Management System
for
Wellington Waste Management

Submitted to:

Tony Palfrey
Wellington Waste Management
Summerfield Avenue,
Chelston Business Park,
Wellington.
TA21 9JF

Preparation Date

30 April 2021

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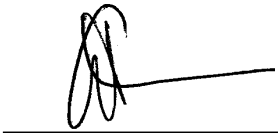


Gary Nelson
Waste Management Specialist

Contents

1.0 COMPANY DETAILS

1.1 Name of the Company

Wellington Waste Management

1.2 Office Name:

Wellington Waste Management
Summerfield Avenue,
Chelston Business Park,
Wellington.
TA21 9JF

1.3 Registered Office Address:

As Above

1.4 Company Registration Number:

04342685

1.5 Name of the nominated contact person the organisation

Company contact person:

Mr Bernie Doyle, Site Manager

Address:

Wellington Waste Management
Summerfield Avenue,
Chelston Business Park,
Wellington.
TA21 9JF

Telephone Number:	01823 664628
Mobile:	07989 851371
E-Mail Address:	*bernie@wellingtonwaste.co.uk*

1.6 Name of the Technically Competent person within organisation

Company competent person:

Gary Nelson

Transfer & treatment of non-hazardous waste
Continuing Competence Certificate No 5181251.

Level of qualifications meets
EA approval: Yes

1.7 Description of Company's Principal Activities:

Wellington Waste Skips Ltd is a well-established waste transfer station with a facility to recycle, recover and transfer waste, which is providing an important and expanding service to household, industrial and commercial waste producers within Somerset and surrounding areas.

Wellington Waste Skips Ltd currently operates from its business premises at Summerfield Avenue, Chelston Business Park Wellington, Somerset, TA21 9JF, where it has recently relocated its business from The Old Brickworks where it has traded for over 18 Years.

The purpose of the Waste Transfer Station is to receive waste material from the construction sector, industrial sector and households, and to sort and transfer like waste material in bulk for recycling or to a landfill site.

1.8 Waste Management Licence Records

Waste Management Licence (Environmental Permit) Number	EPR/JB3708HQ/A001
Permit Description:	Bespoke Permit: household, commercial and industrial waste transfer station with treatment.
Waste Management Exemption Number	WEX248020
Exemptions Registered	S2: Storing waste in a secure place. T10: Sorting mixed waste. T4: Preparatory treatments (Baling, sorting, shredding etc.) T6: Treating wood waste and waste plant matter by chipping, shredding, cutting etc. T9: Recovering scrap metal. U1: Use of waste in construction.

1.9 Waste Carriers Licence Records

Waste Carriers Licence Number	CBDU71802

1.10 Description of Operating Site:

The Site comprises a mostly bare area used as a waste disposal transfer station and the storage of skips.

A detached building of steel framed construction with cavity facing brick and blockwork walls and insulated profiled steel cladding to the upper elevations and roof houses the following features:-

- Weighbridge Office,
- Administration/Managers Office,
- Staff accommodation
- Garage/Workshop
- Picking Station and Screening Machine for sorting waste.

Plant and Equipment on site include a Weighbridge, Cardboard/Plastic's Baler Machine.

The site extends to approximately 169 metres by 77 metres.

There is a tarmac parking area with marked spaces for 15 cars. The site has secure boundary fencing.

A short access road from Somerfield Avenue leading to security entrance gates.

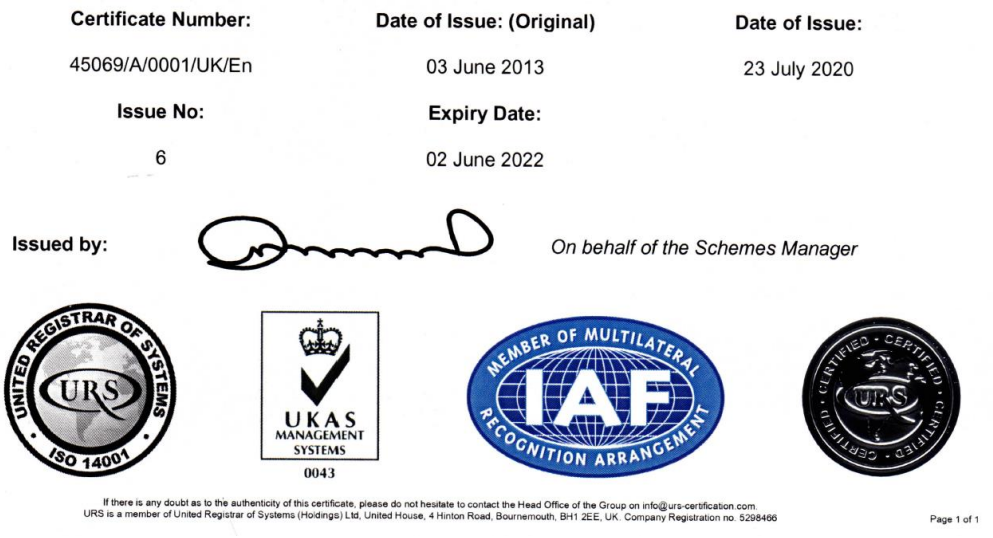
The principal infrastructure components of the waste transfer station are detailed on the Site Operational Plan. These include the following:

- Waste Tipping and Sorting Area
- Storage Skips for Metals, Wood.
- Machinery (Screening Machine, Baler, Plant.)
- Operational Yard
- Site Fencing
- Parking areas for empty skips
- Drainage and interceptor
- Site Office
- Garage/Workshop
- Non permitted Waste Containment Area (Sealed Skips/Containers etc.)

1.11 Environmental Management System in Place

ISO14001 Certified by Third Party Wellington Waste Management have an ISO14001 certified Environmental Management System which oversees this management system which covers the requirements of the Environmental Permit.

UKAS certified



Certificate Number:	Date of Issue: (Original)	Date of Issue:
45069/A/0001/UK/En	03 June 2013	23 July 2020
Issue No:	**Expiry Date:**	
6	02 June 2022	

Issued by: *On behalf of the Schemes Manager*

UNITED REGISTRAR OF SYSTEMS URS ISO 14001

UKAS MANAGEMENT SYSTEMS 0043

MEMBER OF MULTILATERAL RECOGNITION ARRANGEMENT IAF

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Page 1 of 1

2.0 WRITTEN DESCRIPTION OF WORK CARRIED OUT ON SITE

2.1 Non-Technical Description

Wellington Waste Management send out empty skips which are collected and returned with household, commercial and industrial Waste.

The purpose of the Waste Transfer Station is to receive waste material from the construction sector, industrial sector and households, and to sort and transfer like waste material in bulk for recycling or to a landfill site.

All loads will be inspected visually on arrival at the site to ensure that they conform to the range of wastes permitted by the licence. Delivery notes or transfer notes will be required to accompany each load or, as appropriate, invoices will be issued to ensure compliance with the Duty of Care in line with the company's waste acceptance procedure. A weighbridge is available at the site.

The waste materials will be delivered to the transfer station in the Company's own vehicles and by paying customers on a pre-arranged basis. The waste will be deposited in the designated area, and then sorted by hand placed in the temporary sorting bays.

2.2 Brief History of Site

The site was originally farmland until the early part of the last century.

The current site owner Tony Palfrey has recently purchased the site prior to that the site was used as Moseley Coach Company's southern premises. Tony has successfully run a waste skip hire business from his previous premises 650 m to the northwest at the Old Brickworks, Poole for the last 20 years.

2.2.1 *Operating Hours*

The Site will be open for the following hours:

08.00 to 17.00	Monday to Friday
08.00 to 12.00	Saturday
Closed	Sunday.

Working hours could extend for a further 30 minutes after the operating hours above, during this time the site operator will be allowed to carry out other works such as site maintenance and cleaning.

2.3 Types of Waste Accepted

Refer to Section 5 of this document.

2.4 Staffing Levels

This section defines the staffing levels proposed to operate the site within the Environmental Permit.

2.4.1 *Technically Competent Person*

Gary Nelson has WAMITAB qualifications in the transfer and treatment of non-hazardous waste. He has recently successfully met the requirements of the Continuing Competence scheme (Certificate No 5181251) for the same. He is a technically competent person that has attained Level 4 Managing Transfer & Treatment of Non-Hazardous Waste (4MROC1). He will not be on site full-time but have a visiting role in accordance with the requirements set out in 1.1.1 (b) of the Environmental Permit.

2.4.2 *Other Staff*

The table below sets out details the management details for this site:

Role	Designated Member of staff
Technically Competent Person	Gary Nelson
Site Manager	Mr Bernie Doyle
Director	Mr Tony Palfrey

2.4.3 *Training Checklist*

All health and safety and site working procedures are set out in the Company Staff Handbook. Each member of staff will read and understand the contents before signing off acceptance on the Staff Handbook Master Sheet. A copy of the Staff and Book and Master Sheet is contained in the Company's EMS and held by the Site Manager.

2.4.4 *Toolbox talk Training.*

For more site-specific requirements, such as fire prevention and waste acceptance toolbox talks will be held regularly so as to remind staff of their responsibilities and to present regular exercises such as fire drills, chemical spills, use of fire-fighting equipment and housekeeping. Records are to be kept demonstrating the training undertaken and the attendance in the Company's EMS.

3.0 SITE INFRASTRUCTURE

This section of the document sets out details of the site infrastructure and technical requirements as required by Paragraph 2.4 of the Environmental Permit

3.1 Fencing

Boundary fencing which surround the site provides security. This security is to prevent theft and/or vandalism. Either might result in a malicious arson attack causing serious environmental impacts.

The site is surrounded on all boundaries by 2m high chain-link fencing and dense mature hedging in addition the site has a lockable gates and steel fencing.

The fencing will be subject to regular maintenance inspections refer to Paragraph 3.5 below. 3.3 The fence will be inspected weekly and maintained to ensure that no unauthorised access can be gained outside hours of operational activity.

3.2 Surfaces

The whole of the site including areas which are used for sorting or storage of wastes are constructed of an impermeable surface. Locations of these activities are detailed in Section 8 of this document. The impermeable areas of the site will be subject to regular maintenance inspections refer to Paragraph 3.5 below.

The internal working areas are constructed of reinforced concrete.

The gradient of the site is approximately 1 in 10 to down to the northern boundary where it runs down to a gully where liquid drains, falling through an interceptor before being emptied by a licensed contractor. The interceptor has both silt and oil traps which are regularly cleaned, with maintenance records held.

The outside yard will be checked on a daily basis for litter and damage.

All inspections will be recorded along with any maintenance required will be logged in the site diary and any maintenance required will be actioned.

3.3 Drainage

The area of the site which are used for sorting of wastes incorporate infrastructure to prevent escape of polluting liquids etc. Locations of these activities are detailed on the plan in Section 9 of this document. The functioning of the drainage system will be subject to regular maintenance inspections refer to Paragraph 3.5 below.

3.4 Other Infrastructure

Other items of infrastructure are described below:

3.4.1 *Site Roads*

The site will have a 3.5m wide route throughout maintained at all times so as to allow the site to be serviced and to provide access for emergency vehicles.

3.4.2 *Weighbridge*

There is a weighbridge at this site, which is checked/serviced every six months with an annual calibration, using certified test weights every 12 months in accordance with the weighbridge manufacturer's recommendations.

3.4.3 *Wheel Cleaning Facilities*

There is no specific requirement for a wheel-wash facility as the whole site is covered in hardstanding so there is limited amounts of dust and dirt to be dragged out onto the Public highway.

3.4.4 *Fuel and Waste Storage Tanks and Associated Bunds*

No road-going fuel will be stored on site, however there is a small 5000 litre bunded tank for red diesel used for plant on site and road-going vehicle refuelling will be at a local garage/fuel station.

Red diesel is stored onsite in a bunded tank.

3.4.5 *Waste Storage Areas*

The areas set aside for Waste Storage are specified on the Site Operational Plan in Section 9 of this document.

3.4.6 *Lighting*

There is no lighting within the working areas of the site which may cause nuisance to neighbours.

3.4.7 *Security Measures*

The security of the site is important, not only for the protection of the environment, but to prevent unauthorised tipping. The site is secured with secure boundary fencing and large gates at the access.

The site has an alarm system which is programmed into a Call Centre in an event of alarm being triggered off. In addition, it has cameras and TV monitors linked to staff home computers.

3.5 Maintenance Checklist and Records

A Maintenance Checklist of the inspections required is set out within the Company's EMS.

This checklist ensures all systems shall be checked at least weekly and such checks shall be recorded so that any defect noted from the check shall also be recorded and any maintenance required will be delegated, actioned and reviewed for successful mitigation.

The EMS used the Site Supervisor's Weekly Check and Action Sheet to record maintenance checks. Copies are stored in the Company's EMS.

4.0 FUGATIVE EMISSIONS MANAGEMENT PLAN AND CONTROLS

A risk assessment has been undertaken for all of the processes, activities and equipment used on site and the following paragraphs set out the findings and controls implemented.

4.1 Definition of Processes, Activities and Equipment

A checklist of Environmental Impacts is contained in Table 1 within *Appendix 3 - Environmental Impacts Plan and Controls.*

4.2 Environmental Impact Mitigation Measures

The mitigation measures designed to minimise the Environmental Impacts and controls undertaken on site are contained in Table 2 within *Appendix 3 - Environmental Impacts Plan and Controls.* These controls include the following:

- Emissions to Air (Table 2A)
- Energy Usage (Table 2B)
- Emissions to Water (Table 2A)
- Waste Disposal (Table 2D)
- Nuisance (Table 2E)
- Resource Consumption (Table 2F)
- Land Contamination (Table 2G)
- Fire Risk Assessment
- Fire Preventative Measures

4.3 General Waste Management

For non-hazardous waste to comply with their “Duty of Care” Wellington Waste Management will dispose of waste from the site in a professional and legal manner. All waste will be carried by operators holding a Waste Carriers’ Licence and will be disposed of at sites holding the requisite Environmental Permit for treating the type of waste specified on the compliant Waste Transfer Notes (WTN) which will contain the following data:

- WTNs must have most accurate figures rather the ‘rough estimates’ of the waste being transferred Describe the waste being passed on.
- Must contain a European Waste Code
- Must show how waste is contained, e.g. loose, in drums, bails etc.
- Must list name of transporter and if they are the producer of waste.
- List who the waste is being passed on to
- Must give the address that the waste is transferred.
- Must be signed by both parties.
- Confirmation that Wellington Waste Management have fulfilled their duty to apply the waste hierarchy as required by Regulation 12 of the Waste (England and Wales) Regulations 2011.

These Waste Transfer Notes must be retained for at least two years.

For the movement of hazardous wastes, the site operator must ensure that the waste is accompanied by a consignment note. A compliant consignment note (CN) will contain the following data:

- Part A: Notification details:
  - A unique consignment note code based on the company from where the waste is removed.
  - Where the waste is removed from
  - Where the waste will be taken
  - The waste producer (if different from above)
- Part B: Description of the waste:
  - Process giving rise to the waste.
  - SIC code for the process that created the waste.
  - Waste details (including description, EWC Code, quantity, chemical composition, physical form and hazard code)

- Part C: Carrier certificate:
  - Confirm that they, the carrier, has checked all of parts A & B.
  - The carrier's details.
- Part D: Consignor's Certificate:
  - The consignor certifies that:
    - parts A, B & C are completed correctly; and
    - the waste carrier is registered.
    - they were advised of all the appropriate precautionary measures.
    - the waste is packaged labelled correctly.
    - the carrier has been advised of any special handling requirements.
  - The consignor confirms that they have fulfilled their duty to apply the waste hierarchy.
  - Consignor's details, including:
    - Name
    - Signature
    - Date and time
- Part E: Consignee's Certificate:
  - The consignee must enter:
    - EWC code(s) for waste received.
    - Quantity of waste(s) received.
    - EWC Code accepted or rejected.
    - Recovery or disposal code for the operation
  - After completion of parts A to D the consignor:
    - keeps one copy of the note.
    - passes one copy to the producer or holder (if different from the consignor)
    - hands the other copies back to the carrier.

These Consignment Notes must be retained for at least three years.

Full details of the Waste Management Actions are contained in Table 5 within *Appendix 3 - Environmental Impacts Plan and Controls.*

4.4 Accident/Pollution Incident Management Plan

Wellington Waste Management have tabulated the list of things that could go wrong and harm the environment, the Company has also set out a description of what they will be doing to reduce the possibilities of these events happening and what will be done if the worst actually happens.

A copy of the Accident/Pollution Incident Management Plan is contained within *Appendix 4 - Accident/Pollution Incident Management Plan.*

5.0 WASTE ACCEPTANCE

5.1 General

The majority of deliveries of waste to the site will be by the company's own vehicles; therefore, the risk of unauthorised waste to be received is limited. Nevertheless, an acceptance procedure is in place to assess and record the loads as follows:

- Incoming vehicles containing waste to report to the reception office.
- Large Displayed notice is visible for all incoming vehicle to check waste not allowed to be accepted at WWS.
- Accompanying delivery note checked against load and vehicle details.
- The load is visually assessed and at this point may be rejected if as not described or containing unsuitable material.
- If rejected, all details are to be entered in site diary.
- Appropriate documentation will be issued in line with company policy and Duty of Care regulations

5.2 Waste Reception

The waste delivery vehicle is directed to the appropriate area for tipping and a further visual inspection of the load takes place during tipping. Rejection may still take place at this time if we are not entirely satisfied with the contents. Appropriate paperwork will be issued in accordance with Duty of Care requirements and company policy.

5.3 Paperwork for rejected waste.

Any suspect materials such as unopened drums, containers, gas cylinders, asbestos etc, will be sorted and temporarily stored in the Incompatible Waste Storage or Caged Area whichever is appropriate.

5.4 Waste inspection

All wastes that that shall be received, shall be inspected, handled, accepted or rejected kept and then recorded will be done so in accordance with the procedures listed below, similarly all outgoing wastes shall be inspected, despatched and recorded in accordance with the procedures listed below.

All wastes received at the site:

- Shall be inspected on receipt to confirm their description and composition against the relevant waste transfer note and other accompanying documentation.
- Shall be kept separate from and shall not be mixed with other wastes until they have been confirmed and recorded for acceptance at the site.

5.5 Waste control procedures: quarantine storage and rejection of wastes.

Any items of non-permitted waste (e.g. Asbestos) which are detected after acceptance at the site, shall be placed immediately in a designated quarantine non-permitted Waste area (See Plan in Section 9) and waste recorded on non-permitted waste forms kept in site admin office.

In the quarantine area, wastes shall be kept segregated from other wastes which are or are likely to be incompatible.

The maximum quantity of wastes kept in the quarantine storage area shall be $40y^3$ at any one time.

A record shall be kept in the site diary of all rejected wastes and all wastes kept in quarantine storage.

5.6 Identification of wastes.

Bays and containers shall be clearly defined and labelled to identify the wastes stored within them.

5.7 Waste despatch procedures.

All wastes despatched from the site shall be inspected prior to despatch to confirm their description and composition.

5.8 Incompatible wastes.

Incompatible wastes that are likely, in combination with each other or with other material at the facility, to give rise to pollution of the environment or harm to human health outside the site, shall be clearly identified and kept physically separate in designated areas.

5.9 Hazardous Waste Procedures.

Wastes displaying any of the hazardous properties or forms specified below shall only be handled and or stored on the site in accordance with the following specified standards.

5.9.1 Solid wastes which when handled or stored are likely to generate significant quantities of dusts, fibres or particulates:

- These wastes will only be permitted if they are discovered after arrival. They will then be temporarily store in a container which prevents the aerial emission of dusts and particulates.

5.9.2 Odorous wastes, including wastes, which are likely to be odour producing during storage.

- These wastes will not be permitted however if odorous wastes are found on site, they will be treated in accordance with the procedures below.
- Stored in areas provided with impermeable pavement and sealed drainage, Non permitted waste area special drainage locker.
- These wastes shall be subject to monitoring and shall in any case not be stored for longer than 48 hours, unless otherwise agreed in writing with the Agency.

5.9.3 Solid wastes which are likely to produce polluting or contaminating run-off.

Inert wastes only permitted when stored in:

The Concrete base and drainage that prevents run-off from the waste into adjacent surface water bodies or storm water drains or stored under sheltered areas that are roofed to prevent further contact with rainwater.

5.9.3.1 Degradable Household, Commercial and Industrial wastes are only permitted if stored in areas with concert surface sealed.

5.9.3.2 Inert wastes are only permitted if stored in bays on a concrete base and drainage that prevents run-off from the waste into adjacent surface water bodies or storm water drains, or an impermeable pavement and sealed drainage.

5.9.4 Wastes which are in a form which is either sludge or liquid.

These wastes will not be permitted.

5.9.5 Combustible wastes.

These wastes only permitted if stored in bays provided with an impermeable pavement and sealed drainage, and with access to firefighting equipment.

5.9.6 Wastes which are likely to attract pests.

These wastes shall be subject to monitoring and shall in any case not be stored for longer than 48 hours, unless otherwise agreed in writing with the Agency.

Wastes that include light wastes or other wastes liable to give rise to litter. These wastes are only permitted if:

- Stored in a covered skip providing containment of aerial emissions of litter, or
- Stored in bays provided with litter control measures.

5.10 Waste Types and Quantities specified in Permit.

Wellington Waste Management have the following waste types and maximum quantities specified within their Environmental Permit:

5.10.1 The Categories of waste for sorting and transfer will be as listed below:

Inert wastes	*Metal wastes*	*Other wastes*
17 01 01 Concrete	16 01 17 Ferrous Metal	17 09 04 Mixed Construction
17 01 02 Bricks	16 01 18 Non-Ferrous Metal	20 01 01 Paper and Cardboard
17 01 03 Tiles and Ceramics		17 08 02 Gypsum based products
17 02 02 Glass		17 02 03 Plastics
17 05 04 Soil and Stones		02 01 07 Wastes from forestry
17 02 01 Wood		20 02 01 Biodegradable waste

5.10.2 Classification of waste management operations

Specified Waste Management Operations	*Waste Types to be subject to the Specified Operations*	*Limits on Specified Waste Management Operations*
R2: Recycling or reclamation of organic substances that are not used as solvents.	i. Timber ii. Paper and Cardboard iii. Fabrics iv. Plastics	Recovery and isolation of timber, paper, card and fabrics from mixed wastes according to available markets for the products at any one time.
R3: Recycling or reclamation of metals and metal compounds.	Metal wastes (ferrous and non-ferrous scrap metal).	Recovery of metals from mixed wastes, physical separation of ferrous from non-ferrous and isolation of the different forms of nonferrous.
R4: Recycling or reclamation of other inorganic materials.	i. Inert 'builders' waste, i.e. rubble, concrete, stone, soils and subsoils. ii. Foundry sand. iii. Glass.	i. Recovery of rubble, concrete, stone, soils and subsoils from mixed wastes (by hand and/or by machine). ii. Recovery of glass from mixed wastes.
R13 & R15: Storage pending recovery or disposal.	i. Mixed wastes. ii. Individually separated wastes. iii. Separated wastes. iv. remixed.	i. Stored only within the Waste Recycling Area. ii. Metals, timber are stored in designated skips

5.10.3 Envisaged Annual Throughput (by waste type) with related UK Waste Classification Codes.

WASTE TYPE	*UK Waste Classification*	*Tonnes per annum*
Clean (rubble, rock, hardcore, soils)	17.05.04 & 17.09.04	15,000 tonnes
Non-putrescible Mixed (for sorting)	20.01.99	4,400 tonnes
Timber	17.02.01	Up to 3,000 tonnes mostly contained within the non- putrescible mixed.
Scrap metal	17.04.07	2,000 tonnes mostly contained within the non- putrescible mixed.
Glass 17 Exemption	20.01.99	5,000 tonnes mostly contained within the non- putrescible mixed.
Paper &/or Card 17 Exemption	19.12.01	15,000 tonnes mostly contained within the non- putrescible mixed.
Plastics 17 Exemption		500 mostly contained within the non-putrescible mixed.
Mixed Textiles		500 Contained within the non-putrescible mixed.
Green waste		100 tonnes
TOTAL		**25,000 tonnes Excluding exemptions**

5.10.4 Maximum capacity of operations

- Up to 200 tonnes of mixed wastes on the floor of licensed area.
- Up to 3 x 40y^3 containers of mixed residues in licensed area.
- Up to 2 x 40y^3 containers for ferrous metals in licensed area.
- Up to 2 x 40y^3 containers for timber in licensed area.
- 500 tonnes of clean rubble and hardcore on the floor of licensed area.
- 500 tonnes of soil on the floor of licensed area.
- Design of the recovery plant will provide for maximum 25,000 tonnes/annual throughput.

6.0 SITE OPERATIONS

The following Paragraphs set out how site operations will be conducted on site to mitigate the risks associated with potential environmental impacts related to the Wellington Waste Skips recycling and waste recovery operations:

6.1 Inert Wastes

If the wastes are wholly inert, they will be tipped in the allocated area (at the location shown on the Site Operational Plan). Such waste may then be sorted with the aid of a machine into separate large concrete lumps for further mechanical size reduction. It is intended that this material shall be reused for foundation works or hard standing etc, elsewhere.

6.2 Mixed Wastes

Other wastes or wastes which comprise inert materials in admixture with other wastes will be tipped only within the sorting area where they will be scrutinised more closely. Any non-conforming wastes (rogue wastes) will be either returned to the supplier or removed to a quarantine area for further consideration, in line with the waste acceptance procedure.

An initial sort of the mixed wastes will be carried out to recover as much scrap metal (ferrous and non-ferrous) and timber as possible. The non-ferrous metals will be stored in proprietary metal containers, ferrous metals in 40 y^3 containers and timber on the hard standing opposite the portacabins.

The containers holding ferrous metal and timber will be stored outside the sorting area to await removal for recovery elsewhere.

The non-ferrous or irony non-ferrous scrap will be retained for security and for possible further separation of the different metals. Again, the recovered secondary metals will be removed for smelting or reuse once an economic load is formed.

6.3 Residual Wastes

Card, plastics and will also be removed (as necessary) from the mixed residual wastes and baled and stored for authorised recycling elsewhere. As stable markets develop for such materials it is intended these will also be recycled or recovered.

The residual mixed wastes (mainly rubble, stone and soils) will then be fed by mechanical shovel into the hopper of a proprietary waste separation facility. They will be transported via a conveyor belt to a rotating trommel to allow small solids to be separated and to fall into a lower-level container. The contents of this will be disposed of or reused at an authorised facility elsewhere.

Remaining wastes will continue along a picking belt where operatives will remove materials that would otherwise contaminate the desired rubble and hardcore product. The hand-picked materials (e.g., paper, card, metals, glass, plastics and fabrics) will be discharged into containers to enable individual recovery or disposal to an authorised facility elsewhere depending upon prevailing market forces.

The residual cleaned rubble and hardcore will be stored outside the sorting area to await removal for reuse elsewhere or crushing, on a periodic basis, to enhance the value of the product.

Some of the recovered materials of course, may no longer be controlled wastes.

6.4 Waste Quantities

Quantities of waste on site will be categorised by tonnage with using the on-site weighbridge.

Where tonnages are not available or impractical, waste quantities shall be recorded in cubic metres and measured based on the capacity of the vehicles or containers used for transport. This shall be converted into tonnes based on conversion factors, which have been agreed in writing with the Agency.

6.5 Pollution Control Measures

To Prevent Pollution from Waste Containers Loaded or Unloaded on Site, the loading and unloading skips, drums and other mobile containers will be unloaded in the following manner:

- Loading and unloading of containers shall be supervised at all times by a member of staff.
- Any lids, cap, bung or other closures shall be in place during the procedure. The waste on site will be 'treated' by sorting into each specific waste stream. These materials will arrive by skip and no further 'break-down' of the waste will be undertaken so it will be received and stored in their largest form.
- Once segregated the waste will be stored for durations not exceeding the times stated in Paragraph 4.2 of the Fire Prevention Plan. The intention is to only store segregated waste and bulk it until there is sufficient volume to fill a 'rollonoff' container to maximise efficiency of waste disposal.

The location of the surface water drain leaving the site is indicated on the Engineering Site Plan in section 9 of this document.

6.6 Storage of Contaminated Materials

Contaminated (Hazardous Waste) can be accepted on this site. However, contingency arrangements have been made for the receipt of non-permitted waste if it was hidden in the bottom of a skip for instance. If this happens the customer will be contacted to make arrangements to visit site and remove the offending waste.

These items will be moved to the quarantine area for collection either by the customer or a specialist waste contractor. These non-permitted wastes will be stored in clearly labeled containers on site until collected. These items will be stored at the locations identified on the plan contained in *Appendix 6 – Site Plans*.

6.7 Storage of Liquids

All materials on site shall be handled in such a manner to prevent any pollution. If, however, any spillages do occur them prompt action will be taken to identify the pollutant safely contain it and mop it up with a proprietary absorbent or damming material in line with the following action plan.

- Adequate steps will be taken to contain the leak or spillage and deal with it in accordance with agreed procedures.
- The drainage system will be isolated from the leak to prevent discharge to land via that system.
- Adequate steps will be taken to prevent further leaks or spillages.
- Where leaks or spillages pose a risk of harm to human health or members of the public using the site, the site shall be protected by cordoning off the area affected or closing the site.
- Where staff, are unable to deal with the leak or spillage due to the nature of the hazard, the fire service shall be called, and the Environment Agency informed.
- A record shall be kept in the site diary/weekly maintenance sheets of any leaks or spillages and actions taken to deal with them.

6.8 Control and Remediation of Leaks and spillages.

Once any spillage has been contained the waste will be appropriately consigned and deposited at a site licensed to accept it, in line with the site procedures.

Any spillage or pollution that is causing or likely to serious effect on the environment will be notified to the Environment Agency as soon as practically possible.

Minor spillages shall be cleaned up immediately, using Spillage kits stored in designated area on the WWS site plan.

Major spillages, which are causing or are likely to cause polluting emissions to the environment. Immediate action shall be taken to contain the spillage and prevent liquid from entering surface water drains, water courses and un-surfaced ground.

The spillage shall be cleared immediately, drains covered with drain spillage mats stored in PPE locker to save containment to entering drainage system and spillages covered with absorbent granules over the whole area.

The Agency shall be informed immediately.

6.9 Filling and Emptying of Drums and Other Mobile Containers.

Filling and emptying of containers shall be supervised at all times by a member of staff.

Lids/caps/bungs or other closures shall be in place at the end of filling.

Containers shall not be filled beyond their operational capacity.

Filling and emptying shall be carried out in a bonded area which is properly maintained.

Measurement of level/ void space shall be by physical dipping prior to loading.

6.10 Inspection, Maintenance and Repair of Drums and Other Mobile Containers.

Containers shall be inspected daily for leaks.

Containers found to be leaking either shall be immediately transferred to a larger over-container or shall have their contents immediately transferred to an alternative container.

6.11 Active Fire Fighting

The active fighting on the site is conducted on a risk-based approach depending on the amounts of material that are subject to being on fire. The procedures are as follows:

6.11.1 *Minor fire within waste*

The persons discovering the fire should sound the fire alarm.

- The office staff will call the fire service.
- Plant will be used to push the burning material into the quarantine area.
- Alternatively, unburnt material can be relocated within the quarantine area. Whichever material is easier to access will be moved.
- Operatives will start to extinguish the fire using fire extinguishers and/or hosepipe.
- All operational activities will cease until the fire is extinguished.

6.11.2 *Minor fire on plant, vehicles or machinery*

- The persons discovering the fire should sound the fire alarm.
- The office staff will call the fire service.
- The vehicle will be parked in the open, away from other vehicles and combustible materials.
- Operatives will start to extinguish the fire using fire extinguishers and/or hosepipe.

6.11.3 *All other fires (e.g. site office)*

- The persons discovering the fire should sound the fire alarm.
- The office staff will call the fire service.
- If safe to do so, the fire will be fought using fire extinguishers and/or hosepipes.

- All vehicles and mobile plant should be moved away from the fire if this can be conducted without risk to human health.
- The site will be evacuated, and all persons will assemble at the designated fire assembly point.
- The office staff will check that all persons working at or visiting the site are present in the assembly area.
- Continued operation of the facility during any fire will be done so on the advice of the Fire Service.
- The person calling the emergency services will inform the fire service of the location of the fire and the presence of potentially combustible materials.

7.0 POLUTION CONTROL

The following list of typical pollution issues could be encountered during site operations by Wellington Waste Management, these are covered in the Site Supervisor's Weekly Checks and Action Sheets, the probable mitigation measures are described below:

7.1 Vermin

There is expected to be no nuisance from vermin on the site due to the nature of the wastes being generated. Regular checks will be made, and inspection records noted in the Operator's Site Diary. If a problem occurs the Site Operator will engage a specialist vermin control company (e.g., Rentokil) to mitigate problems encountered.

7.2 Noise

The only noisy activities would be the tipping and sorting waste which is to be carried out inside of a building, so there will be no real nuisance. Furthermore, there are no sensitive receptors within 1Km of the site as the surrounding area is industrial. In addition, the site will have two relevant times, namely: Opening Time and Working Time. During the periods specified in the later the operator will only be permitted to carry out noisy activities. Refer to Paragraph 2.1.2 of this document.

7.3 Dust

This is managed by the site's Dust and Emission Management Plan.

The Company monitors dust at the sensitive areas using Dustscan sticky pads, in accordance with WWS Work Instruction – dust control. There is a sprinkler system and a windsock, the sprinkler system is used in dry conditions and when there is a risk of dust emissions.

7.4 Odours

It is not envisaged that any wastes likely to give rise to offensive or objectionable odours will be received from the nature of the waste expected from the normal sources of building waste or household waste.

All drains and gullies are to be cleaned frequently and the interceptor is to be emptied at regular intervals. Weekly maintenance checks sheets recorded by site manager.

The company will be alert to this potential nuisance and will carry out periodic monitoring around the boundary of the site to ascertain the absence of odours. Any related complaints will be recorded and a positive reaction to the situation will be implemented.

These records will form part of the weekly site check sheets carried out daily/weekly by site manager and will include details of boundary monitoring and any subsequent action. Should any particular nuisance persist, advice will be sought from the Environment Agency.

Measures shall be implemented and maintained throughout the operational life of the site to control and monitor emissions of odours from the site, in accordance with the standards specified in Table 7.4.

All emissions to air from the specified waste management operations on the site shall be free from odours at levels as are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality outside the site boundary, as perceived by an authorised officer of the Environment Agency.

Table 7.4 Standards for monitoring and control of emissions of odours.

a) monitoring of odours emissions	Olfactory monitoring of aerial emissions from the site shall be carried out: • By the site manager or supervisor, at least twice a day, at the site boundary situated downwind of the waste operations, and shall be recorded in the site diary, and • By site staff supervising individual waste handling operations, during the carrying out off those operations.
b) odours emissions action plan	i. on detection or notification of aerial emissions of odour that are or are likely to be transported beyond the site boundary at such levels that they are likely to cause pollution of the environment or harm to human health or serious detriment to the amenity of the locality, immediate action shall be taken to stop the waste handling operations giving rise to the emission and to suppress the aerial emission from the waste. ii. The incident and the remedial action shall be recorded in the site diary.

7.5 Scavenging Birds

Measures shall be implemented and maintained throughout the operational life of the site to control and monitor the presence of pests, birds and other scavengers on the site, in accordance with the standards specified in Table 6.4. The objective of these measures shall be to prevent pest.

7.6 Mud

There is expected to be no nuisance from mud as the site operations will be carried out on hardstanding. Regular checks will be made, and inspection records noted in the Operator's Site Diary. If a problem occurs the Site Operator will clean down affected areas with hosepipe and water to mitigate problems encountered.

7.7 Litter

There is expected to be no nuisance from blown litter from the site, as the waste sorting will be carried out inside a building, hence these issues will be minimised. Regular checks will be made, and inspection records noted in the Operator's Site Diary. If a problem occurs the Site Operator will litter-pick affected areas to mitigate problems encountered.

7.8 Fires

Fires on the site will not be permitted nor will smoking. The site has a Fire Prevention Plan in place. The preventative measures and potential impacts are covered in Paragraph 8.

8.0 CAUSES OF FIRES, PREVENTIVE MEASURES AND POTENTIAL IMPACTS

8.1 Causes of Fires.

In accordance with EA guidance entitled "*Fire Prevention Plans: Environmental Permits*", dated July 2016 and updated in January 2021 below are listed the potential causes of fires. All of these causes have been risk assessed and operational procedures for their management including abatement measures have been provided as part of the site's Fire Prevention Plan. The Company's Fire Prevention Measures are contained in the EMS (REFERENCE: HS8).

8.1.1 *Duration of Waste Retention*

Waste temporarily deposited in the waste sorting building will be cleared at the end of each working day. Some of this material is flammable (paper and wood) and this is likely to represent the highest risk of self-combustion if they were to be retained on site for a long period of time (i.e., over 3 months).

All waste materials will first be deposited into the waste specific bays where this waste will be bulked up into metal containers and typically removed within 48 hours but retained on site for no longer than 10 days. This is significantly shorter than the nominal 3-month period specific in the EA guidance after which organic-rich wastes are at greater risk from self-combustion. This is monitored by the COTC holder or the site manager on site on a daily basis.

8.1.2 *Arson or Vandalism*

As the risk of fire from Arson or Vandalism has been identified as medium to high, the following abatement measures will be introduced to reduce the risk to low.

The following measures form part of the operational controls for the site and are set out in this Management System:

- Provision of 24/7 site security including CCTV.
- Provision of 2-metre-high palisade or chain mail fencing around the entire perimeter of the site and hawthorn hedging.
- Daily / Weekly Inspection programme to ensure no breaches in the external fencing.
- Weekly test of alarm system and CCTV system.
- Ensure all of the combustible wastes are kept within the storage in accordance with the drawings in Appendix C of the Fire Prevention Plan.
- Install warning signs around the site fencing to warn of site security and prosecution.

8.1.3 *Self-Combustion*

As the materials handled at the facility are inert and predominantly of a demolition and construction nature, with quantities of commercial/industrial wastes the risk of self-combustion has been identified as low. As a result, the following abatement measures have been identified to reduce the risk from low to very low.

The following measures form part of the operational controls for the site and are set out in this Management System:

- Limit the acceptance of municipal waste to reduce the risk of self-combustion.
- The site will not accept putrescible materials direct from domestic sources such as roadside collections.
- Do not store any combustible materials for more than 3 months as per the EA guidance on storage of self-combusting materials.
- Carry out end of shift inspections to ensure no heat or smoke is present within the storage areas of combustible wastes.

- Ensure that the waste pile is not left for long period of time during hot weather and to ensure that the waste pile is processed throughout the working day. In extremely hot weather conditions, the flammable waste piles shall be dampened down to further minimise fire risk.

8.1.4 *Plant or Equipment Failure*

The equipment used on site is limited to sorting and moving waste and there is no shredding equipment which would have a greater risk of starting a fire. Therefore, Plant or Equipment Failure has been identified as low. The following abatement measures will reduce the risk from low to very low.

The following measures form part of the operational controls for the site and are set out in this Management System:

- Ensure all plant and equipment are serviced and maintained as per the manufacturer's requirements to ensure reliability and to reduce the possibility of failure. This includes the maintenance of fire extinguishers which are fitted to all plant and equipment.
- Ensure all plant is parked a minimum of 6 metres from combustible waste at the end of each working day. The loading shovel is to be parked at the position shown on the site plan WWM/FPP/01 Fire Plan Layout (1) contained in Appendix I of the Fire Prevention Plan.
- Ensure daily maintenance inspections are carried out by trained plant operatives with any and all defects being reported by no later than the end of the working day. Should the daily inspection locate a serious defect the plant or equipment will not be put into service and will be quarantined in the plant parking area until the defect has been rectified.
- Servicing will include inspections to ensure integrity of fuel tanks to check for leaks etc. and make good repairs.
- Ensure that back up plant and equipment is available at all times to ensure failed plant or equipment can be replaced within a reasonable timescale which will allow the operations to continue safely and without increasing the risk of fire.
- Where plant or equipment has failed and cannot be repaired the site operation which relates to the specific failure will cease until such time as there is replacement plant, or the item has been repaired.

8.1.5 *Electrical Faults*

The risk of fire from electrical faults has been identified as low, the following abatement measures will be introduced to reduce the risk to very low.

The following measures form part of the operational controls for the site and are set out in this Management System:

- All electrical cables fitted will be armoured to reduce the possibility of damage.
- All electrical cables and items will be controlled with trip switches to ensure that in the event of damage the electrical supply will trip and cut power to the cable.
- All electrical works on site will be carried out by a suitably qualified electrician, records are to be kept using the form in Appendix 2.
- The use of mobile power tools and power supplies will be limited to essential maintenance only, this will reduce the possibility of damage to electrical equipment and cables.
- An annual inspection of all electrical systems will be carried out to ensure that all systems are sound and safe by a suitably qualified electrician.
- Annual PAT testing will be carried out on all relevant equipment to ensure they are compliant and safe to use by a suitably qualified electrician.

- All non-essential electrical equipment will be removed from the waste processing area at the end of the working day.
- Firefighting equipment suitable for electrical fires will be available in 2 locations throughout the site at all times.

8.1.6 *Naked Flames*

The risk of fire from naked flames has been identified as medium to high, the following abatement measures will be introduced to reduce the risk to low.

The following measures form part of the operational controls for the site and are set out in this Management System:

- The site operates a strict no smoking policy, with the only permitted smoking allowed outside of the main entrance gates off site.
- No hot works including welding or burning will be permitted within 6 metres of any combustible or flammable materials. This is covered in more detail in the Hot Works section 8.1.8.

8.1.7 *Discarded Smoking Materials*

As the risk of fire from naked lights has been identified as medium to high, the following abatement measures will be introduced to reduce the risk to low.

The following measures form part of the operational controls for the site and are set out in this Management System:

- The site operates a strict no smoking policy, with the only permitted smoking allowed outside of the main entrance gates off site shown on Summerfield Avenue.
- Cigarette disposal bins are provided outside of the main entrance gates to ensure all discarded smoking materials are kept off site.

8.1.8 *Hot Works*

As the risk of fire from Hot Works has been identified as high, the following abatement measures will be introduced to reduce the risk to medium.

The following measures form part of the operational controls for the site and are set out in this Management System:

- All hot works will be carried out away from the waste processing area or away from any stockpiles of waste that have the potential to cause fire.
- If hot works must be carried out near combustible materials, then a minimum of 6 metres must be maintained at all times during the hot works.
- All hot works must be carried out under permit to work which is part of the sites Management System.
- The Site Manager will be present during all hot works to ensure full compliance with any permit issued under hot works rules. The Site Manager will inspect the area after the completion of the hot works to ensure no heat sources or fires are present.
- The area of the hot works will be dowsed with water to minimise risk of fires.
- Firefighting equipment including fire extinguishers will be available at all times during hot works.

8.1.9 *Industrial Heaters*

As the risk of fire from Industrial Heaters has been identified as low, the following abatement measures will be introduced to reduce the risk to very low.

The following measures form part of the operational controls for the site and are set out in this Management System:

- the site does not use industrial heating of any kind.

8.1.10 *Hot Exhausts*

As the risk of fire from hot exhausts has been identified as medium, the following abatement measures will be introduced to reduce the risk to low.

The following measures form part of the operational controls for the site and are set out in this Management System:

- the site buildings do not use an exhaust system of any kind.
- All exhaust systems fitted to plant and equipment will be checked daily as part of the maintenance routine to ensure they are functioning correctly.
- The Site Manager will carry out due diligence inspections throughout the day (every three hours) and enter these in the site diary.
- The Site Manager will carry out end of shift inspections to ensure no heat or smoke is present within the storage areas of combustible wastes.

8.1.11 *Open Burning*

As the risk of fire from open burning has been identified as medium, the following abatement measures will be introduced to reduce the risk to low.

The following measures form part of the operational controls for the site and are set out in this Management System:

- The burning of wastes of any kind is strictly prohibited therefore no open burning of any kind is permitted at site.
- All of the surrounding facilities around the facility do not have the permission to burn waste in the open and as such we do not anticipate any risk from those sources.

8.1.12 *Damaged or Exposed Electrical Cables*

As the risk of fire from damaged or exposed electrical cables has been identified as medium, the following abatement measures will be introduced to reduce the risk to low.

The following measures form part of the operational controls for the site and are set out in this Management System:

- All electrical cables fitted will be armoured to reduce the possibility of damage.
- All electrical cables and items will be controlled with trip switches to ensure that in the event of damage the electrical supply will trip and cut power to the cable.
- The use of mobile power tools and power supplies will be limited to essential maintenance only, this will reduce the possibility of damage to electrical equipment and cables.
- An annual inspection of all electrical systems will be carried out to ensure that all systems are sound and safe.
- Annual PAT testing will be carried out on all relevant equipment to ensure they are compliant and safe to use.
- All non-essential electrical equipment will be removed from the waste processing shed at the end of the working day.
- Any damaged cables will be isolated and repaired as soon as is practicable.
- Firefighting equipment suitable for electrical fires will be available in multiple locations

throughout the waste processing shed at all times.

8.1.13 *Reactions between Incompatible Materials*

As the materials handled at the Facility are predominantly inert and of a demolition and construction nature, and commercial/industrial wastes the risk of reactions between incompatible materials has been identified as Medium the following abatement measures will be introduced to reduce the risk from Medium to low.

The following measures form part of the operational controls for the site and are set out in this Management System:

- As the permit limits the inputs to the Facility it is unlikely that due to the non-hazardous nature of the incoming wastes that reaction would occur.
- As part of the waste acceptance of wastes to the site all of the incoming wastes are reviewed prior and during acceptance. Due to these measures, any materials that are incompatible for the site would be rejected.
- As most reactions occur between hazardous materials such as oxidizers the likelihood of acceptance of these materials are low as we do not accept waste from any customers likely to handle such materials.
- Should any material be discovered that is likely to cause a reaction with other wastes this would be removed from any potential combustible materials and placed in the quarantine area.

8.1.14 *Neighbouring Site Activities*

As the risk of fire from neighbouring site activities has been identified as low, the following abatement measures will be introduced to reduce the risk to very low.

The following measures form part of the operational controls for the site and are set out in this Management System:

- The closest neighbouring site activities which face on to the openings of the waste processing area are office based. Hence the risk of these neighbours with relation to fire is insignificant.
- There is a minimum of 6 metres distance between the storage of any combustible materials and the surrounding office buildings.

8.1.15 *Sparks from Loading Buckets*

As the risk of fire from sparks from loading buckets has been identified as low, the following abatement measures will be introduced to reduce the risk to low.

The following measures form part of the operational controls for the site and are set out in this Management System:

- All loading buckets should be limited to where possible to the pushing and loading of waste materials, the use of loading buckets to grade off the concrete surfaces should be kept to a minimum.
- All loading buckets should be inspected daily as part of inspection programme to ensure they are flat and level to avoid any uneven contact with possible surfaces that could lead to sparking.
- All shovel operators will be instructed to monitor their buckets and report any sparks.

8.1.16 *Hot Loads Deposited at Site*

As the risk of fire from Hot Loads has been identified as high, the following abatement measures will be introduced to reduce the risk to medium.

The following measures form part of the operational controls for the site and are set out in this

Management System:

- A hot load should NOT be accepted unless under severe circumstances, such as rejecting the load would endanger the public or amenities.
- The Site Manager must establish why it is hot, and whether any special precautions need to be taken.
- If the load is hot depending on the severity the heat the load will be removed to the quarantine area where it can be extinguished, emergency services must be called immediately should the site management be unable to manage the hot load.
- Provided such acceptance has been granted, the load must be directed to a safe and contained area it must be tipped as directed by the Site Manager. This will be done in the quarantine area.
- If the operators have any doubts about the suitability of the area, they should raise them before offloading the vehicle.
- Where possible all deposited hot loads must be carried out away from the waste processing shed or away from any stockpiles of waste that have the potential to cause fire and will be treated in the quarantine area.
- The Site Manager will be present during all hot load management to ensure full compliance with any instructions from the site management. He will inspect the area after the extinguish of the hot loads to ensure no heat sources or fires are present.
- The area of the hot works will be dowsed with water to minimise risk of fires, there will also be access to soils that could also be used to smoother the load to ensure it does not spread.
- Firefighting equipment including fire extinguishers will be available at all times during the management of hot loads.

8.1.17 *Fuelling Vehicles*

No road-vehicle fuel is stored on site. All other vehicles entering the site are skip lorries and a bulker. All have regular 6 weekly vehicle inspections carried out in accordance with VOSA road haulage requirements.

All plant is serviced every 250 hours and part of the servicing is to check for fuel leaks to tanks and lines.

8.1.18 *General Housekeeping*

The site working area will be inspected on a daily basis and cleaned on a weekly to prevent long term build-up of fines etc. which would be considered a fire hazard. All records will be kept in the site diary. Some wastes are inherently dusty such as sawdust and some fines. However, the fines as produced are kept in a skip which is sheeted when not being loaded to prevent dust. Sawdust waste types are damped down prior to being loaded into the wood skip. This waste stream is considered to be of extremely low volume.

8.1.19 *High Ambient Temperatures*

The site working area will be inspected as part of the Fire Watch inspections and if the weather is such that the waste stored is becoming unacceptably hot or hot loads are received the Site Operator will dampen down the areas with hosepipe with water to mitigate potential problems encountered.

8.1.20 *Other Sources*

The site has no other sources of naked flames and does not have incinerators, furnaces of open burning facilities on site.

8.2 Potential Impacts of Fire

8.2.1 *Remediation Costs*

Due to the size of the site, the likely quantity of waste present at site at any one time and the low likelihood of fire, the cost of clean-up and remediation associated with the facility will fit within the assumptions of the EA FPP.

8.2.2 *Potential Impacts of Incident of Fire from the Facility*

In reviewing the potential impacts of Waste Fires, we have reviewed the EA document "The Impact of Waste Fires", Howard Davidson, 27 November 2013 and considered the local receptors such as critical infrastructure such as schools, hospitals, residential areas, workplaces, protected habitats and rivers within a 1km radius of the site.

8.2.3 *Toxic Smoke Plumes - Air Quality Impacts*

Air emissions from uncontrolled waste fires have shown to be more toxic than those from controlled combustion sources (i.e., waste to energy facilities, cement kilns. etc.). These emissions contain contaminants that may include oxides of nitrogen (NOx). Carbon Monoxide (CO), sulphur oxides (SOx). volatile organic compounds (VOCs), and various metal compounds. Depending on the length and degree of exposure, these emissions may cause irritation of the skin, eyes, and mucous membranes, respiratory effects.

To manage the impacts of the smoke released from the fire it is essential that information regarding the direction of the smoke released is identified and monitored at the earliest opportunity. As the smoke plume is most likely to impact the local residents, and local work places the quick management and control of a fire is important. We have therefore provided contact details for all neighbours to inform them of the issues and to take appropriate action.

8.2.4 *Fire Water Run Off*

Water used to extinguish or control the fire will be kept to the minimum required to effectively achieve the firefighting tactical plan. However, it is accepted that there will be some water run off which potentially may contain harmful contaminants from the fire and waste materials. Therefore, it is essential at the earliest opportunity to control the runoff in order to minimise the potential impacts to the environment and local infrastructure. All fire water runoff is directed to a large underground storage tank which is designed to hold runoff from the quench waters. In addition, a bund is to be constructed across the entrance to add additional capacity. All fire waters will then be moved to a third-party disposal site.

The most appropriate method of handling fire-contaminated discharge.

- Containing run-off water on site.

8.2.5 *Thermal Radiation*

In this form of heat transfer, the heat does not travel through a material like conduction nor does it flow through air or liquid currents like convection. It simply travels in rays similar to sunrays, in straight lines away from the fire. The heat from the rays can be absorbed by combustible materials which causes them to heat up and perhaps ignite. The main principle of radiation is the closer the material is to the fire the more radiated heat it will receive. Certain materials such as concrete do does not allow radiation to pass through them.

Therefore, materials like concrete are good construction materials to help prevent fires spreading to other waste piles or nearby buildings. Radiated heat from a burning building can in some circumstances give rise to fire in a nearby building.

The impact of thermal radiation has been mitigated by using concrete walls segregating waste which are designed to act as fire breaks in an emergency situation.

8.2.6 *Hazardous and Non-Hazardous Waste Residues*

The impact of residual wastes is likely to increase the risk of offsite disposal as the thermal process of fire may have chemically changed the fire damaged waste hazardous, this will mean that all fire damaged wastes will need to be held in the quarantined area of the site as indicated on the drawing

in Appendix I of the Fire Prevention Plan until laboratory testing has been completed and full assessment of the wastes has been carried out to determine if it is hazardous or non-hazardous.

Where waste is determined as hazardous the removal of Fire Wastes procedure will be disposed of at a site which is permitted to accept this waste.

9.0 PLANS

The following list of plans described in the following paragraphs has been drawn up to demonstrate how the site will be operated. This plan is located in *Appendix 6 – Plans* within this document.

9.1 Site Operational Plan/Engineering Plans and Details

The following plans set out the storage locations and operational arrangements on the site.

Drawing No. WWM/WSL/01 – Site Layout

Drawing No. WWM/FPP/01 – Site Fire Plan (1)

Drawing No. WWM/FPP/01 – Site Fire Plan (2)

Drawing No. WWM/WSL/02 – Drainage Layout Plan

Drawing No. WWM/WSL/03 – Waste Storage Locations

APPENDIX 1 – Human Resources

Technically Competent Person

Gary Nelson

Mr Nelson has more than 25 years' experience in Industry focusing on waste management.

Appendix 1a: Training Checklist:

A training matrix for each member of staff is included in the Company's EMS within personnel's own training file. This is retained by the Site Manager.

Appendix 1b: Training Checklist:

JOB	TRAINING REQUIRED (tick boxes to show who needs which training)																	COMMENTS
	Environmental awareness						Maintenance/operations							Accidents and emergency				
	Certificate of Technical Competence	Supervision of waste management sites	Environmental and permit awareness	Waste receipt inc Duty of Care	Waste separation and storage	Segregated Drainage System	Maintenance of mechanical grab	Maintenance of Fork-lift Truck	Maintenance of Petrol storage	Maintenance of Fluid storage systems				Fire procedure	Spill response procedure	Flood procedure (where applicable)	Failure of services		
COTC Holder	✓	✓	✓	✓	✓	✓								✓	✓	✓	✓		
Site Manager		✓	✓	✓	✓	✓			✓	✓				✓	✓	✓	✓		
Site Supervisor		✓	✓	✓	✓	✓	✓		✓	✓				✓	✓	✓	✓		
Site operator A			✓		✓									✓	✓				
Site operator B			✓				✓							✓	✓				
Site operator C			✓					✓						✓	✓				
Contractor 1			✓											✓	✓				

Appendix 1c: Toolbox talk Checklist:

TOOLBOX TALK Description: _____ **DATE:** _____

JOB	TRAINING RECORD (tick boxes to show who attended and subject of training event)																		COMMENTS
	Environmental awareness						Maintenance/operations							Accidents and emergency					
	Certificate of Technical Competence	Supervision of waste management sites	Environmental and permit awareness	Waste receipt Inc. Duty of Care	Waste separation and storage	Segregated Drainage System	Maintenance of mechanical grab	Maintenance of Fork-lift Truck	Maintenance of Petrol storage	Maintenance of Fluid storage systems				Fire procedure (Fire drill and use of emergency equip.)	Spill response procedure	Flood procedure (where applicable)	Failure of services		
COTC Holder																			
Site Manager																			
Site Supervisor																			
Site operator A																			
Site operator B																			
Site operator C																			
Contractor 1																			

APPENDIX 2 – Infrastructure

Abricon Limited

Maintenance Checklist:

wellington waste management

Reference: SS1	Revised Date: May 2016
Date	26/6/20

Site Supervisor Weekly Safety Check & Action Sheet

The following equipment checks must be carried out at the end of each working week

1. First Aid Box

Check first aid box is well stocked

1a. Weighbridge Room	Yes	No
1b. Workshop/Garage	Yes	No

2. PPE Equipment

2a. Reception, visitors PPE equipment. Check for damage	Yes	No
2b. Check new PPE stock and replenish/order as necessary	Yes	No

3. Skips

3a. Carry out visual inspection. Check for corrosion/damage	Yes	No

4. Site Machinery

Ensure daily check undertaken and form signed & dated

4a. Screening Machine	Yes	No
4b. Baling Machine Forms	Yes	No
4c. Slew Forms	Yes	No
4d. Vehicle Forms	Yes	No

5. Fire Extinguishers & Safety Stations

Carry out visual check of fire extinguishers

5a Main office	Yes	No
5b Rest Room	Yes	No
5c Workshop/Garage	Yes	No
5d Lorries	Yes	No
5e Picking Station	Yes	No

Carry out check of safety stations

5f. Outside Main Office	Yes	No
5g. Outside Rest Room	Yes	No
5h. Permitted Waste Station	Yes	No
5i. Picking Station	Yes	No

6. Red Diesel Tank

6a. Visual inspection for damage	Yes	No

Maintenance Records:

Site Supervisor Weekly Safety Check & Action Sheet

The following equipment checks must be carried out at the end of each working week

Interceptor

7a. Visual Inspection for damage or leaks	Yes	No
7b. Visual check of all containers	Yes	No

8. Oil Tank/Containers

8a. Check bungs for damage or leaks	Yes	No
8b. Visual checks of all containers	Yes	No

9. Security/Safety

9a. Check all fencing around the site is secure under review	Yes	No
9b. Check the front gates are secure and in good working order	Yes	No
9c. Check all signage is secure and visible	Yes	No

10. Site/Building Cleanliness

10a. Check the workshop/garage is clean & tidy	Yes	No
10b. Carry out visual inspection of the site	Yes	No
10c. Check for signs of vermin	Yes	No

11. Non permitted Waste Area

11a. Carry out inspection of area	Yes	No

12. Noise Monitoring

12a. Noise monitoring is carried out using the Precision Gold Noise Monitoring Equipment & recorded on weekly sheet	Yes	No

42.9

ACTION SECTION - MUST BE COMPLETED WHEN "NO" IS CIRCLED

Item Number	Hazard	Action Taken	Date Completed

APPENDIX 3 – Environmental Impacts Plan

Abricon Limited

Check List of Environmental Impacts (Table 1):

Table 1 Site Activity:

The key pieces of environmental legislation affecting this sector are: *(Add as many as apply to your site activities – **you should ensure that this list is kept up to date for your site and covers all applicable legislation**)*	• The Environmental Permitting (England and Wales) Regulations 2007, SI 3538 • Groundwater regulations 1998, SI 2746 • Water Resources Act 1991, as amended. • Environmental Protection Act 1990 • Control of Pollution (Oil Storage) (England) Regulations 2001, SI 2954								• Hazardous Waste Regulations (2005) • Waste (England and Wales) Regulations 2015									
	Process / Activity / Emergency	**A**	**W**	**E**	**D**	**L**	**N**	**R**	**Process / Activity / Emergency**	**A**	**W**	**E**	**D**	**L**	**N**	**R**
Processes / Activities / Emergencies at your site: (insert H or M or L where applies) List all the processes / activities / equipment at your site in these columns. Then put an (H) high impact, or (M) medium impact, or (L) low impact in the box next to the process / activity / equipment if it can result in an environmental impact listed below under normal, abnormal or emergency operation. Emissions to Air (including dust) – **A** Emissions to Water – **W** Energy Usage (electricity, gas, oil) – **E** Waste Disposal – **D** Land Contamination – **L** Nuisance (i.e., noise or odour) **– N** Resource Consumption (e.g., water, chemicals, not energy) - **R**	Skip Movements on the highway	-	-	M	-	-	-	M									
	Skip Movements at the yard	-	L	-	L	L	M	-									
	Maintenance of Skips	-	-	-	M	-	-	-									
	Tipping of waste	H	-	-	M	L	M	-									
	Sorting of waste	L	L	-	M	L	M	-									
	Movement of Waste in Yard	-	H	-	H	M	-	L									
	End disposal, of non-recyclables	-	-	-	L	-	L	-									
	End Disposal of Recyclates	-	-	-	L	-	-	-									
	Surface water drainage	-	H	-	-	H	-	-									
	Refuelling of Plant and Equipment	-	H	-	-	H	-										
	Storage of Waste	L	L	-	-	L	L	-									

Environmental Impacts and Controls (Table 2A):

For each process /activity / equipment identified in Table 1 above the following tables demonstrate the mitigation measures for environmental impacts registering at least High (H) or Medium (M) under normal or abnormal operations.

Table 2A. Emissions to Air [A]						
Process / Activity / Equipment on Site	**Potential Impact**	**Is impact controlled by equipment?**	**Is equipment included on maintenance checklist?**	**Is impact controlled by a procedure?**	**Person using the procedure received training?**	**Comments**
Dust from Tipping waste	Potential for local air quality issues from dust. Also, a cause for complaints	No – fugitive emission from machinery movement	Not applicable	No	No	The surface is dampened down on a regular basis as and when required. Noise nuisance is minimised by working outside of times which the neighbours are resting

Environmental Impacts and Controls (Table 2B):

For each process /activity / equipment identified in Table 1 above the following tables demonstrate the mitigation measures for environmental impacts registering at least High (H) or Medium (M) under normal or abnormal operations.

Table 2B. Energy Usage [E]						
Process / Activity / Equipment on Site	**Potential Impact**	**Is impact controlled by equipment?**	**Is equipment included on maintenance checklist?**	**Is impact controlled by a procedure?**	**Person using the procedure received training?**	**Comments**
The office and work area are lit during working hours during winter months	The impacts associated with electricity production are well documented (e.g., Air emissions) There is scope to reduce these impacts by using electricity efficiently on site.	No	No	No	No	Only relevant for a few hours a day.

Environmental Impacts and Controls (Table 2C):

For each process /activity / equipment identified in Table 1 above the following tables demonstrate the mitigation measures for environmental impacts registering at least High (H) or Medium (M) under normal or abnormal operations.

Table 2C. Emissions to Water [W]						
Process / Activity / Equipment on Site	**Potential Impact**	**Is impact controlled by equipment?**	**Is equipment included on maintenance checklist?**	**Is impact controlled by a procedure?**	**Person using the procedure received training?**	**Comments**
Surface water runoff from buildings, car parks and concrete hard standing	Under normal conditions surface water run-off should be uncontaminated. However, if contamination occurs by accident, it has the potential to cause water pollution to local watercourse if there is a site drain failure.	No	No	No	No	The accidental contamination case is considered in our Accident / Incident Management Plan
Sealed drainage system	Oil passes through the separator into a sealed tank preventing escape and potentially causing harm to environment	Yes – separator operation	Yes – see separate checklist	No	Yes	The accidental contamination case is considered in our Accident / Incident Management Plan

Environmental Impacts and Controls (Table 2D):

For each process /activity / equipment identified in Table 1 above the following tables demonstrate the mitigation measures for environmental impacts registering at least High (H) or Medium (M) under normal or abnormal operations.

Table 2D. Waste Disposal [D]						
Process / Activity / Equipment on Site	**Potential Impact**	**Is impact controlled by equipment?**	**Is equipment included on maintenance checklist?**	**Is impact controlled by a procedure?**	**Person using the procedure received training?**	**Comments**
Sorting of Waste	The sorting is carried out in an area with a sealed drainage system so as to prevent any liquid contaminants finding their way into surface water drainage or groundwater	No	No	No	No	The accidental contamination case is considered in our Accident / Incident Management Plan
Storage of waste	Non-permitted waste needs to be stored in a quarantine area	No	No	No	No	The accidental contamination case is considered in our Accident / Incident Management Plan

Environmental Impacts and Controls (Table 2E):

For each process /activity / equipment identified in Table 1 above the following tables demonstrate the mitigation measures for environmental impacts registering at least High (H) or Medium (M) under normal or abnormal operations.

Table 2E. Nuisance (e.g., Noise, Odour) [N]						
Process / Activity / Equipment on Site	**Potential Impact**	**Is impact controlled by equipment?**	**Is equipment included on maintenance checklist?**	**Is impact controlled by a procedure?**	**Person using the procedure received training?**	**Comments**
Noise from tipping and Sorting Activities	Section III of the Environmental Protection Act 1990, noise can be classified as a statutory nuisance	No	No	No	No	Noisy activities are not carried out during sensitive hours (early in morning or late in evening)

Environmental Impacts and Controls (Table 2F):

For each process /activity / equipment identified in Table 1 above the following tables demonstrate the mitigation measures for environmental impacts registering at least High (H) or Medium (M) under normal or abnormal operations.

Table 2F. Resource Consumption (not energy) [R]						
Process / Activity / Equipment on Site	**Potential Impact**	**Is impact controlled by equipment?**	**Is equipment included on maintenance checklist?**	**Is impact controlled by a procedure?**	**Person using the procedure received training?**	**Comments**
Use of energy to heat and light office	Inefficient use results in natural resource depletion	No	No	No	No	

Environmental Impacts and Controls (Table 2G):

For each process /activity / equipment identified in Table 1 above the following tables demonstrate the mitigation measures for environmental impacts registering at least High (H) or Medium (M) under normal or abnormal operations.

Table 2G. Land Contamination (e.g., storage of hazardous substances) [L]						
Process / Activity / Equipment on Site	**Potential Impact**	**Is impact controlled by equipment?**	**Is equipment included on maintenance checklist?**	**Is impact controlled by a procedure?**	**Person using the procedure received training?**	**Comments**

Fire Risk Assessment (Table 3):

Table 3 Fire Risk Assessment

The key pieces of environmental legislation affecting this sector are: *(Add as many as apply to your site activities – **you should ensure that this list is kept up to date for your site and covers all applicable legislation**)*	• The Environmental Permitting (England and Wales) Regulations 2007, SI 3538 • Groundwater regulations 1998, SI 2746 • Water Resources Act 1991, as amended. • Environmental Protection Act 1990 • Control of Pollution (Oil Storage) (England) Regulations 2001, SI 2954								• Hazardous Waste Regulations (2005) • Waste (England and Wales) Regulations 2015							
	Process / Activity / Emergency	**A**	**W**	**E**	**D**	**L**	**N**	**R**	**Process / Activity / Emergency**	**A**	**W**	**E**	**D**	**L**	**N**	**R**
Processes / Activities / Equipment at your site: (insert H or M or L where applies) List all the processes / activities / equipment at your site in these columns. Then put an (H) high impact, or (M) medium impact, or (L) low impact in the box next to the process / activity / equipment if it can result in an environmental impact listed below under normal, abnormal or emergency operation. Emissions to Air (including dust) – **A** Emissions to Water – **W** Energy Usage (electricity, gas, oil) – **E** Waste Disposal – **D** Land Contamination – **L** Nuisance (i.e., noise or odour) **– N** Resource Consumption (e.g., water, chemicals, not energy) - **R**	Duration of Waste Retention	L	L	-	-	L	-	-	Reactions between Incompatible Materials	L	L	-	-	L	-	-
	Arson or Vandalism	L	L	-	-	L	-	-	Neighbouring Site Activities	L	L	-	-	L	-	-
	Self-combustion	L	L	-	-	L	-	-	Sparks from Loading Buckets	L	L	-	-	L	-	-
	Plant or Equipment Failure	L	L	-	-	L	-	-	Incompatible Wastes	L	L	-	-	L	-	-
	Electrical Faults	L	L	-	-	L	-	-	Hot Loads Deposited on Site	L	L	-	-	L	-	-
	Naked Flames	L	L	-	-	L	-	-	General Housekeeping							
	Hot Works	M	M	-	-	M	-	-								
	Industrial Heater	L	L	-	-	L	-	-								
	Hot Exhausts	L	L	-	-	L	-	-								
	Open Burning	L	L	-	-	L	-	-								
	Damaged or Exposed Electrical Cables	L	L	-	-	L	-	-								

Fire Preventative Measures (Table 4):

For each process /activity / equipment identified in Table 3 above the following tables demonstrate the mitigation measures employed on the site:

Table 4. Fire Preventative Measures

Fire Risk	Potential Problem	Initial Risk Rating	Mitigation Measures	Improved Risk Rating	Comments
Duration of Waste Retention	Some waste temporarily deposited on site is flammable (paper and wood) and this is likely to represent the highest risk of self-combustion if they were to be retained on site for a long period of time	**Low**	▪ All waste materials will first be deposited into the waste specific bays where this waste will be bulked up into metal containers and typically removed within 48 hours but retained on site for no longer than 10 days.	**Very Low**	
Arson or Vandalism	All commercial premises are at risk of fire from Arson or Vandalism	**Med to High**	▪ Provision of 24/7 site security. ▪ Provision of 2-metre-high palisade or chain mail fencing around the entire perimeter of the site and hawthorn hedging. ▪ Daily / Weekly Inspection programme to ensure no breaches in the external fencing. ▪ Weekly test of alarm system and CCTV system and smoke alarms. ▪ Ensure all combustible wastes are kept within the storage in accordance with the drawings in Appendix C of the Fire Prevention Plan. • Install warning signs around the site fencing to warn of site security and prosecution.	**Low**	

Fire Preventative Measures (Table 4):

For each process /activity / equipment identified in Table 3 above the following tables demonstrate the mitigation measures employed on the site:

Table 4. Fire Preventative Measures

Fire Risk	Potential Problem	Initial Risk Rating	Mitigation Measures	Improved Risk Rating	Comments
Self-combustion	As the materials handled at the facility are inert and predominantly of a demolition and construction nature, with quantities of commercial / industrial wastes the risk of self-combustion is low	**Low**	▪ Limit the acceptance of municipal waste to reduce the risk of self-combustion. ▪ The site will not accept putrescible materials direct from domestic sources such as roadside collections. ▪ Do not store any combustible materials for more than 3 months as per the EA guidance on storage of self-combusting materials. ▪ Carry out end of shift inspections to ensure no heat or smoke is present within the storage areas of combustible wastes. ▪ Ensure that the waste pile is not left for long period of time during hot weather and to ensure that the waste pile is processed throughout the working day. In extremely hot weather conditions, the flammable waste piles shall be dampened down to further minimise fire risk.	**Very Low**	

Fire Preventative Measures (Table 4):

For each process /activity / equipment identified in Table 3 above the following tables demonstrate the mitigation measures employed on the site:

Table 4. Fire Preventative Measures

Fire Risk	Potential Problem	Initial Risk Rating	Mitigation Measures	Improved Risk Rating	Comments
Plant or Equipment Failure	The equipment used on site is limited to sorting and moving waste and there is no shredding equipment which would have a greater risk of starting a fire. Therefore, Plant or Equipment Failure has been identified as low	**LOW**	▪ Ensure all plant and equipment are serviced and maintained as per the manufacturer's requirements to ensure reliability and to reduce the possibility of failure. This includes the maintenance of fire extinguishers which are fitted to all plant and equipment. ▪ Ensure all plant is parked a minimum of 6 metres from combustible waste at the end of each working day. The loading shovel is to be parked at the position shown on the site plan contained in Appendix B of the Fire Prevention Plan. ▪ Ensure daily maintenance inspections are carried out by trained plant operatives with any and all defects being reported by no later than the end of the working day. Should the daily inspection locate a serious defect the plant or equipment will not be put into service and will be quarantined in the plant parking area until the defect has been rectified. ▪ Servicing will include inspections to ensure integrity of fuel tanks to check for leaks etc. and make good repairs. ▪ Ensure that back up plant and equipment is available at all times to ensure failed plant or equipment can be replaced within a reasonable timescale which will allow the operations to continue safely and without increasing the risk of fire. ▪ Where plant or equipment has failed and cannot be repaired the site operation which relates to the specific failure will cease until such time as there is replacement plant, or the item has been repaired.	**Very Low**	

Fire Preventative Measures (Table 4):

For each process /activity / equipment identified in Table 3 above the following tables demonstrate the mitigation measures employed on the site:

Table 4. Fire Preventative Measures

Fire Risk	Potential Problem	Initial Risk Rating	Mitigation Measures	Improved Risk Rating	Comments
Electrical Faults	The risk of fire from electrical faults has been identified as low	**Low**	▪ All electrical cables fitted will be armoured to reduce the possibility of damage. ▪ All electrical cables and items will be controlled with trip switches to ensure that in the event of damage the electrical supply will trip and cut power to the cable. ▪ All electrical works on site will be carried out by a suitably qualified electrician. ▪ The use of mobile power tools and power supplies will be limited to essential maintenance only, this will reduce the possibility of damage to electrical equipment and cables. ▪ An annual inspection of all electrical systems will be carried out by a qualified electrician to ensure that all systems are sound and safe by a suitably qualified electrician. ▪ Annual PAT testing will be carried out on all relevant equipment to ensure they are compliant and safe to use by a suitably qualified electrician. ▪ All non-essential electrical equipment will be removed from the waste processing area at the end of the working day. ▪ Firefighting equipment suitable for electrical fires will be available in 2 locations throughout the site at all times.	**Very Low**	
Naked Flames	The risk of fire from naked flames has been identified as medium to high	**Med to High**	▪ The site operates a strict no smoking policy, with the only permitted smoking allowed outside of the main entrance gates off site. ▪ No hot works including welding or burning will be permitted within 6 metres of any combustible or flammable materials. This is covered in more detail in the Hot Works section 8.1.8.	**Low**	

Fire Preventative Measures (Table 4):

For each process /activity / equipment identified in Table 3 above the following tables demonstrate the mitigation measures employed on the site:

Table 4. Fire Preventative Measures

Fire Risk	Potential Problem	Initial Risk Rating	Mitigation Measures	Improved Risk Rating	Comments
Discarded Smoking Materials	As the risk of fire from naked lights has been identified as medium to high	**Med to High**	▪ The site operates a strict no smoking policy, with the only permitted smoking allowed outside of the main entrance gates off site shown on Washington Road. ▪ Cigarette disposal bins are provided outside of the main entrance gates to ensure all discarded smoking materials are kept off site.	**Low**	
Hot Works	the risk of fire from Hot Works has been identified as high	**High**	▪ All hot works will be carried out away from the waste processing area or away from any stockpiles of waste that have the potential to cause fire. ▪ If hot works must be carried out near combustible materials, then a minimum of 6 metres must be maintained at all times during the hot works. ▪ All hot works must be carried out under permit to work which is part of the sites Management System. ▪ The Site Manager will be present during all hot works to ensure full compliance with any permit issued under hot works rules. The Site Manager will inspect the area after the completion of the hot works to ensure no heat sources or fires are present. ▪ The area of the hot works will be dowsed with water to minimise risk of fires. ▪ Firefighting equipment including fire extinguishers will be available at all times during hot works.	**Medium**	
Industrial Heater	The risk of fire from Industrial Heaters has been identified as low	**Low**	▪ The site does not use industrial heating of any kind.	**N/A**	

Fire Preventative Measures (Table 4):

For each process /activity / equipment identified in Table 3 above the following tables demonstrate the mitigation measures employed on the site:

Table 4. Fire Preventative Measures

Fire Risk	Potential Problem	Initial Risk Rating	Mitigation Measures	Improved Risk Rating	Comments
Hot Exhausts	The risk of fire from hot exhausts has been identified as medium	**Medium**	▪ The site buildings do not use an exhaust system of any kind. ▪ All exhaust systems fitted to plant and equipment will be checked daily as part of the maintenance routine to ensure they are functioning correctly. ▪ The Site Manager will carry out due diligence inspections throughout the day (every three hours) and enter these in the site diary. ▪ The Site Manager will carry out end of shift inspections to ensure no heat or smoke is present within the storage areas of combustible wastes.	**Low**	
Open Burning	The risk of fire from open burning has been identified as medium	**Medium**	▪ The burning of wastes of any kind is strictly prohibited therefore no open burning of any kind is permitted at site. ▪ All of the surrounding facilities around the facility do not have the permission to burn waste in the open and as such we do not anticipate any risk from those sources.	**Low**	

Fire Preventative Measures (Table 4):

For each process /activity / equipment identified in Table 3 above the following tables demonstrate the mitigation measures employed on the site:

Table 4. Fire Preventative Measures

Fire Risk	Potential Problem	Initial Risk Rating	Mitigation Measures	Improved Risk Rating	Comments
Damaged or Exposed Electrical Cables	The risk of fire from damaged or exposed electrical cables has been identified as medium	**Medium**	▪ All electrical cables fitted will be armoured to reduce the possibility of damage. ▪ All electrical cables and items will be controlled with trip switches to ensure that in the event of damage the electrical supply will trip and cut power to the cable. ▪ The use of mobile power tools and power supplies will be limited to essential maintenance only, this will reduce the possibility of damage to electrical equipment and cables. ▪ An annual inspection of all electrical systems will be carried out by qualified electrician to ensure that all systems are sound and safe. ▪ Annual PAT testing will be carried out on all relevant equipment to ensure they are compliant and safe to use. ▪ All non-essential electrical equipment will be removed from the waste processing shed at the end of the working day. ▪ Any damaged cables will be isolated and repaired as soon as is practicable. ▪ Firefighting equipment suitable for electrical fires will be available in multiple locations throughout the waste processing shed at all times.	**Low**	

Fire Preventative Measures (Table 4):

For each process /activity / equipment identified in Table 3 above the following tables demonstrate the mitigation measures employed on the site:

Table 4. Fire Preventative Measures

Fire Risk	Potential Problem	Initial Risk Rating	Mitigation Measures	Improved Risk Rating	Comments
Reactions between Incompatible Materials	As the materials handled at the Facility are predominantly inert and of a demolition and construction nature, and commercial/industrial wastes the risk of reactions between incompatible materials has been identified as Medium	**Medium**	▪ As the permit limits the inputs to the Facility it is unlikely that due to the non-hazardous nature of the incoming wastes that reaction would occur. ▪ As part of the waste acceptance of wastes to the site all of the incoming wastes are reviewed prior and during acceptance. Due to these measures, any materials that are incompatible for the site would be rejected. ▪ As most reactions occur between hazardous materials such as oxidizers the likelihood of acceptance of these materials are low as we do not accept waste from any customers likely to handle such materials. ▪ Should any material be discovered that is likely to cause a reaction with other wastes this would be removed from any potential combustible materials and placed in the quarantine area as shown on the plan in Appendix B of the fire Prevention Plan.	**Low**	
Neighbouring Site Activities	The risk of fire from neighbouring site activities has been identified as low	**Low**	▪ The closest neighbouring site activities which face on to the openings of the waste processing area are office based. Hence the risk of these neighbours with relation to fire is insignificant. ▪ There is a minimum of 6 metres distance between the storage of any combustible materials and the surrounding office buildings.	**Low**	
Sparks from Loading Buckets	The risk of fire from sparks from loading buckets has been identified as low	**Low**	▪ All loading buckets should be limited to where possible to the pushing and loading of waste materials, the use of loading buckets to grade off the concrete surfaces should be kept to a minimum. ▪ All loading buckets should be inspected daily as part of inspection programme to ensure they are flat and level to avoid any uneven contact with possible surfaces that could lead to sparking. ▪ All shovel operators will be instructed to monitor their buckets and report any sparks.	**Low**	

Fire Preventative Measures (Table 4):

For each process /activity / equipment identified in Table 3 above the following tables demonstrate the mitigation measures employed on the site:

Table 4. Fire Preventative Measures

Fire Risk	Potential Problem	Initial Risk Rating	Mitigation Measures	Improved Risk Rating	Comments
Incompatible Wastes	As the materials handled at the Facility are predominantly inert and of a demolition and construction nature, and commercial/industrial wastes the risk of fire from incompatible materials has been identified as Medium	**Medium**	▪ As the company's permit limits the inputs to the facility it is unlikely that due to the non-hazardous nature of the incoming wastes that reaction would occur. ▪ As part of the waste acceptance of wastes to the site all of the incoming wastes are reviewed prior and during acceptance. Due to these measures, any materials that are incompatible for the site would be rejected. ▪ Waste acceptance checks for wastes. ▪ Should any material be discovered that is likely to cause a reaction with other wastes this would be removed from any potential combustible materials and placed in the quarantine area as shown on the plan in Appendix B of the fire Prevention Plan.	**Low**	

Fire Preventative Measures (Table 4):

For each process /activity / equipment identified in Table 3 above the following tables demonstrate the mitigation measures employed on the site:

Table 4. Fire Preventative Measures

Fire Risk	Potential Problem	Initial Risk Rating	Mitigation Measures	Improved Risk Rating	Comments
Hot Loads Deposited on Site	The risk of fire from Hot Loads has been identified as high	**High**	▪ A hot load should NOT be accepted unless under severe circumstances, such as rejecting the load would endanger the public or amenities. ▪ The Site Manager must establish why it is hot, and whether any special precautions need to be taken. ▪ If the load is hot depending on the severity the heat the load will be removed to the quarantine area where it can be extinguished, emergency services must be called immediately should the site management be unable to manage the hot load. ▪ Provided such acceptance has been granted, the load must be directed to a safe and contained area it must be tipped as directed by the Site Manager. This will be done in the quarantine area as shown on the plan in Appendix B of the fire Prevention Plan. ▪ If the operators have any doubts about the suitability of the area, they should raise them before offloading the vehicle. ▪ Where possible all deposited hot loads must be carried out away from the waste processing shed or away from any stockpiles of waste that have the potential to cause fire and will be treated in the quarantine area. ▪ The Site Manager will be present during all hot load management to ensure full compliance with any instructions from the site management. He will inspect the area after the extinguish of the hot loads to ensure no heat sources or fires are present. ▪ The area of the hot works will be dowsed with water to minimise risk of fires, there will also be access to soils that could also be used to smoother the load to ensure it does not spread. ▪ Firefighting equipment including fire extinguishers will be available at all times during the management of hot loads.	**Medium**	

Fire Preventative Measures (Table 4):

For each process /activity / equipment identified in Table 3 above the following tables demonstrate the mitigation measures employed on the site:

Table 4. Fire Preventative Measures

Fire Risk	Potential Problem	Initial Risk Rating	Mitigation Measures	Improved Risk Rating	Comments
Fuelling Vehicles	No fuel is stored on site, but plant to be maintained to prevent leakage from vehicle fuel tanks	**Medium**	▪ All vehicles entering the site are skip lorries and a bulker. All have regular 6 weekly vehicle inspections carried out in accordance with VOSA road haulage requirements. ▪ All plant is serviced every 250 hours and part of the servicing is to check for fuel leaks to tanks and lines.	**Low**	
General Housekeeping	The site working area could be subject to a long-term build-up of fines	**Medium**	▪ The site working area will be inspected on a three-hourly basis and daily to ensure the site is safe before leaving at the end of the working day. In addition, the site is cleaned weekly to prevent long term build-up of loose combustible waste, dust and fluff. ▪ All records will be kept in the site diary. ▪ Some wastes are inherently dusty such as sawdust and some fines. These are kept in a skip which is sheeted when not being loaded to prevent dust.	**Low**	

Waste Management (Table 5):

For each process /activity / equipment identified in Table 1 above the following tables demonstrate the mitigation measures for environmental impacts registering at least High (H) or Medium (M) under normal or abnormal operations.

Table 5. General Waste Management					
Waste Produced at Site *(with EWC, if known)*	**Where does the waste go?**	**Can it go to recovery / recycling?**	**Is it being stored correctly on site?**	**Are Duty of Care requirements being met?**	**Comments**

APPENDIX 4 – Accident/Pollution Incident Management Plan.

Accident / Pollution Incident Management Plan

Further help is available from PPG21: Pollution incident response planning.

Created by: Abricon Limited Date: 30 April 2021
Review Date: 9 November 2021 Version: ONE

Accident / Pollution Incident Management Plan Contents

A – Site Plan

Refer to *Appendix 6 - Plans* within this document where the following information is provided:

Site entrances and exits available to the emergency services.

Buildings; the buildings and other main constructions

Drainage; including:

- surface water drainage (marked in blue) showing:
    - the direction of flow and
    - the discharge points to the sewer, watercourse or soakaway. (NONE)
    - The location of manhole covers and drains,
- The location of Sealed drainage system
- Service mains: the routes of water supply, gas, electricity) mains water stop tap, and gas and electrical supply isolating valves / switch.

Storage of hazardous materials, e.g., oil and fuel tanks, chemical stores, raw materials, waste materials etc. (NONE)

Process lines; location and direction of main process lines/pipes. (NONE)

Accident and emergency response items, such as fire extinguishers, fire hydrants, fire water tanks / ponds, spill kits, sandbags, alarms, first aid kit etc. (Stored inside building)

Treatment; location of any on site trade effluent or sewage effluent treatment plant. (NONE)

B – Key Site and Emergency Contacts

This table contains the Emergency Contacts for Wellington Waste Management site in Westbury

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Bernie Doyle	Site manager/owner	01823 669555	0800 0373 260
Wellington Community Hospital Bulford Ln, Wellington Somerset TA21 8QQ	Local NHS Hospital (Main)	01823 662663	999
	Accident & Emergency (A&E)	999	999
Wellington Medical Centre Mantle St, Wellington Somerset TA21 8BD	Local Doctor Surgery (GP)	01823 663551	999 or 112
Somerset & Avon Police Victoria Street, Wellington Somerset TA21 8HR	Local Police Non-Emergency	01179 989112	999 or 112
	Police Emergency	999 or 112	999 or 112
Somerset Fire Service Knights Rd, Wellington Somerset TA21 9JH	Fire and Rescue Service (in Emergency Dial 999)	01823 652070	999 or 112
Environment Agency – Rivers House, East Quay, Bridgwater Somerset TA6 4YS	Environmental Regulator	03708 506506	0800 80 70 60
Wellington Town Council 28 Fore St, Wellington Somerset TA21 8AD	Local Council General Enquiries	01823 662855	01823 662855
South West Water	Mains Water Supplier	0345 600 4600	0345 600 4 600
Wellington Auto Fix	Neighbour	01823 669866	01823 216196
Chelston Motorhomes	Neighbour	01823 661200	01823 662075
VPK	Neighbour	07989 465427	01823 650000
Millbrook Healthcare	Neighbour	01823 661717	03330 032407

C - List of Substances and Storage Facilities

The following is a list of liquids, powders etc. that are stored on site and could be harmful to the environment if they escape.

Material	Maximum Quantity	Type and size of storage	Type and size of Secondary Containment
Red Diesel	5000 Litres	Self-contained Bunded Tank	Concrete hardstanding and Oil interceptor

D - Preventing Accidents / Incidents …. and what to do if they happen

The following table is a list of the things that could go wrong and harm the environment. The list covers many of the things that could go wrong for at the Wellington Waste Management site in Milton Keynes. After the management system is reviewed the contents of the table will be updated.

The table describes what you should be doing to reduce the chances of each possibility happening. It also describes what should be done if the worst actually happens.

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Spillages			
Spillage during transfer and sorting of wastes.	Contamination of land, drains, groundwater and watercourses.	Inspect and validate all incoming wastes. Remove hazardous liquids from wastes prior to processing. Train the staff	Use Spill Kit.
Spillage during delivery of oil or fuel.		Supervise fuel deliveries. Use drip trays and spill materials.	
Spillages during refuelling of plant and equipment.		Plant and equipment will be refuelled in designated areas with impervious surface and will use drip trays and spill materials.	
Overfilling			
Overfilling of oil / fuel tanks during delivery.	Contamination of land, drains, groundwater and watercourses.	Stock level control checks, supervised delivery and high-level alarms.	Use Spill Kit.
Failure of Plant or Equipment			
Leakages; due to faulty pipe work, valves, overpressure, blockages, corrosion, severe weather, ground movement etc.		Daily visual inspection and completion of weekly inspection checklist record. Preventative maintenance regime. Any underground pipes	
	Contamination of land, drains, groundwater and watercourses.	and tanks will be tested for integrity. Insulation and protection of pipe work.	Use Spill Kit.
Puncture; of vessels and tanks etc due to impact – such as forklift trucks.		Tanks and vessels generally located within / on secondary containment facilities. Storage locations of drums and non-permanent vessels protected by use of barriers or fencing. Movement of drums and containers using safe techniques.	

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Fire			
Fire	Smoke and pollution, Firewater causes contamination of land, groundwater and watercourses.	Separation of incompatible materials and of combustible materials and ignition sources. Incorporation of fire breaks into site layout and containment of fire water. No smoking policy. Maintain tidy site and minimize stockpile of combustible materials. Fire training and emergency drills.	Train staff to know what to do in the event of a fire, including details about fire alarms, exit routes and muster points, responsible personnel such as a fire warden and the location and use of emergency fire equipment such as extinguishers, hoses, sandbags and drain covers.
Cross contamination			
Due to transfer and mixing of incompatible materials, drainage cross connections etc.	Explosion, smoke and pollution of air, Contamination of land, drains, groundwater and watercourses.	Maintenance of up-to-date drainage plan. Maintenance of inventory of substances with material property details. Procedure for contractors to work on site including induction training and permit to work. Fail-safe filling systems.	Fire procedure as described above.
Flood			
Due to ingress of watercourse floodwater, blocked drains, burst water main, use of fire water.	Contamination of raw materials, buildings, land, drainage system, groundwater and watercourses with fire and flood water.	Maintenance of drains. Fitting of flap / non return valves on drains. Safe location for storage of hazardous materials.	Train staff what to do in the event of a flood warning such as installation of barge boards, use of sandbags, movement or protection of sensitive materials.
Failure of Services			
Due to failure of supply; water, electricity, gas supply and of sewerage system. Due to utility supply being struck and broken / cut.	Flooding, explosion with subsequent contamination of land, drains, groundwater and watercourses.	Provision of standby facilities. Maintenance of up to date plans showing location of utility services. Procedure for contractors to work on site including induction training and permit to work.	Utility supply failure procedure describing what to in the event of services supply failure such as start-up of emergency generator, use of standby materials etc. Flood and fire procedure as described above.
Failure of Containment			
Failure of containment facilities due to land movement, impact, corrosion etc.	Contamination of land, drains, groundwater and watercourses.	Provision of secondary containment for hazardous liquids. Inspection of primary and secondary containment facilities. Integrity testing of tanks and bunds & pressure loss alarms.	Use Spill Kit

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Vandalism			
Unauthorised entry and tampering or malicious damage to property, plant and equipment.	Contamination of land, drains, groundwater and watercourses.	Secure gate and perimeter fence. Site locked when unmanned, tanks and valves locked when not in use out of hours. Plant and equipment locked in secure storage out of hours. Security system installed including camera and recording facilities.	Spill response procedure as described above.

APPENDIX 5 – Waste Acceptance Procedure.

Waste Acceptance Procedure

All waste accepted to the site must meet the criteria contained within the site permit; if it does not then the load must be rejected using this procedure.

Non-Conforming Waste Description

Inform the driver that the load cannot be accepted, do not sign the Waste Transfer Note. Ask the driver to leave site without tipping, note the time and vehicle description together with the reason for rejection in the daily site diary.

Load Tipped

If the load was **Non-Hazardous** it can be reloaded onto the tipping vehicle. The vehicle should return to the ticket office and the Waste Transfer Note cancelled.

Make a note in the site diary and enter the reasons for rejection onto the Waste Transfer Note. This note must be signed by a Director or authorised person.

If the vehicle has left site then the load must be isolated and relocated within the quarantine area.

The customer will be contacted and told to remove the load immediately or charged for its disposal.

If the load is unauthorised **Hazardous waste** the area will be quarantined and advice sort from the site manager before the load is moved to the quarantine area.

All hazardous waste must be removed from site within 5 working days using Hazardous Waste Consignment Notes.

If the rejected material was more than incidental, then the Environment Agency will be informed.

Additional costs will be recovered from the customer; the site manager will agree the charge rate.

An entry will be made in the site diary which will include the date the material was removed from site.

If any material is tipped that could potentially be a serious risk to human health or the environment all operations will be suspended until the material is identified and the site manager authorises the recommencement of operations.

Classification of Waste Soils Procedure

This section of the Management System sets out how Wellington Waste assess and classify waste soils collected and bulked up for disposal.

Wellington Waste understand that waste soil in the European Waste Codes (EWC) is classified under a mirror entry. The soil could be either:

- *17 05 03 Soil and stones containing hazardous materials. Or*
- *17 05 04 Soil and stones other than those mentioned in 17 05 03*

To identify which code can be applied to the waste Wellington Waste will determine:

- *What hazardous substances are present?*
- *Their concentrations.*
- *Their chemical classification. And*
- *Whether this is above hazardous waste thresholds.*

This assessment will be risk based depending on the original source of the waste soils.

Commercial Developers:

Where waste soils are brought to the site from a building development where there has been a change of land use, (for example from farmland to residential estate or from redundant factory to a shopping centre). The holder of the waste must make an assessment so that the waste soil can be classified as hazardous or non-hazardous. A waste acceptance criteria (WAC) test will not be sufficient as the classification assessment needs to be as set out in the WM3 Technical Guidance. WAC testing might become appropriate if, after assessment, the following the waste hierarchy the waste is to be disposed of in landfill.

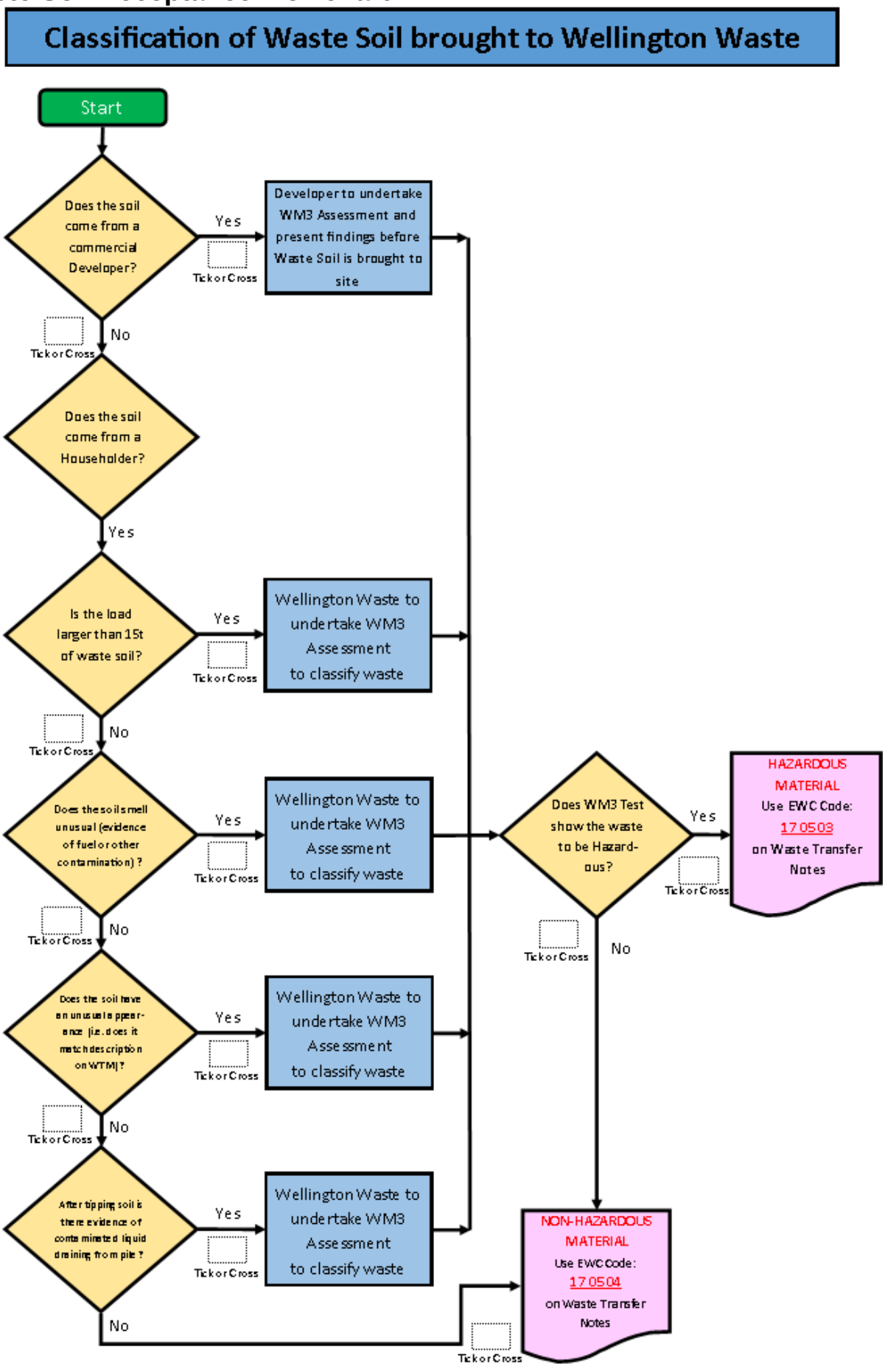
Armed with the results of the assessment, if the waste soil is classified as uncontaminated it can be brought to Wellington Waste's site for bulking and eventual removal from site using waste transfer notes showing EWC code 17 05 04 in accordance with Wellington Waste's Duty of Care.

Householders:

Where Wellington Waste's customers intend to dispose of less than 15 tonnes of waste soil, from garden landscaping projects for example a tiered risk-based approach will be undertaken. For quantities less than this threshold (where the costs for testing far outweigh the commercial value of the disposal) a visual/olfactory inspection and assessment of each load will be made, as follows:

- If the load exceeds 15 tonnes an assessment of the hazardous or non-hazardous classification will be made in accordance with WM3
- The loads on arrival at Wellington Waste's site are checked for:
  - *Smell, are there any hydrocarbon odours present?*
  - *Appearance, does the waste soil have stones, clay, topsoil and it matches the description on the WTN?*
  - *Other contaminants present, does the load have a mix of other demolition wastes mixed in e.g., Asbestos?*
- If the above checks are satisfactory the load can be tipped and an assessment/inspection of the above bullet points shall be repeated, and:
  - *Liquid Contamination, once tipped is there a presence of noxious substance or oil (for example) seeping from the pile?*
- If any of the above visual/olfactory checks reveal that there might be a presence of contamination a full WM3 assessment
- Where there is any uncertainty as to the presence of any contamination the default EWC code assigned to the waste will be 17 05 03.

Waste Soil Acceptance Flowchart



Construction Waste Acceptance

Paragraph 5.1 of the Management System sets out what waste Wellington Waste accepts on their site which will be bulked up for disposal.

All Construction waste which will pass through the trommel EWC Code 17 05 04 is defined as

EWC Code	Description
17 05 04	soil and stones other than those mentioned in 17 05 03

All waste accepted on site is non-hazardous, however it is understood that some loaded skips might contain materials which are not in compliance with Table 2.2 of the Environmental Permit. This waste is segregated and does not get processed by Wellington Waste and is quarantined for separate disposal. (Refer to Paragraph 6.2).

Plasterboard, for example, does not get processed by the trommel and hence the trommel fines leaving the site are classified as non-hazardous as set out below:

EWC Code	Description
19 12 11	other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11

To comply with Environment Agency Guidance document WM3, particularly trommel fines, Wellington Waste will be sorting, segregating, and classifying all waste that it receives. To confirm that the assessment methodology is allowing the correct waste code to be applied to the trommel fines leaving the site Wellington Waste will test the fines every 1000 tonnes of code 19 12 11 produced or every 6 months whichever is sooner.

APPENDIX 6 – Site Plans.

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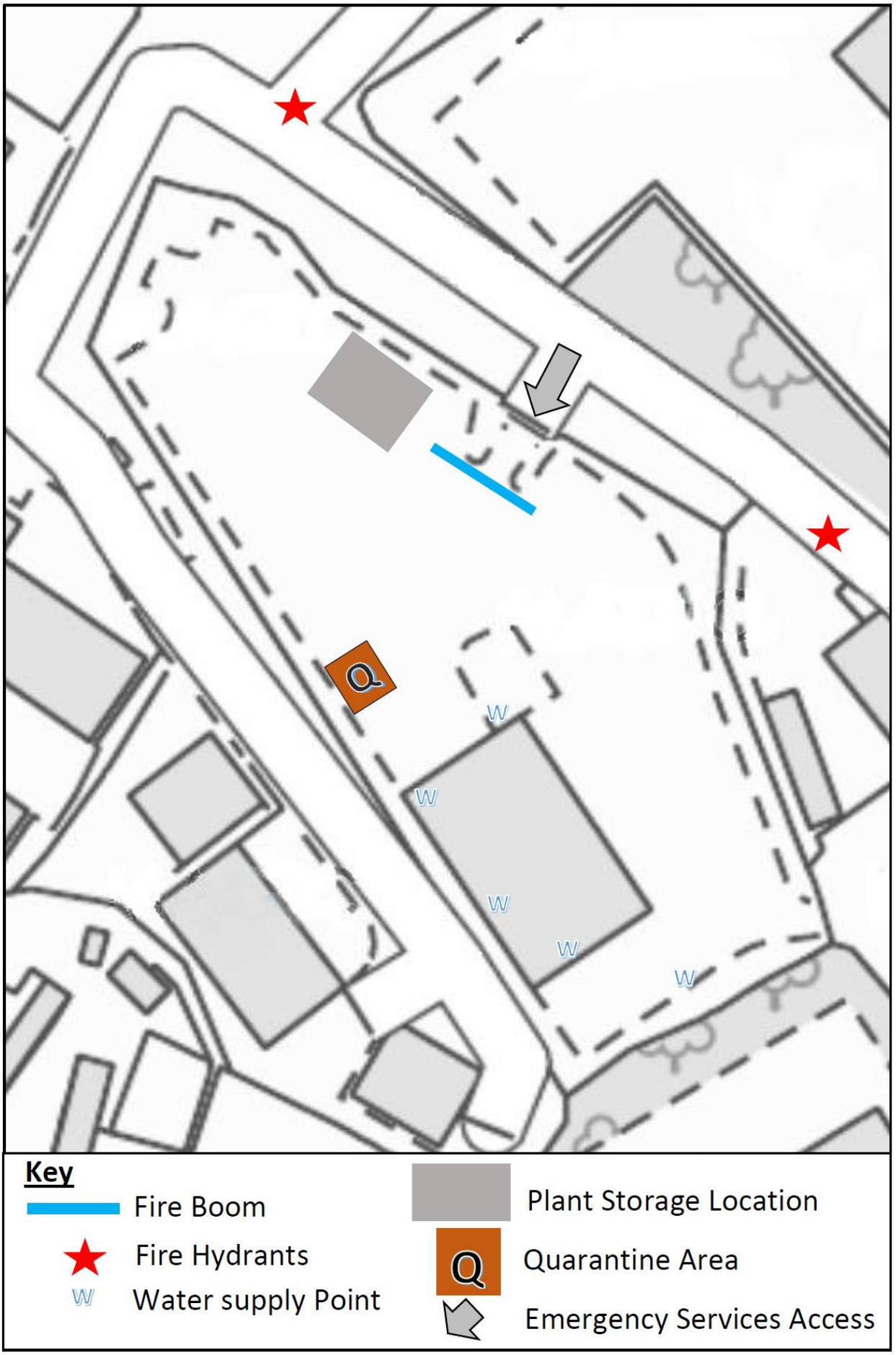
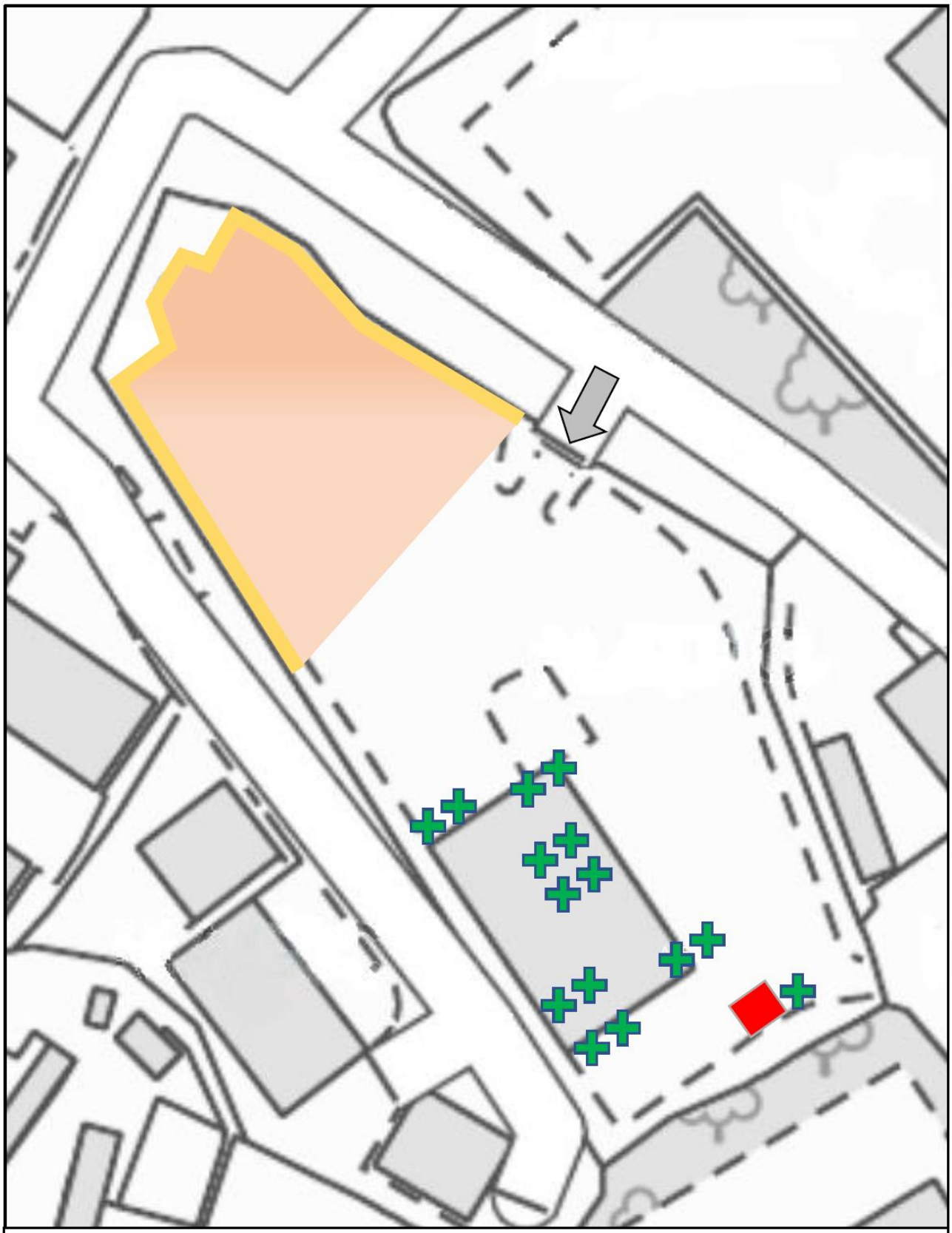
Environmental Permit Boundary

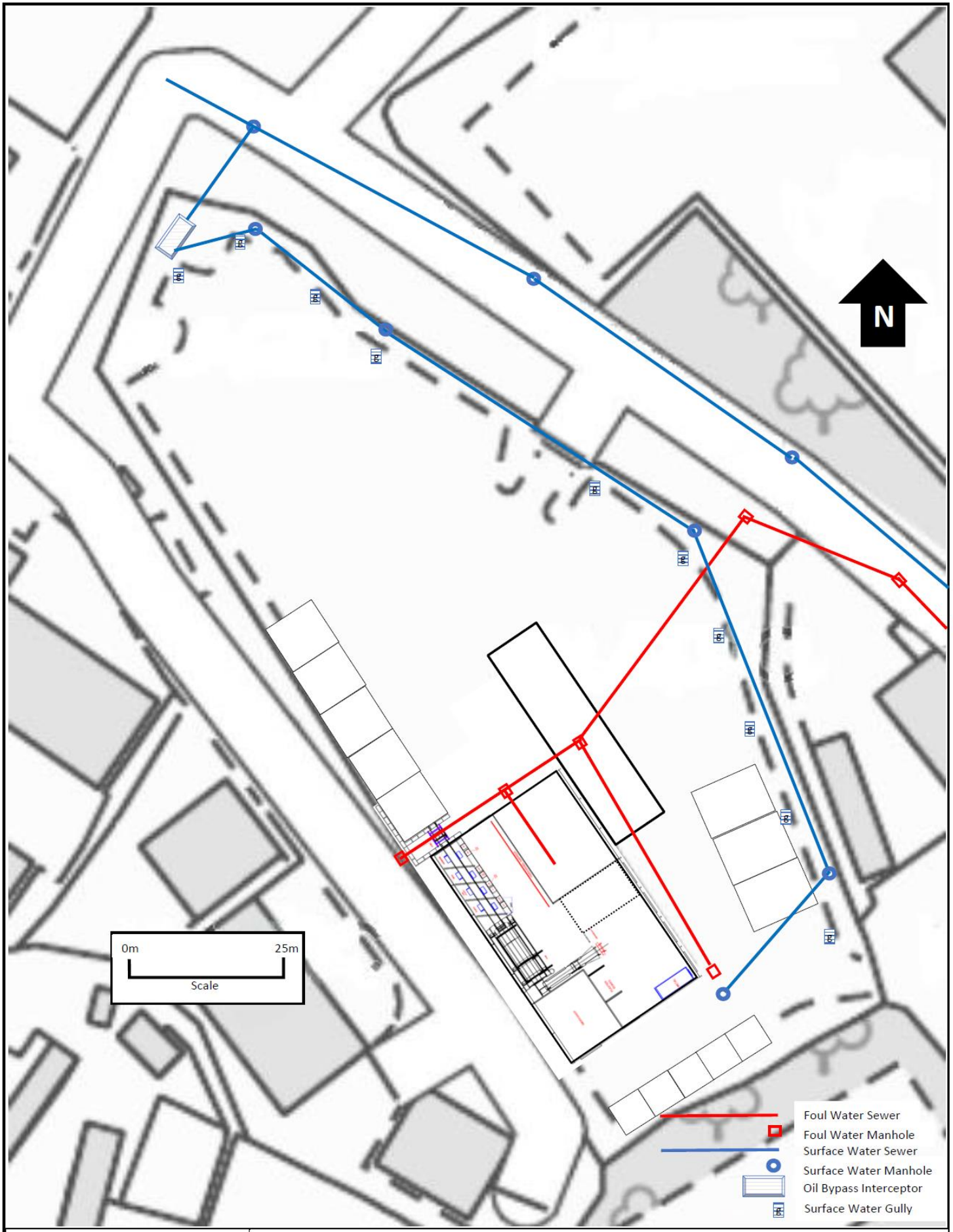
Drawing WWM/WSL/04

Plan WWM/FPP/01 Fire Plan Layout (1)



Plan WWM/FPP/01 Fire Plan Layout (2)





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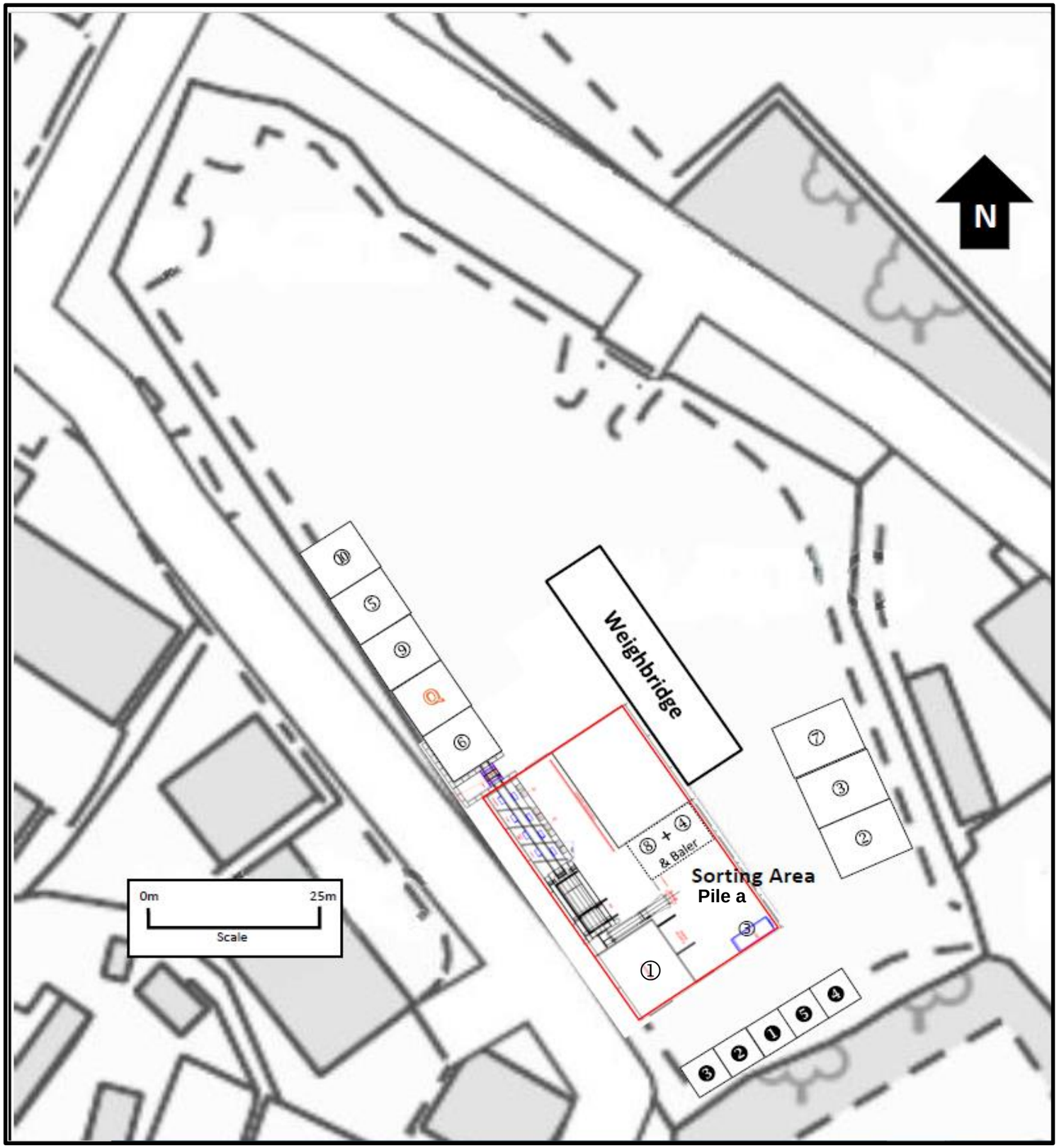
Wellington Waste Management – Site at Summerfield Avenue, Chelston

Date:	11 May 2021	Drawn:	Gary Nelson	Checked By:	Bernie Doyle
Drawing:	**Drainage Layout Plan**			**WWM/WSL/02**	



Drawing Number WWM/WSL/03

Waste Storage Locations

ID	Waste Type	Max Storage
Pile a	Incoming Waste	250m^3
①	Workshop	n/a
②	Plasterboard	14m^3
③	Metal	250m^3
④	Plastic	20m^3
⑤	Hard Plastic	20m^3
⑥	Residual Waste	150m^3
⑦	Wood	50m^3
⑧	Card/Paper/Board	20m^3
⑨	Hardcore	500m^3
⑩	Trommel Fines	150m^3
❶	WEEE*	5m^3
❷	Tyres*	5m^3
❸	Asbestos*	5m^3
❹	Paint*	5m^3
❺	Fluorescent Tubes*	5m^3
Q	Quarantine Area	128m

*Non-Permitted Wastes**