the inner containers are not damaged before undergoing the acceptance procedures and being placed into appropriate storage. Where the laboratory smalls have been packed by another party, then on receipt at the site, the containers shall be emptied, checked for incompatibility, correctly segregated and repacked before the end of the working day of receipt. Where there are insufficient suitably qualified staff available, then laboratory smalls will not be accepted. The sorting and repackaging of laboratory smalls shall take place in the reception/sampling area indicated on drawing BKP005. When the repackaging has been completed, the containers shall be labelled.
- 4.4.23 If a non-conforming waste load or part of a load, delivered by third parties cannot be resolved, then it will not be unloaded and a record of the rejection made. The Environment Agency will be informed immediately, and the consignor contacted.
- 4.4.24 Conforming wastes received from third parties will be referenced with the unique batch number.
- 4.4.25 Aerosols received in retail packaging shall be immediately transferred to closed, vented containers before placing into the storage warehouse. Waste aerosols shall always be stored under cover in the vented warehouse.

- 
- 4.4.26 Any wastes delivered that are identified on arrival as not conforming with the permitted waste types or the confirmed customer order will be held on the vehicle whilst an investigation is carried out. The waste will be processed as set out in **Quarantined Waste** below. If a packaged non-conformance is related to incompatibility, then the waste shall be unloaded immediately and placed into a segregated quarantine area.
- 4.4.27 Conforming waste that is received will be offloaded into waste reception area.
- 4.4.28 A record of all waste that is received will be made, including the following details:
- Physical form of the waste
  - Waste type, hazard code and EWC code
  - Waste quantity
  - Date received
  - Date accepted
  - Customer reference
  - Unique batch number
  - Consignment note number

### ***Waste Acceptance and Testing prior to storage***

- 4.4.29 After offloading packages, the waste is placed into the transfer reception area as shown on Site plans. Each container will arrive with a transit label detailing the description and hazards. Immediately after offloading a secondary label (batch label) is applied giving the date of receipt, the unique batch number, the container number, the chemical constituents and the hazard label (if not already attached). Each container will be opened and visually and physically checked to confirm compliance with the pre acceptance data. In many circumstances the waste will need to be sampled. The analysis carried out shall be determined by the reception chemist and will be appropriate to the nature of the material including as a minimum;
- the identity of the waste
  - the description of the waste
  - consistency with pre-acceptance information and proposed treatment method
  - compliance with permit

On completion of the sampling, which must be a core sample taken from the bottom of the container, the bung/lid shall be replaced securely.

A written record of the analysis shall be made and signed by the chemist carrying out the analysis. After checking the container will be resealed. On completion of the whole load each of the containers will be placed into the designated bay(s) of the storage area.

Bulk loads are sampled and tested as above, and the relevant storage tank identified if the sample matches the pre-acceptance information. If

---

a bulk load has to be offloaded into IBC's, then these are to be labelled with a waste description, EWC code, unique reference number and disposal information.

All analysis information is to be recorded.

- 4.4.30 A copy of all consignment paperwork and lists shall be maintained in hard copy and electronically at the site for a minimum of five years after the waste has been accepted onto site. Electronic copies of all pre-acceptance, analysis, and booking data for each load shall be kept, again for a period of not less than five years.

Records relating to the waste shall be held in a waste tracking system, which in addition to holding all the relevant data, also acts as a stock control system. The data held, which is detailed in other sections of this document, includes;

- date of arrival on-site
- producers details
- all previous holders
- a unique reference number
- pre acceptance and acceptance analysis results
- package type and size
- intended treatment/disposal route
- record accurately the nature and quantity of wastes held on site, including all hazards and identification of primary hazards
- where the waste is physically located in relation to a site plan
- where the waste is in the designated disposal route
- identification of operators staff who have taken any decisions re acceptance or rejection of waste streams and decided upon recovery / disposal options

### ***Storage of Packaged Wastes***

- 
- 4.4.31 After analysis, each container of the incoming load shall be placed into the storage bay appropriate to the material type. Each container will be placed in lanes that are 1 pallet wide, no more than 2 pallets high and separated by a walkway of sufficient width to enable a person to walk the whole length of the bay and view the containers. The lanes shall be such that any spillages cannot spill over into an adjacent bay. The segregation of the differing material types will be carried out in accordance with HSG71 and is detailed in the work instruction at appendix 4. As there are no fire walls the 3-metre separation distance ruling shall apply. The containers should be placed such that the labels are visible to anyone walking down the bay. Caps and lids should be secure. Storage of specific types of materials is detailed below.
- Heat and Light sensitive substances should be stored under cover and should be removed from site as soon as practically possible due to the limited amount of undercover storage space.
  - Aerosols shall be stored in closed, vented containers, inside a covered building that is vented at lower and upper levels.
  - Material in non-waterproof packaging should be stored undercover or repackaged to a waterproof container.
- 4.4.32 Each storage bay shall be numbered and marked with the hazard of the material contained within it. A schedule of contents shall be kept electronically on the BKP server. The schedule relates the contents to the maximum capacity of the storage bay. When materials are added to or removed from the bay the schedule is amended accordingly.
- 4.4.33 In the case of non-conforming wastes, the load will remain on the vehicle, and the vehicle will be asked to park at a different location until the non conformance issues are resolved.
- 4.4.34 A record of all input waste types, reference numbers, input volumes and output volumes shall be recorded in hard copy electronically to allow auditable tracking of all wastes accepted to the point at which they are disposed of.
- 4.4.35 The maximum duration of storage of any waste following treatment shall not exceed 6 months. The condition of all the containers and pallets shall be inspected on a daily basis and a record kept of each daily check. Any actions taken as a result of the inspection shall also be recorded in the site diary. Damaged pallets should be replaced if the stability of the drums is compromised. Material should be removed from site as soon as practically and commercially possible. eg when there are 88 drums of a particular material, then arrangements should be made for its removal from site.

---



---

### ***Bulking and Repackaging of wastes***

- 4.4.36 Certain waste streams may be bulked to take advantage of a more cost effective disposal route.
- 4.4.37 The materials for bulking shall be selected by the site chemist and will consist only of materials of a similar chemical nature.
- 4.4.38 The selected containers will be taken to a suitable area along with a suitable and clean bulking receptacle. The bay schedule will be amended to reflect that the selected containers have been removed from the bay.
- 4.4.39 Prior to the bulking operation each bulking container shall be allocated a unique reference number and a batching sheet prepared.
- 4.4.40 The selected materials for bulking shall be added to the batch sheet for that particular bulking container. The batch sheet shall consist of the description of the material, the quantity, its unique batch number, and its receipt date.
- 4.4.41 Each container within the selection shall be sampled and the sample jar labelled with the identity of the container. The samples shall be taken to the laboratory and undergo compatibility testing in accordance with the work instruction included in appendix 4.
- 4.4.42 Any of the selection of materials that are not suitable for bulking will be removed from the batch sheet and the containers placed back into storage, the bay schedule being amended accordingly.
- 4.4.43 The bulking process can now commence and must be carried out by or under the close supervision of a suitably qualified chemist. If bulking into tanks from drums, a pump and tube should be used to empty rather than pouring. When bulking onto tankers, vapour return systems should be used. The bulking of flammable liquids is detailed in the work instruction at appendix 4.
- 4.4.44 If during the operation any adverse reactions are noted, the bulking should cease immediately and the cause of the reaction investigated.
- 4.4.45 After the bulking operation is complete the empty containers and bulking container shall be taken to the appropriate storage area. The bay schedules shall be amended accordingly to reflect the changes.
- 4.4.46 If appropriate, metal containers that have been emptied may be washed before crushing and scrapping. The washings will be bulked to a suitable container and dealt with as other wastes on site.

- 
- 4.4.47 Where over drumming has to take place due to damage to the container as a last resort and only in an emergency. The information on the original container should be transposed to the over drum. The damaged container shall have its contents repackaged as soon as convenient. Overdrumming shall take place in the quarantine area.
- 4.4.48 The discharging of tankers in tanks, drums or IBC's should take place in accordance with the work instruction in appendix 4.

### ***Waste Despatch***

- 4.4.49 Waste quantities from the transfer station and liquid treatment plant will be monitored until a full load has been generated. Typically this is 88 x 200 litre drums or 24 IBC/Pallets/tonnes, however this may be less for slow moving packaged waste streams as the six month time limit approaches.
- 4.4.50 Waste will be despatched to a suitably licensed waste management facility, with reference to the pre-acceptance criteria (4.4.11), using a registered waste carrier and in accordance with the requirements of the waste management duty of care. The wastes will typically also be subject to the requirements of the Hazardous Waste Regulations or any subsequent legislation.
- 4.4.51 Waste containers will be visually inspected prior to despatch to check the integrity of containers and any labelling. Remedial action will be taken if appropriate.
- 4.4.52 All skips containing solid waste will be sheeted by the waste carrier prior to up lift to prevent escape of waste.
- 4.4.53 Copies of transfer notes and consignment notes will be completed and copies retained for the relevant statutory period.
- 4.4.54 A record will be made of all wastes despatched to include the following:
- Physical form of the waste
  - Waste type, hazard codes and EWC codes
  - Quantity removed
  - Waste carrier
  - Site of destination
  - Drum numbers (where applicable)
  - Consignment note number (where applicable)
  - Date despatched

---

### ***Quarantined Waste***

- 4.4.55 Non conforming wastes will remain on the vehicle in a secure location pending a resolution.
- 4.4.56 A note of all quarantined waste will be made in the Site Diary.

### ***Conforming Waste Types***

- 4.4.57 If waste has not been accepted solely because it exceeds the quantity agreed with the customer, then the customer will be contacted and a resolution sought.
- 4.4.58 If an agreement is made to accept the waste, it will be subject to the waste acceptance procedures outlined above.
- 4.4.59 If no agreement is reached with the customer, the waste will be returned to the site and the Environment Agency informed. Any relevant consignment note procedures will be followed.
- 4.4.60 A record of actions relating to the non-conforming waste will be retained.

### ***Non- Conforming Waste Types***

- 4.4.61 A record of actions relating to the non-conforming waste will be retained.
- 4.4.62 The non-conforming waste will either be returned to the customer or disposed of at a suitably licensed waste management facility. Any relevant consignment note procedures will be followed.

### ***Product Storage***

- 4.4.63 Product materials may be stored at the site on behalf of Customers. The storage requirements are detailed in Work Instruction WI 055. Products are materials that are being stored for a period of time before being returned to the same Customer for use as raw material or for onward sale. No disposal is carried out and no charge is made other than for rental of the storage space.

---

## ***Segregation of Incompatible Wastes***

### **General**

- 4.4.64 By the application of the procedures set out above, the majority of risks associated with the potential mixing of incompatible wastes are adequately controlled

### **Segregated Storage**

- 4.4.65 Storage in the Bays will be in accordance with the guidance given in the following HSE publications, to ensure waste is appropriately isolated, segregated and kept apart:
- HSG71 Chemical Warehousing: the storage of packaged dangerous substances (1998)
  - HSG 51 The Storage of Flammable Liquids in Containers (1998)

The storage bays are allocated as indicated on the site plan reference ASR4. The maximum storage for materials on site is 6 months  
Wastes received in the Waste Reception area will also be segregated in accordance with HSG 71

Samples of each storage tank should be taken on a daily basis. No bulk loads should be offloaded into a storage tank without a compatibility test being performed beforehand

### ***Plant and Equipment***

- 4.4.66 Waste will be unloaded, loaded and moved within the site using the following equipment
- forklift truck(s)
  - proprietary drum trolleys and lifting forks (internal and external use)
  - proprietary pallet trucks.
- 4.4.67 All equipment will be maintained in accordance with the manufacturer's instructions and records retained.
- 4.4.68 Appropriate precautions shall be taken during loading, unloading and internal transport of waste to prevent damage to equipment.
- 4.4.69 Redundant plant and equipment shall be decontaminated and removed.

### ***Tank Storage***

- 4.4.70 The tanks are located in a bunded area. Before placing material into the tanks it should be ensured that the construction material is compatible

---

with the proposed material to be added. The bund is of sufficient capacity to hold 110% of one tank. (The four tanks are the same capacity). All pipework connecting the tanks is above ground and painted in accordance with guidelines, with numbered valves attached to each tank. The tanks are fitted with overflow pipes which terminate in the bund, high level alarms and, where appropriate, abatement systems. The tanks should be labelled with the contents, the capacity and the hazards of the material. Any vents attached to the tanks should be routed to a system to prevent uncontrolled emissions.

The storage tanks will undergo a maintenance regime consisting of:

- Periodic desludging
- Periodic inspection
- Periodic thickness testing

A written record of the tanks is maintained at the site detailing;

- unique identifier
- capacity
- construction including materials
- maintenance schedules and inspection results
- fittings (including joints and gaskets etc.)
- waste types that may be stored/treated in the vessel including flashpoint limit

---

## **Waste Sampling and Testing**

- 4.4.71 Analysis of all incoming waste streams is undertaken to confirm compliance with the Environmental Permit and Pre acceptance data
- 4.4.72 Any quarantined waste that is to be disposed of on behalf of the originator will be sampled and tested as appropriate. Advice will be obtained from the proposed specialist waste management contractor.

## **4.5 Waste Quantity Measurement Systems**

### ***Incoming Waste***

- 4.5.1 The weight of incoming waste is provided by the customer or is calculated based upon the volume.

---

## 4.6 Storage of Wastes

### ***Incoming Waste***

- 4.6.1 Incoming waste shall only be stored in the storage bays shown in the Site plans. Each bay shall be clearly identified and marked with the relevant hazard classification.
- 4.6.2 Waste storage areas shall be appropriately separated by an adequate distance or physical barrier from the following
- a) Materials which could propagate or aggravate the environmental impact in a fire
  - b) Environmental receptors which could be harmed by proximity.
- 4.6.3 Site housekeeping shall ensure the site is kept clean and tidy and prevent the accumulation of litter or combustible debris in or adjacent to waste storage areas.

### ***Inspection and Maintenance***

- 4.6.4 All waste storage areas will be inspected once each working day and a record of the inspection will be retained.

---

## 4.7 Plant, Equipment and Procedures

### ***Design***

- 4.7.1 Any equipment used will be proprietary equipment designed and manufactured specifically for the application. Records of The manufacturers, suppliers and specification of equipment used in the transfer station, will be maintained at the site.
- 4.7.2 The equipment shall not be operated beyond the design specification.

### ***Installation***

- 4.7.3 The installation, testing and commissioning will be undertaken by qualified electrical engineers.
- 4.7.4 A record of the electrical installation and commissioning will be retained.

### ***Operations***

- 4.7.5 Suitably trained and qualified staff will undertake the transfer station operation. A record of training will be retained.
- 4.7.6 Operation of the Transfer Station will be undertaken in accordance with the ***Work Instructions***, reproduced in Appendix 4 of this Management System.

### ***Inspection & Maintenance***

- 4.7.7 The equipment will be inspected visually before each operation. If any defects are identified the machine will be withdrawn from service and no further work undertaken until defects are remedied and machine passed fit for service.
- 4.7.8 A note of any defects, repairs and routine maintenance will be made and a record kept in the Site Diary.
- 4.7.9 A schedule of inspection and maintenance intervals will be kept for the machine noting items requiring maintenance and the frequency of the maintenance.
- 4.7.10 A record of maintenance will be retained for a period of at least 3 years.



---

## 4.8 Training

All staff are trained in the permit, this management system and the appropriate work instructions. Signed copies of the current documents are maintained at the site. In the event of an updated version being issued, the staff will be trained in the new version and an updated copy signed and placed on file.

---

## **5 POLLUTION CONTROL, MONITORING AND REPORTING**

### ***Monitoring of meteorological conditions.***

- 5.1 A record of the meteorological conditions on the days that the site is operational shall be kept in the site diary.

### ***Emmissions and monitoring***

- 5.2.1 Emissions shall be monitored in accordance with the requirements of the Waste Management IPPC permit reference FP3599LH

---

## 6 AMENITY MANAGEMENT AND MONITORING

### 6.1 Control and Monitoring of Dusts Fibres and Particulates

- 6.1.1 The site is unlikely to be a significant source of dusts, fibres or particulates.

#### ***Operational Monitoring***

- 6.1.2 The site boundary will be inspected for visual evidence of emissions of dusts, fibres or particulates once each working day at a time when waste management operations are being undertaken. A record of the inspection will be made.
- 6.1.3 Site staff will visually monitor the site for evidence of emissions of dusts, fibres and particulates throughout the hours of operation. If significant emissions are identified staff will inform the technically competent senior management.
- 6.1.4 Should any significant emissions be identified from the operations, remedial action will be taken immediately.

#### ***Actions***

- 6.1.5 Any complaints or reports relating to dusts, fibres or particulates from the operations will be investigated immediately.
- 6.1.6 The source will be identified and remedial action will be taken to prevent or minimize the emissions as soon as is practicable.
- 6.1.7 If the emissions of dust, fibres or particulates cannot be reduced to acceptable levels, the operation generating the emissions will be stopped as soon as it is safe to do so and not recommenced until remedial actions has been taken.
- 6.1.8 Any emissions, complaints and remedial actions will be noted in the Site Diary.

---

## 6.2 Control of Odours

6.2.1 The site is unlikely to be a significant source of odours

### ***Operational Monitoring***

6.2.2 The site perimeter will be subject to olfactory evaluation once each working day at a time when operations are being undertaken.

6.2.3 Site staff will monitor the site for evidence of odours throughout the hours of operation. If significant odours are identified staff will inform the technically competent senior management.

6.2.4 Should any significant odours be identified action will be taken immediately.

### ***Actions***

6.2.5 Any complaints or reports relating to odours from the operations will be investigated immediately.

6.2.6 The source of the odour will be identified and remedial action will be taken to prevent or minimize the emissions as soon as is practicable. This may include improving the containment of any stored wastes causing odours or arranging for it to be consigned to a suitably licensed waste management facility as soon as is practicable.

6.2.7 Any odours, complaints and remedial actions will be noted in the Site Diary.

6.2.8 Containers to be opened carefully and resealed immediately on detection of malodorous substances that could cause serious detriment to the amenity of the locality

---

## 6.3 Control and Monitoring of Noise

- 6.3.1 There are likely to be no significant sources of noise from the operations.

### ***Operational Monitoring***

- 6.3.2 The site perimeter will be subject to aural noise evaluation once each working day at a time when operations are being undertaken and a record of the evaluation made.
- 6.3.3 Site staff will aurally monitor the site for evidence of elevated noise levels emanating from operations throughout the hours of operation. If significant elevated and persistent or recurring noise is identified they will inform the technically competent senior management.
- 6.3.4 Should any significantly elevated noise be identified as emanating from the waste management operations, action will be taken immediately.

### ***Actions***

- 6.3.5 Any complaints or reports relating to noise from the operations will be investigated immediately.
- 6.3.6 The source of the noise will be identified and remedial action will be taken to prevent or minimize the noise as soon as is practicable.
- 6.3.7 If noise levels cannot be reduced to acceptable levels, the noisy operation will be stopped as soon as it is safe to do so and not recommence until remedial action has been taken.
- 6.3.8 Any elevated noise levels, complaints and remedial actions will be noted in the Site Diary.

---

## 6.4 Control of Pest Infestations

6.4.1 The operations are unlikely to cause any pest infestations.

### ***Operational Monitoring***

6.4.2 The site will be inspected once each working day for the presence of pests such as insects and vermin and a record of the inspection made.

6.4.3 If site staff identify any insect or vermin infestation they will immediately inform the technically competent senior management.

6.4.4 Should any infestation be identified, action will be taken immediately.

### ***Actions***

6.4.5 Any complaints or reports relating to pest infestations from the operations will be investigated immediately.

6.4.6 A specialist pest control organisation will be contracted as soon as is practicable to eliminate the infestation.

6.4.7 The cause of the infestation will be investigated and wherever practicable the source will be permanently removed.

6.4.8 Any infestations, complaints and remedial actions will be noted in the Site Diary.

---

## 6.5 Control of Scavenging Birds and Other Scavengers

6.5.1 The operations are unlikely to attract scavengers.

### ***Operational Monitoring***

6.5.2 The site will be inspected once each working day for the presence of scavengers such as birds and foxes and a record of the inspection made.

6.5.3 If site staff identify any scavengers they will immediately inform the technically competent senior management.

6.5.4 Should any persistent scavengers be identified, action will be taken as soon as practicable.

### ***Actions***

6.5.5 Any complaints or reports relating to scavengers will be investigated immediately.

6.5.6 Action will be taken to discourage scavengers, for example by removing any food source or improving enclosure to prevent access.

6.5.7 Any reports of scavengers, complaints and remedial actions will be noted in the Site Diary.

---

## 6.6 Control of Litter

6.6.1 The operations are unlikely to be a significant source of litter.

### ***Preventative Measures***

6.6.2 All solid wastes will be stored in proprietary skips or similar containers.

6.6.3 All solid waste skips will be securely sheeted before uplift from the site.

### ***Operational Monitoring***

6.6.4 The site and the site perimeter will be inspected once each working day for the presence of litter and a record of the inspection made.

6.6.5 Site staff will visually monitor the site for litter during the hours of operation.

### ***Actions***

6.6.6 Any litter within the site and any litter beyond the site boundary that emanated from the site will be collected as soon as is practicable and at least on the same working day.

6.6.7 Any complaints relating to litter will be investigated immediately and any litter emanating from the site collected as soon as is practicable.

6.6.8 Any complaints and remedial actions relating to litter will be noted in the Site Diary.



---

## 7 INFORMATION AND SITE RECORDS

### 7.1 Security and Availability of Records

7.1.1 The following records will be retained securely within the offices at the site:

- Site Diary
- Completed Routine Inspection Pro-forma
- Copy of Management System
- Copy of Waste Management Licence
- Copy of the IPPC permit
- Hazardous Waste Consignment Notes
- Duty of Care Transfer Notes
- Records of the following:
  - Waste types and quantities delivered, with dates
  - Waste types and quantities despatched, with dates
  - Waste tracking records (order numbers, batch numbers and drum numbers)
  - Pre-acceptance data
  - Daily throughput of the aerosol Destruction Plant
- Environment Agency inspection reports and related correspondence
- Testing, inspection, maintenance and calibration records as appropriate for the following:
  - Laboratory Equipment
  - LEV
  - Shredding equipment
  - Weighing equipment
  - Forklift truck
  - Gas test results for the abatement system
  - Filter check records

7.1.2 Site records will be available for inspection by the Environment Agency during operating hours.

7.1.3 Records will be retained for a minimum of 5 years, or any statutory period, whichever is the longer.

---

## 7.2 Records of Waste Movements

7.2.1 A record will be kept of each load of waste accepted and removed from the site. The record will include the following details:

7.2.2 Loads in:

- Physical form of the waste type (hazardous waste further defined by hazard code and EWC code)
- Quantity (weight)
- Date received
- Date accepted

7.2.3 Loads out

- Physical form of the waste (liquids or solid)
- Waste type (including as appropriate, special waste type, hazard code and EWC code)
- Quantity removed (weight)
- Date removed

---

## 7.3 Reporting

7.3.1 All reports and notifications required by the licence shall be sent to the Environment Agency using the contact details supplied in writing by the Environment Agency.

7.3.2 A summary report of the waste types and quantities accepted and removed from the site shall be made for each quarter. It shall be submitted within one month of the end of each quarter, and shall be in a format required by the Environment Agency.

---

## 7.4 Notifications

7.4.1 The Environment Agency shall be notified without delay following the detection of:

- (a) Any malfunction, breakdown or failure of equipment or techniques, accident or fugitive emission which has caused, is causing or may cause significant pollution.
- (b) Any significant adverse environmental and health effects.

7.4.2 Written confirmation of actual or potential pollution incidents shall be submitted within 24 hours

7.4.3 Prior written notification shall be given to the Environment Agency of the following events and in the specified timescales:

- (a) as soon as practicable prior to the permanent cessation of any of the activities
- (b) cessation of operation of all or part of the activities for a period likely to exceed 3 months.
- (c) resumption of the operation of all or part of the activities after a cessation of more than 3 months or after notification under (b) above.

7.4.4 The Environment Agency will be notified within 14 days of the occurrence of the following matters except where such disclosure is prohibited by stock exchange rules:

- (a) Any change in the licence holders trading name, registered name or registered office address;
- (b) Any change to particulars of the licence holders ultimate holding company (including details of an ultimate holding company where a licence holder has become a subsidiary)
- (c) Any steps taken with a view to the licence holder going into administration, entering into a company voluntary arrangement or being wound up
- (d) If the licence holder is not the operator: any change in the operators trading name; address; registered name or registered office address.

---

## 7.5 Site Diary

The Site Diary will be retained securely on site and will include a record of the following events:

- ❑ Start and finish date for waste management operations undertaken at the site
- ❑ Plant maintenance dates and records of any breakdowns
- ❑ Problems with waste received and any actions taken
- ❑ Despatch of records to the Environment Agency
- ❑ Environmental problems and remedial actions
- ❑ Complaints and remedial actions
- ❑ Leaks and spillages and remedial actions
- ❑ Fire drills and external inspections of fire equipment
- ❑ Fires and remedial actions
- ❑ Routine inspections, tests and exercises, as set out in Table 7.1 below.

Routine inspections will be recorded on standard pro-forma.

**Table 7.1 Routine Inspections, Tests and Exercises**

<b>Frequency</b>	<b>Items</b>
Daily	Site perimeter for security, dust, odour and noise Site identification board Site for pests, scavengers and litter Waste storage and processing areas for leaks, spills, integrity of floors and kerbs Building for integrity
Weekly	Fire Alarm
Monthly	Emergency Lights
6-Monthly	Fire Drill
Annually	Spillage drill

---

**DRAWINGS –**

**OVERLEAF**



---

**APPENDIX 1**  
**IPPC PERMIT**

**OVERLEAF**

---



**SPILLAGE PRECAUTIONS AND PROCEDURES**

**1. Spillage Procedure**

- 1.1. In view of the hazardous nature of many of the materials kept and handled on the premises, certain precautions are taken. Also many of the materials handled may pose an environmental threat if allowed to enter watercourses or drains.
  - 1.2. It is imperative that liquids are only handled by trained personnel using the correct equipment specified for the purpose.
  - 1.3. Storage areas and containers are marked, when appropriate, with the hazard that they contain.
  - 1.4. The primary considerations in the event of a spillage are:
    - Personal safety.
    - Containment of the spillage.
    - Evacuation of the premises if the spillage is likely to endanger the safety of employees.
    - Calling the Fire Brigade if the spillage is likely to ignite.
    - Informing the Environment Agency if the spillage is likely to enter watercourses or drains.
  - 1.5. Anyone who causes or discovers a spillage should take the following actions immediately:
    - Inform the General Manager
    - Inform those in the immediate area that there is a spillage.
  - 1.6. The General Manager will proceed to the vicinity of the spillage to assess the situation.
  - 1.7. If the spillage is deemed by the site manager to pose an imminent risk of fire or entry into the watercourse, he will contact the necessary authorities without delay.
  - 1.8. If the risk is fire, the site manager will call the Fire Brigade by dialling 999, clearly stating that there is a chemical spillage at BKP Waste & Recycling at Bunny Lane, Tisbury.
  - 1.9. The site manager will check that all personnel within their area are aware that there is a chemical spillage and are following evacuation procedures.
  - 1.10. All personnel, will assemble at the Fire Assembly Points.
  - 1.11. It will be ascertained that all those on site at the time are present and the General Manager informed of this, or of any missing persons, as soon as possible.
-

---

1.12. No one must re-enter the Site until allowed to do so by the General Manager or the Fire Brigade.

1.13. Spillage kits will be placed around the site, these kits will include:

- ❑ 4 x Bags of spillage granules.
- ❑ 2 x Rubber drain mats.
- ❑ 3 x CSM8120 socks.
- ❑ 8 x CPE4250 pads.
- ❑ 1 x Bag and tie.

---

## APPENDIX 3

### FIRE PRECAUTIONS AND PROCEDURES

#### 1 Purpose

- 1.1 To provide a procedure for the safe and efficient evacuation of the site, buildings including any visitors in the event of an emergency.
- 1.2 To ensure that the health & safety implications of all material including COSHH material handled by the company are understood and controlled.

#### 2. Procedure

- 2.1. The principal statutory requirements are The Regulatory Reform (Fire Safety) Order 2005.
- 2.2. In view of the nature of many of the materials kept and handled on the premises, certain precautions, as required under the above Regulations.
- 2.3. Storage areas and containers are marked where appropriate, to the effect that they contain certain categories of hazardous materials.
- 2.4. Smoking is prohibited in all areas of the site.
- 2.5. Mobile phones are not allowed on site. Use of phones is only allowed in designated areas.
- 2.6. The alarm system will be tested weekly.

#### 3. Procedures in the Event of Fire

- 3.1. The primary considerations in the event of an outbreak of fire are:
    - Personal safety.
    - Evacuation of the premises.
    - Calling the Fire Brigade.
  - 3.2. Anyone who discovers a fire should take the following actions immediately:
    - Sound the alarm by activating the nearest alarm call point.
    - Inform those in the immediate area that there is a fire.
    - Follow the evacuation procedure.
  - 3.3. The following actions will then take place:
-

- 
- The General Manager will check that all personnel within their area are aware that there is a fire and are following evacuation procedures.
  - All personnel will assemble in the designated fire assembly point located at the main gate. The point is identified by a green sign stating **Fire Assembly Point**.
  - It will be ascertained that all those on site at the time of the fire alarm are present and inform the General Manager of this, or of any missing persons, as soon as possible
  - No one must re-enter the Site until allowed to do so by the General Manager or the Fire Brigade.
  - Trained personnel will attack the fire, **ONLY IF IT IS SAFE TO DO SO**, and attempt to extinguish it or contain it until the arrival of the Fire Brigade.
  - The **General Manager** will remain at the main entrance gate to inform the Brigade of the fire's location on their arrival.

#### 4. Practice Evacuations

Practice evacuations will be carried out at regular intervals

---

---

APPENDIX 4  
WORK INSTRUCTIONS

---

---

**APPENDIX 5  
CUSTOMER DECLARATION FORM**

**OVERLEAF**

---

---

**APPENDIX 6  
ACCIDENT MANAGEMENT PLAN**

**OVERLEAF**

---