

# ENVIRONMENTAL MANAGEMENT SYSTEM - EPR/CP3691SP

High Carr Recycling Centre, High Carr Farm, No 2, Talke Road, Chesterton, Newcastle Under Lyme,  
Staffordshire ST5 7AL

**Cherry Hill Waste Ltd**

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## Document History:

Version	Issue date	Author	Checked	Description
1.0	27/03/1997	CP	CHWL	Working plan – original
2.0	25/06/2019	CP	CHWL	Update to EMS and document issues
2.1	04/07/2019	CP	CHWL	Client comments and re-issue
2.2	01/01/2020	CP	CHWL	Client comments and re-issue
2.3	31/01/2022	CP	CHWL	Client & EA comments, updated sections 1.5, 1.7, 1.8, 2.10, 2.11, 3.4 – 3.7, 6.5, 6.6 and Site Layout Plan in Appendix I
3.0	17/08/2022	CP	CHWL	Full document update accompanying permit variation

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Drawing No. HCRC/2628/03 – Site Layout & Fire Plan

### **Appendix II - Record Keeping Forms**

CHWL/RF/2 - Rejected Waste

CHWL/RF/4 - Site Diary/Inspection Form

CHWL/RF/6 - Employee Training Needs Assessment / Review

CHWL/RF/7 - Complaints Form

CHWL/RF/11 - PPE risk assessment & record of issue

CHWL/RF/11 - H&S (first-aid) regulations 1981 - site checklist

### **Appendix III - Copy of Environmental Permit**

### **Appendix IV - Health & Safety – Conditions of Site Use**

**FOR REFERENCE ONLY, OPERATOR MAY USE INTERNAL INSPECTION SHEETS OR THE FORMS  
WILL BE KEPT IN ELECTRONIC FORMAT**

## Site Information & Key Contacts List

<b>Site Address:</b>	High Carr Recycling Centre, High Carr Farm, No 2, Talke Road, Chesterton, Newcastle Under Lyme, Staffordshire ST5 7AL		
<b>Site Operator:</b>	Cherry Hill Waste Ltd	<b>National Grid Ref:</b>	SJ 83599 51356

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Jenna Bailey	Director & TCM	01782 624209	TBC
Coral Bailey	Director	01782 624209	TBC
Liam Bailey	Director & Site Manager	01782 624209	TBC
<b>Royal Stoke University Hospital</b> Newcastle Road, Stoke-on-Trent, Staffordshire ST4 6QG	Main NHS Hospital	01782 715444	999
	Accident & Emergency (A&E) – 12-hour service	999	999
<b>Heathcote Street Surgery 2</b> Heathcote Street, Chesterton, Newcastle-Under-Lyme, Staffordshire ST5 7EB	Local Doctor Surgery (GP)	01782 561057	999 or 112
<b>Staffordshire Police</b> Tunstall Police Station, Scotia Road, Tunstall ST6 6BG	Local Police Non-Emergency	101 or 03003 333000	999 or 112
	Police Emergency	999 or 112	999 or 112
<b>Staffordshire Fire &amp; Rescue Service</b> Sandyford Community Fire Station, Marlborough Way, Stoke-on-Trent ST6 5ED	Fire and Rescue Service (in Emergency Dial 999)	999	999 or 112
<b>Environment Agency</b> Hafren House, Welshpool Road, Lower Shelton, SY3 8BB	Local Environment Agency Office	03708 506506	0800 80 70 60
<b>Staffordshire County Council</b> Staffordshire Place, Stafford ST16 2LP	County Council General Enquiries	0300 111 8000	999
<b>Oaktree Environmental Ltd</b> Lime House, 2 Road Two, Winsford, Cheshire CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	999

# **1 General Considerations**

## **1.1 Site operator/permit type**

- 1.1.1 Cherry Hill Waste Ltd is the Environmental Permit (EP) holder and operate EPR/CP3691SP which is a Household, commercial and industrial (HCI) waste transfer station with treatment.
- 1.1.2 The EP was issued on 26/02/1998 to Cherry Hill Skip Hire Ltd and transferred on 28/10/2008 to the current operator Cherry Hill Waste Ltd.

## **1.2 Relevant contacts**

- 1.2.1 The registered office contact details for the operator are as follows:

Cherry Hill Waste Ltd	<b>Contact:</b>	Jenna Dudley-Bailey
Knutton House	<b>Position:</b>	Director
Cherry Hill Lane	<b>Tel:</b>	01782 624209
Knutton	<b>Email:</b>	info@cherryhillwaste.com
Newcastle		
Staffordshire		
ST5 6EE		

- 1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for Cherry Hill Waste Ltd to assist in the preparation of this Environmental Management System - EPR/CP3691SP (EMS). Contact details for Oaktree Environmental are as follows:

Oaktree Environmental Ltd	<b>Contact:</b>	Chris Parry
Lime House	<b>Position:</b>	Senior Consultant
2 Road Two	<b>Tel:</b>	01606 558833
Winsford	<b>E-mail:</b>	chris@oaktree-environmental.co.uk
Cheshire CW7 3QZ		

## **1.3 EMS**

- 1.3.1 This EMS has been prepared to meet the requirements of The Environmental Permitting (England and Wales) Regulations 2016 and the Environment Agency's Guidance: "Develop a



*management system: environmental permits*". This EMS will supersede the former 'Working Plan' which is referenced throughout the EP.

- 1.3.2 A full list of relevant contacts including emergency contact numbers are provided in the Site Information & Key Contacts List section in the pre-pages of this document.

## **1.4 Site information and locality**

- 1.4.1 The site is located at High Carr Recycling Centre, High Carr Farm, No 2, Talke Road, Chesterton, Newcastle Under Lyme, Staffordshire ST5 7AL as shown on Drawing Nos. HCRC/2628/01 & 02A. The national grid reference for the site is TQ 60394 42535.

## **1.5 Permit area/waste management operations**

- 1.5.1 The permit boundary is outlined in green on Drawing No. HCRC/2628/02A. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant and equipment.
- 1.5.2 The EP is required for the storage (keeping) prior to removal, and treatment (all types of handling/processing) of waste. Waste treatment processes which can be carried out on site include the following:
- Compacting (by loading shovel/360° excavator)
  - Sorting (with loading shovel/360° excavator or by hand)
  - Screening (by using appropriate mechanical screening plant and equipment)
  - Separation (by using appropriate mechanical screening plant and equipment)
  - Shredding (by using appropriate plant and equipment)
  - Baling (by using appropriate plant and equipment)
  - Magnetic separation of ferrous metals
  - Cutting (using hand-held equipment)
  - Crushing (by Crusher)
  - Blending (by loading shovel / 360° tracked excavator and trommel)

1.5.3 Specified waste management operations include waste disposal and waste recovery operations listed Annex IIA and IIB of The Waste Framework Directive 2008/98/EC are shown below:

- **D15:** Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)
- **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)
- **D14:** Repackaging prior to submission to any of the operations numbered D1 to 13
- **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
- **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

## 1.6 Hours of operation

1.6.1 The site will be open during the following hours for the receipt, treatment and removal of waste; including depositing, sorting, moving, storing and removing waste:

Monday to Friday	07:00 - 19:00
Saturday	07:00 - 13:00
Sundays, Bank/Public holidays	No operations

1.6.2 The only activities on site which will be permitted outside of these hours are maintenance works, general administrative duties, and emergency processing due to unavoidable events such as staff shortages, plant breakdowns or poor weather conditions.

1.6.3 During times where the site is closed or not in operation, the site will be locked and secured to prevent unauthorised vehicular or pedestrian access.

## **1.7      Waste Storage, Types and Quantities**

- 1.7.1      The locations of the operational and storage areas are shown on Drawing No. HCRC/2628/03. The nature of operations at waste facilities means that certain operational areas may change depending on processing requirements.
- 1.7.2      The waste types handled on site are shown in Appendix III (Table S2.1 of the permit) of this document and consist of dry, inert and non-hazardous construction, demolition and excavation waste as defined in the Controlled Waste (England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990. The EP is shown in Appendix III for reference.
- 1.7.3      The site will accept no more than 150,000 tonnes per annum (tpa).
- 1.7.4      The table shown overleaf details the wastes which are stored at the site which is also shown on Drawing No. HCRC/2628/03.

Table 1.1 – Storage Table Details

Waste Storage Area Details - PILE SIZES BASED ON AREA OF STOCKPILE SHOWN ON SITE PLAN NOT LENGTH X WIDTH												
Plan Ref	Description	Storage type	Containment	Height / width of firewall (m)	Max Width (m)	Max Length (m)	Height (m)	Max area (m2)	Conversion factor used	Volume (m3)	Tonnage (approx.)	Maximum storage durations
AREA 1	Sorted recyclables i.e. wood, green, C&D, residual waste etc.. (contents in each bay may vary)	Unprocessed	Free-standing (partly contained) inside concrete sleeper storage bay	3 / 0.2	15	11	2	165	0.5	165	100 - 200 (depending on waste stored)	<14 days
AREA 2	As above	Hand sorted or by treatment plant (picking line)	Free-standing inside three-sided concrete sleeper storage bay	3 / 0.2	12	10.5	2	126	0.75	189	As above	<14 days
AREA 3	As above	Hand sorted or using excavator	As above	3 / 0.2	12	10.5	2	126	0.75	189	As above	<14 days
AREA 4	As above	Hand sorted or using excavator	As above	3 / 0.2	12	10.5	2	126	0.5	126	As above	<14 days
AREA 5	Plasterboard bay	Hand sorted from AREA 7	Free standing inside a three-sided concrete interlocking block storage bay	3.2 / 0.8	4.8	4.8	2	23.04	0.75	35	17	<5 days
AREA 6	Mixed municipal waste	Partly hand sorted arising from tipping area below	Free-standing inside two-sided concrete panel wall	4 / 0.18	12	12	3	144	0.333	144	47	<72 hours
AREA 7	Waste reception (tipping), inspection and sorting area (clear out-of-hours)	Free-standing / unprocessed	N/A	N/A	10	10	1	100	0.333	33	11	<2 hours
AREA 8	Bulky waste skips	Hand sorted or by grab	Open topped, moveable 40 cubic yard roll on roll off skips / concrete panel wall	4 / 0.18	6.1	2.44	2.62	14.884	1	39	20 - 30	<5 days
AREA 9	Mixed C&D waste (80% inert)	Partly hand sorted arising from tipping area (AREA 7)	Free-standing against front of concrete panel wall	4 / 0.18	7	20	2	140	0.5	140	168	<72 hours
AREA 10	Metals	Sorted by overband magnet	Open topped, moveable 20 cubic yard roll on roll off skip	N/A	6.1	2.44	1.4	14.884	1	21	25	<5 days
AREA 11	<5mm screened (qualifying) fines	Sorted (by double deck shaker screen)	Free-standing inside a three-sided concrete panel wall	3.0 / 0.18	8.5	4.5	2	38.25	0.75	57	57	<5 days
AREA 12	<25mm screened fines for landfill	As above	As above	3.0 / 0.18	4	4	2	16	0.75	24	24	<5 days
AREA 13	Lights (mixed waste)	Sorted (by double deck screen & blower)	Free standing inside a three-sided concrete panel storage bay and cage at the front	3.0 / 0.18	4	4	2	16	0.75	24	8	<5 days
AREA 14	Wood	Hand sorted	Free-standing inside two-sided concrete sleeper storage bay	3 / 0.18	5.5	4	1.5	22	0.75	25	12	<72 hours
AREA 15	As above	As above	As above	3.0 / 0.18	4	3.5	2	14	0.75	21	7	<5 days
AREAS 16 - 19	Hand sorted recyclables i.e. wood, plastic, residual waste etc..	Hand sorted from the picking line	Free standing inside a three-sided concrete panel storage bay	3.0 / 0.18	4	3.5	2	14	0.75	21	11	<5 days
AREA 20	Metals	Sorted by overband magnet	Open topped, moveable 40 cubic yard roll on roll off skip inside a three-sided concrete panel storage bay	3.0 / 0.18	6.1	2.44	2.62	14.884	1	39	47	<5 days
AREA 21	Stone/concrete/hardcore	End of mechanical treatment process	Free standing inside a three-sided concrete panel storage bay	3.0 / 0.18	4	3.5	2	14	0.75	21	25	<5 days
AREAS 22	Crushed stone/concrete/hardcore	Free-standing	No containment	N/A	8	8	2	64	0.333	43	51	<5 days
AREAS 23	Sorted soils/clay	Free-standing	No containment	N/A	15	15	4	225	0.333	300	360	<3-6 months

## 1.8 Conversion factors

- 1.8.1 The following conversion factors for calculating waste pile sizes are set out below.

**Table 1.2 – Conversion Factors**

<b>Conversion Factors</b>
Conversion factors for waste piles are worked out using the following methods set out by the Environment Agency
The maximum length width pile is based on the largest dimension – the volume of the pile has been calculated using the area x height x relevant conversion factor
Conversion of 1 for materials stored within containers, area of storage in stackable containers and waste/bale stacks
Conversion of 0.75 for waste stored within a bay comprising volume of rectangle + pyramid
Conversion of 0.3333 for waste stored in a free-standing stockpile
All containers can be moved and are accessible from one side so a fire can be extinguished

## 1.9 Exempt activities

- 1.9.1 Activities which are outside the scope of the EP for the site [listed in Schedule 3 of The Environmental Permitting (England and Wales) Regulations 2016] may be carried out at the recycling centre and the relevant details would be registered with the EA prior to commencement.
- 1.9.2 Registration - Exemption notifications and register entries will be held in the site office. Registered exemptions are valid for a period of 3 years. If the activity is to be carried on after 3 years, a renewal will be submitted to the EA.
- 1.9.3 Any exempt waste stored will be kept separate from permitted wastes.

## 1.10 Staffing and management

- 1.10.1 The site will open for the deposit of waste or for other essential operations during the hours listed in Section 1.6. Table 1.3 below details the staff structure of the site when operating at full capacity. Positions in bold italic print below are the minimum staff requirements when the site is open for the reception of waste:

**Table 1.3 - Staffing Levels**

<b>Position</b>	<b>Employees</b>	<b>Responsibilities</b>
Managing director	2	Overall management of the business
Site manager	1 <b>(1)</b>	Overseeing and co-ordinating all activities which take place at the site
TCM	1 <b>(1)</b>	Ensuring that the site is being operated in accordance with Health & Safety Legislation
Health & Safety / First Aider	3 <b>(1)</b>	Managing H&S on site
Fire Marshall	1	Carrying fire watches site
Machine / Plant Operator's /	3 <b>(1)</b>	Waste handling/processing, reception and plant operation
General operatives	5 <b>(2)</b>	To conduct site patrols when the site is not manned / operational
Administration staff	2 <b>(1)</b>	Office/administrative duties
Mechanic	1	Plant & equipment repairs / maintenance

## 1.11 Health and safety

- 1.11.1 All operations on site will be carried out in accordance with the relevant requirements of the Health and Safety at Work Act 1974. Conditions of site use for employees, visitors and contractors are shown in Appendix IV. These conditions will be shown to all site users and must be signed prior to using the site. Anyone refusing to comply with the conditions of use will be asked to leave the site.

## **1.12 Fit and proper persons**

- 1.12.1 The site's Technically Competent Manager (TCM) is Jenna Dudley-Bailey who provides the required attendance time at the facility as required by guidance periodically issued by the EA. A copy of TCM's Certificate of Technical Competence (COTC) will always be made available in the site office.
- 1.12.2 The company, through the TCM, will ensure that a nominated deputy is sufficiently trained and familiar with the EP and this EMS document in addition to all relevant company procedures who, in the absence of the TCM, will act the competent person. If either the TCM or deputy is changed, the EA will be informed of the change and the relevant details of the replacement as soon as possible.

## **1.13 Convictions**

- 1.13.1 Cherry Hill Waste Ltd nor any of the relevant people within the company have been convicted of a relevant offence.

## **1.14 Waste carriers**

- 1.14.1 Cherry Hill Waste Ltd hold an upper tier waste carrier; Ref. CBDU176788.

## **2 Site Engineering and Infrastructure**

### **2.1 Site description**

- 2.1.1 The general location of the operational, treatment and storage areas above are shown on Drawing No. HCRC/2628/03. The site has large open-fronted waste transfer building to the east of the site which will act as the main reception areas for mixed HIC and CDE wastes. Inside and outside the building comprises a mechanical recycling facility to comprising a hopper, double deck screen, blowers, magnets and picking line, this facility is able to process up to 50 tonnes per hour of waste.

### **2.2 Access and parking**

- 2.2.1 Access and egress to/from the site is via Talke Road (A34) and then via a large access track into the High Carr Recycling Centre as shown on Drawing No. HCRC/2628/03.
- 2.2.2 Ample parking is available on site for staff visitors. There is also a designated lorry/HGV parking area to avoid accidents. Both areas are shown on Drawing No. HCRC/2628/03.

### **2.3 Site office**

- 2.3.1 The site office is located on the adjacent operating centre. The documents listed below will be retained in the site office.

<b>Documents to be retained in site office</b>
The Environmental Permit (original & any subsequent variations) This Environmental Management System (EA agreed document) Current site diary (to record all inspections/visitors to the site) Environment Agency inspection (CAR) forms In-house inspection sheets/recording forms Duty of care transfer notes (for 2 years minimum) Duty of care product notes [(aggregates/topsoil (for 2 years minimum))] Hazardous waste consignment notes (rejected waste, etc., kept for 3 years) Waste delivery tickets Accident book (& 1st aid kit)



## **2.4 Weighing and categorising loads**

- 2.4.1 The site has a weighbridge for accurate weighing of loads to and from the site. During instances where the weighbridge is out of action, the weight of each load into and out of the site will also be estimated using the standard EA/WRAP agreed volume-to-weight conversion factors.

## **2.5 Notice board and signs**

- 2.5.1 A notice board is erected at the site entrance and displays the following information:
- The site name and address.
  - The name of the permit holder and operator.
  - The Environmental Permit number and accompanying statement stating that the site is permitted by the Environment Agency.
  - Environment Agency contact details, Emergency No. 0800 80 70 60 and
  - General Enquires No. 03708 506 506.
  - Operator's "out of hours" emergency contact details (telephone number).
  - Operating hours.
- 2.5.2 Additional signs are displayed around the site for operational / health & safety purposes. All staff and visitors will be required to comply with the requirements of all signs whilst on site.

## **2.6 Site security**

- 2.6.1 The site will have the following in place around the site perimeters as shown on Drawing No. HCRC/2628/03 where the on-site buildings do not comprise the security
- a) 4m - 5m concrete panel fencing
  - b) Large / tall areas of vegetation
  - c) 3m – 6m high earth bunding

2.6.2 **CCTV system** - The site will have a 24-hour CCTV system which is remotely accessible and also monitored out-of-hours by a third party who are a UKAS accredited security monitoring company.

2.6.3 The site security will be inspected on a daily basis and any defects which impair the effectiveness of the security will be repaired to the same or better standard within a suitable timescale. All repairs will be noted on the site diary repaired as soon as practically possible. The checklist in Appendix II provides further information.

## 2.7 **Fuel storage**

2.7.1 Fuel storage procedures are shown in Section 2.2 of the operators FPP.

## 2.8 **Rejected Waste**

2.8.1 Any waste which is rejected will be stored in a quarantine skip with a maximum capacity of and removed from the site the skip container is full. The location of this skip may vary as operating conditions permit (i.e. to permit the loading of rejected wastes but clear labelling and management control will ensure its use as specified). Rejected waste will be recorded on form CHWL/RF/2 or similar.

## 2.9 **Drainage**

2.9.1 The drainage for the site is clearly shown on Drawing No. HCRC/2628/03 and in summary:

- Any surface water arising from sealed impermeable concrete areas drains into a catchment pit then into soakaway via an oil/silt interceptor.
- Other areas comprising tarmac and hardstanding areas will naturally soakaway or surface water will evaporate.

2.9.2 Inspection of the above drainage system will be carried out throughout the day using inspection forms by site staff and in the event of surface water pooling from heavy rainfall

events, the operator will inspect the water by eye and any distinctive colouring from either oil or potentially contaminated wastes will be pumped out using a hired in tanker. If the water is suitable for suppression techniques, it will be scooped and doused on external stockpiles or fed into the dust suppression system using pipes and mobile pumps as additional water supplies.

## 2.10 Vehicles, plant, and equipment

- 2.10.1 Waste will be handled using the plant listed in Table 2.1 below. Additional plant will be hired to cover any very busy periods. Only trained operators will be permitted to drive/operate the plant listed below. Any changes to the list will be notified to the EA prior to implementation. The minimum requirements when the site is operational are shown in bold italic print.

**Table 2.1 - Plant & Equipment**

ITEM	NUMBER	FUNCTION
Loading shovel	1 ( <b><i>1</i></b> )	Loading/unloading/movement/sorting
360° excavators	3 ( <b><i>1</i></b> )	Loading/unloading/movement/sorting
Telehandler	1 ( <b><i>1</i></b> )	Loading/unloading/movement/sorting
Double deck screen	1	Separation of <25mm fines, <5mm fines from mixed waste
Blowers	2	Removal of light waste from mixed waste
Tractor with water bowser	1	Dust suppression
Overband magnets	2	Removal of metals from mixed wastes
4-bay picking cabin/station	1	Sorting of recyclables wastes i.e wood, plastic etc. from mixed waste
Weighbridge	2	Accurately weighing of loads
Wheelwash	1	Removal of mud/debris from vehicles
Shredder (not currently on site)	1	Shredding/size reduction of waste
Crusher	1	Crushing of hardcore, stone

- 2.10.2 Note: The plant/equipment on site may vary and additional equipment may be hired-in to cope with larger jobs, jobs with specific requirements or to prevent over stockpiling leading to a breach of permitting conditions.

## **2.11 Mobile and fixed plant maintenance**

- 2.11.1 All mobile and fixed plant on site including vehicles in the fleet are subject to annual manufacturer maintenance to ensure proper working order in the form of service contracts.
- 2.11.2 Site management will undertake or delegate additional preventative maintenance checks on a more frequent basis i.e. daily, before, during and 1 hour at the end of each working day using a checklist similar to that in Appendix II to ensure the following:
- Machinery is mechanically sound for use and no presence of black fumes or trailing liquids visible prior to use or following shutoff of plant/equipment.
  - Mobile plant is stored in the out-of-hours plant storage area as shown on Drawing No HCRC/2628/03 following cessation of activities and external separation distances of 6m are observed between plant and any combustible or flammable material.
  - In the building, all plant will be powered-down and completely shut off prior to cessation of operations on any given day.
  - Plant which is not in use for any extended period is stored at least 6 metres from combustible waste.
  - All plant and equipment vehicles are fitted with fire extinguishers in the cab. Rubber strips are not considered appropriate as they are usually removed via uneven and bumpy ground.
  - Dust from processing/treatment operations on site can settle throughout the working day onto processing plant, plant exhausts and engine parts so a fire-watch will be implemented after cessation of works and equipment powered down for 1 hour each day to remove any dust/fluff using brushes, hoses etc... Any build of dust/fluff will be removed from the equipment and deposited into a container to await removal from site and site management informed.

## **3 Site Operations**

### **3.1 Preliminary procedures**

- 3.1.1 Guidance will be given by the site operator to all employees, sub-contractors, other waste carriers and customers regarding the waste types which are acceptable at the site (i.e. a copy of the relevant authorisations for the site such as the EP). Generally, one contractor haulier is employed to bring the material to site but if however, waste is to be accepted under sub-contractor or is delivered by other known hauliers then the carrier registration details will be taken prior to them being considered. All haulage operators bringing waste to the site will be periodically checked with the EA to ensure that they are registered. The procedures below will be followed prior to the receipt of soils on site.
- 3.1.2 The procedures below would be followed prior to the receipt of waste on site.
- 3.1.3 When a driver employed by the permit holder arrives at the waste producers' premises, he/she will inspect the load for conformity with relevant regulations and safety procedures.
- a) If the load is satisfactory the driver will sign the relevant paperwork (Duty of Care transfer note/delivery ticket) and remove the load from the premises.
  - b) If the waste does not meet the description stated on the controlled waste transfer note the customer is advised to check the note and give a more detailed description of the waste.
  - c) If the more detailed description of the waste reveals that the waste is not/permitted at the recycling centre then the customer is advised that the waste must be taken to another site which is appropriately permitted to accept the waste(s).
- 3.1.4 If further instructions are needed the driver may also report back to the site manager.

### **3.2 Checking in & inspection of loads (general)**

- 3.2.1 All incoming vehicles are required to report to office weighbridge where their credentials can be checked prior to tipping. The details of the load will be recorded and the duty of care

note/company documentation will be further checked by the operator to ensure that the load is acceptable at the site, including a visual check prior to the vehicle proceeding to the relevant tipping area shown on Drawing No. HCRC/2628/03. Any deviation from the procedures or problems with any loads will result in tipping facilities being suspended for the offending company. Loads which are not acceptable within the above terms will be rejected and returned to the producer. Generally, the site will only accept two EWC codes into the site comprising:

- 17 09 04 - mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
- 20 03 01 - mixed municipal waste

3.2.2 Once a load has been accepted the driver will be asked to unsheet the vehicle (if it is sheeted) and a visual inspection of the contents will be carried out to ensure that the material complies with the EP. If non-compliant waste is discovered before deposit, the load will not be accepted, the driver will be informed to leave the site and dispose of the material at alternative facility. In cases where the presence of unauthorised or unusual waste is discovered during initial inspection, the EA will be contacted immediately to agree a course of action.

3.2.3 The nature of bulk loads makes full inspection difficult until the load is deposited. If the load is considered acceptable the driver will be instructed to deposit it to appropriate area on site. If the load is unacceptable following deposit, it will be reloaded and removed from the site or quarantined and removed within a timescale agreed with the EA.

### **3.3 Waste acceptance / WM3 - waste classification assessment**

3.3.1 All mixed loads of waste or waste which could contain excavated soil i.e. EWC codes 17 05 04 or 17 09 04 arising from construction, demolition and excavation (CDE) sites or householders, builders etc.. will undergo a full inspection in the current reception area (**AREA 7**). The inspection will be visual after to tipping to ensure there are no non-conforming loads in the pile which could consign the waste as being hazardous. This

inspection is also to demonstrate that the waste is not contaminated by way in line with the EA's Technical Guidance WM3 "Guidance on the classification and assessment of waste (1st Edition v1.1)". Any material found in the load which could lead contamination of other wastes on site will be loaded back into the skip or delivery vehicle and removed off site as soon as practicable. If the load is acceptable then it should be considered non-hazardous in line with WM3 along with any waste processed and then removed off site for further recycling or disposal.

3.3.2 If the site receives wastes directly from industrial sites, to ensure that only non-hazardous wastes are accepted, the following information will be requested from waste producers at the start of each contract to ensure compliance with the EP and WM3:

- i) A desk survey and/or site condition report which has identified past uses of the excavation/construction site.
- ii) A ground sampling plan including both surface and sub-surface sampling.
- iii) Following analysis of the samples, an environmental / human health risk assessment which identifies areas of the site that require remediation or soil removal will be undertaken.
- iv) Waste soil classification in line with WM3
- v) All information relating to the site investigation was retained and passed to subsequent holders of waste.
- vi) Name and address of the site where the waste was excavated/produced from
- vii) Detailed waste description, including EWC code

3.3.3 The operator will reserve right to refuse such loads if there is risk of the material being contaminated with hazardous material.

3.3.4 All incoming vehicles upon arrival are required to report to the person in charge of waste acceptance at the site. The details of the load will be recorded, and the duty of care note/company documentation will be further checked by the operator to ensure that the load is acceptable at the site, including a visual check prior to the vehicle proceeding to the tipping area. Any deviation from the procedures or problems with any loads will result in

tipping facilities being suspended for the offending company. Loads which are not acceptable within the above terms will be rejected.

### **3.4 Waste acceptance / gypsum & plasterboard assessment**

3.4.1 Waste gypsum when mixed with biodegradable material results in the production of hydrogen sulphide which is a toxic gas so all waste gypsum will be kept separate from all other waste on site. This will be done by applying the following procedures:

- i) All waste transfer notes will be updated advising **no plasterboard is to be deposited in a mixed skip**. All existing and new customers will be told the importance of segregating plasterboard at the place of production due to the above issue.
- ii) Prior to delivering a skip to a property, the operator will ask the customer if any plasterboard is likely to be present in the load, i.e. what is the nature of the skip. If the customer is a builder or a householder having building works undertaken at their property, the customer will be provided with a separate bag for plasterboard / gypsum waste and a separate transfer note detailing the EWC code for plasterboard which is **17 08 02**.
- iii) The customer will be advised to place the bag of plasterboard on top of the skip or to the side of the skip prior to collection. The operator, when collecting the skip would ensure the bag is sealed and segregated from the mixed skip when loading on to the HGV.
- iv) If the customer refuses to segregate the plasterboard from other waste on the place of production, the skip will be subject to a more rigorous sort (shown in the sections below) when delivered to the site and the operator would inform the customer of a penalty charge.



### **3.5     Waste deposit & handling**

3.5.1     Once a load has been accepted by the operator, the contents will be discharged into the appropriate reception, storage and treatments area as shown on Drawing No. HCRC/2628/03.

3.5.2     The majority of wastes will be accepted under EWC codes and tipped into the following areas on site:

- 17 01 07 - mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06 (**AREAS 1 - 4**)
- 17 05 04 - soil and stones other than those mentioned in 17 05 03 (**AREAS 1 - 4**)
- 17 08 02 – Gypsum / plasterboard (**AREA 5**)
- 17 09 04 - mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03 (**AREA 7 or 9**)
- 20 02 02 - soil and stones (**AREAS 1- 4**)
- 20 03 01 - mixed municipal waste (**AREAS 6 or 7**)

3.5.3     The operator accepts approximately 50% of waste from householders and 50% from builders on behalf of householders, the site will very rarely receive any waste from any Industrial or Commercial sites which would be subject to more detailed site investigation reports prior to accepting the material. The operator has informed the producers responsibility to ensure anything which is disposed in the skip is suitable and once a householder/builder accepts takes possession of the skip, an agreement between them and Hurley's will take place ensuring the following:

- The operator has informed the householder/builder of their duty to make sure all the waste received is non-hazardous and plasterboard is also segregated from mixed wastes
- Any skips hired out to builders to make sure no asbestos or plasterboard is disposed into the skip. In terms of asbestos, a builder would inform the householder if there was asbestos present in the property/site and carry out a survey prior to any works being carried out.

- Once the waste has been collected by the driver, the customer will provide both a written/verbal confirmation the waste inside the skip is non-hazardous and plasterboard has not been disposed in the skip with the mixed waste.
- Once the load has been tipped, it is checked by staff for any signs of contamination i.e. hazardous materials or plasterboard and if suitable, the waste will be sorted and deposited to the relevant recyclable pile on site.

### **3.6 Waste treatment procedure**

3.6.1 In summary the site will accept waste in mixed loads from HCl sourced and tip them in the main reception area inside the open-fronted transfer building (**AREA 7**) and the waste is then subject to the following:

- i) All waste tipped is spread on the floor so any non-conforming material i.e. pressurised vessels, hot loads, batteries (if any discovered) can be picked out and immediately quarantined either in the quarantine area or a skip (location may vary).
- ii) Once the waste has passed inspection, the bulkier items i.e. mattresses, sofa's etc.. will be removed by a grab and stored in **AREA 5** in an open fronted bay, any plasterboard identified in **AREA 7** will be handpicked and stored in this also.
- iii) The non-recyclable refuse derive fuel (RDF) material will be removed by grab then bulked and stored in **AREA 6**, the remaining items comprising the mixed C&D material will be removed by grab and stored in **AREA 9** to await processing via the mechanical treatment plant. The waste in **AREA 9** will comprise mainly inert material.
- iv) The waste in **AREAS 5 & 6** will not be processed and removed from the site once capacity in the areas are reached.
- v) The mixed C&D material from **AREA 9** will then be loaded into the first process of the mechanical treatment plant comprising the hopper by a 360° excavator
- vi) The hopper then feeds a double deck screen by conveyor which will discharge the <25mm, <5mm fines and small light fragments onto a separate conveyor below, an overband magnet on this conveyor removes any fragments of metal within the

load and discharges into an open topped skip below (**AREA 10**), this conveyor then discharges the fines/light material into the three storage bays below i.e. **AREAS 11 – 13**.

- vii) Larger items of the waste then travel through the screen onto the next conveyor, a further blower removes larger lights into the cage below (**AREA 15**), the remaining waste then passes into a 4-bay picking station where recyclables are hand-picked by staff and deposited in the bays below (**AREAS 16 – 19**).
- viii) After the picking line, a further overband magnet removes larger items of metal and deposits them into an open-topped container below (**AREA 20**).
- ix) Following the above, the waste remaining should be heavier items consisting of inert material which fall off the end of the plant and discharge in the bay below (**AREA 21**). waste.
- x) The above wastes which are recycled during the treatment process drop into the bays below which are monitored continuously by staff and then any bays which are full will be emptied and transferred to the external bays to the west of the site (**AREAS 1 - 4**) if they cannot be removed from the site quickly.

3.6.2 The site will not mix or mechanically process any hazardous waste on site.

3.6.3 On site processing of purely inert material using mobile plant is required to produce material to the desired specification for re-sale on the commercial market and below shows the procedure of the treatment operations carried out on site with regards to this:

#### **SCREENER**

- a) Waste will be loaded into the feed hopper of the screening plant will be loaded using a 360° tracked excavator or a 4-wheel loading shovel equipped with a bucket. This process will then separate the soil from the stone/hardcore.
- b) The screening plant utilises a vibrating grid with evenly spaced vertical bars to separate out the different fractions within the material. Such screens have interchangeable mesh screens to permit the production of a wide range of product sizes (<3 mm to 20 mm).
- c) Soil will be discharged into two different stockpiles depending on its size via conveyors.

- d) The stone/hardcore material off the front conveyor of the screener should consists of stone/hardcore which will consist of a saleable aggregate. Larger items may then be transferred to the crusher.

## **CRUSHER**

- e) The bulky inert/stone waste will be loaded into the feed hopper of the crusher; this then passes into the crushing chamber which uses hydraulically operated jaws to reduce the size of the material.
- f) Small feed/fines pass through the grid bars/mesh at the base of the crushing chamber and out of the plant via a small side conveyor with a discharge height of approximately 1.5 - 3.0 metres. The larger crushed material falls onto the delivery conveyor which will discharge the material in one of two ways: either onto a conveyor feeding the grid of the mobile screen or onto the ground to form a stockpile.
- g) Before the crushed material exits the delivery conveyor (discharge height of up to 3.0 metres) any extraneous metal is extracted using a permanent overband magnet. If the material requires further grading after crushing the mobile screening plant used will have up to 3 discharge conveyors, forming 3 stockpiles of different product.
- h) Soil will be discharged into a stockpile where it will be bulked and removed off site.
- i) The stone/hardcore material off the screener will be loaded into the feed hopper of the crusher; this then passes into the crushing chamber which uses hydraulically operated jaws to reduce the size of the material.
- j) Small feed/fines pass through the grid bars/mesh at the base of the crushing chamber and out of the plant via a small side conveyor with a discharge height of approximately 1.5 - 3.0 metres. The larger crushed material falls onto the delivery conveyor which will discharge the material in one of two ways: either onto a conveyor feeding the grid of the mobile screen or onto the ground to form a stockpile.
- k) Before the crushed material exits the delivery conveyor (discharge height of up to 4.0 metres) any extraneous metal is extracted using a permanent overband magnet. If the material requires further grading after crushing the mobile screening plant used will have up to 3 discharge conveyors, forming 3 stockpiles of different product.

- l) The stockpiled material which is discharged from the crushing plant will be transferred to the appropriate storage areas by loading shovel.

3.6.4 Stockpiling of soil and inert wastes will be limited to a height of 8m and processed at a maximum height of 5m. In the event piles have reached these limits, site will not accept any further waste in this area until such wastes have been removed.

### **3.7 Waste/product removal and export**

3.7.1 When a collection vehicle arrives at the site to remove waste material or product, the driver will be instructed to report to the site office to confirm their identity. All relevant documentation will be completed, and the vehicle will be passed to pick up the load and take it to the designated recycler/disposal site (if the outgoing material has not been fully recovered on site). The product or waste will then be loaded using the loading shovel.

3.7.2 The operational outputs and residues produced by the site and the disposal or recovery routes envisaged are detailed as follows:

- a) Brick/rubble - for crushing to produce 6F5 aggregate or similar product at an aggregates processing site.
- b) Plasterboard/gypsum – sent to a permitted site for further recycling
- c) Some materials will not be recovered after processing (or will not be fit for use at recovery sites) such as clays and some soils. These materials may be disposed at suitably permitted landfill site.
- d) Soils - used on site for site restoration works or blend with compost for topsoil creation for re-sale.
- e) Metals – metals removed will be taken to a suitably permitted site for further recovery.
- f) Rejected material will be removed from site as detailed in Section 2.8.
- g) Waste unsuitable for processing will be sent to a suitably permitted site.

- 3.7.3 The operator will produce the following MNH waste codes on site:
- Bulk up soils/stone = 17 05 04
  - Bulk up aggregate = 17 01 07
  - Crushed stone/aggregates = 19 12 12
  - Screened fines/residual waste = 19 12 12
  - Shredded wood 19 12 07
- 3.7.4 The operator has produced a Sampling & Inspection Plan (SIP) to ensure the above codes are non-hazardous prior to leaving the site,
- 3.7.5 In terms of 19 12 12 (biodegradable) material which will be disposed of to landfill, the above basic characterisation testing will also take place to ensure the level of sulphate is below the acceptable level required. It is proposed with the additional checks for plasterboard/gypsum as described in Section 3.4 that levels of plasterboard/gypsum in mixed loads will generally be low.
- 3.7.6 If the site manager or TCM identifies that gypsum/plasterboard is exceeding the relevant storage bay/container and has potentially been contaminated with other wastes, the waste will undergo a further sort where staff will further pick out the plasterboard/gypsum. Prior to the contaminated waste leaving the site, a sample will be taken to ensure the levels of sulphate are acceptable as detailed in the SIP.

## **3.8 Record keeping**

- 3.8.1 The details below shall be recorded on all waste transfer notes, internal invoices, alternative documentation for all incoming and outgoing loads in line with the Waste Duty of Care: Code of Practice:
- a written description of the which has been agreed and signed by the operator and the next holder. The description is part of the waste information the operator will provide.

- a statement confirming that you have fulfilled your duty to apply the waste hierarchy as required by regulation 12 of the Waste (England and Wales) Regulations 2011 (see Waste Hierarchy Guidance for England and Wales)
- the description of the waste is accurate and contains all the information you are reasonably in a position to provide to ensure the lawful and safe handling, transport, treatment, recovery or disposal by subsequent holders, including classification of the waste by using the appropriate codes (referred to as the List of Wastes (LoW) or European Waste Catalogue (EWC)) - Appendix A of the Waste Classification Technical Guidance provides a list of the codes as well as advice on how to assess and classify waste.
- the quantity and nature and whether it is loose or in a container, if in a container, the type of container
- the time and place of transfer
- the SIC code of the transferor (current holder of the waste)
- the name and address of the transferor and transferee (person receiving the waste) and their signatures (the signature can be electronic if an enforcement officer can view it)
- the capacity in which the transferor and transferee are acting (e.g. as a producer, importer or registered waste carrier, broker or dealer) and their relevant authorisation to act in that capacity (e.g. their permit number or registration number)

3.8.2 For non-hazardous waste this will be done by using:

- a paper WTN and form to fill in or alternative documentation e.g. an invoice, as long as it contains all the required information.
- a season ticket which is a single waste transfer note that covers a series of non-hazardous waste transfers. The season ticket will last up to one year and be used for regular transfers of the same type of non-hazardous waste with the same carrier. If the operator has several sites serviced by the same carrier with the same types of waste collected, these can be listed in a schedule to the season ticket. The operator will keep a record of the collection times and the quantity of waste.

3.8.3 A waste information note will not be required for non-hazardous waste if the waste holder does not change on the transfer of waste e.g. the waste is moved to other premises belonging to the same business. However, it is best practice that the business understands

who has responsibility for that waste and a record is kept of internal transfers for audit purposes.

3.8.4 **Hazardous waste:** The site will not be accepting any hazardous waste into the site and if any hazardous waste or non-conforming waste is to be removed, it will be done so using a fully completed hazardous waste consignment note and sent to a suitably permitted site. The records of which will be kept for 5 years.

3.8.5 A summary of waste types and quantities deposited at and removed from the site and origin and destination details are then forwarded to the EA using the standard Generic Operator Returns electronic spreadsheet(s), with submission due within one month of the end of each quarter as below:

- a) Quarter 1: January to March (due on or before 30<sup>th</sup> April)
- b) Quarter 2: April to June (due on or before 31<sup>st</sup> July)
- c) Quarter 3: July - September (due on or before 31<sup>st</sup> October)
- d) Quarter 4: October - December (due on or before 31<sup>st</sup> January of the following year)

3.8.6 Outcomes of inspections of waste types, hardstanding areas, transfer/treatment areas, storage areas, drainage channels, etc. are recorded using the site inspection form CHWL/RF/4 or similar document and detailed comments are entered into the site's diary (including action taken or proposed).

3.8.7 Visitors to the site are made to sign the visitor's book upon arrival and exit stating the purpose of their visit and whom they represent.

### 3.9 **Site closure plan**

3.9.1 In the event the site ceases to operate as a waste transfer/treatment facility as set out in the site's EP, the following steps will be followed to achieve site closure:

- i) Contact the EA to advise the Environment Officer(s) that the site is planned to cease / have ceased the acceptance of wastes under the EP.



- ii) The amount of residual processed and unprocessed waste on site will be assessed by the TCM to set a timetable for the final processing and timely removal of waste from site.
- iii) Following removal of all waste, plant, and machinery from site a site investigation will be undertaken to ascertain the ground conditions of the land to which the site relates.
- iv) A surrender application will then be submitted to the EA for determination.

## **4 Environmental Control, Monitoring & Reporting**

### **4.1 Site inspections and maintenance**

- 4.1.1 The type and inspection frequencies for maintenance/housekeeping are listed on record form CHWL/RF/4 as an advisory. The inspection form will be completed by a person who is familiar with the requirements of the EMS and EP for the site. All details of defects, problems and repairs carried out will be recorded on the form on the day that each event occurs. Detailed comments may also be recorded in a site diary. All repairs will be carried out as soon as practically possible.
- 4.1.2 All repairs to site security will take place as soon as practically possible and the site will be made secure until the repair has been carried out. Any major defects found during the daily site inspection will be repaired as soon as practically possible.

### **4.2 Control of mud and debris**

- 4.2.1 The site has a dedicated vehicle wash down area and all HGV's will be required to pass through this area prior to exiting the site. Vehicles will also be visually inspected after the wash down area before exit to check that loads are safe and that no mud is carried up the access track which could spill onto Talke Road from the wheels or bodies of HGVs. Visual inspections of the vehicle running surfaces at the site will also be carried out daily and staff will report any problems with mud or debris on the site roads immediately to the site manager.
- 4.2.2 The site will only allow HGVs into areas of the site which could track mud i.e. into hardstanding areas, smaller vehicles such as cars, vans will not be permitted into these areas and be told to vacate the vehicle on concrete, tarmac areas.
- 4.2.3 The deposit of material on the access road or public highway will be treated as an emergency and will be cleared immediately by the operator using either a brush and shovel

or vacuum tanker/road sweeper if necessary. Silt will not be washed into roadside drains or gullies or via the drainage system.

### **4.3 Dust control**

- 4.3.1 The site operates in accordance with a site-specific dust management plan covering all aspects of dust control and mitigation, this document is referenced as HCRC-2628-G.

### **4.4 Odour control**

- 4.4.1 The site operates in accordance with a site-specific odour management plan covering all aspects of odour control and mitigation, this document is referenced as HCRC-2628-F.

### **4.5 Litter control**

- 4.5.1 Given the nature of wastes accepted at the site (i.e. light wastes including paper/cardboard) and the external operations, there is a risk of litter from the site so careful management is required to reduce the risk.
- 4.5.2 Daily inspections for litter will be carried out for the presence of windblown litter and operatives will be instructed to collect the litter and place it in a skip for disposal/recovery before the end of the working day. In any event, all light waste will be placed in skips before the end of the working day. Regular checks of the areas immediately beyond the site boundary will be carried out by site operatives.
- 4.5.3 All light waste is expected to be kept inside the building in a secure bay, cage or inside a skip/container) which will prevent the wastes being blown off site. All other light wastes are compacted and kept in a secure bay. In the event of high winds then the light waste will be transferred to a sealed skip to prevent it being blown off site.

## **4.6      Control of pests, birds and other scavengers**

- 4.6.1      As the site will be accepting household skips there is potential for the risk of pests. The site will reduce this by thorough daily inspections for the presence of pests and the results of the inspection noted in the site diary or site inspection form.
- 4.6.2      As no waste will be stored for more than 48 hours, it is unlikely that pests will become problematic. If any occurrences are noted, a pest controller will be called to site to eradicate the problem within a suitable timescale agreed with the EA.

## **4.7      Control and monitoring of noise & vibration**

- 4.7.1      The waste operations will be carried out using the Best Practicable Means at all times. A site-specific Noise Management Plan has prepared as part of this EMS and is shown in overleaf. These measures will ensure the noise levels at the site are managed appropriately by identifying: the likely sources of noise arising from the development; and, the actions to be taken / procedures to be followed or planned in order to prevent or minimise levels.

**Table 4.1 - Noise Management Table**

<b><i>Potential Noise Source</i></b>	<b><i>Action to be taken to prevent or minimise noise</i></b>
HGVs travelling to and from the site for delivery/collection of wastes/products.	<ul style="list-style-type: none"> <li>• All vehicles are required to be driven onto and off site with due consideration for neighbouring premises.</li> <li>• HGV movements will be spread out evenly throughout the day.</li> </ul>
Loading/unloading of waste delivery vehicles	<ul style="list-style-type: none"> <li>• Vehicles must be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around the site (5mph site speed limit).</li> <li>• Engines to be switched off when not in use.</li> <li>• Reversing alarms to be preferentially fitted with white noise alarms to minimise impacts on neighbouring sites.</li> <li>• No shaking of vehicle bodies whilst raised.</li> </ul>
Operation of mechanical treatment plant i.e. screeners, crusher	<ul style="list-style-type: none"> <li>• Engines to be switched off when not in use.</li> <li>• Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated.</li> <li>• Operation of the crushing/screening plant in strict accordance with the hours set out in Section 1.6 of this EMS will ensure any impact on the surrounding area is minimised during 'unsociable' hours when surrounding industrial operations are less intensive or dormant</li> </ul>
Operation of loading plant (i.e. telehandler/360)	<ul style="list-style-type: none"> <li>• Drop heights to be kept to a minimum, particularly when loading empty tipper wagon/skip/container to minimise noise/vibration.</li> <li>• Engines to be switched off when not in use.</li> <li>• Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around site.</li> <li>• Loading plant/machinery will only be operated at ground level, i.e. never on stockpiles.</li> </ul>
Small vehicles travelling to and from the site (e.g. staff and visitor's cars, courier van deliveries etc.)	<ul style="list-style-type: none"> <li>• All those working on and visiting the site to be made aware of need for considerate driving and keeping vehicles well maintained.</li> <li>• Small vehicles will arrive marginally earlier than the main site operating hours.</li> </ul>

## **4.8 Complaint's procedure**

- 4.8.1 Any third-party complaints received will be recorded on form CHWL/RF/7 and will include a record of the complaint, particulars of the complainant and details of any action taken to alleviate the problem to ensure the likelihood of a future third party complaint is minimised.

## **5      Emergency & Contingency Procedures**

### **5.1      General**

- 5.1.1      In addition to obligations imposed by RIDDOR '13 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) the permit holder will notify the EA of any serious injuries to employees of Cherry Hill Waste Ltd, other site users or members of the public arising as a result of operations on site. Minor injuries such as cuts and grazes etc. will be recorded in the accident book on site. Separate procedures will be used for different types of emergencies. An emergency at the site is defined by the site management as follows:

*“Any incident which is likely to result in harm to human health or pollution of the environment or serious breach of permit conditions and serious detriment to the amenities of the locality.”*

- 5.1.2      For all emergency situations, the deposit of any further waste will be suspended where necessary to allow action to be taken safely. If necessary, staff and other users of the site will be evacuated to an area which is a safe distance away from the hazards. Staff handling the emergency will be provided with and trained to use the necessary PPE (personal protective equipment) unless the manager instructs them that the hazard is too severe and outside help is needed from the emergency services or specialist waste contractors. A visitor's book will be kept checking who is on site at all times.

### **5.2      Fire**

- 5.2.1      For quick reference, the following actions will be taken when fire is detected or suspected (site operatives):
- a)      DON'T PANIC
  - b)      RAISE THE ALARM (IF NOT DONE SO ALREADY)
  - c)      NOTIFY THE SITE MANAGER (IF SAFE TO DO SO)

- d) DO NOT TRY TO TACKLE THE FIRE YOURSELF UNLESS YOU ARE TRAINED IN DOING SO AND YOU ARE SURE OF THE NATURE AND SOURCE OF THE FIRE
- e) LEAVE THE SITE USING THE MAIN ACCESS GATES AS QUICKLY AND AS ORDERLY AS POSSIBLE
- f) ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT WHICH IS LOCATED BY THE SITE ACCESS GATES.
- g) THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON 999 AND ENSURING THAT ALL PERSONS WHO WERE WORKING ON THE SITE OR WHO SIGNED IN TO THE VISITOR'S BOOK ARE ASSEMBLED SAFELY
- h) INFORM ALL NEIGHBOURING PREMISES WHO ARE LIKELY TO BE AFFECTED
- i) INFORM THE ENVIRONMENT AGENCY
- j) DO NOT RETURN TO THE SITE UNTIL YOU HAVE BEEN GIVEN THE ALL CLEAR BY THE EMERGENCY SERVICES AND THE SITE MANAGER

## **5.3 Breakdowns**

- 5.3.1 In the event of plant breakdowns, alternative plant will be sourced until the existing plant is repaired to prevent potential over stockpiling of waste. If an alternative plant cannot be used then waste will be stored securely until the plant is repaired and if necessary, waste will be diverted to an alternative site. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages, most likely on the concrete surface.
- 5.3.2 Essential spares for plant maintenance are kept on site to ensure a repair can be carried out efficiently.

## **5.4 Spillages**

- 5.4.1 Fuel which may be stored on site will be contained within a bunded receptacle/container to contain any primary leaks. If any oil and vehicle maintenance chemicals are kept on site, they will be stored securely. In the event of a spillage a spill containment kit (absorbent

pads, booms or granules) will be used to prevent further spillage and the contaminated absorbents placed in a skip for disposal to a suitably permitted facility.

- 5.4.2 Any wastes which would be classified as having the potential to cause polluting runoff are stored within the concrete area which is a sealed drainage system.
- 5.4.3 All site surfaces will be inspected daily for the presence of spillages when the site is in operation. Debris will be swept as required and placed in a skip for further processing on site and sent to a suitably permitted site.
- 5.4.4 All wastes liable to give rise to contamination will be removed from the site within an EA agreed timescale.

## **5.5 Drums**

- 5.5.1 The deposit of drummed waste will not be allowed at the site. If a drum is concealed within a skip and is not observed until the skip is deposited in the waste reception area, then the following procedure will apply:
  - a) The staff member will visually check the condition of the drum from a safe distance, noting any labels referring to the possible contents or hazards.
  - b) The site manager will be contacted to verify the observations and to decide on further action.
  - c) The producer of the waste and the EA will be contacted for advice and further information if necessary and both will be informed that a breach of the Duty of Care and site permit conditions has occurred as the result of the unauthorised deposit.
  - d) No further waste will be deposited until the emergency has been dealt with.
  - e) All spillages will be cleared using a spill containment kit and all contaminated absorbents placed in a skip for disposal to a suitably permitted waste management site.
  - f) If the deposit results in serious reactions with other waste or harmful emissions or the drum contents cannot be identified, then the emergency services and/or specialist waste contractors will be brought in to assist. If necessary, staff will be evacuated from



the site or to a safe area within the site and all occupants of neighbouring properties will be informed.

## **5.6     Adverse reactions**

- 5.6.1     No wastes are accepted which will react to present such a hazard. If unauthorised waste is found in a load and does present such a hazard the same procedures as for the deposit of drums (above) shall apply.

## **5.7     Staff shortages**

- 5.7.1     In the event of unforeseen staff shortages arising from illness, suspension or no shows, the operator will make a judgement whether to reduce the number of incoming loads and divert material to an alternative site. The operator will then seek further employment within a timely manner to ensure the site can continue to operate at its required capacity.

## **5.8     Weather conditions**

5.8.1     The site will subscribe to the Met Office to receive updated weather alerts for the following weather conditions which could cause a potential complaint off site or potential breach of permit:

- i)     Prolonged periods of heavy rainfall causing mud and surface water ponding; this could also lead to waste becoming wet and causing odour
- ii)    Periods of cold weather leading to stockpiles freezing reducing processing operations causing over stockpiling of waste
- iii)   High winds creating a risk of litter and dust escaping beyond the site boundary
- iv)    Droughts or periods of hot weather which could lead to heating of combustible waste, water shortages, hosepipe bans and excessive dust.
- v)     Dense fog leading to poor visibility causing accidents.

5.8.2     The site will install the following preventative measures to ensure the above do not hinder operations:

### **HEAVY RAINFALL**

- Stockpiles consisting of soil may be covered with tarpaulin to prevent them from becoming wet meaning the BS topsoil production can commence once the rainfall has cleared.
- Vehicles exiting the site will undergo a more thorough check to ensure mud is not tracked onto North Farm Lane.
- Should long periods of rainfall be likely, the site will hire a third-party road sweeper to cover the wet period to ensure surfaces are swept thoroughly throughout the day.

### **COLD WEATHER**

- The site will reduce stockpile sizes and divert material to alternative sites following collection from an excavation site in advance prior to the cold weather conditions.

- Stockpiles consisting of soil may be covered with tarpaulin to prevent them from freezing meaning they can be processed upon warmer weather.
- The site will ensure only wastes associated with the transfer station or wastes which comprise of concrete, hardcore are accepted during freezing weather conditions to prevent over stockpiling.

#### **HIGH WINDS**

- There will be no sorting, processing or treatment of any wastes which are likely to be blown around during conditions of high winds.
- Vehicles leaving the site will be sheeted to comply with the requirements of the Duty of Care legislation.
- Stockpiles will be reduced to a suitable height to prevent the material escaping beyond the site boundary.
- Stockpiles may be covered with tarpaulin in the event the above procedures are not considered effective.
- In the event of extreme winds, the site will deploy the above measures and may be forced to close operations until conditions have improved.

#### **DROUGHTS/WARM, DRY WEATHER**

- In extreme cases such as a hosepipe ban or water shortage, the site will ensure there is additional water available i.e. tanks which can be used for filling the mobile bowser to ensure suppression techniques can still function.
- The site will contact the water company in the event of an emergency to see if the water pressure can be increased.
- For periods of prolonged dry conditions, stockpiles and processing heights may be reduced to a suitable level to reduce the risk of dust.
- If the above measures are not suitable, the site will look install dust netting in a timescale agreed with the EA.

- Where dust is becoming a major concern then the operator will stop processing the material and cover the piles using tarpaulin until conditions or dust suppression techniques are considered effective.

#### **DENSE FOG (POOR VISIBILITY)**

- The site will not operate in conditions of poor visibility such as dense fog to reduce the risk of vehicle collisions or other potential accidents.

### **5.9 Operational failure**

- 5.9.1 The manager will be contacted by staff in the event of any operational failure such as the breakdown of plant, systems or equipment and will decide whether operations are to continue or be suspended prior to corrective action being taken. Serious operational failures, which result in the closure of the site, will be recorded in the site diary.

### **5.10 Bomb scare**

- 5.10.1 In the unlikely event of a bomb scare, the site will be evacuated, and the police contacted. The police will then assume control of the site until the threat has been verified or the device defused and removed. The EA will be kept informed of the events on site.

## **6 Training for Site Staff**

### **6.1 Training needs assessment**

- 6.1.1 All new and existing site staff are subject to a specific training regime based on their responsibilities to ensure all operations are carried out without harm to the environment or amenity of the surrounding area. Training in all aspects of the site and waste operations at the site regarding the individual responsibilities of the site staff will help to prevent incidents occurring which may have an adverse impact on the environment and/or the employees and their co-workers.
- 6.1.2 An employee training record CHWL/RF/6 is provided in Appendix II which details a list of the training needs of all new site staff and serves as a training review for existing site staff which will be carried out annually or a period set at the operator's preference.

### **6.2 Site rules and infrastructure training**

- 6.2.1 This information is provided to all employees, visitors, and contractors with a full understanding of the site's conditions of use, which is communicated and documented at induction for all staff with specific induction for visitors and contractors.
- 6.2.2 Competency should be demonstrated within this field to ensure the employee is fully aware of the site's surroundings and operations to ensure their safety and compliance with specific operating conditions at the site.

### **6.3 Emergency procedures training**

- 6.3.1 All employees are required to be familiar with the Environmental Controls in Section 4.0 and the Emergency Procedures as detailed in the Section 5.0.
- 6.3.2 In addition to normal operating conditions as specified in the site rules, employees must also be trained in dealing with eventualities which may occur outside the scope of normal

operating conditions, so they are aware of how to deal with these situations in advance of an occurrence.

## **6.4 Fire safety / firefighting training**

- 6.4.1 Management must provide all employees with appropriate fire safety training regarding their individual responsibilities.
- 6.4.2 Emergency procedures detailing what measures employees should adopt should a fire occur at the site are detailed in Section 5.2 and are covered by the 'emergency procedures' training (see Section 6.3).
- 6.4.3 Regular fire drills are undertaken by site management to ensure proper procedures are followed by employees in the unlikely event that a fire incident occurs. These will be unannounced drills and will not form part of the induction or review training as specified in Section 6.1.

## **6.5 Recognition of waste types training**

- 6.5.1 All employees are given induction training and subsequent regular training to identify those waste types which are permitted for acceptance at the site under the site's EP and those wastes which are not. This will include specific training to identify those common wastes which may be found following deposit and are not permitted at the site and will also include more obscure wastes and how to handle these wastes safely. All employees are advised that they should refer any unrecognisable or unknown wastes to senior management, who should, in turn, follow procedures outlined in the EMS and/or contact the EA to agree a suitable method for removal.
- 6.5.2 Staff will also be trained to recognise any gypsum/plasterboard within accepted loads and ensure any pieces found are deposited into the correct area on site. Staff will also be trained to recognise the importance of not mixing any plasterboard with biodegradable material.

- 6.5.3 Training is provided to all site users who handle waste on site and those in charge of administration and reporting. In-depth training will also be provided to drivers responsible for collecting wastes from the site of production in accordance with Section 3.0. They will be trained to identify any wastes not covered by the EP for the site and inform the producer that an alternative facility must be sought for any non-compliant wastes.

## **6.6 Storage areas / limits training**

- 6.6.1 Those employees who carry out their responsibilities at the site and those in senior posts must be trained to identify appropriate waste storage areas to ensure that waste storage operations comply with the requirements of the EP for the site.
- 6.6.2 Employees in these roles must also be trained to recognise storage limits to ensure that they are in accordance with those specified in Section 1.7.
- 6.6.3 Employees will be trained to identify that the plasterboard bay and containers are clearly segregated from other wastes stored at the site. If staff notice any issues with storage of plasterboard, the TCM will be contacted.

## **6.7 Vehicle / plant preventative maintenance training**

- 6.7.1 This training is provided specifically for the vehicle and plant operators to ensure that all plant and machinery is checked regularly to prevent any occurrences which may lead to any adverse impacts on the environment or human health.
- 6.7.2 Training will be in accordance with Section 3.9 of this document and will be based on the preventative maintenance schedule supplied by the plant/equipment manufacturer.
- 6.7.3 The same training will be provided to senior management enabling a dual-level maintenance programme.

## **6.8 Duty of care training**

- 6.8.1 All employees dealing with consignments of waste are trained in the completion of Duty of Care Waste Transfer Notes and the appropriate auditing of destination sites and/or contractors to ensure compliance.

## **6.9 Plant operation training**

- 6.9.1 Any employees who are required to operate loading or treatment plant for the movement or processing of waste will be required to undertake the necessary qualifications for the operation of the specific item of plant in question. This will be required prior to operating the plant and will be obtained through necessary external certification programmes.
- 6.9.2 Regardless of general plant operation certification, all operatives will be fully inducted in the operation of the specific make and/or model of plant used on site.

## **6.10 Permit / Management System training**

- 6.10.1 All employees will be inducted into the operating conditions as prescribed in the EP for the site. Whilst much of the above training will provide specific guidance on many aspects of these documents, all employees will be made aware of the location of the EP and EMS in the site office. All managerial positions will be made fully aware of the site's operating conditions.

## **6.11 Training for contractors**

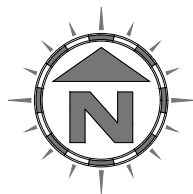
- 6.11.1 General site training will be provided to any contractors who are working on the site on a temporary basis as described in Sections 6.2, 6.3 and 6.4 above.
- 6.11.2 Additional training will be provided to contractors in their area of expertise. If they are dealing with specific items of plant/machinery, site operating conditions and a general



understanding of the EP conditions will be provided to prevent any adverse impacts on the environment.

# Appendix I

## Drawings



Scale Bar (1:25,000)

0 km 1 km 2 km


#### NOTES

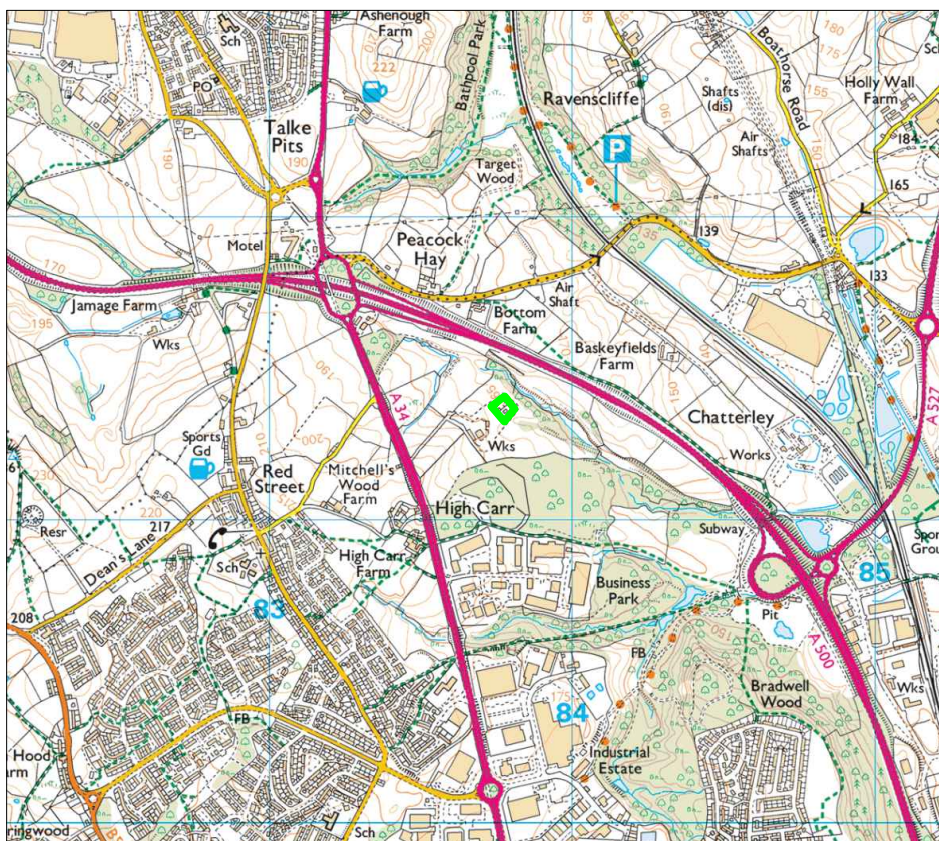
Drawing for indication only. Reproduced with the permission of the controller of H.M.S.O. Crown copyright licence No. 100022432. This drawing is copyright and property of Oaktree Environmental Ltd.

#### REVISION HISTORY

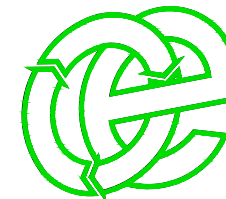
Rev	Date	Init:	Description:
-	25.6.19	CP	Initial Drawing

#### KEY:

 Permit boundary



**Oaktree Environmental Ltd**  
Waste, Planning and Environmental Consultants



**DRAWING TITLE**  
SITE LOCATION MAP

**CLIENT**  
Cherry Hill Waste Ltd

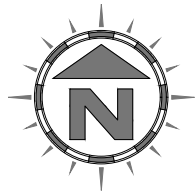
**PROJECT/SITE**  
High Carr Recycling Centre, High Carr Farm,  
No 2, Talke Road, Chesterton, Newcastle  
Under Lyme, Staffordshire, ST5 7AL

<b>SCALE @ A4</b>	<b>JOB NO</b>	<b>CLIENT NO</b>
1:25,000	4152	2628

<b>DRAWING NUMBER</b>	<b>REV</b>	<b>STATUS</b>
HCRC/2628/01	-	Issued

<b>DRAWN</b>	<b>CHECKED</b>	<b>DATE</b>
CP	CHWL	25.06.19

Lime House, Road Two, Winsford, Cheshire, CW7 3QZ  
t: 01606 558833 | e: sales@oaktree-environmental.co.uk



Scale Bar (1:2,500)

0 m 100 m 200 m

#### NOTES

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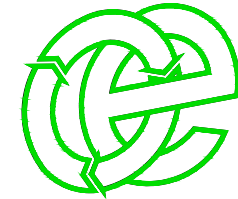
#### REVISION HISTORY

Rev	Date	Init:	Description:
-	25.6.19	CP	Initial Drawing
A	17.8.22	CP	Boundary update

#### KEY:

— Permit boundary

**Oaktree Environmental Ltd**  
Waste, Planning and Environmental Consultants



**DRAWING TITLE**  
PROPOSED PERMIT BOUNDARY PLAN

**CLIENT**  
Cherry Hill Waste Ltd

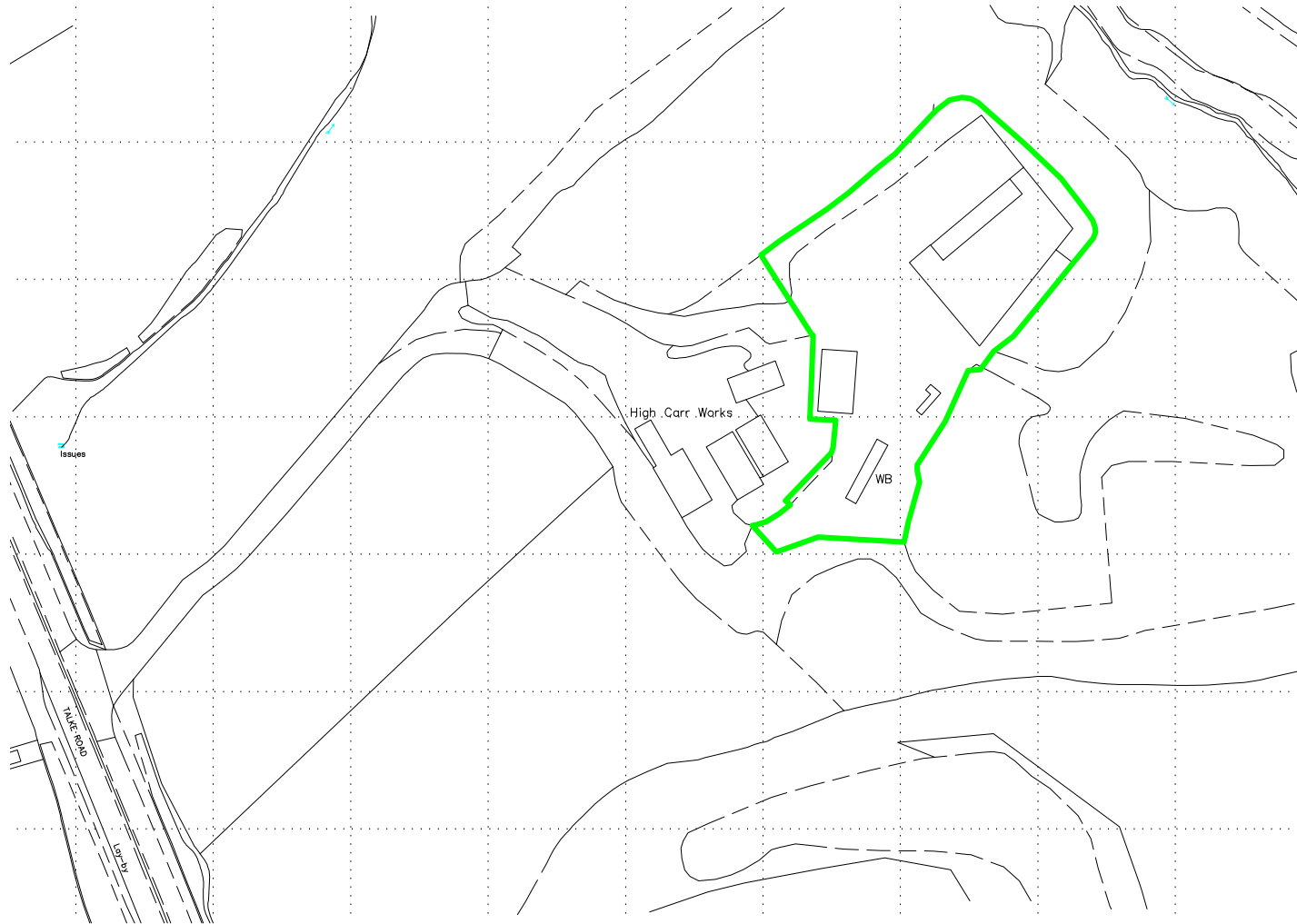
**PROJECT/SITE**  
High Carr Recycling Centre, High Carr Farm,  
No 2, Talke Road, Chesterton, Newcastle  
Under Lyme, Staffordshire, ST5 7AL

<b>SCALE @ A4</b>	<b>JOB NO</b>	<b>CLIENT NO</b>
1:2,500	002	2628

<b>DRAWING NUMBER</b>	<b>REV</b>	<b>STATUS</b>
HCRC/2628/02B	-	Issued

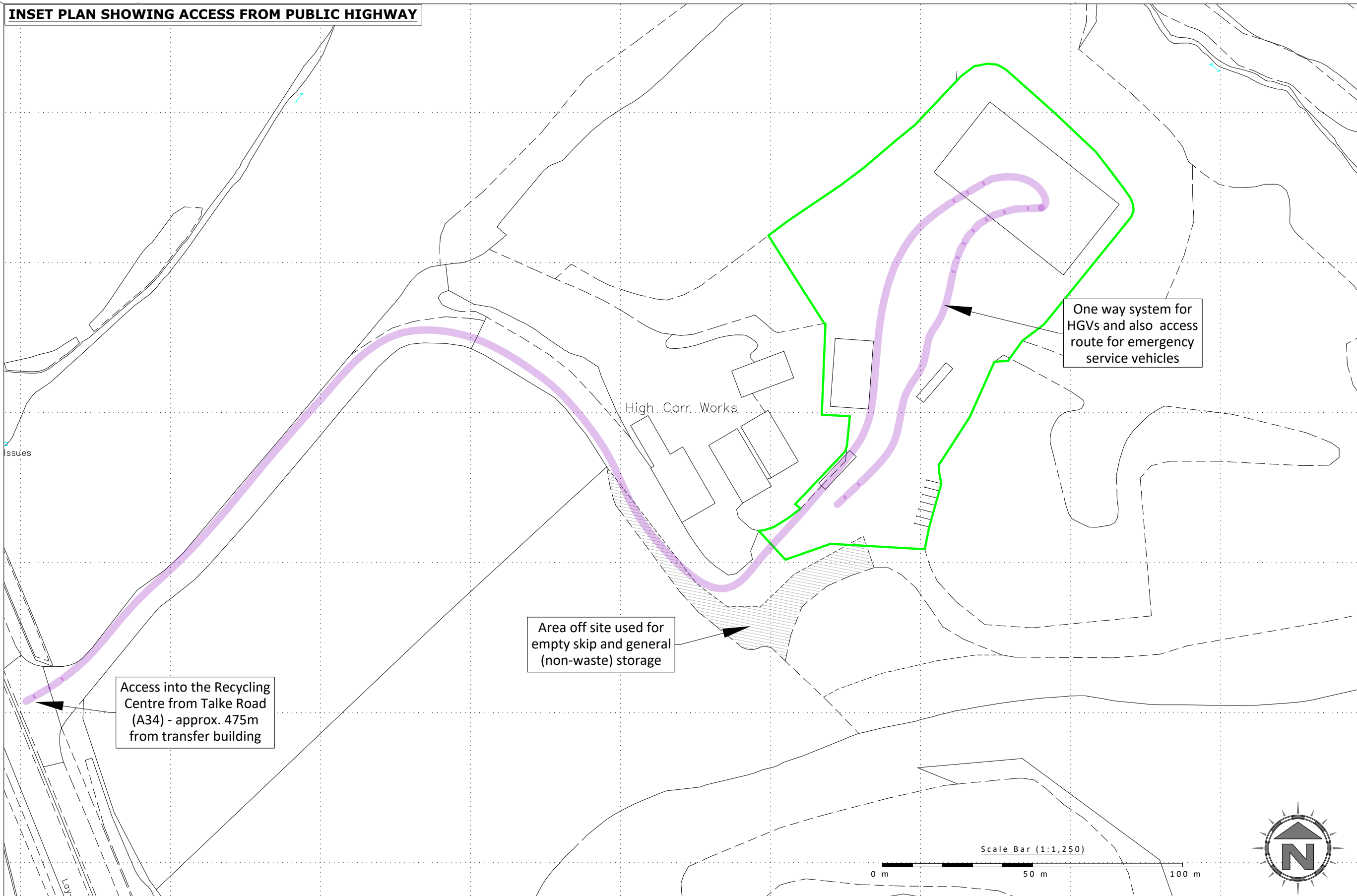
<b>DRAWN</b>	<b>CHECKED</b>	<b>DATE</b>
CP	CHWL	17.08.22

Lime House, Road Two, Winsford, Cheshire, CW7 3QZ  
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Waste Storage Area Details - PILE SIZES BASED ON AREA OF STOCKPILE ON SITE PLAN NOT LENGTH X WIDTH												
Plan Ref	Description	Storage type	Containment	Height / width of firewall (m)	Max Width (m)	Max Length (m)	Height (m)	Max area (m2)	Conversion factor used	Volume (m3)	Tonnage (approx.)	Maximum storage durations
AREA 1	Sorted recyclables i.e. wood, green, C&D, residual waste etc... (contents in each bay may vary)	Unprocessed	Free-standing (partly contained) inside concrete sleeper storage bay	3 / 0.2	15	11	2	165	0.5	165	100- 200 (depending on waste stored)	<14 days
AREA 2	As above	Hand sorted or by treatment plant (picking line)	Free-standing inside three-sided concrete sleeper storage bay	3 / 0.2	12	10.5	2	126	0.75	189	As above	<14 days
AREA 3	As above	Hand sorted or using excavator	As above	3 / 0.2	12	10.5	2	126	0.75	189	As above	<14 days
AREA 4	As above	Hand sorted or using excavator	As above	3 / 0.2	12	10.5	2	126	0.5	126	As above	<14 days
AREA 5	Plasterboard bay	Hand sorted from AREA 7 and source segregated	Free standing inside a three-sided concrete interlocking block storage bay	3.2 / 0.8	4.8	4.8	2	23.04	0.75	35	17	<5 days
AREA 6	Mixed municipal waste	Partly hand sorted arising from tipping area below	Free-standing inside two sided concrete panel wall	4 / 0.18	12	12	3	144	0.333	144	47	<72 hours
AREA 7	Waste reception (tipping), inspection and sorting area (clear out-of-hours)	Free-standing / unprocessed	N/A	N/A	10	10	1	100	0.333	33	11	<2 hours
AREA 8	Bulky waste skips	Hand sorted or by grab	Open topped, moveable 40 cubic yard roll on roll off skip / concrete panel wall	4 / 0.18	6.1	2.44	2.62	14.884	1	39	20- 30	<5 days
AREA 9	Mixed C&D waste (80% inert)	Partly hand sorted arising from tipping area (AREA 7)	Free-standing against front of concrete panel wall	4 / 0.18	7	20	2	140	0.5	140	168	<72 hours
AREA 10	Metals	Sorted by overband magnet	Open topped, moveable 20 cubic yard roll on roll off skip	N/A	6.1	2.44	1.4	14.884	1	21	25	<5 days
AREA 11	<5mm screened (qualifying) fines	Sorted (by double deck shaker screen)	Free-standing inside a three-sided concrete panel wall	3.0 / 0.18	8.5	4.5	2	38.25	0.75	57	57	<5 days
AREA 12	<25mm screened fines for landfill	As above	As above	3.0 / 0.18	4	4	2	16	0.75	24	24	<5 days
AREA 13	Lights (mixed waste)	Sorted (by double deck screen & blower)	Free standing inside a three-sided concrete panel storage bay and cage at the front	3.0 / 0.18	4	4	2	16	0.75	24	8	<5 days
AREA 14	Wood	Hand sorted	Free-standing inside two-sided concrete sleeper storage bay	3 / 0.18	5.5	4	1.5	22	0.75	25	12	<72 hours
AREA 15	As above	As above	As above	3.0 / 0.18	4	3.5	2	14	0.75	21	7	<5 days
AREAS 16-19	Hand sorted recyclables i.e. wood, plastic, residual waste etc...	Hand sorted from the picking line	Free standing inside a three-sided concrete panel storage bay	3.0 / 0.18	4	3.5	2	14	0.75	21	11	<5 days
AREA 20	Metals	Sorted by overband magnet	Open topped, moveable 40 cubic yard roll on roll off skip inside a three-sided concrete panel storage bay	3.0 / 0.18	6.1	2.44	2.62	14.884	1	39	47	<5 days
AREA 21	Stone/concrete/hardcore	End of mechanical treatment process	Free standing inside a three-sided concrete panel storage bay	3.0 / 0.18	4	3.5	2	14	0.75	21	25	<5 days
AREAS 22	Crushed stone/concrete/hardcore	Free-standing	No containment	N/A	8	8	2	64	0.333	43	51	<5 days
AREAS 23	Sorted soils/clay	Free-standing	No containment	N/A	15	15	4	225	0.333	300	360	<3-6 months



NOTES

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REVISION HISTORY

Rev:	Date:	Init:	Description:
-	18.06.19	CP	Initial drawing
A	19.06.19	CP	Client comments
B	01.01.20	CP	Client comments
C	31.01.22	CP	Update for EA
D	17.08.22	CP	Update for permit variation

Key:

- Proposed permit boundary
- Waste storage areas
- Non-waste storage areas
- Non-waste fuels, oils and other liquids storage
- Waste recycling building (impermeable concrete floor)
- Other buildings i.e. workshops/offices
- Impermeable concrete surfaces with sealed drainage
- Hardstanding (freely draining areas)
- Contaminated surface water drainage
- Clean surface water drainage
- Surface water drainage fall direction
- Gully's
- Manholes
- Quarantine area (with 6m buffer zone) based on AREA 7
- Hose reels (indicative location)
- Fire fighting equipment / extinguishers (indicative locations)
- Plant shutdown (indicative location)
- Manual fire alarms (break glass / horns) - indicative location
- Spill kits (indicative location)
- Designated smoking area
- Access route for emergency services
- Fire hydrants
- Fire assembly points
- Out-of-hours plant storage
- Pan, tilt and zone cameras with 360° 50m coverage

DRAWING TITLE

SITE LAYOUT PLAN

CLIENT

Oaktree Environmental Ltd

PROJECT/SITE

High Carr Recycling Centre, High Carr Farm, No 2, Talke Road, Chesterton, Newcastle Under Lyme, Staffordshire, ST5 7AL

SCALE @ A3

1:200

CLIENT NO

2628

JOB NO

002

DRAWING NUMBER

HCRC/2682/03

REV

D

STATUS

Issued

DRAWN BY

CP

CHECKED

--

DATE

17.08.22

Lime House, Road Two, Winsford, Cheshire, CW7 3QZ

t: 01606 558833 | e: sales@oaktree-environmental.co.uk

Oaktree Environmental Ltd

Waste, Planning and Environmental Consultants



# **Appendix II**

## **Record Keeping Forms**

**CHERRY HILL WASTE LTD**  
**REJECTED WASTE - RECORD FORM CHWL/RF/2**

<b>DATE</b>	
<b>TIME</b>	
<b>WASTE DESCRIPTION</b>	
<b>QUANTITY OF WASTE</b>	
<b>PRODUCER/HOLDER'S NAME, ADDRESS &amp; TELEPHONE No.</b>	
<b>NAME OF CARRIER</b>	
<b>VEHICLE REGISTRATION</b>	
<b>CARRIER REG. No.</b>	
<b>REASON FOR REJECTION OF WASTE</b>	
<b>ACTION TAKEN</b>	

<b>CHERRY HILL WASTE LTD</b> <b>SITE INSPECTION FORM – CHWL/RF/4</b>									
<b>WEEK STARTING</b>									
<b>TYPE OF INSPECTION</b>		<b>FREQ</b>	<b>DAY</b>						
			<b>M</b>	<b>T</b>	<b>W</b>	<b>T</b>	<b>F</b>	<b>S</b>	<b>S</b>
SITE ENTRANCE/NOTICE BOARD		WEEKLY							
SECURITY - GATES		WEEKLY							
SECURITY - FENCING		WEEKLY							
SITE ROADS (CLEAR FROM HAZARDS)		DAILY							
IMPERMEABLE CONCRETE AREAS		DAILY							
BUND AROUND CONCRETE PAD (INTEGRITY)		DAILY							
DRAIN (FUNCTIONING)		DAILY							
HOLDING TANK / SUMP / INTERCEPTOR		WEEKLY							
WASTE CONTAINERS		DAILY							
WASTE STORAGE LIMITS	MIXED WASTE	WEEKLY							
WASTE STORAGE LIMITS	INERTS	WEEKLY							
WASTE STORAGE LIMITS	OTHER	WEEKLY							
REJECTED WASTE TYPES / STORAGE		WEEKLY							
NOISE LEVELS		DAILY							
FIRES (ANY INCIDENTS REPORTED)		DAILY							
NO SMOKING SIGNS IN PLACE		MONTHLY							
SPILLAGES & ABSORBENTS		DAILY							
FUEL TANK/BUND INTEGRITY		WEEKLY							
LITTER		DAILY							
DUST		DAILY							
ODOUR		DAILY							
VERMIN		DAILY							
RECORDS		WEEKLY							
COMPLAINTS RECEIVED		AS REQUIRED							
OTHER (SEE NOTES BELOW)		AS REQUIRED							
INSPECTION CARRIED OUT BY									
		<b>NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):</b>							
<b>CHECKED BY</b>					<b>SIGNATURE</b>				
<b>POSITION</b>					<b>DATE</b>				
<i>Sheet</i>					<i>of</i>				



**CHERRY HILL WASTE LTD****PREVENTATIVE MAINTENANCE CHECKLIST– CHWL/RF/5**

<b>CHECKED BY</b>	<b>POSITION</b>
<b>DATE</b>	<b>DATE OF LAST CHECKLIST</b>

	<b>EQUIPMENT ITEM</b>					
<b>OFFICIAL MAINTENANCE CHECK REQUIRED (Y/N)</b>						
<b>IF NO, DATE OF LAST CHECK</b>						
<b>IF YES, DATE OF NEXT CHECK</b>						
<b>IS ITEM IN CORRECT WORKING ORDER</b>						
<b>LEAKAGES OF OIL/DIESEL ON MOBILE PLANT / VEHICLES</b>						
<b>IF NO, WHAT REPAIRS ARE REQUIRED (USE SEPARATE SHEET IF REQUIRED)</b>						
<b>WERE REPAIRS DETAILED ON THE LAST CHECKLIST</b>						
<b>IF YES, HAVE THEY BEEN CARRIED OUT</b>						
<b>ADDITIONAL REPAIRS OR ACTIONS REQUIRED</b>						

# CHERRY HILL WASTE LTD

## EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - CHWL/RF/6

EMPLOYEE NAME				DATE COMPLETED			
POSITION				REVIEW DUE			
TRAINER				OUTCOME	PASSED		
POSITION					FURTHER TRAINING REQUIRED		
CARRIED OUT /SIGN OFF >	Y/N	SIGNED BY EMPLOYEE	SIGNED BY TRAINER		Y/N	SIGNED BY EMPLOYEE	SIGNED BY TRAINER
ENVIRONMENTAL PERMIT				FIRE PREVENTION PLAN			
MANAGEMENT SYSTEM				FIRE SAFETY			
SITE RULES				EMERGENCY PROCEDURES			
RECORD KEEPING / TRANSFER NOTES				STORAGE /PILE SIZE LIMITS			
RECOGNITION OF WASTE TYPES				STORAGE DURATION			
SECURITY				FIRE DETECTION			
VEHICLE CHECKS				FIRE ALARMS			
PLANT OPERATION				FIRE FIGHTING EQUIPMENT			
PLANT CHECKS				FIRE WATER CONTAINMENT MEASURES			
AMENITY - LITTER, ODOUR, PESTS etc.				SPILL CLEARANCE			
NOTES AND ACTIONS:							

**CHERRY HILL WASTE LTD**  
**COMPLAINTS REPORT FORM (CHWL/RF/7)**

<b>Date Recorded:</b>	<b>Reference Number:</b>
Name and address of caller	
Telephone number of caller	
Time and Date of call	
Nature of complaint (noise, odour, dust, other) (date, time, duration)	
Weather at the time of complaint (rain, snow, fog, etc.)	
Wind (strength, direction)	
Any other complaints relating to this report	
Any other relevant information	
Potential reasons for complaint	
The operations being carried out on site at the time of the complaint	
<b>Follow Up</b>	
Actions taken	
Date of call back to complainant	
Summary of call back conversation	
<b>Recommendations</b>	
Change in procedures	
Changes to Environmental Management System (EMS)	
Date changes implemented	
<b>Form completed by</b>	
<b>Signed</b>	
<b>Date completed</b>	

## **COMPLAINT RECORDING PROCEDURE:**

Any complaints received will be recorded on form CHWL/RF/7. This form will normally be completed, signed and dated by the Site Manager; if they are not available the Office Manager will complete the form.

- 1) The name, address and telephone number of the caller will be requested.
- 2) Each complaint will be given a reference number.
- 3) The caller will be asked to give details of:
  - a) the nature of the complaint;
  - b) the time;
  - c) how long it lasted;
  - d) how often it occurs;
  - e) Is this the first time the problem has been noticed; and
  - f) what prompted them to complain.
- 4) The person completing the form will then, if possible, make a note of:
  - a) the weather conditions at the time of the problem (rain, snow, fog etc.);
  - b) strength and direction of the wind; and
  - c) the activity or activities taken place on the site at the time the noise was detected, particularly anything unusual.
- 5) The reason for the complaint will be investigated and a note of the findings added to the report.
- 6) The caller will then be contacted with an explanation of the source of the complaint if identified and the action taken to prevent a recurrence of the problem in future.
- 7) If the caller is unhappy about the outcome or unwilling to identify themselves the caller will be invited to contact the Environment Agency and or the Local Authority.

Note: Following any complaint the relevant management plan(s) will be reviewed to ensure appropriate actions are in place to counter any problems.

# CHERRY HILL WASTE LTD

## PPE RISK ASSESSMENT & RECORD OF ISSUE – CHWL/RF/11

EMPLOYEE NAME:			ASSESSMENT DATE:		
HAZARD		AREA EXPOSED TO RISK REQUIRING PROTECTION	TYPE OF PROTECTION REQUIRED	DATE ISSUED	REPLACEMENT IN STOCK
Falls from height		Cranium	Safety helmet		
Blows, cuts		Ears	Hard hat		
Impact, crushing		Eyes	Face screen		
Stabs, cuts, grazes		Respiratory tract	Safety glasses		
Vibration		Face	Safety goggles		
Slips, falling over		Whole head	Ear plugs		
Scald, heat, fire		Hands	Ear defenders		
Cold		Forearms	Gloves		
Immersion		Arms(part)	Nitrile gloves		
Non-ion. Radiation		Feet	Gauntlets		
Electrical		Legs	Wrist cuffs		
Noise		Skin	Wrist cuffs		
Ionising radiation		Trunk/abdomen	Armlets		
Dust fibre		Whole body	Leggings		
Fume			Knee pads		
Vapours			Safety boots		
Splashes, spurts			S. Wellingtons		
Harmful bacteria			Overalls		
Harmful viruses			Disp. overalls		
Fungi			Protective aprons		
Non microbiological antigens			Hi-vis coat		
Others...			Hi-vis vest		
			Respirators		
			Breathing app.		
			Dust masks		
			Waterproofs		

**CHERRY HILL WASTE LTD****H&S (FIRST-AID) REGULATIONS 1981 - SITE CHECKLIST – CHWL/RF/13**

First aid is defined as treatment by a medical practitioner or minor injuries treated by a first aider or not requiring treatment. The first aid box must contain suitable first aid materials and nothing else and only contains items which the first aider has been trained to use. Check items frequently for expiry dates. Items must be stored in a clearly marked box.				
<b>Contents of first aid box - Item</b>	<b>On site</b>	<b>Checked</b>	<b>On skip vehicle(s)</b>	<b>Checked</b>
Guidance card				
Individually wrapped sterile adhesive 'plasters'				
sterile eye pads, with attachment				
individually wrapped triangular bandages				
safety pins				
medium sterile individually wrapped unmedicated wound dressing				
large sterile individually wrapped unmedicated wound dressing				
ex-large sterile individually wrapped unmedicated wound dressing				
0.9% saline solution - eye wash (no other eye bath products allowed)				
<b>THE EMPLOYER MUST</b>				
				<b>y/n</b>
Make provision for first aid				
Provide equipment/facilities adequate for first aid if employees become ill or are injured at work				
Relate first aid provisions to the hazards on site				
Provide first aid equipment to remote workers				
Place first aid kit in clearly identified/accessible location. Convenient to greatest risk.				
Provide access to first aid facilities for trained first aiders.				
Provide soap and water/ disposable drying materials or non-alcohol cleansing wipes.				
Provide a first aid room in high risk situations				
Train remote workers in emergency first aid				
Provide an appointed person at all times when employees are in work. Not less than 1 first aider per 50 employees.				
Send first aiders on a recognised training course				
Inform employees of arrangements made for first aid i.e. location of equipment, personnel and facilities.				
<b>NOTES</b>				

## **Appendix III**

# **Copy of Environmental Permit**

## **Appendix IV**

# **Health & Safety – Conditions of Site Use**



### **HEALTH AND SAFETY - CONDITIONS OF SITE USE**

The following guidelines apply to all site personnel, contractors and visitors using the site (where applicable).

- 1) The site is covered by the Health and Safety at Work Act 1974 and its associated regulations and all users must abide by any relevant provisions. Any person found to be in contravention of the requirements of this Health and Safety Statement will be asked to leave the site.
- 2) All visitors must sign the visitor's book upon entry to and exit from the site. All vehicle drivers must report to the office and await instruction from the site manager/deputy before proceeding to deposit waste at the site.
- 3) All accidents, diseases, injuries or dangerous occurrences shall be reported to the site manager. All instructions issued by the site manager in respect of health and safety at the site must be followed by all site users.
- 4) A first aid box (including eye-wash bottles) will be kept in the site office. If you are injured on site please alert a member of staff/trained first-aider for assistance.
- 5) All persons must wear the appropriate PPE on site including high visibility jackets and hard hat.
- 6) Safety boots must be worn by all persons in the waste processing/storage areas.
- 7) Protective gloves must be worn for any operations which present a hazard of puncture to or laceration of the skin or for any manual handling work carried out on site.
- 8) Ear defenders, safety helmets (hard hats) and eye protection will be issued when deemed necessary and must be worn by all employees and contractors where required by the site manager or other site representatives.
- 9) Fire extinguishers are kept on site to deal with any fires - fires shall only be dealt with by employees of Cherry Hill Waste Ltd unless alternative instructions are given by the site manager. Access to fire exits and firefighting equipment must be kept clear at all times. If a fire alarm sounds please follow instructions and leave the site in an orderly fashion.
- 10) Persons who are suspected to be under the influence of drugs or alcohol will be removed from the site.
- 11) Smoking is not permitted on the site.
- 12) Observe and follow all traffic directions and traffic/safety signs.
- 13) Drivers must comply with all safety instructions given by the site manager or appointed deputy.
- 14) All drivers are responsible for ensuring that their vehicle is safely loaded. Unsafe loads will not be accepted at the site and will not be allowed to leave the site until they have been made safe.
- 15) Drivers waiting to tip at the site will follow the instructions of the operator and only tip in the designated area, unless advised otherwise. No tipping will take place over sorted stockpiles.
- 16) Drivers must remain in the cab or stand well clear of the vehicle during loading or tipping. Once the vehicle has been loaded it must be securely sheeted (if necessary) before leaving the site. When sheeting and unsheeting the vehicle ensure that the engine is switched off, the ignition key removed and the parking brake is on. Do not gain access using the mudguards and wheels. Ensure that ropes, hooks and sheets are in good condition.
- 17) Never travel with the vehicle body raised and ensure the maximum height of the raised body the vehicle is known.

### **Declaration: To be completed by site users**

I have read and understand the conditions of use for this site and agree to comply with them at all times. I accept that neither Cherry Hill Waste Ltd nor their employees shall be liable for any loss or injury arising from my non-compliance with the above conditions.

Signed.....

Print name.....

Company/Organisation.....

Date.....

*Note: these conditions are included in the EMS for information only and may be revised regularly as part of the site health and safety policy.*