Skipaway limited

Environmental Management System

Version 1

Site B, North Farm Industrial Estate, North Farm Lane, Tunbridge Wells, TN2 3EE

Environmental Permit EPR/LB3709LG/V003

Skipaway limited	Ор	erating Pro	cedures
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Operating Procedures

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APPENDIX A:	ENVIRONMENTAL RISK ASSESSMENT
APPENDIX B:	ACCIDENT RISK MANAGEMENT PLAN
APPENDIX C:	PERMIT BOUNDARY
APPENDIX D:	SITE LAYOUT PLAN
APPENDIX E	TRADE EFFLUENT DISCHARGE CONCENT
APPENDIX F	EMERGENCY CONTACT LIST
APPENDIX G	SPILLAGE PROCEDURES

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1 INTRODUCTION

1.1 Roles and Responsibilities

The Technically Competent Manager has responsibility for ensuring these procedures are adhered to which includes communication with staff and contractors, and the provision of adequate training.

The Technically Competent Manager is responsible for updating and re-issuing these procedures as necessary and ensuring all staff are trained in new procedures.

The site will be resourced with sufficient personnel to ensure that waste management operations comply with the conditions of the site permit and are conducted in a manner that poses no threat to the environment and local amenities. Operations will be overseen by a site manager and site supervisor. The latter taking a more direct role with day-to-day operations.

1.2 Purpose

The purpose of these procedures is to guide staff and contractors in the safe conduct of their duties in a manner which controls the environmental impact of the company's operations. The procedures cover normal operations on site and should be read in conjunction with the Fire Prevention Plan.

1.3 Scope

These Operational Procedures cover:

- Operations involving non-hazardous waste
- Treatment of non-hazardous waste

The procedures relate to the permitted activities at Site B, North Farm Industrial Estate, North Farm Lane, Tunbridge Wells, Kent, ME2 3EE.

This Environmental Management System document has been produced in support of the application to transfer and vary the existing permit from; We Load and Go Waste Management Limited to Skipaway Limited.

The premise of the application is:

- Increase annual throughput to 75,000 tonnes
- Add waste codes EWC
 - 191212 Other wastes from mechanical treatment of wastes
- Change permitted activities to include flotation tank
- Transfer of the waste management permit

An application to vary the existing permit has been prepared, including this document, for submission in August 2022 and includes the following proposed variations:

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1.3.1 Permitted Waste Management Operations

The permitted activities will cover those set out in Table 1.

Table 1, Permitted Activities

Description of specified activity	Limits of specified activity
R3 Recycling/reclamation of organic substances which are not used as solvents	Treatment consisting only of
R4 Recycling/reclamation of metals and metal compounds	sorting, separation, screening, baling,
R5 Recycling/reclamation of other inorganic materials.	shredding, washing (via a sink float tank)
R13 Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)	crushing or compaction of waste into different components for disposal (no more than 50 tonnes
D15 Storage of wastes pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)	per day) or recovery.
D9 Physico-chemical treatment	
D14 Repackaging prior to submission to any of the operations numbered D1 – D13.	

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1.4 Waste Treatment Flow Chart

Table 2,





1.5 Waste Types

Table 3, the waste types listed below shall only be accepted at the site.

Table S2.1 Permitted wa waste transfer station	ste types and quantities for household, commercial and industrial	
Maximum quantity	The total quantity of waste accepted at the site for the above activity shall be less than 75,000 tonnes a year.	
Exclusions	wastes having any of the following characteristics shall not be accepted:	
	 Consisting solely or mainly of dusts, powders or loose fibres 	
	 Wastes that are in a form which is either sludge or liquid 	
Waste code	Description	
15	Waste packaging, absorbents, wiping cloths, filter materials and protective clothing not otherwise specified	
15 01	packaging (including separately collected municipal packaging waste)	
15 01 01	paper and cardboard packaging	
15 01 02	plastic packaging	
15 01 03	wooden packaging	
15 01 04	metallic packaging	
15 01 05	composite packaging	
15 01 06	mixed packaging	
15 01 07	glass packaging	
15 01 09	textile packaging	
16	wastes not otherwise specified in the list	
16.01	end-of-life vehicles from different means of transport (including off- road machinery) and wastes from dismantling of end-of-life vehicles and vehicle maintenance (except 13, 14, 16 06 and 16 08)	
16 01 17	ferrous metal	
16 01 18	non-ferrous metal	
16 01 19	plastic	
16 01 20	glass	
17	construction and demolition wastes (including excavated soil from contaminated sites)	
17 01	concrete, bricks, tiles and ceramics	
17 01 01	concrete	
17 01 02	bricks	
17 01 03	tiles and ceramics	
17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06	
17 02	wood, glass and plastic	

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17 02 01	wood			-
17 02 02	glass			
17 02 03	plastic			
17 03	bituminous mixture	es, coal tar and tarred	products	
17 03 02	bituminous mixture	s other than those me	ntioned in 17 03 01	
17 04	metals (including the	neir alloys)		
17 04 01	copper, bronze, bra	ass		
17 04 02	aluminium			
17 04 03	lead			
17 04 04	zinc			
17 04 05	iron and steel			
17 04 06	tin			
17 04 07	mixed metals			
17 04 11	cables other than t	hose mentioned in 17	04 10	
17 05	soil (including exca dredging spoil	avated soil from conta	minated sites), stones	and
17 05 04	soil and stones oth	er than those mention	ed in 17 05 03	
17 05 08	track ballast other	than those mentioned	in 17 05 07	
17 06	Insulation materials	s and asbestos – conta	ining construction mate	rials
17 06 04	insulation materials other than those mentioned in 17 06 01 and 17 06 03			
17 08	gypsum-based cor	struction material		
17 08 02	gypsum-based construction materials other than those mentioned in 17 08 01			
17 09	other construction and demolition wastes			
17 09 04	mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 0902 and 17 09 03			
19	Wastes from was treatment plants a consumption and	ste management facil and the preparation of waster for industrial us	lities, off-Site waste w water intended for hur e.	ater man
19 12	wastes from the m example sorting, c not otherwis	echanical treatment o rushing, compacting, p e specified	f waste (for pelletising)	
19 12 12	other wastes (inclu treatment of	uding mixtures of mate wastes other than tho	rials) from mechanical se mentioned in 19 12 1	11
20	municipal wastes (household waste and similar commercial, industrial and institutional wastes) including separately collected fractions			
20 01	separately collecte	d fractions (except 15	01)	
20 01 01	paper and cardboa	ırd		
20 01 02	glass			
20 01 10	clothes			
20 01 11	textiles			
20 01 38	wood other than th	at mentioned in 20 01	37	
20 01 39	plastics			

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	20 01 40	metals			
	20 02	garden and park w	astes (including ceme	tery waste)	
20 02 01 biodegradable was		ste			
20 02 02 Soil and stone					
20 02 03 other non-biodegra		adable wastes			
20 03 01 mixed municipal was		aste			

It is proposed to include EWC 19 12 12 within the list of wastes accepted at the site in recognition of waste emanating from waste transfer stations with minimal treatment capabilities.

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

It is also proposed by the operator to add EWC 20 03 01to the approved list of wastes because this waste type is known to be recyclate rich and widely available. In addition, the company now operate their own collection vehicles and due to the absence of this waste code on their permit, waste deliveries are diverted to third party facilities, and the result is detrimental to their business model.

EWC 20 03 01 consists of the following items:

- Paper and cardboard
- Wood
- Plastic
- Film
- Mixed metal
- Occasional brick pieces and soil

This waste type shall be accepted pursuant to existing Waste Acceptance Procedures which are stated in this document and other supporting documents and segregated in the manner described throughout the supporting management plans. But for the purpose of completeness, a brief description is given here: Following conformity of the waste and documentation at the weighbridge the vehicle will be directed to the tipping point which is in the location of the waste handling grab. This allows the waste load to be broken for visual inspection and large recyclates to be removed mechanically and the remainder manually sorted into individual waste types.

The treatment consists of:

Manual pre-sorting to remove waste types such as cardboard, paper, wood and metal. Then the waste will pass through a screener to segregate hardcore type material and soil leaving the smaller fractions of wood, metal and those items that have no further use.

The application to vary the existing permit submitted to the National Permitting Service on 22nd July 2022 includes the proposal to operate a sink float tank whereby waste is passed through the water bath to separate heavy and light fraction particles. This process has a greater recovery rate than traditional screening and combining the two activities renders a high rate of recovery.

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The potential for odour release from this waste type has been identified and controls established in the Odour Management Plan submitted in support of the permit variation.

Once segregated, individual waste types recovered from EWC 20 03 01 are stored locally in bays awaiting transport from site. The manner in which the waste is stored, location and duration on site in mentioned in the Fire Prevention Plan.

1.6 Management System

The Management System covers all aspects of operations and aims to effectively manage the impacts of the business on the environment, including the health and safety of staff. The key documents include:

- a) Documents: Procedures to set out how to undertake operations and check for any issues.
- b) Forms on which to record information and provide evidence of the system functioning properly.

2 MANAGEMENT OF OPERATIONS

The following procedures will be implemented by staff and contractors under the responsibility of the Site Manager.

2.1 Site Layout and Signage

The boundary of the permitted area is shown in Appendix C. A Site Layout Plan is shown on Drawing No. RW001.

Staff will only conduct operations in the appropriate part of the site, following instructions provided by the Site Manager.

At the entrance to the site a sign board will display the following information:

- 2.1.1 Permit holder's and Operator's name
- 2.1.2 An emergency contact name and the Operator's telephone number
- 2.1.3 A statement that the site is permitted by the Environment Agency
- 2.1.4 The permit number.
- 2.1.5 Environment Agency national numbers, 03708 506506 and 0800 807060 (incident hotline)

The sign will be kept in good order to ensure it is legible.

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A noticeboard will be maintained in the site office. A copy of the Environmental Permit and a copy of the company's Health and Safety Policy will be displayed, together with any other relevant notices. A copy of this document will be kept in the site office.

2.2 Security

The site is accessed using North Farm Lane. Out of hours security will be provided by two watchmen taking alternate shifts to cover weekends and national bank holidays. During the day, the site will be permanently manned by a manager or supervisor and operations staff.

There are two gated access points providing entrance to the operational yard which is closed when the site is not manned. The access gates are constructed of two number steel palisade gates 3m high x 6m wide.

The operational yard is secured a 3m high steel panel wall surmounted by 3m high litter netting. A metal recovery yard is located to the north and east. To the west and south is a waste management business.

The site fencing and gates will be checked on a daily basis as part of the supervisors' rounds.

2.3 Incidents and non-conformances

All incidents and non-conformance will be reported to the Site Manager who will investigate the incident and complete an entry into the site diary.

Incidents include complaints from the public, any observations that mean procedures are not being adhered to or accidents such as spillages. This procedure does not replace the reporting of health and safety incidents which fall under the scope of Health & Safety.

2.4 Technical Competence and Training

2.4.1 Site Operations

The overall day-to-day operations will be overseen by the site supervisor who will report directly to the manager. A Technically Competent Manager (TCM) will attend on a weekly basis to fulfill the role appointed by environmental permit. The TCM will be responsible for ensuring the requirements of continued competence is met. A copy of the certificate will be displayed on the office noticeboard. The TCM role is to advise the management team on operational matters concerning compliance with the requirements of the site permit, supporting management plans and Duty of Care Regulations.

The Site Management team, supervisor and manager, will be responsible for the control of incoming and outgoing vehicles, checking Duty of Care documentation, keeping and maintaining all computerized records, checking in all visitors to the site, issuing Health & Safety instructions and actioning any complaints and operational issues.

Other site personnel will include two site operatives.

All personnel will have access to a copy of the Environmental Permit and these Operational Procedures.

All sub-contractors will be notified of the site rules and records will be kept of all subcontractors working on site.

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2.4.2 Site Management Responsibilities

Site Management will be responsible for:

- Investigating any incidents or non-conformances or complaints in accordance with the relevant procedures and reporting forms.
- Ensuring that required data is provided to the Environment Agency at the agreed frequency.
- Daily site checks in using Daily Checks Form
- Ensuring site maintenance is completed in accordance with these procedures.
- Ensuring all drivers are familiar with the site rules.
- Ensuring all operational station staff have a suitable induction to the site and have had the relevant training.
- Ensuring all staff are familiar with safe operation of all necessary aspects of the site, relevant to their specific roles.

2.4.3 Site Operative Responsibilities

It is the responsibility of Site Operatives to:

- Act in accordance with the instruction given to them from the Manager or Site Supervisor.
- Follow these operational procedures for all stages of waste handling.
- Report any incidents or non-conformances to the supervisor or Site Manager.
- Ensure all equipment used on site is checked before use each morning for signs of wear and tear which could compromise health and safety or environmental protection. Use Daily Vehicle Check Form. All issues noted with equipment or the condition of the site must be reported to the Site Supervisor immediately, before the equipment is used.

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2.4.4 Training

All staff will be trained to a standard which enables them to perform the responsibilities described above and the detailed role as set out in job descriptions.

A record of staff training will be kept for each staff member which includes inductions to new processes and procedures as needed.

Table 4, The following training matrix will be adopted to guide training needs.

Training	Site Supervisor	Site Manager	Site Operative
Induction	x	x	х
Accidents and Emergency	x	x	х
Fire Prevention	x	x	х
Amenity Management	x	x	х
Plant Training	x	x	х
Vehicle marshalling	x	x	х
Waste handling	x	x	х
Environmental Permitting	x	x	х
Complaints and Incidents	x	x	х
Spillage Procedure	x	x	х

2.5 Site Records

The Site supervisor is responsible for ensuring the maintenance of site records.

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2.5.1 Availability of Records

A record of the types, quantities and dates of wastes deposited on the site will be maintained and provided to the Environment Agency at three-month intervals, within one month of the end of each period.

A copy of all records including transfer notes, consignment notes (if necessary) and weighbridge tickets will be maintained in the site office for a minimum of two years.

2.5.2 Site Diary

The site diary will be maintained and updated to include the following: -

- Construction work
- Start and finish of daily waste management activities on site (operational hours)
- Maintenance
- Breakdowns
- Emergencies
- Problems with waste delivered and action taken
- Site inspections and consequent actions carried out by the operator
- Technically competent management attendance on site; the date and the time onto site and the time left site
- Dispatch records
- Weather conditions
- Complaints about site operations and actions taken
- Environmental problems and remedial actions

The site diary will be kept in the site office and updated daily.

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2.6 Inspection and maintenance

Site Management will be responsible for inspecting the storage areas and preventative maintenance will be undertaken according to the Site Inspection Daily Checks Form.

Plant and machinery will be visually inspected by the operator before it is used as part of management of their own risks and health and safety. This is covered in training for staff and operatives. In addition, an equipment check is made by the Site Supervisor on a daily basis as part of Daily Checks and recording on Daily Checks Form.

In addition to scheduled preventative maintenance of equipment and machinery, in accordance with legal requirements or manufacturer's recommendations, reactive maintenance will be carried out if needed in accordance with inspection findings.

This will be recorded in the site diary.

2.7 Complaints

2.7.1 Roles and Responsibilities

The TCM or Site Manager has overall responsibility for this procedure.

The management team will all be responsible for handling complaints and recording them in the correct form. All complaints must be referred to the TCM.

2.7.2 Definition

In this context, a complaint may be received directly from a resident, customer or from a Regulator.

2.7.3 Procedure

When the site receives a complaint, a record is summarized in the Site Diary. Full details will be provided on the incident form.

All staff based in the office will be trained in recording complaints and to make sure they notify the TCM or Site Manager immediately.

Site management will review the activities that may have given rise to the complaint, for example noise, dust or litter.

The TCM or Site Manager will report the findings to the complainant and implement appropriate corrective action in accordance with a specific management plan or the Operational Procedures.

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3 WASTE HANDLING PROCEDURES

3.1 Pre-Acceptance Procedures

3.1.1 Non-Hazardous Waste

For skip waste, at the time of booking, the customer will be advised of the wastes that are permitted to be deposited within a skip/container. They will be advised that wastes including asbestos, waste electrical items, fluorescent tubes, gas cylinders, hazardous waste, oils and paints, solvents and tyres, are not permitted to be placed in the skip/container.

3.1.2 Hazardous Waste

Redacted.

3.2 On Site Waste Acceptance

3.2.1 Non-Hazardous Waste

All waste delivery drivers must first report to the site office before progressing further onto site.

The driver will arrive at the site and will drive onto the weighbridge. Waste Transfer Notes will be provided to the site office and the driver will then be directed to reverse into the waste reception area, which is located centrally within the site. As the waste is unloaded a visual check will be carried out to ensure that the waste is acceptable. The majority of waste being managed at this site will be mixed construction and demolition (mixtures of wood, soil, bricks and stone).

It is anticipated that some waste streams will derive from third party transfer stations that have limited treatment capacity and therefore the waste retains a high percentage of recyclable material.

Once unloaded, and inspection of the load complete, the driver will be instructed check the vehicle in preparation for the public highway and transfer documentation finalized.

Any incidents of non-conformance will be recorded in the Non-Permitted Waste Form EMS-FR-02 and corrective action taken.

3.2.2 Hazardous Waste

Redacted.

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3.3 Non-Permitted Waste

If waste arrives on site which is not acceptable under the EPR Permit:

- a) The waste will not be deposited at the site,
- b) The Site Manager will be informed,
- c) The customer will be informed of the breach and charged for the additional handling costs associated with transferring to another authorised facility,
- d) All records of non-conforming waste, quantity, source, date and client/source shall be maintained on site

If waste arrives on site which is tipped and non-conforming wastes are found:

- a) The waste is immediately separated into the quarantine area pending off-site removal
- b) Management Informed of the incident and action taken
- c) The customer will be informed of the breach and charged for the additional handling costs associated with transferring to another authorised facility
- d) Record maintained of non-conforming waste, quantity, source, date and client/source of waste.

3.4 Waste Storage

3.4.1 Capacity

The maximum quantity of materials that will be handled per year will be 75,000 tonnes. The storage quantities are set out in Table 5.

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Table 2 Storage Limits Permitted Area

Note: volumes based on stockpiles not uniform block dimensions

Table 5,

Waste stream	Location	How it is stored	Max. length / m	Max. width / m	Max. height / m	Volume / m ³	Max. time it will be stored
Hardcore	External along southern boundary	Loose on bays	4.8	6	4	115	1 month
Ferrous metal	External along southern boundary	Loose in bays	4.8	6	4	115	1 month
Non-ferrous metal	External along southern boundary	Loose in bays	4.8	6	4	115	1 month
Mixed wood	External along southern boundary	Loose in a bay	4.8	6	4	115	1 week
Mixed waste	External along southern boundary	Loose in waste reception building	4.8	6	4	115	< 3 days
Mixed soils, stone, and ceramics	External along southern boundary	Covered open fronted bay	4.8	6	4	115	<1 month
Mixed plastic	External along southern boundary	Covered open fronted bay	4.8	6	4	115	<1 month

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Abnormal conditions may exist whereby there are problems with any process phase. In the event of a major failure of the process equipment, the site would cease to accept waste. Any waste being stored would be removed from the site and transferred to another authorised facility.

If there is a minor malfunction which can be repaired within 48 hours, the facility would continue to store waste up to the limits set out in the permit. This would equate to the maximum limits managed on site during normal operational conditions. If these limits are reached, no further waste will be accepted until waste treatment has recommenced and the capacity has been restored in the storage bays.

3.4.1 Quarantine Area

The site will have visual checks to minimise the incidents of receiving non-compliant waste. Quarantined waste will be stored in a separate container which will be checked on a daily basis. If the wastes are considered to be problematic, i.e., biodegradable or odorous, arrangements will be made to remove the container within 48 hours, otherwise arrangements will be made to remove the container on a weekly basis.

3.4.2 Fuel

Any fuel on site will be stored in accordance with the Oil Storage Regulations. The fuel will be stored in a bunded tank, capable of storing 110% of the total capacity. The tank will be checked daily as part of the site checks.

Refueling equipment shall be maintained fit for purpose having hoses and nozzles kept in good order and fitted with a spill tray. Spill kits will be maintained on site and readily available should the need arise.

3.5 Non-Hazardous Waste Treatment

The waste treatment process involves manual and mechanical sorting to separate materials such as wood, metal, hardcore, plastic and card.

The waste will be deposited within the reception area. There will be a visual check to ensure large items are removed from the waste. For example, mattresses. These will be removed using the mechanical grab/loading shovel and placed in designated bay located to the south of the site.

The remaining waste will be loaded into a shredder. From here it will progress through a series of stages on a conveyor belt. The next stage is through the trommel screen. This is a rotating drum which is used to break the consistency of the waste and to remove the finer particles. The fines drop into a bay beneath the trommel. The fines can be processed further through the flotation system.

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A floatation tank will form part of the treatment operation as this type of equipment is best placed to separate light and heavy fractions. This is particularly efficient for cleaning hardcore material.

Overband Magnets and Eddie Current are incorporated into the treatment process to remove ferrous and non-ferrous metal. The remaining waste will continue into the flotation tank.

The flotation tank uses water to separate materials; the lightweight wastes will float to the surface and the heavier fraction falls to the base. The system includes a number of rotating brushes which remove the lighter wastes floating on the surface. The heavier waste will settle at the base and will be dropped on to a conveyor which will transfer the material to a separate stockpile in readiness for transfer to a storage bay. If the light fraction is suitable for inclusion within RDF exports, this will occur on site.

3.6 Hazardous Waste Treatment

Redacted.

3.6.1 Waste avoidance, recovery and transfer off site

The operation seeks to maximize the recovery of recyclable materials and avoid disposal to landfill. These will be transferred to specialist facilities for recycling.

3.7 Planned Preventative Maintenance

The operation will use the following equipment:

- 3.7.1 Shredder
- 3.7.2 Trommel Screen
- 3.7.3 Conveyor belts
- 3.7.4 Overband magnet
- 3.7.5 Eddie Current
- 3.7.6 Loading Shovel
- 3.7.7 Grab loader
- 3.7.8 Flotation Tank

A program of routine planned maintenance will be provided for each item of plant and machinery, as well as the processing equipment in order to prevent breakdown and faults.

All faults which require corrective action will be reported to the Site Manager to be implemented.

The plant and equipment will be subject to service agreements with the manufacturer and/or supplier. Where appropriate, these agreements will include a 24-hour call-out facility.

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3.7.1 Contingency

In order to ensure all permitted waste quantities are adhered to, before the processing operation commences the operator will ensure it has:

- Contact details of relevant plant hire companies who offer similar equipment are available and a stock of the most common spare parts are held on site.
- A list of alternative facilities to take the waste.

In the event of a breakdown in the processing equipment, the operator will contact the manufacturer for advice. If any mobile plant breaks, a replacement machine can be hired to maintain the processes. If any of the fixed plant break, the operator will take the following actions:

- Divert waste to other waste management facilities
- If the breakdowns are anticipated to be prolonged, arrangements will be made to remove waste from the site.

3.8 Routine Cleaning

The site will be cleaned daily. The cleanliness of the site will be checked as part of the daily site checks.

The entire site is laid with concrete to form an impermeable base making the cleaning routine efficient.

Mobile plant and equipment shall be cleaned and maintained free of debris in accordance with the schedule given in the fire prevention plan. Likewise, the perimeter litter netting will be maintained free of trapped litter and cleared of dust.

The drainage system shall be checked weekly for efficiency along with the interceptor tank and filters.

4 EMISSIONS MANAGEMENT AND MONITORING

4.1 Introduction

An Environmental Risk Assessment has been prepared for all operations at the site. These procedures are based on the risks identified in the Risk Assessment. See Appendix A.

4.2 Fugitive Emissions to air – dust, mud and litter

Procedures for preventing emissions to air from waste handling.

- Waste receipt and treatment takes place in the open and therefore dust suppression must be implemented when required
- The external storage of hardcore and soils will be at a level 0.5m below the height of the perimeter wall.
- Litter picking will be carried out daily if required.

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- A banksman will assist vehicle maneuvering to prevent vehicles from tracking over waste.
- Vehicles leaving the site will be checked and a hose and brush will be used to clean the wheels if deemed appropriate by the Site supervisor.
- The exit from site leads onto North Farm Road which is used by various waste management businesses in the immediate locality before entering onto the public highway. Good vehicle management will ensure wheels are free of mud and debris before leaving the site.
- The internal yard will be cleaned at the end of each working day by use of the waste grab machine employing a brush or similar attachment
- Speed restrictions on site limit dust arising from waste vehicles
- As part of the site daily checks, the Site Supervisor will check the entire site for evidence of any debris and arrange cleaning as required.
- Regular cleaning of the site to prevent any waste accumulation.
- A dust suppression system is in place upon the perimeter fence to provide all round coverage. The water storage tanks are located on top of the storeroom
- The concrete surface will be kept dampened during dry dusty conditions using water hoses around the site
- Activities that have the potential to generate dust will be provided with a water supply to constantly dampen the activity and waste generated from it

4.3 Odour

The following procedures will reduce the potential of odour being generated from waste treatment activities.

- Vehicles will only be un-sheeted when ready to discharge.
- Daily cleaning of the site to prevent any waste accumulation.
- Continuous waste processing and export to prevent waste remaining on site for prolonged periods . In the event of breakdown, arrangements will be made to remove the waste from the site and divert waste directly to alternative facilities.
- Any waste that is particular odorous will be placed into a container and covered with soil. Arrangements will be made to remove the load within 24 hours.
- The site is located on an industrial estate and adjoins a car storage area. There is a lack of sensitive receptors in the locality.



There are a number of potentially odour generating waste treatment facilities in the immediate vicinity of the site,

- Waste management company to the immediate south
- Vehicle dismantlers to the immediate east and north
- Sewage treatment facility some 50m due west
- Household waste amenity site 100m due west

4.4 Noise

The site is located in an industrial estate, remote from sensitive receptors.

Procedures for preventing noise:

- Vehicles will not be allowed to idle on site and drivers will be requested to turn engines off if they are waiting for inspection or unloading instructions.
- Any complaints from neighbours regarding noise will be dealt with through the Incident Reporting Form and management will be informed.
- Waste handling and treatment equipment will only operate when required.
- There will be no unnecessary use of vehicle horns
- Site plant shall be maintained as per the manufacturer's specification

4.5 Fugitive emissions to groundwater

There will be no fugitive or point source emissions to groundwater.

This section details the procedures for preventing fugitive emissions to groundwater.

- All waste will be stored and treated on an impermeable concrete base with sealed drainage. No waste will be stored outside of the permitted area
- The flotation tank will be positioned on concrete surface
- All fuels stored on site will be bunded.
- All staff will be trained in Emergency Procedures and understand the actions to be taken in the event of a spill.
- The drainage system will be kept fit for purpose, checked weekly to ensure it is free of blockages and water runs freely to the interceptor. The weekly check will include the water level in the interceptor and condition of the filters. The Site Manager shall arrange, no less the bi-annually, to have the filters cleaned and replaced in necessary.
- Water discharged via the trade effluent agreement shall be done so pursuant to the conditions of the agreement, please refer to Appendix E
- A CCTV surveillance shall be carried out on the drainage system if there is suspicion of failure of the system integrity

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4.6 Pests, Vermin and Birds

A pest contractor will be contracted to assess any infestations and advise on appropriate action if required, although the type of waste intended for treatment does not usually attract vermin and coupled with good housekeeping and frequent removal of domestic waste generated from offices and messroom facilities, would remove the attraction for vermin.

4.7 Point Source Emissions to air

There are no point source emissions to air.

4.8 Point Source Emissions to Surface Water

There will be no point source emissions to surface water.

4.9 Point Source Emissions to Foul Sewer

Details are presented in Appendix E

5 ADDITIONAL MEASURES

5.1 Raw material inputs

A bunded diesel tank will be provided on site (5,000lts). This will be positioned outside, away from site operations. It will be stored in accordance with the Oil Storage Regulations.

Spillage procedures have been set out in Appendix F. Training will be provided for staff that require use of the diesel tank.

5.2 Waste Minimization Audit

The operation is primarily waste storage and treatment. The treatment process is specifically designed to recover waste.

5.3 Waste Recovery or Disposal

The operator will continue to consider making efficiencies in its processes to ensure the diversion of waste from disposal and movement up the waste hierarchy. This will be linked to the Environmental Management System.

5.4 Water Usage

Water will be used to provide dust suppression, although this is considered to be minimal. Water is used in the flotation tank but is re-used. The system has a containment area that will capture the water and recirculate in the flotation tank.

5.5 Energy Efficiency

Energy efficiency measures will be incorporated where possible into the day-to-day activities of the operations. However, the energy requirements are essential to the continued operation of the installation to prevent pollution and minimise environmental risks.

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There are potential energy efficiency improvements to be made including basic energy awareness measures such as energy-saving light bulbs, insulation and switching off lights when rooms are not in use. The latter can be applied to all energy-consuming appliances providing that the measure does not compromise safety or essential operating needs.

The operator will ensure the continual improvement of techniques used on site, as well as the long-term monitoring of innovative techniques that appear on the market during the life of the site. These may include further energy efficient measures, potential 'cleaner' fuel options and energy efficient systems for environmental protection.

5.6 Operating Hours

The site is permitted to receive, treat and dispatch waste at the time show below:

Monday to Friday	07.00 to 18.00
Saturday	0.7 to 14.00
Sunday and public holidays	No working



Appendix A: Environmental Risk Assessment

INTRODUCTION

- 1.1 For this operation, a risk assessment has been undertaken, to assess the risk to local amenity, surface water, air and groundwater. Accidents including fires, vandalism, flooding and road traffic have also been assessed in the Accident Management Plan which is also included in this Appendix.
- 1.2 In order to establish whether there could be harm to the environment or human health, the sources, pathways and receptors need to be identified. The main causes for the release of contaminants include spillages, leaks and poor management of site operations. The main routes for contaminants will be ground cover, the atmosphere, surface water runoff and groundwater. Vectors such as birds and pests may also act as a pathway.
- 1.3 There are no residential receptors within 1km of the site.
- 1.4 The site is located in an industrial estate, surrounded by compatible operations, e.g., waste treatment, metal recovery and vehicle dismantlers, civic amenity site, council deport and sewage treatment plant.
- 1.5 In addition, the underlying groundwater also needs to be considered as a receptor. With reference to the Environment Agency data maps, the underlying superficial deposits are considered to be Secondary Undifferentiated. The bedrock geology is unproductive. The groundwater vulnerability is Minor. There are no Groundwater Source Protection Zones in the vicinity of the site.
- 1.6 There are no Listed Buildings or Scheduled Monuments in the local area.
- 1.7 People who are authorised to be on the site are covered specifically by the Health & Safety at Work Act 1974.



Table 6,	Nearest Re	eceptors and	Sensitivity
Receptor	Туре	Sensitivity	Distance and Direction from Permitted site (doors of building)
Mid Kent Metal Recycling	ELV	Low	Immediately North and East
Council offices	Office residential	Low	50m North
Commercial Premises	Commercial	Low	70m northeast
Woodland	Mixed	Low	140m north
Commercial Premises	Commercial	Low	150m due south
Southern Water	Sewage treatment	Low	100m due west
Civic amenity site	Domestic waste	Low	420m southeast

Summary

- 1.8 The risk assessment identifies the likelihood of harm occurring, the consequences and magnitude in the event that harm is caused. The magnitude has been justified based on site specific knowledge.
- 1.9 In summary, the assessment shows that the facility can be managed to minimise the risk of harm to human health, the environment and local amenity. Good management techniques are in place to prevent entrainment of waste materials likely to generate dust when dried or subjected to the passage of vehicles and combined with the general working procedures contained in this EMS, forms a system able to prevent airborne particulate matter reaching sensitive locations.

APPENDIX A

ENVIRONMENTAL RISK ASSESSMENTS

Source	Pathway	Receptor	Harm	Probability of exposure	Consequence	Magnitude of Risk	Justification	Risk Management	Residual Risk
Fugitive release of particulate matter from delivery, treatment and loading	Atmosphere	Local human population, individual residential properties	Harm to human health, respiratory irritation and illness	Medium	Medium	Medium	Permitted waste types do not include dusts, powders or loose fibers. No sensitive receptors near the site.	All non-hazardous waste to be deposited and treated on impermeable concrete. Speed restrictions on site. Visual inspection of dust on a daily basis. Daily cleaning of site. Entire site is concreted. Dust suppression to be installed.	Low as the large residential estates are downwind of the site.
Fugitive release of particulate matter from delivery, treatment and loading	Atmosphere	Local Air Quality	Harm to human health, respiratory irritation and illness	Medium	Medium-High	Medium-High	The site is not within an Air Quality Management Area.	Control measures will reduce the possibility of fugitive emissions to local residential areas.	Low, sensitive receptor review has only identified 3 properties within 1km radius of the site.

Source	Pathway	Receptor	Harm	Probability of exposure	Consequence	Magnitude of Risk	Justification	Risk Management	Residual Risk
Fugitive release of particulate matter from delivery, treatment and loading	Atmosphere	Local human population	Dust annoyance on cars and windows of residential properties and/or adjoining businesses	Medium	Medium	Medium	Local residents and businesses may be sensitive to dust. Nearest residents are over 1km from the site and located upwind.	As above, when all control measures are in effect.	Low due to prevailing wind direction.
Fugitive emissions to water	Water runoff to surface water	Ground	Harm to surface water quality	Low	Medium	Medium	No direct discharges to adjoining water courses. The permitted wastes do not include liquids. Impermeable concrete base and sealed drainage system in place.	Daily checks to ensure concrete remains intact weekly checks of drainage system. Contractor will be used to empty the interceptor tank for cleaning tank when full. Arrangements will be made on expiration of 6 months	Low
								Spillage procedure. Any fuels will be stored in accordance with Oil Storage Regulations.	

Source	Pathway	Receptor	Harm	Probability of exposure	Consequence	Magnitude of Risk	Justification	Risk Management	Residual Risk
Fugitive emissions to water	Water runoff to ground	Groundwater (not sensitive)	Harm to groundwater quality	Low	Low	Low	The permitted wastes do not include liquids.	As above	Low
Noise from plant and machinery	Atmosphere	Local human population	Nuisance to neighbours	Low	Low	Low	The nearest residents are over 1km from site. Operation is located within an industrial estate which has established industrial use.	All plant and machinery to be maintained in accordance with manufacturers specifications Complaint procedure is in place. Distance and intervening topography will minimise any direct noise impact.	Low
Odour	Atmosphere	Local human population	Nuisance to neighbours	Medium	Low	Low - Medium	Some waste may be odorous but is managed on a continuous basis. The nearest residents are over 1km from site.	Regular cleaning of site. Any odorous waste will be containerized and arrangements made to move off-site. Daily Site checks.	Very Low
Pests, Vermin, Birds	Atmosphere	Local human population	Nuisance to neighbours	Low	Low	Low	Waste types unlikely to attract pests, vermin and birds	Daily Site Inspections. Commission Pest Control Contractor if necessary.	Low

Source	Pathway	Receptor	Harm	Probability of exposure	Consequence	Magnitude of Risk	Justification	Risk Management	Residual Risk
								Waste reception and treatment will cease at the discretion of the site manager should wind conditions prove litter retention measures ineffective.	
Litter	Atmosphere	Local human population	Nuisance to neighbours	Low	Low	Low	The incoming loads could contain lightweight wastes	Vehicles carrying waste will be sheeted when arriving and leaving the site. Treatment will cease if conditions cause entrainment of litter from site.	Low
								Implement litter picking duties.	
								3m high litter netting placed around the site on top of 3m steel wall.	
								All vehicles to be checked before leaving the site.	
Mud on Road	Tracked on vehicle wheels	Local human population	Nuisance to neighbours	Medium	Medium	Medium	Local businesses may be sensitive to mud on road.	Good marshaling of delivery vehicles will serve to keep wheels free of mud. Manual washing of wheels at the point of egress will be considered if existing measures fail to prevent mud leaving the site.	Low
								Deploy road sweeper continuously during wet weather conditions if required.	
Dust	Atmosphere	Local human population	Harm to habitat and species	Low	Low	Low	The majority of waste passes through the water treatment (floatation separation process) as a matter of course.	Maintain water treatment process. Ensure contingency exists in the event of failure of the water treatment plant. Dust suppression equipment to be maintained fit for purpose at all times	

Source Pathway Receptor Harm Probability of exposure Consequence Magnitude of Risk Justification Risk Manageme	Residual Risk
Dust Atmosphere Local human population Harm to habitat and species Low Low Good management techniques in place to prevent dust generation. Prevailing wind direction is SW. Treated waste will stored externally in Hard standing area all constructed on corcete which maintained free of and debris. Treated waste will stored externally in Hard standing area all constructed will be sheeted w ariving and leavin site. No unmade ground within the facility all surfaces are concrete. No unmade ground within the facility all surfaces are concrete. Vehicles carrying v will be sheeted w ariving and leavin site. Daily Site Inspection Cleaning stations ar positioned around th site. Sm high litter netting placed around the so on top of 2.5m conc wall. Continuous damper down of the operation area during dry conditions.	e g al

APPENDIX B:

ACCIDENT RISK MANAGEMENT PLAN

Event	Likelihood of Occurrence	Consequence of Occurrence	Actions Taken or Proposed to Minimise the Likelihood or Consequences of Occurrence	Actions Planned if the Event Does Occur
Flooding based on Environment Agency indicative floodplain maps	Within an area with a very low risk from flooding (less than 0.1%).	N/A	N/A	N/A
Minor fires associated with machinery	Unlikely and infrequent given waste types handled	Damage or injury from minor fires would be minimal with long term effect unlikely	Firefighting equipment to be stored on site and implement fire action plan Regular maintenance of plant and machinery. Implement Emergency Procedures relating to Fire	Fire Prevention Plan FPP
Fires associated with storage of fuel	Unlikely and infrequent given quantities stored	Damage or injury could be significant based on nature of material.	Firefighting equipment to be stored on site Implement Emergency Procedures relating to Fire	Fire Prevention Plan FPP
Fires caused by arson and/or vandalism	Unlikely and infrequent	Damage or injury from minor fires would be minimal with long term effect unlikely	Firefighting equipment to be stored on site Implement Emergency Procedures relating to Fire	Fire Prevention Plan FPP
Minor spillage caused by machinery and fuel/oil leaks from vehicles	Unlikely and infrequent	Contamination of local groundwater	Spill kits are maintained in site office. Vehicle maneuvering will be controlled. Regular maintenance of plant and machinery Implement Emergency Procedures relating to Spillages	Contingency Procedures
Explosions	Very Unlikely	Damage to People, atmosphere, buildings	Waste Acceptance Procedures to ensure compliance with permitted wastes. The site is a non-smoking facility.	Call Emergency Services

APPENDIX C





APPENDIX D



SITE LAYOUT PLAN

APPENDIX E









Consent No. 15787

Direction No. 030316

SOUTHERN WATER SERVICES LIMITED

Water Industry Act 1991

NOTICE OF DIRECTION VARYING CONDITIONS FOR DISCHARGE OF TRADE EFFLUENT

- TO: Weald Waste Ltd
- TAKE NOTICE that SOUTHERN WATER SERVICES LIMITED ('the Company') in pursuance of the powers conferred upon it by Section 124 of the Water Industry Act 1991 has reviewed conditions imposed in relation to the discharge of trade effluent from trade premises known as;
 - Weald Waste Ltd

Site B, Council Depot, North Farm Lane, Tunbridge Wells, Kent, TN2 3EE

('the trade premises') which conditions are set out in a Notice of Consent to Discharge Trade Effluent dated the 01/04/2013 AND that upon such review the Company has directed that one or more of the said conditions shall be varied or replaced as set out in the Schedule overleaf.

- By virtue of Section 126(1) of the Water Industry Act 1991 the owner or accupier of the trade premises may within two months of the giving of notice to him or with the written permission of the Director General of Water Services at any later date appeal to the Director General of Water Services against the Direction.
- THE Direction shall (subject to Section 126(2) of the Water Industry Act 1991) take effect on (1st April 2016).

 (THE Direction was given with the written consent of the owner and occupier of the trade premises).
 (Applicable only if direction takes effect within a period of 2 years since a consent or previous direction was issued.)THE SCHEDULE

CONDITION NO.	VARIATION
Oil and Grease	50 mg/l

Amend clause to read:

Southern Water Trade Effluent Notice (Application to discharge trade effluent into the public foul sewer) To: Southern Water Services Details of the n SITS B, NORTH FRAM LAND TUNGMOUS WELLS TN2 365. Tol - 01892518438 FMF - 01892 617111 EMAIL - DKGINY D WOMO JAST . CO. UK WEALD WASTE CTO AS ABOUS Postate TNZ 355 As Abors tent issued by Southern Water Services Ltd No No Note: for situal which do not fall within Q 5 above, please provide your Pollu

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APPENDIX F

SPILLAGE PROCEDURES

Spillage Procedure

All hazardous liquids that are stored in containers with a capacity that exceeds 5lts will be held in an area that is engineered to prevent leaks or spillage which may cause damage to the environment.

All oils, fuels and lubricants will either be stored in containers that are bunded, double skinned, held on trays or held within an area that has an impermeable surface and sealed drainage. All containers will be free of leaks and maintained in good condition, dispensing equipment such as funnels, nozzles and jugs will be fit for purpose.

Refuelling and maintenance of plant and machinery will only take place in designated areas.

In the Event of spillage, the activity that caused the spillage will cease immediately and will only recommence once the spillage has been cleared.

Spill Kits Spill kits will be maintained at the facility in order to respond to any spill incident. The spill kits will include:

 \Box absorbent granules or sand;

 \Box protective overalls;

 \Box chemical/oil resistant gloves;

- □ chemical/oil resistant goggles; and
- $\hfill\square$ a broom and shovel

Minor spills





• Assist emergency services by providing materials data sheet and supporting clean up and safe disposal of residue.

APPENDIX G

EMERGENCY CONTACT LIST

Name	Service	Address	Contact details	Status	Distance	Time (approx.)
Kent fire services	Kent fire and rescue service	Grove Hill Rd, Tunbridge Wells TN1 1SD, UK	999	Wholetime and retained	3 miles	< 10 minutes
Tunbridge Wells Hospital,	Hospital	Pembury, Tunbridge Wells, Kent, TN2 4QJ	01622 224960 Or 999	A and E	1.1 miles	5 minutes
Tonbridge Cottage Hospital	Hospital	Vauxhall Lane , Tonbridge, Kent, TN11 0NE	01732 353653	Non- A and E	1.4 miles	5 minutes
Tunbridge Wells Borough Council	Council	Town Hall Mount Pleasant Road Royal Tunbridge Wells Kent TN1 1RS	01892526121	Multi departmental	3 Miles	>10 minutes
Environment Agency	Waste regulation	Orchard House Endeavour Park London Road Addington West Malling Kent ME19 5SH	03708 506 506	Manner from 8 to 6. Out of hours contact 24 /7	15.5 miles	30 minutes
Southern Water Services Limited	Water supply	Southern House, Yeoman Road, Worthing, West Sussex, BN13 3NX.	0800-820-999	Remote contact	70 miles	1.2 hours
Site manager	N/A	Site B, North Farm Industrial Estate, North Farm Lane, Tunbridge Wells, TN2 3EE		Available on mobile 24/7	N/A	30 minutes
Site security	Out of hours security	TBC	TBC	Remote surveillance	N/A	N/A

APPENDIX H

Control of Substances Hazardous to Health (C.O.S.H.H.)

Using chemicals or other hazardous substances at work can put people's health at risk, so the law requires employers to control exposure to hazardous sub- stances to prevent ill health. They have to protect both employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended).

Hazardous substances

Hazardous substances include:

- substances used directly in work activities (e.g. adhesives, paints, cleaning agents);
- substances generated during work activities (e.g. fumes from soldering and welding);
- naturally occurring substances (e.g. grain dust);
- biological agents such as bacteria and other micro-organisms.
- substances used directly in work activities (e.g. adhesives, paints, cleaning agents);
- The above detailed substances that have been discarded in waste

What COSHH requires

To comply with COSHH the following steps will be taken:

Step 1 Assess the risks

Step 2 Decide what precautions are needed

Step 3 Prevent or adequately control exposure

Step 4 Ensure that control measures are used and maintained

Step 5 Monitor the exposure

Step 6 Carry out appropriate health surveillance

Step 7 Prepare plans and procedures to deal with accidents, incidents and emergencies

Step 8 Ensure employees are properly informed, trained and supervised

Employees of Skipaway Limited will not work with or be exposed to large quantities of hazardous substances. However, all products must be assessed and if found to be hazardous, must be dealt with in accordance with company Health and Safety Procedures

In the first instance a data sheet must be obtained from the material supplier, this will then be assessed for compliance with the intended use.

Those exposed to this substance will be trained by a person appointed to do so by the Company. A record of this training will be kept using the training form.

All COSHH data and risk assessments will be kept in a clearly marked file in the administration office.