

ENVIRONMENTAL MANAGEMENT SYSTEM

Brunel Road Industrial Estate, Newton Abbot, TQ12 4PJ

Teignbridge District Council

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Waste, Planning & Environmental Consultants



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THIS DOCUMENT IS DUE FOR REVIEW IN **MAY 2026** OR AS A RESULT OF ANY INCIDENTS WHICH MAY LEAD TO THE REQUIREMENT FOR IMMEDIATE REVIEW, WHICHEVER IS THE SOONER

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Drawing No. 3312/001/03 – Site Layout & Fire Plan

Drawing No. 3312/001/04 – Sensitive Receptor Plan

Appendix II - Record Keeping Forms (advisory only)

3312/RF/2 - Rejected Waste

3312/RF/4 - Site Diary/Inspection Form

3312/RF/6 - Employee Training Needs Assessment / Review

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Appendix III - Environmental Permit (to be inserted on issue)

Appendix IV - Health & Safety – Conditions of Site Use for Staff and Visitors

Site Information & Key Contacts List

Site Address:	Brunel Road Industrial Estate, Newton Abbot, TQ12 4PJ		
Site Operator:	Teignbridge District Council	National Grid Ref:	SX 87073 71073

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Out of hours contact number	N/A		07766 922383
Mark Pepper	TCM	01626 215882	07826 891796
Newton Abbot Community Hospital - Torbay and South Devon NHS Foundation Trust Jetty Marsh Road, Newton Abbot, Devon, TQ12 2TS	Local NHS Hospital (Main)	01626 324500	999
	Accident & Emergency (A&E)	999	999
Buckland Surgery 1 Raleigh Road, Buckland, Newton Abbot, Devon, TQ12 4HG	GP	01626 332813	999
Newton Abbot (Devon & Cornwall Police) Baker's Hill, Newton Abbot Devon TQ12 1 LA	Local Police Non- Emergency	101	101
	Police Emergency	999	999
Devon and Somerset Fire and Rescue Service Fire Station, Newton Abbot TQ12 2QB	Fire and Rescue Service	01392 872200	999
Environment Agency Sir John Moore House, Victoria Square, Bodmin, Cornwall PL31 1EB	Environmental Regulator & Nearest Office	03708 506 506	0800 80 70 60
Teignbridge District Council Forde House, Brunel Rd, Newton Abbot TQ12 4XX	Local Council General Enquiries	01626 361101	01626 361101.
South West Water	Mains & Sewerage Supplier	03443 461 010	0344 346 2020
Oaktree Environmental Ltd Lime House, 2 Road Two, Winsford, Cheshire CW7 3QZ	Specialist waste and permitting compliance advisors	01606 558833	N/A

1 General Considerations

1.1 Site Operator/Permit Holder

1.1.1 Oaktree Environmental have been commissioned to undertake this Environmental Management System on behalf of Teignbridge District Council (the operator). The purpose of this application is to enable the issue of a bespoke permit for the site in order for the site to operate under a permit without exemptions. The site is currently operating under a waste exemption license registration number WEX399000 with series of exemptions which include an S1, S2 and T4 exemption.

1.1.2 The waste transfer station allows for the reception, storage and sorting of predominantly household and can waste from the councils own kerbside collections to permit recycling and recovery. Recycled/recovered materials include aluminium, plastics, paper/cardboard, glass.

1.1.3 The permit boundary is illustrated in green on the Permit Boundary Plan in Appendix I. All reference to 'the site' in this EMS refers to the associated operations, infrastructure, plant, and equipment within this boundary.

1.1.4 This EMS has been prepared in accordance with the following guidance:

- a) The Environmental Permitting (England and Wales) Regulations 2016.
- b) Develop a Management System: Environmental Permits.
- c) Technical Guidance WM3: Waste Classification - Guidance on the classification and assessment of waste.
- d) The Waste Duty of Care: Code of Practice – 2018.
- e) Non-hazardous and inert waste: appropriate measures for permitted facilities published 12/07/2021.
- f) Climate change: risk assessment and adaption planning in your management system.

1.2 Relevant Contacts

1.2.1 The registered address and contact details for the operator are shown below:

Brunel Road Waste Transfer Station Brunel Road Industrial Estate, Newton Abbot, TQ12 4PJ	Contact: Mark Pepper Position: TCM Phone 01626 215842
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1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for Teignbridge District Council to assist in the preparation of this Environmental Management System (EMS). This EMS has been prepared to meet the requirements of The Environmental Permitting (England and Wales) Regulations 2016 and the Environment Agency's (EA's) Guidance.

1.2.3 Contact details for Oaktree Environmental are as follows:

Oaktree Environmental Ltd Lime House 2 Road Two Winsford Cheshire CW7 3QZ	Contact: Joshua Ulyatt Position: Consultant Tel: 01606 558833 E-mail: josh@oaktree-environmental.co.uk
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1.2.4 A full list of relevant contacts (including key emergency contact numbers) is provided in the Site Information & Key Contacts List section in the pre-pages of this document.

1.3 Permit Area/Waste Management Operations

1.3.1 The permit boundary is outlined in green on the permit boundary plan in Appendix I. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant, and equipment. This EMS should be read in conjunction with all other site-specific management documentation, as listed below:

- a) Fire Prevention Plan (FPP)
- b) Dust and Emissions Management Plan (DEMP)
- c) Odour Management Plan (OMP)
- d) Pest Management Plan (PMP)

1.3.2 The permit will authorise the acceptance, storage and treatment of waste in accordance with the sites Layout & Fire Plan in Appendix I. Waste treatment processes which will be carried out on site include the following:

- Sorting (with loading shovel/Manitou or by hand).
- Manual separation (by picking line)
- Baling (including cardboard, cans and mixed plastics)
- Compacting (by using appropriate mechanical plant and equipment)
- Sorting (with loading shovel / Manitou or by hand)

1.4 Hours of Operation

- 1.4.1 The site will be open during the following hours for the delivery, receipt, and processing of waste:

Monday to Saturday	06:00 - 17:00
Saturday	06:00 - 16:30
Sundays, Bank/Public holidays	No operations

- 1.4.2 The only activities on site which will be permitted outside of these hours are onsite maintenance works, emergency deliveries of waste/plant/machinery and general office use.
- 1.4.3 During times where the site is closed or not in operation, the site will be locked and secured to prevent unauthorised vehicular and/or pedestrian access.

1.5 Waste Types and Quantities

- 1.5.1 In summary the site will accept waste collections linked to the Council's kerbside waste collections in mixed and pre-segregated form comprising glass, plastic, cans, paper and cardboard. Items will be bulked in various bays Mixed items will be sorted by hand using a picking line. Wastes such as cardboard and cans will be baled on site. The site will also accept other items such as food waste which will be bulked-up; batteries will also be accepted but all in non-hazardous form and stored in a designated covered area on site.
- 1.5.2 The throughput of the site will be <25,000 tonnes per annum, which will be the same as the existing waste exemption.
- 1.5.3 The export of waste from site is detailed below which details the average monthly tonnage and the collection frequency of the waste:
- Glass – 360t, 4-5 collections per week
 - Paper – 115t, 1-2 collections per week
 - Aluminium – 7t, 1 collections per month (some months no collections at all)

- Steel – 19t, 1 collection per month (some months no collections at all)
- Plastics – 150t, 2-3 collections per week
- Cardboard – 320t, 3-4 collections per week
- Food Waste – 440t, 3-4 collections per week
- Textiles – 3t, collected daily, collected by van

1.5.4 The site will be laid out as shown on the Site Layout & Fire Plan held in Appendix I and residence times for each type stored are provided in Table 3 of this document.

1.5.5 If the maximum storage capacity of the site is reached, then no further waste will be accepted until waste can be removed from the site and taken to a suitably permitted or exempt site.

1.5.6 Strict requirements will apply to certain types of wastes i.e.,

- Empty used containers which have contained chemicals or hazardous waste must be cleaned or certified as clean before they are accepted. Paint tins or other containers are accepted if they have residues in as long as those residues are solid and non-hazardous.
- Potentially dusty loads or loads containing powder have to be notified in advance to ensure that suitable plant and equipment is available to reduce dust emissions.

1.6 Staffing and management

1.6.1 Table 1 overleaf details the minimum number of staff when the site is open for the reception and processing of waste. All site staff and contractors must be aware and understand the contents of the EMS.

Table 1 - Staffing Levels

Position	Employees	Responsibilities
TCM / Site Manager	2	Ensuring the site is being operated in accordance with Environmental Permit and in-line with attendant regulations
Machine / Plant Operatives / General Operatives	4	Waste handling /processing, reception, and plant operation. Sorting, maintenance and tidying the site.
Drivers	3	Waste handling / movement of waste to/ from site
Administration	2	Administrative/ office duties.

1.6.2 During particularly busy periods, the operator may hire some additional temporary staff. The minimum employees on site at any one time will be One TCM or Site Manager and 2 operatives.

1.6.3 During the operations on Saturday the minimum number of staff is kept to 2 members as the site has very limited collections during Saturday operations.

1.7 Health and safety

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

1.8 Technically Competent Management (TCM) schedule

1.8.1 If the operator increases their operating hours the TCM attendance hours shall be increased accordingly. A record of the TCM attendance, including start and finish times will be recorded in the site diary. These records will be made available to the Environment Agency for inspection on request.

1.8.2 A copy of the qualification certificate and any continuing competence certificate for the nominated TCM will be provided to the Environment Agency and without delay in the case of continuing competence certificates.

- 1.8.3 The Operator will ensure that in the absence of the Technically Competent Manager (TCM) a nominated person will take on the TCM responsibilities and act as competent person. The Environment Agency will be informed of any changes to the TCM and relevant replacement details.

1.9 Waste carrier registration

- 1.9.1 The operator is registered as a lower tier carrier/broker/dealer under registration number: CBDL14977.

1.10 Convictions

- 1.10.1 At the time of application, neither Teignbridge District Council nor any of the relevant people within the organisation had been convicted of a relevant offence.

2 Site Engineering and Infrastructure

2.1 Site location

- 2.1.1 The site is located at Brunel Road Industrial Estate, Newton Abbot, TQ12 4PJ as shown on the Site Location Plan and the Permit Boundary Plan in Appendix I. The National Grid Reference of the site SX 87073 71073.
- 2.1.2 The site is accessed from Brunel Road from the south, which lies north of the A381 (Torquay Road). The site is situated within a relatively large industrial area between Newton Abbot railway station located to the west, Aller Brook and the A381 located east, the River Teign is located to the north.

2.2 Site Description

- 2.2.1 The waste transfer station comprises an external yard area and a number of industrial buildings, the site consists of an impermeably surfaced external yard and impermeably surfaced storage area within the buildings. There is the west building which the 'Bottle Basher' and the aluminium and plastic picking line is located and the east building where the cardboard baler and glass storage bays are located. The sites layout can be clearly shown on Drawing No. 3312/001/03.

2.3 Access and Parking

- 2.3.1 Access to the site is gained off Brunel Road south. The site benefits from a large existing staff and visitor car park that is located south of the permit boundary and is associated with the main Council buildings for Teignbridge District Council.

2.4 Site Office

- 2.4.1 The site office is located as shown on the Site Layout and Fire Plan in Appendix I. The documents listed below will be retained in the site office.

Documents to be retained in site office
The Environmental Permit (original & any subsequent variations)
This Environmental Management System (EA agreed document)
The Fire Prevention Plan (EA agreed document)
Current site diary (to record all inspections/visitors to the site)
Environment Agency inspection (CAR) forms
In-house inspection sheets/recording forms
Duty of care transfer notes (for 2 years minimum)
Hazardous waste consignment notes (kept for 5 years)
Waste delivery tickets
Accident book (& 1st aid kit)

2.5 Notice Board and Signs

- 2.5.1 A notice board is erected at the site entrance displays the following information:

- The site name and address.
- The name of the permit holder and operator.
- The Environmental Permit number and accompanying statement stating that the site is permitted by the Environment Agency.
- Environment Agency contact details, Emergency No. 0800 80 70 60 and
- General Enquires No. 03708 506 506.
- Operator's "out of hours" emergency contact
- Operating hours.

- 2.5.2 Additional signs are displayed around the site for operational / health & safety purposes. All staff and visitors will be required to comply with the requirements of all signs whilst on site.

2.6 Site Security

- 2.6.1 The site's boundaries comprise of a mixture of palisade fencing located near the sites egress and ingress, closed boarded wooden fencing located at the sites northeastern and southern boundary, interlocking concrete panel walls located at the northwestern boundary of the site, which covers the majority of the northern boundary.
- 2.6.2 The site benefits from site-wide CCTV coverage with 24-hour off-site supervision with an incorporated intruder alarm system is remotely accessible via a mobile phone. Any intrusions would alarm the site manager or director who are on call 24 hours and can be at the site within 15 minutes of a call. The intruder alarm system will be designed, installed and maintained by a UKAS accredited third party to ensure it meets the BS requirements.
- 2.6.3 The site security features are inspected on a daily basis and any defects which impair the effectiveness of the security will be repaired to the same or better standard within 5 working days. All repairs will be noted on the site diary within 24 hours of the event. The checklist in Appendix II provides further information.
- 2.6.4 The security measures at the site are under constant daily review under the site's inspection regime. If unauthorised access becomes apparent as a problem at the site, the security measures will be reviewed and improvements implemented.

2.7 Fuel Storage

- 2.7.1 No gas cylinders or aerosols will be accepted for storage at the site, nor will there be chemicals routinely stored on site. The operator has dedicated storage cages on site to quarantine orphaned gas cylinders prior to removal off site.
- 2.7.2 The procedures for fuel storage on site are as follows:
- a) Tanks are surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.
 - b) All pipework and associated infrastructure will be enclosed within the bund.
 - c) A lock will be fitted to the tank valve to prevent unauthorised operation.
 - d) All valves and gauges on the bund will be constructed to prevent damage caused by frost.
 - e) No combustible waste will be stored within 6 metres of any fuel/fluid storage without a fire wall in place. Refer to the Fire Prevention Plan for further information
- 2.7.3 All tanks storing fuel, oil or any other hazardous material will be clearly marked showing the product within and their capacity.

2.8 Rejected / Quarantined Waste

- 2.8.1 Clearly labelled enclosed skips/containers will be provided for the deposit of rejected waste which cannot be removed from the site immediately. The location may be varied as operating conditions permit (i.e. to permit the loading of rejected wastes) but clear labelling and management control will ensure its use as specified. A free standing stockpile Quarantine area has been labelled on the sites Layout and Fire Plan held in Appendix I, this is to be used as an area of rejected waste stockpiling and for use in the event of a fire.

2.9 Drainage

- 2.9.1 The sites drainage consists of a series of U-channel surface drain/gullies and slot drains. The sites uncovered area for the placement of food containers is situated on a concreted surface where the slot drains drain into the manhole on site which is then discharged into the foul sewer network. The northern portion of the site all drains to the low point of the site in the approximate centre and is drained via a series of U channel surface gullies to the surface water sewer network off site. It must be noted that the waste stored on the site within the buildings will not have come into contact with rainwater when stored and therefore only drainage from the roofs of the buildings will be diverted to the surface water sewer network.
- 2.9.2 Inspections of the site surfacing will take place daily to ensure there is no standing surface water present on site.

2.10 Vehicles, Plant and Equipment

- 2.10.1 Waste will be handled using the plant listed in the below Table 2. Only trained, certified operators will be permitted to drive/operate the plant. Any changes to the list will be notified to the EA prior to implementation.

Table 2 - Plant & Equipment

Item	Number	Function
Telehandler (mobile plant)	1	Movement/sorting of waste
Loading shovel (mobile plant)	1	Movement/sorting of waste
Forklift truck (mobile plant)	2	Movement/sorting of waste
Baler (fixed plant)	2	Compaction/processing of waste
Picking line (fixed plant)	1	Hand sorting of waste

- 2.10.2 Note: The plant/equipment on site may vary and additional equipment may be hired-in to cope with busy periods, larger jobs, or jobs with specific requirements.
- 2.10.3 For maintenance of the plant, please refer to Section 2.4 of the FPP.

3 Site Operations

3.1 Preliminary Procedures

- 3.1.1 Guidance will be given by the site management to all employees, sub-contractors, other waste carriers and customers regarding the waste types and operations which are acceptable at the site i.e. a copy of Appendix III of this document. The site will be used for the waste collection by Teignbridge District Councils own operations and for waste from third-party users, whose details will be checked prior to delivery of waste to the site. The procedures below are followed prior to the receipt of waste on site.
- 3.1.2 For in-house collections, the driver employed by the permit holder will arrive at the waste producer's premises he/she will inspect the load for conformity with relevant regulations and safety procedures.
- a) If the load is satisfactory the driver will sign the relevant paperwork (Duty of Care transfer note/delivery ticket) and remove the load from the premises.
 - b) If the waste does not meet the description the driver will be requested to contact the waste services department of the council to discuss the next course of action.
 - c) If further instructions are needed the driver may also report back to the site manager.
 - d) On occasions the EA may also be contacted for advice.

3.2 Checking & Inspection of Loads

- 3.2.1 All incoming vehicles are required to report to the site office. The details of the load will be recorded, and the Duty of Care transfer note and company documentation will be further checked by the operator to ensure that the load is acceptable at the site. Any deviation from these procedures or problems with any loads will be reported to the site manager.
- 3.2.2 Once a load has been accepted by the operator a visual inspection of the contents will be carried out to ensure that the waste types comply with the EP. The nature of the wastes accepted at the site usually come in single or co-mingled recyclable waste loads meaning

inspections for any non-conforming wastes is made simpler. If rejected waste is discovered before deposit, the load will remain on the delivery vehicle and the site manager or waste services department at the council contacted to discuss the next course of action.

3.2.3 In cases where the presence of unauthorised waste is likely to lead to a breach of permit conditions, the EA will be contacted immediately to agree a course of action.

3.2.4 If the load is acceptable the driver will be instructed to deposit it within the relevant waste reception area. If the load is unacceptable after deposit, it will be loaded back onto the delivery vehicle or stored until it can be taken to an approved facility to be disposed of. Otherwise, the EA will be contacted, and the load will be taken to a suitably permitted or exempt site.

3.3 Waste Acceptance Procedure

3.3.1 Transfer notes and documentation will be checked to ensure they contain the following information, as relevant, some of which may already be held on site:

- a) Vehicle Registration and drivers name and signature.
- b) Waste haulier name and valid waste carriers' registration number.
- c) Name address (of source site) and signature of transferor.
- d) Name, address (of destination site) and signature of the person receiving the waste (transferee).
- e) Permit number or exemption reference of person receiving the waste (if applicable).
- f) Description of waste including waste type, waste source, waste containment and waste quantity.
- g) List of Waste (LoW) EWC code.
- h) SIC code of the waste holder.
- i) Date and time of waste transfer and waste transfer note number.
- j) Waste hierarchy declaration has been completed.

3.3.2 All loads are visually inspected prior to offloading, if non-compliant waste is discovered upon visual inspection, there is a discrepancy with the load or its paperwork, then the site

manager shall be informed immediately. If the load is not acceptable under the Permit conditions then it will be rejected from the site and deposited at a suitably permitted facility.

3.3.3 Accepted waste will be directed to the appropriate tipping / reception area. Loads are also examined at the point of offloading. If loads are discovered to be unacceptable at this point, where possible the waste should be re-loaded back onto the vehicle and rejected from site. If it is impossible to load a rejected load back on the delivery vehicle, the load will be put into the quarantine area for removal. In cases where the presence of unauthorised waste is likely to lead to a breach of permit conditions the Environment Agency will be contacted immediately to agree a course of action.

3.3.4 If only small levels of contamination are noted, they are handpicked and reject material placed in a skip for safe disposal.

3.3.5 If hazardous waste or suspected hazardous waste is deposited on the site, the material will be left alone with precautions taken to absorb any spillages and the area cordoned off. The EA will be contacted as a matter of urgency and the material left in situ until removed under the EA's instruction unless the risk is deemed to be low.

3.4 Gypsum & Plasterboard Assessment

3.4.1 Gypsum and plasterboard are not accepted at the site and if found within the wastes deposited at the site then the waste acceptance procedures highlighted in the above Section 3.3 should be observed.

3.5 Waste Treatment, Storage & Handling

3.5.1 Once a load has been accepted by the operator, the contents will be discharged into the appropriate reception, storage and treatments area.

3.5.2 The operator accepts household waste from householders. The operator provides regular communications to inform them of their responsibility to ensure anything which is disposed of is suitable.

3.6 WM3 – Waste Classification Assessment

- 3.6.1 The site does not accept any 17 coded wastes and therefore a WM3 assessment isn't considered necessary for the site.

3.7 Waste/product removal and export

- 3.7.1 When a collection vehicle arrives at the site to remove waste material or product, the driver will be instructed to report to the site office to confirm their identity. All relevant documentation will be completed, and the vehicle will be passed to pick up the load and take it to the designated recycler/disposal site. The waste will then be loaded using the loading shovel Manitou/ Telehandler.
- 3.7.2 The waste that leaves the site will include any no-conforming which will be sent to a suitably permitted site. The bales of cardboard, aluminium cans, plastics, glass and food waste will be outgoing from the site on a daily basis.

3.8 Waste Storage, Types and Quantities

- 3.8.1 The locations of the operational and storage areas are shown on the Site Layout and Fire Plan. The nature of operations at waste facilities means that certain operational areas may change or be repurposed depending on processing requirements.
- 3.8.2 The waste types permitted for acceptance at the site are shown in Appendix III (Table S2.1 of the permit) of this document and consist of predominantly municipal pre-segregated and co-mingled recyclable wastes.
- 3.8.3 The site will accept no more than 25,000 tonnes per annum (tpa).
- 3.8.4 The Table overleaf provides details of the wastes which are stored at the site.

Table 3 - Storage Area Details Table

Storage Area Details (PILE BASED ON AREA X H NOT L X W X H)													
Plan Ref	Description	Storage type	Containment / type	Height / width of firewall (m)	Max width (m)	Max length (m)	Max height (m)	Max area (m)	Conversion factor used	Max volume (m3)	Approx. tonnage	Max storage time	Comments
Bay 1 (Glass)	Holding and bulking bay for pre-segregated and sorted glass	Sorted, not mechanically processed	Free-standing / three-sided solid a-block concrete fire wall	3.5 / 0.2	5	13	3	65	0.75	122	41	<72 hours	Bay emptied sooner if full.
Bay 2 (Glass or Mixed Recyclables)	Holding and bulking bay for pre-segregated and sorted glass	Sorted, not mechanically processed	Same as above	3.5 / 0.2	5	15.9	3	70	0.75	191	58	<72 hours	Bay emptied sooner if full.
Bay 3 (Baled Recyclables)	Storage area for baled plastic, cans or card (contents may vary)	Sorted and baled	Same as above	4 / 0.2	4	15.9	3	56	1	191	191	<72 hours	Bale stacks are stored four high in bunker. Bay emptied sooner if full.
Bay 4 (Cardboard)	Baler infeed bay comprising sorted cardboard	Unprocessed	Free-standing / mixture of three-sided concrete panel and galvanised steel fire wall	4 / 0.3	5	4	3	20	0.75	45	15	<12 hours	Stockpile cleared 30 minutes before site shutdown.
Bay 5 (Cardboard outfeed)	Baler outfeed (baled cardboard)	Processed (baled)	Free-standing bale stack / mixture of three-sided concrete panel and galvanised steel fire wall	4 / 0.3	1.2	14	1.2	16.8	1	20	20	<12 hours	Bale stacks cleared 30 minutes before site shutdown.
Bay 6 (Baled Recyclables)	Storage area for baled plastic, cans or card (contents may vary)	Sorted and baled	Free-standing bale stack / three-sided solid a-block concrete fire wall	4 / 0.2	4	12	3	48	1	144	144	<72 hours	Bale stacks are stored two high in blocks of three. Bay emptied sooner if full.
Bay 7 (Loose plastic)	Holding and bulking bay for pre-segregated and sorted plastic	Unprocessed	Same as above	4	5	10.2	3	51	0.75	153	50	<72 hours	Bay emptied sooner if full.
Bay 8 (Mixed plastic & cans)	Holding and bulking bay for a mixture of plastic and cans	Sorted, not mechanically processed	Same as above	4 / 0.2	5	14	3	70	0.75	158	53	<72 hours	Bay emptied sooner if full.
Bay 9 (Mixed plastic & cans)	Holding and bulking bay for a mixture of plastic and cans	Sorted, not mechanically processed	Free-standing / two-sided solid concrete fire wall	4 / 0.2	5	14	3	70	0.75	158	53	<72 hours	Bay emptied sooner if full.
Bay 10 (Loose paper and cardboard)	Holding and bulking bay for pre-segregated and sorted paper and cardboard	Sorted, not mechanically processed	Free-standing / three-sided solid a-block concrete fire wall	4 / 0.2	15	7.5	3	72.5	0.75	163	54	<72 hours	Bay emptied sooner if full.
Area 11 (Baled recyclables)	Storage area for baled plastic, cans or card (contents may vary)	Sorted and baled	Free-standing bale stack / partly contained with concrete a-block fire wall to the west	4 / 0.2	3	8	3	24	1	72	72	<1 week	Bale stacks are stored four high. Bay emptied sooner if full.
Area 12 (Baled Recyclables)	Storage area for baled plastic, cans or card (contents may vary)	Sorted and baled	Free-standing bale stack / partly contained with concrete a-block fire wall to the west	4 / 0.2	3	8	3	24	1	72	72	<1 week	Bale stacks are stored four high. Bay emptied sooner if full.
Area 13 (Baled Recyclables)	Storage area for baled plastic, cans or card (contents may vary)	Sorted and baled	Free-standing bale stack / partly contained with concrete a-block fire wall to the west and south	4 / 0.2	3	8	3	24	1	72	72	<1 week	Bale stacks are stored four high. Bay emptied sooner if full.

Storage Area Details (PILE BASED ON AREA X H NOT L X W X H)													
Plan Ref	Description	Storage type	Containment / type	Height / width of firewall (m)	Max width (m)	Max length (m)	Max height (m)	Max area (m)	Conversion factor used	Max volume (m3)	Approx. tonnage	Max storage time	Comments
Area 14 (Food waste skips)	Sealed containers/skips of food waste	Unprocessed	Fully sealed 40-cubic yard skip	N/A	2.5	6.1	2.62	15.25	1	40	13	<1 week	Volume based on each skip. Skip removed sooner if full. The skip is fully sealed unless being filled from the top. Empty container placed in same location once removed.
AREA 15 (Battery store)	Non-hazardous batteries	Unprocessed	Containers with weatherproof covering	N/A	1.2	1	0.65	1.2	1	1	1	<1 week	Containers removed and replenished once full. Volume based on each container (approx. 5 - 10)

3.9 Conversion Factors

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

Table 4 - Conversion Factors

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

3.10 Record keeping

3.10.1 Teignbridge District Council use detailed waste transfer and product notes in paper and electronic form to ensure compliance with the Waste Duty of Care Code of Practice - 2018 (Section 34(9) of the Environmental Protection Act 1990). The following points detail the correct information required in order to comply with the Waste Duty of Care Code of Practice which the operator will provide on all documentation:

- a) A written description of the waste which has been agreed and signed by the operator and the next holder. The description is part of the waste information the operator will provide.
- b) A statement confirming that the operator has fulfilled the duty to apply the waste hierarchy as required by regulation 12 of the Waste (England and Wales) Regulations 2011.
- c) The description of the waste is accurate and contains all the information required to ensure the lawful and safe handling, transport, treatment, recovery or disposal by subsequent holders, including classification of the waste by using the appropriate codes (referred to as the List of Wastes (LoW) or European Waste Catalogue (EWC)) - Appendix A of the Waste Classification Technical Guidance provides a list of the codes as well as advice on how to assess and classify waste.

- d) The quantity and nature and whether it is loose or in a container, if in a container, the type of container.
- e) The time and place of transfer.
- f) The SIC code of the transferor (current holder of the waste).
- g) The name and address of the transferor and transferee (person receiving the waste) and their signatures (the signature can be electronic as long as an enforcement officer can view it).
- h) The capacity in which the transferor and transferee are acting (e.g. as a producer, importer or registered waste carrier, broker, or dealer) and their relevant authorisation to act in that capacity (e.g. their permit number or registration number).

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

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

3.10.3 A waste information note will not be required for non-hazardous waste if the waste holder does not change on the transfer of waste e.g. the waste is moved to other premises belonging to the same business. However, it is best practice that the business understands who has responsibility for that waste and a record is kept of internal transfers for audit purposes.

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

- 3.10.5 A summary of waste types and quantities deposited at and removed from the site and origin and destination details are then forwarded to the EA using the standard Generic Operator Returns electronic spreadsheet(s), with submission due within one month of the end of each quarter as below:
- a) Quarter 1: January to March (due on or before 30th April)
 - b) Quarter 2: April to June (due on or before 31st July)
 - c) Quarter 3: July - September (due on or before 31st October)
 - d) Quarter 4: October - December (due on or before 31st January of the following year)
- 3.10.6 Outcomes of inspections of waste types, hardstanding areas, transfer/treatment areas, storage areas, drainage channels, etc. are recorded using the site inspection form 3312/RF/4 held in Appendix II, or similar document and detailed comments are entered into the site's diary (including action taken or proposed).
- 3.10.7 Visitors to the site are required to sign the visitor's book upon arrival and exit stating the purpose of their visit and whom they represent.
- 3.10.8 Complaints will be recorded on form 3312/RF/7 or in the site diary. Section 4.9 demonstrates further action on the event of any complaints received.

3.11 Management Techniques

- 3.11.1 All measures necessary to achieve a high level of protection of the environment and to ensure that the site is operated in accordance with the various management systems and permit conditions will be strictly adhered to.
- 3.11.2 The manner in which the facility is managed is a critical element in ensuring emissions from the site operations are minimised. Therefore, management of this facility ensures:
- a) Staff are competent to manage and operate the facility i.e. fit and proper persons;
 - b) Waste acceptance procedures are in place;
 - c) Appropriate storage and handling procedures are in place;

- d) Waste/product dispatch procedures are in place;
- e) Procedures and control techniques in place to minimise potential emissions to air, land and water;
- f) There is an EMS, i.e. this document, in place to ensure standards are maintained, including incidents and complaints management procedures;
- g) A communication programme is in place; and,
- h) A health and safety programme is in place and is coherently conveyed to all staff and rigorously enforced throughout the whole of the organisation.

3.12 Site Closure Plan

3.12.1 In the event that the site ceases to operate as set out in the site's EP, the following steps will be followed to achieve site closure:

- a) Contact the EA to advise the Environment Officer(s) that the site is planned to cease / have ceased the acceptance of wastes under the permit.
- b) The amount of residual processed and unprocessed waste on site will be assessed by the TCM to set a timetable for the final processing and timely removal of waste from site.
- c) Following removal of all waste, plant, and machinery from site a Site Investigation will be undertaken to ascertain the ground conditions of the land to which the site relates.
- d) A surrender application will then be submitted to the EA for determination.

4 Environmental Control, Monitoring and Reporting

4.1 Breakdowns and spillages

- 4.1.1 In the event of breakdown of the loading plant, an alternative machine will be brought on site until it is repaired. If an alternative machine cannot be used, then waste will be stored securely until the plant is repaired. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages.
- 4.1.2 All site surfaces will be inspected daily when the site is in operation. Debris will be swept as required and placed in a skip for disposal to a suitably permitted site.
- 4.1.3 Any spillages of fuel/oil will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will be placed in a skip to be taken to a suitably permitted site for disposal. All spillages of waste and windblown litter will be cleared by the end of the working day in which they occur. Spillage clearance procedures are detailed in Section 5.3.
- 4.1.4 All wastes liable to give rise to contamination will be removed from the site if the site is not secure or if operations cease or are temporarily suspended.

4.2 Site Inspections and Maintenance

- 4.2.1 The inspection frequencies for maintenance/housekeeping are listed on record form 3312/RF/4. The inspection form will be completed by a person who is familiar with the requirements of the EMS and EP for the site. All details of defects, problems and repairs carried out will be recorded on the form on the day that each event occurs. Detailed comments may also be recorded in the site diary. All repairs will be carried out as soon as practically possible.
- 4.2.2 All repairs to site security will be made within 5 working days of the discovery of the damage and the site will be made secure until the repair has been carried out.

4.2.3 Any major defects found during the daily site inspection which are likely to lead to a breach of permit conditions will be repaired by the end of the working day in which they are found, where possible. If a repair is not possible by the end of the working day and a potential breach of permit conditions may occur, the EA will be contacted to agree a suitable timescale for repair.

4.2.4 All defects and problems likely to give rise to pollution will be recorded on the form 3312/RF/4 with repairs/solutions being carried out immediately.

4.3 Control of Mud and Debris

4.3.1 Due to the waste types accepted at the site it is highly unlikely that any mud from the vehicles will be carried onto the main public highway from wheels or bodies of vehicles and HGVs. However, visual inspections of the vehicle running surfaces at the site will be carried out daily (see 3312/RF/4), however, staff will report any problems with mud or debris on the site roads immediately to the site manager.

4.3.2 The deposit of material on the public highway will be treated as an emergency and will be cleared immediately by the operator using either a brush and shovel or vacuum tanker/road sweeper if necessary.

4.4 Control of Dust

4.4.1 The site operates in accordance with a site-specific Dust Management Plan covering all aspects of dust control and mitigation, this document is referenced as 3312-001-F. However, given the waste types on site it is considered that dust emissions from the site are highly unlikely.

4.5 Odour Control

4.5.1 The site operates in accordance with a site specific Odour Management Plan covering all aspects of odour control and mitigation, this document is referenced as 3312-001-E.

4.6 Litter Control

- 4.6.1 Given the nature of wastes accepted at the site (i.e. light wastes including paper/cardboard), there is a risk of litter from the site and therefore careful management is required to reduce the risk to low/negligible. Litter emissions are controlled on site via the procedures highlighted in the Dust and Emissions Management plan, Document Ref: 3312-001-F.
- 4.6.2 Daily inspections for litter will be carried out for the presence of windblown litter and operatives will be instructed to collect the litter and place it in a skip for disposal/recovery before the end of the working day. In any event, all light waste will be placed in skips or bags before the end of the working day. Regular checks of the areas immediately beyond the site boundary will be carried out by site operatives.

4.7 Control of Pests, Birds and Other Scavengers

- 4.7.1 The site will be inspected daily for the presence of vermin and the results of the inspection noted in the site diary or site inspection form. If any occurrences are noted, a pest contractor will be called to site to eradicate the problem.

4.8 Control and Monitoring of Noise &Vibration

- 4.8.1 A separate Noise Impact Assessment (NIA) has been undertaken Document Reference: NP-012295. This had been undertaken to assess the impacts on those nearest sensitive receptors. A summary of the conclusions of this NIA and the subsequent Noise Management Plan (NMP) are highlighted below.
- 4.8.2 The BS4142 assessment for the existing waste exemption license initially indicates 'significant adverse impact' in accordance with BS4142 at the most affected Noise Sensitive Receptor NSR(1). The same BS4142 assessment also indicated 'adverse impact at NSRs 2 and 3.

- 4.8.3 The BS4142 for the proposed bespoke permit indicates no change in the noise impact at NSR 1 but notable rating level sound reduction at NSRs 2 and 3. The BS4142 assessments at NSRs 2 and 3 indicate a low likelihood of 'adverse impact' as a worst case scenario. However, to achieve the adopted criterion and avoid 'significant adverse impact' at NSR 1 in accordance with BS4142, further mitigation and noise control measures have been advised.
- 4.8.4 Provided the mitigation measures are duly implemented and retained throughout the lifetime of the site, 'adverse impact, dependant on context' is predicted at the most affected NSR. At all other receptors, 'low impact' to a low likelihood of 'adverse impact' is predicted in accordance with BS4142.
- 4.8.5 It is thought that through correct implementation of BAT and community liaison, the noise impact will typically be lower than what has been predicted within the assessments.
- 4.8.6 An action plan has been included within the NIA and NMP document, be sent in conjunction with this permit application which covers the mitigation which will imposed on the site as part of the proposed plans.

4.9 Complaints Procedure

- 4.9.1 Any third-party complaints received will be recorded on form 3312/RF/7 and will include a record of the complaint, particulars of the complainant and details of any action taken to alleviate the problem to ensure the likelihood of a future third party complaint is minimised.

5 Emergency Procedures & Contingencies

5.1 General

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

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

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

5.2 Fire

- 5.2.1 No waste will be burnt, and no fires will be allowed on site. In the event of a fire occurring on site, the operator/site supervisor will exercise his judgement and extinguish the fire with the water hose or suitable fire extinguisher and/or call the fire service for assistance. Any fires will be reported to the EA on the working day that they occur. All staff will be evacuated from the site if necessary. Smoking is not permitted on site. Firefighting residues will be disposed of to a permitted waste management facility.

- 5.2.2 The site will be operated in accordance with an approved Fire Prevention Plan which is a stand-alone document dealing with the prevention, mitigation, and handling of any fires on site.
- 5.2.3 For quick reference, the following actions will be taken when fire is detected or suspected (Site operatives):
- a) DON'T PANIC
 - b) RAISE THE ALARM (IF NOT DONE SO ALREADY)
 - c) NOTIFY THE SITE MANAGER (IF SAFE TO DO SO)
 - d) DO NOT TRY TO TACKLE THE FIRE YOURSELF UNLESS YOU ARE TRAINED IN DOING SO AND YOU ARE SURE OF THE NATURE OF THE FIRE
 - e) LEAVE THE USING THE MAIN ACCESS GATES AS QUICKLY AND AS ORDERLY AS POSSIBLE
 - f) ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT WHICH IS LOCATED BY THE SITE ACCESS GATES.
 - g) THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON "999" AND ENSURING THAT ALL PERSONS WHO WERE WORKING ON THE SITE OR WHO SIGNED IN TO THE VISITOR'S BOOK ARE ASSEMBLED SAFELY
 - h) INFORM ALL NEIGHBOURING PREMISES WHO ARE LIKELY TO BE AFFECTED
 - i) INFORM THE ENVIRONMENT AGENCY
 - j) DO NOT RETURN TO THE SITE UNTIL YOU HAVE BEEN GIVEN THE ALL CLEAR BY THE EMERGENCY SERVICES AND THE SITE MANAGER

5.3 **Spillages**

- 5.3.1 Fuel which is stored on site will be contained within a bunded receptacle/container to contain any primary leaks. If any oil and vehicle maintenance chemicals are kept on site, they will be stored securely. In the event of a spillage a spill containment kit (absorbent pads, booms, or granules) will be used to prevent further spillage and the contaminated absorbents placed in a skip for disposal to a suitably permitted facility.

5.3.2 All site surfaces will be inspected daily for the presence of spillages when the site is in operation. Debris will be swept as required and placed in a skip for further processing on site and sent to a suitably permitted site.

5.3.3 All wastes liable to give rise to contamination will be removed from the site within an EA agreed timescale.

5.4 Breakdowns

5.4.1 In the event of plant breakdowns, alternative plant will be sourced until the existing plant is repaired to prevent potential over stockpiling of waste. If an alternative plant cannot be used then waste will be stored securely until the plant is repaired and if necessary, waste will be diverted to an alternative site. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages, most likely on the concrete surface.

5.4.2 The operator has contact numbers for mobile plant engineers who are dedicated to respond to a malfunction within 48 hours, the engineers carry spare parts on their vehicle.

5.4.3 Essential spares for plant maintenance are kept on site to ensure a repair can be carried out efficiently.

5.5 Drums

5.5.1 The deposit of drummed waste will not be allowed at the site. If a drum is concealed within a skip and is not observed until the skip is deposited in the waste transfer area, then the following procedure will apply:

- a) The staff member will visually check the condition of the drum from a safe distance, noting any labels referring to the possible contents or hazards.
- b) The site manager will be contacted to verify the observations and to decide on further action.

- c) The producer of the waste and the EA will be contacted for advice and further information if necessary and both will be informed that a breach of the Duty of Care and site permit conditions has occurred as the result of the unauthorised deposit.
- d) No further waste will be deposited until the emergency has been dealt with.
- e) All spillages will be cleared using a spill containment kit and all contaminated absorbents placed in a skip for disposal to a suitably permitted waste management site.
- f) If the deposit results in serious reactions with other waste or harmful emissions or the drum contents cannot be identified, then the emergency services and/or specialist waste contractors will be brought in to assist. If necessary, staff will be evacuated from the site or to a safe area within the site and all occupants of neighbouring properties will be informed.

5.6 Adverse Reactions

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

5.7 Staff shortages

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

5.8 Adverse weather conditions

- 5.8.1 High winds - There will be no sorting, processing or treatment of any wastes which are likely to be blown around during conditions of high winds. Vehicles leaving the site will be sheeted to comply with the requirements of the Duty of Care legislation.

- 5.8.2 Poor visibility- The site will not operate in conditions of poor visibility such as dense fog to reduce the risk of vehicle collision.
- 5.8.3 Droughts / warm weather – There are procedures set out in the operator’s FPP which detail stock rotation procedures and how waste will be monitored during these events. The site would also source further dust suppression equipment such as bowsers if dust became a nuisance due to these weather conditions.
- 5.8.4 Long periods of rainfall or flood events– Due to the site’s concrete surface and waste types accepted at the site, it is considered there is a low potential for mud being tracked off site. All vehicles will undergo a more stringent check and vehicle chassis would be sprayed using hoses to reduce the risk of mud tracking off site. If this isn’t suitable, the operator would source a road sweeper until weather conditions improve.
- 5.8.5 The operator will set up a notification alert with the Met Office to receive prior notifications of the above unforeseen adverse weather conditions to ensure mitigation can be put in place prior to the event. The site may be forced to close during events which could cause a significant risk to staff, human health, or the environment.

5.9 Closure of destination sites

- 5.9.1 In the event of destination site closures or seasonal demands for wastes leading to a longer storage duration, the operator can divert incoming waste and send stored waste to an alternative site, identified using the EA’s public register. The operator has more than one contract set up for outlets of material to plan for this event.

5.10 Operational failure

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

5.11 Bomb Scare

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

6 Training for Site Staff

6.1 Training Needs Assessment

- 6.1.1 All new and existing site staff are subject to a specific training regime based on their responsibilities to ensure all operations are carried out without harm to the environment or amenity of the surrounding area. Training in all aspects of the site and waste operations at the site with regard to the individual responsibilities of the site staff will help to prevent incidents occurring which may have an adverse impact on the environment and/or the employees and their co-workers.
- 6.1.2 An employee training record 3312/RF/6 is provided in Appendix II which details a list of the training needs of all new site staff and also serves as a training review for existing site staff which will be carried out annually or a period set at the operator's preference.

6.2 Site Rules and Infrastructure Training

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

6.3 Emergency Procedures Training

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

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

6.4 Fire Safety / Firefighting Training

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

6.5 Recognition of Waste Types Training

- 6.5.1 All employees are given induction training and subsequent regular training to identify those waste types which are permitted for acceptance at the site under the site's EP and those wastes which are not. This will include specific training to identify those common wastes which may be found following deposit and are not permitted at the site and will also include more obscure wastes and how to handle these wastes safely. All employees are advised that they should refer any unrecognisable or unknown wastes to senior management, who should, in turn, follow procedures outlined in the EMS and/or contact the EA to agree a suitable method for removal.
- 6.5.2 Training is provided to all site users who handle waste on site and those in charge of administration and reporting. In-depth training will also be provided to drivers responsible

for collecting wastes from the site of production in accordance with Section 3.0. They will be trained to identify any wastes not covered by the EP for the site and inform the producer that an alternative facility must be sought for any non-compliant wastes.

6.6 Storage Areas / Limits Training

- 6.6.1 Those employees who carry out their responsibilities at the site and those in senior posts must be trained to identify appropriate waste storage areas to ensure that waste storage operations comply with the requirements of the EP for the site.
- 6.6.2 Employees in these roles must also be trained to recognize storage limits to ensure that they are in accordance with those specified in Table 3 of this document.

6.7 Vehicle / Plant Preventative Maintenance Training

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

6.8 Duty of Care Training

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

6.9 Plant Operation Training

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

6.10 Permit / Management System / Fire Prevention Plan training

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

6.11 Training for Contractors

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

7 Weather conditions & adapting to climate change

7.1 Weather conditions

7.1.1 The site is set up to receive weather alerts from the Met Office for the following weather conditions which could hamper site operations, cause a potential complaint lead to or a potential breach of permit conditions:

- i) Prolonged periods of heavy rainfall causing mud and surface water ponding; this could also lead to waste becoming wet and causing odour
- ii) Periods of cold weather leading to an inability to operate machinery on site and the potential for over stockpiling of wastes and associated accidents.
- iii) High winds (above 7 on the Beaufort Wind Scale) creating a risk of litter and dust escaping beyond the site boundary
- iv) Droughts or periods of hot weather which could lead to heating of combustible waste, water shortages, hosepipe bans and excessive dust.
- v) Dense fog leading to poor visibility with the potential for causing accidents.

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

HEAVY RAINFALL

- Vehicles exiting the site will undergo a more thorough check to ensure mud is not tracked off site.
- Should long periods of rainfall be likely, the site may consider hiring (as a result of daily inspections) a third-party road sweeper to cover the wet period to ensure surfaces are swept thoroughly throughout the day.
- Inspect and empty storage tanks more frequently i.e. daily instead of weekly.
- Increase site inspections to three times daily to ensure any potentially contaminated surface water is being contained within sealed drainage areas.

HIGH WINDS

- There will be no sorting, processing or treatment of any wastes which are likely to be blown around during conditions of high winds.
- Vehicles leaving the site will be sheeted where necessary to comply with the requirements of the Duty of Care legislation.
- Stockpiles will be reduced to a suitable height to prevent the material escaping beyond the site boundary.
- In the event of high winds, the site will deploy the above measures and may be forced to close operations until conditions have improved.

DROUGHTS/WARM, DRY WEATHER

- In extreme cases such as a hosepipe ban or water shortage, the site will ensure there is sufficient alternative water resources available i.e. tanks.
- Increase site inspections for combustible waste three times daily for early signs of fire i.e. smells, smoke, flames.
- Reduce stockpile durations for combustible wastes thus reducing the risk of self-combustion.
- These measures are shown within the operator's FPP.

DENSE FOG (POOR VISIBILITY)

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

7.2 Climate change

7.2.1 The Met Office UK Climate Projections (UKCIP) has developed scenarios of climate change, which are summarised as:

- Warmer, wetter winters
- Hotter, drier summers
- Increased frequency and intensity of extreme weather (storms, droughts, intense downpours)

7.2.2 Reflecting these, the UK Climate Change Risk Assessment (CCRA) identifies a number of priority risks and opportunities. The likely direct climate change-related threats that can be considered to be of most relevance to minerals planning and waste management are:

- Increases in the probability and severity of flooding (fluvial, groundwater, surface);
- Exposure to high temperatures and heatwaves; and
- Shortages in availability of water.

7.3 Flood Risk

7.3.1 The site is located within Flood Zone 3, meaning there is very high risk of flooding from rivers and the sea i.e. the River Teign. The site has a low risk of flooding from surface water.

7.3.2 All combustible wastes will be stored inside the buildings preventing water ingress or in sealed skips meaning all surface water arising from rainfall will be clean. The rainwater connects to the surface water sewer system as shown on Drawing No. 3312/001/03. Given the containment of firewater detailed in the sites FPP (Section 11.2) the site is considered fit for ensuring that all drainage to the surface water network will not have come into contact with any of the wastes stockpiled on the site.

7.3.3 The site is not within a ground water source protection zone.

7.4 High temperatures and heatwaves

- 7.4.1 Staff operating outside or within the building would be potentially vulnerable to high temperatures and heatwaves.
- 7.4.2 The proposal ensures that for tipping and treatment operations are all within the on site buildings or, in the case of food wastes, are in sealed containers and therefore provide shelter from direct sunlight for the majority of the day to any on site workers.

7.5 Summer daily maximum temperatures

- 7.5.1 The summer daily maximum temperatures may be around 7°C higher compared to average summer temperatures now, with the potential to reach extreme temperatures as high as over 40°C with increasing frequency based on today's values. Impacts of these temperature changes are outlined below:
- a) Impact 1: Potential for increased waste reaction or fires involving heat sensitive or combustible waste. The site will adopt the following mitigation measures:
- All wastes are inspected prior to tipping to prevent combustion of wastes
 - All wastes are stored and monitored daily by staff
- b) Impact 2: Potential for fire if the temperature exceeds the heat rating of components in electrical equipment or components are subjected to intense and direct sunlight. The site will adopt the following mitigation measures:
- The site will regularly review the heat rating of components that have high workloads or are likely to be exposed to direct sunlight and heat.
 - The site will shade electrical equipment if it is subject to direct sunlight for prolonged periods of time.

- c) Impact 3: Potential increase in high temperature expansion and stress of plant, pipework and fittings. UV degradation of plastic pipes and hoses causing them to fail. The site will adopt the following mitigation measures:

- The site will be subject to regular inspection and preventative maintenance of site, plant and equipment.
- Preventing prolonged UV exposure of plastic pipes and hoses by re-routing them in conduits or within buildings.
- Replacing exposed pipes and hoses with metal or other types of material less susceptible to photo-degradation.

- d) Impact 4: Potential increased dust emissions from processing areas, stockpiled material, and site roads. Reduced availability of water for dust suppression. The site will adopt the following mitigation measures:

- The site does not accept any wastes with the potential to cause dust.
- All residues from waste treatment are stored in sealed bags prior to removal

- e) Impact 5: Long periods of hot and dry weather could lead to a drought and may have an impact on water supplies for: Emergency water usage, cooling systems, firefighting, processes that require water as input. The site will adopt the following mitigation measures:

- Reference should be made to section 6.1.2 in terms of droughts, it is considered the site has suitable measures in place.

7.6 Winter daily temperatures

- 7.6.1 This could be 4°C higher than the current average with the potential for more extreme temperatures, both warmer and colder than present.

- a) Impact 1: Potential increased site surface water and flooding. The site uses the following mitigation measures:

- Reference should be made section 2.10 in terms of daily inspections for drainage. Reference should also be made to Section 5.7 in terms of mitigating for heavy rainfall events.
- b) Impact 2: Lower winter temperatures could result in an increased risk of pipes (or similar) freezing.
 - The site will mitigate this through regular inspection (minimum daily) and preventative maintenance of the site, plant, and equipment.

7.7 Availability of water

- 7.7.1 The site will have access to on-site hoses which connect to the two water tanks shown on the Site Layout & Fire Plan in Appendix I, which can be used for dousing any hot loads i.e. in the quarantine area for any small fire which could break out. A standard hose will have a flow of approximately 30/40/l/m when connecting to a high pressure washer.

7.8 Other climate change factors

- 7.8.1 Climate projections show that over the coming decades we will face an increased risk of climate change impacts, including:
- a) Extreme rainfall, leading to more frequent and severe flooding events
 - Reference should be made to section 7.1.2
 - b) Heatwaves
 - Reference should be made to section 7.1.2
 - c) Drought
 - Reference should be made to sections 7.1.2

d) Rise in sea levels and tidal surges

- Due to the location of the site, it is considered this impact would not affect the site.

e) Storms

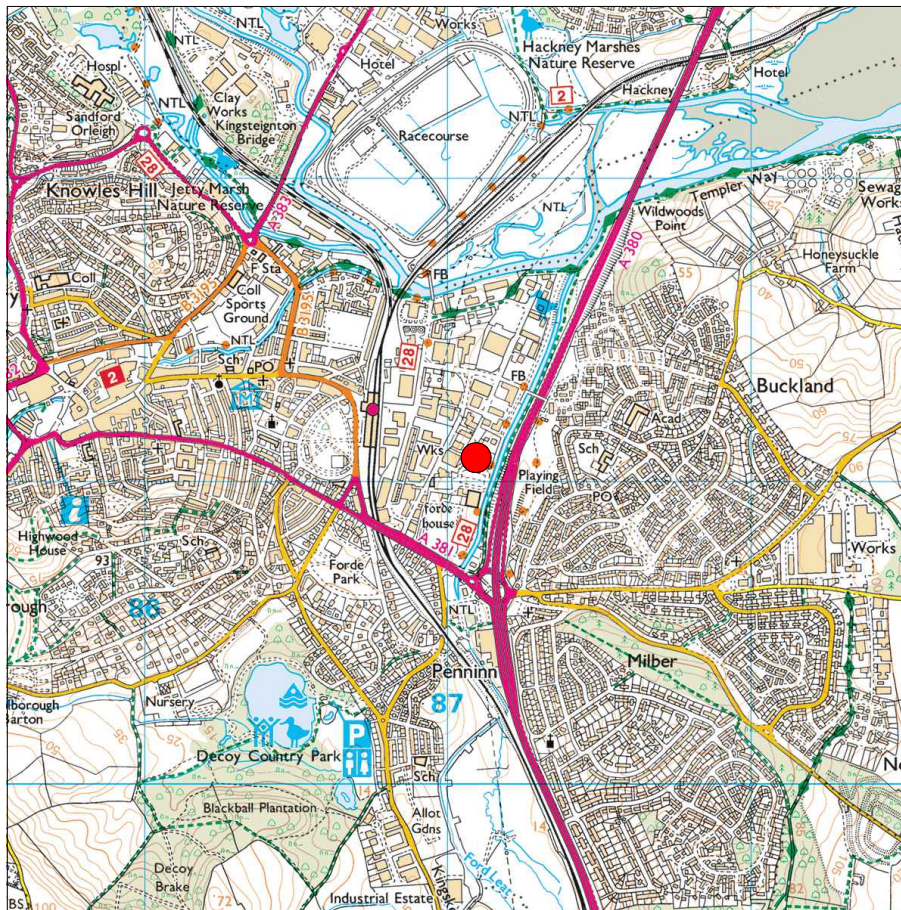
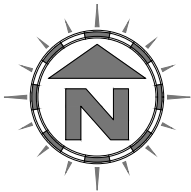
- Reference should be made to sections 7.1.2

7.9 Conclusion

- 7.9.1 The options to mitigate and adapt to climate change are also limited. The options identified in this section are considered to be proportionate, practicable and deliverable and it is considered this site would not be affected by climate change or adverse weather conditions.

Appendix I

Drawings



Scale Bar (1:2,500)

0 m 100 m 200 m

NOTES

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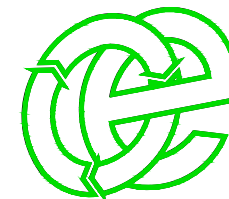
REVISION HISTORY

Rev:	Date:	Init:	Description:
-	01.12.23	JH	Initial drawing

KEY:

● Site location

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
SITE LOCATION MAP

CLIENT
Teignbridge Council

PROJECT/SITE
Brunel Road Industrial Estate, Newton
Abbot TQ12 4PJ

SCALE @ A4 1:2,500	CLIENT NO 3312	JOB NO 001
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DRAWING NUMBER 3312-001-01	REV -	STATUS Issued
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DRAWN BY JH	CHECKED RS	DATE 01.12.23
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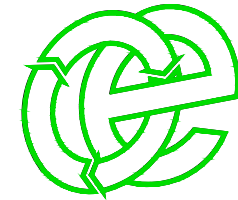
REVISION HISTORY

Rev:	Date:	Init:	Description:
-	01.12.23	JH	Initial drawing

KEY:

 Permit boundary

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
PERMIT BOUNDARY PLAN

CLIENT
Teignbridge Council

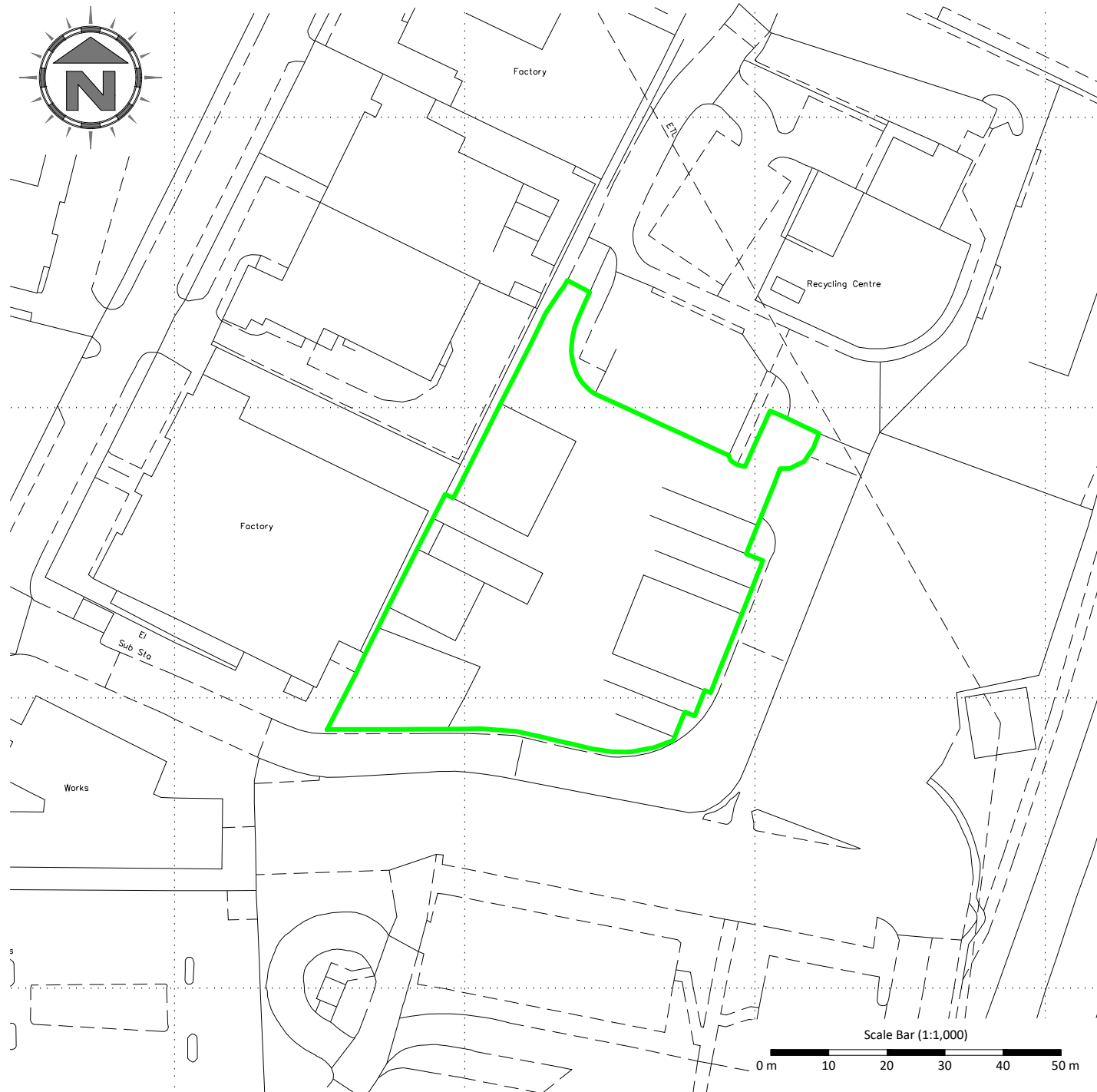
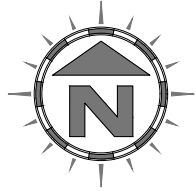
PROJECT/SITE
Brunel Road Industrial Estate, Newton
Abbot TQ12 4PJ

SCALE @ A4 1:1,000	CLIENT NO 3312	JOB NO 001
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DRAWING NUMBER 3312-001-02	REV -	STATUS Issued
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DRAWN BY JH	CHECKED RS	DATE 01.12.23
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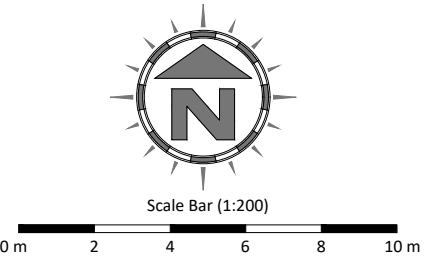
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REVISION HISTORY

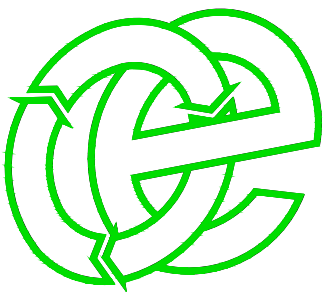
Rev:	Date:	Init:	Description:
-	15.04.24	JH/RS	Initial drawing
A	10.05.24	RS	Application submission
B	20.06.24	RS	Toilet block relocated
C	10.12.24	RS	Sandbag storage area added
D	30.01.25	JH	Buildings amendment

KEY:

- Permit boundary
- Waste storage areas
- General non-waste storage area
- Hazardous waste storage areas
- Transient storage areas (cleared before shutdown)
- Waste recycling building / covered area (with sealed concrete floor)
- Other buildings (office, workshop, welfare, etc.)
- Impermeable concrete surface (external)
- External yard area draining to foul
- Firewall with waste stored no higher than 1 metre below the heights of the wall
- U-channel surface drain/gully
- Slot drain
- Surface water drainage fall direction
- Gully
- Manhole
- Manhole to be shut-off in the event of a fire (x3)
- Surface water drainage pipe
- Foul drainage pipe
- Firewater containment area (calculated using landform modelling) water height set at 5.00 mAOD
- Sand bag barrier required in the event of a fire - to be constructed to height of 650mm minimum to achieve required containment for firewater
- Quarantine area
- Mains water point (hose reel)
- Fire extinguishers
- Fire blanket
- Plant shutoff location (indicative)
- Call points (break glass / horns)
- Spill kit
- Access route for emergency services
- Heat sensor (indicative)
- Smoke detector
- CCTV cameras
- Fire hydrant



Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
SITE LAYOUT & FIRE PLAN

CLIENT
Teignbridge Council

PROJECT/SITE
Brunel Road Industrial Estate, Newton Abbot TQ12 4PJ

SCALE @ A1
1:200

CLIENT NO
3312

JOB NO
001

DRAWING NUMBER
3312-001-03

REV
D

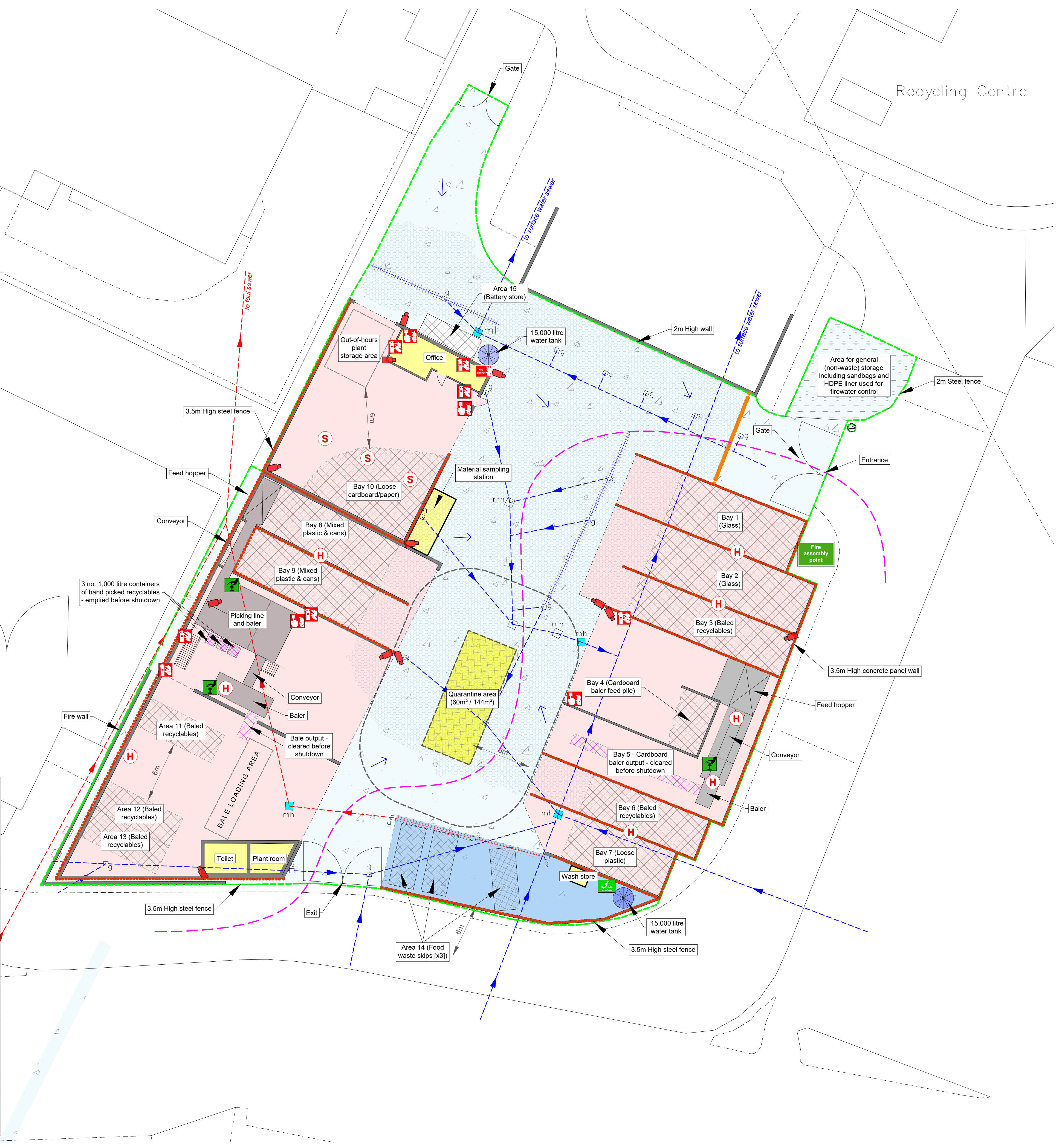
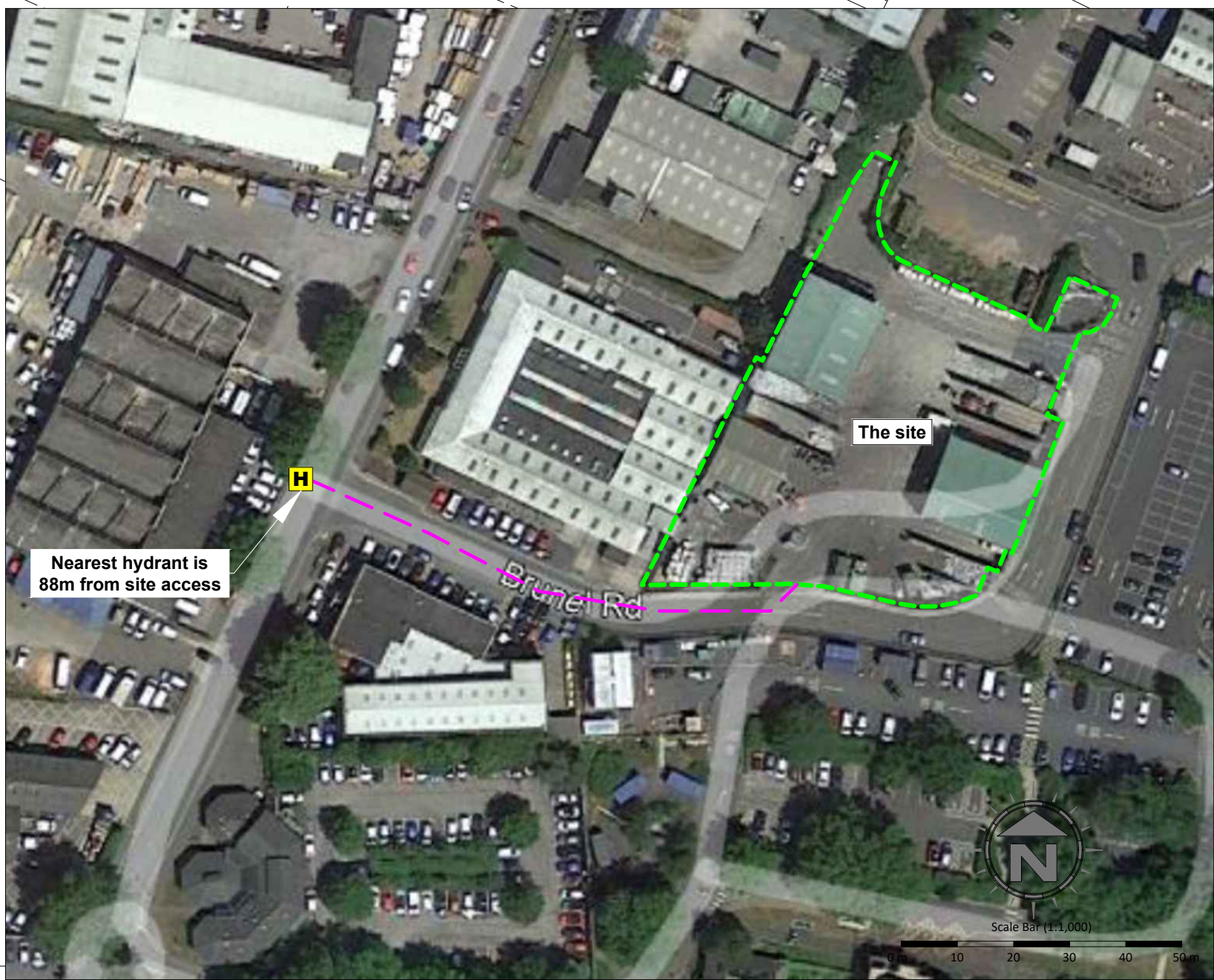
STATUS
Issued

DRAWN BY
JH/RS

CHECKED
RS

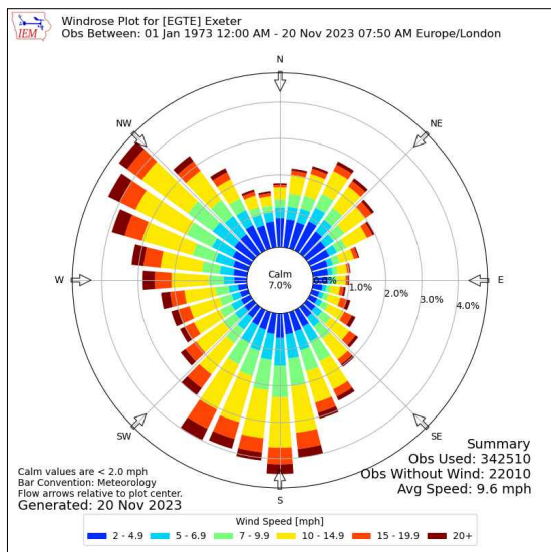
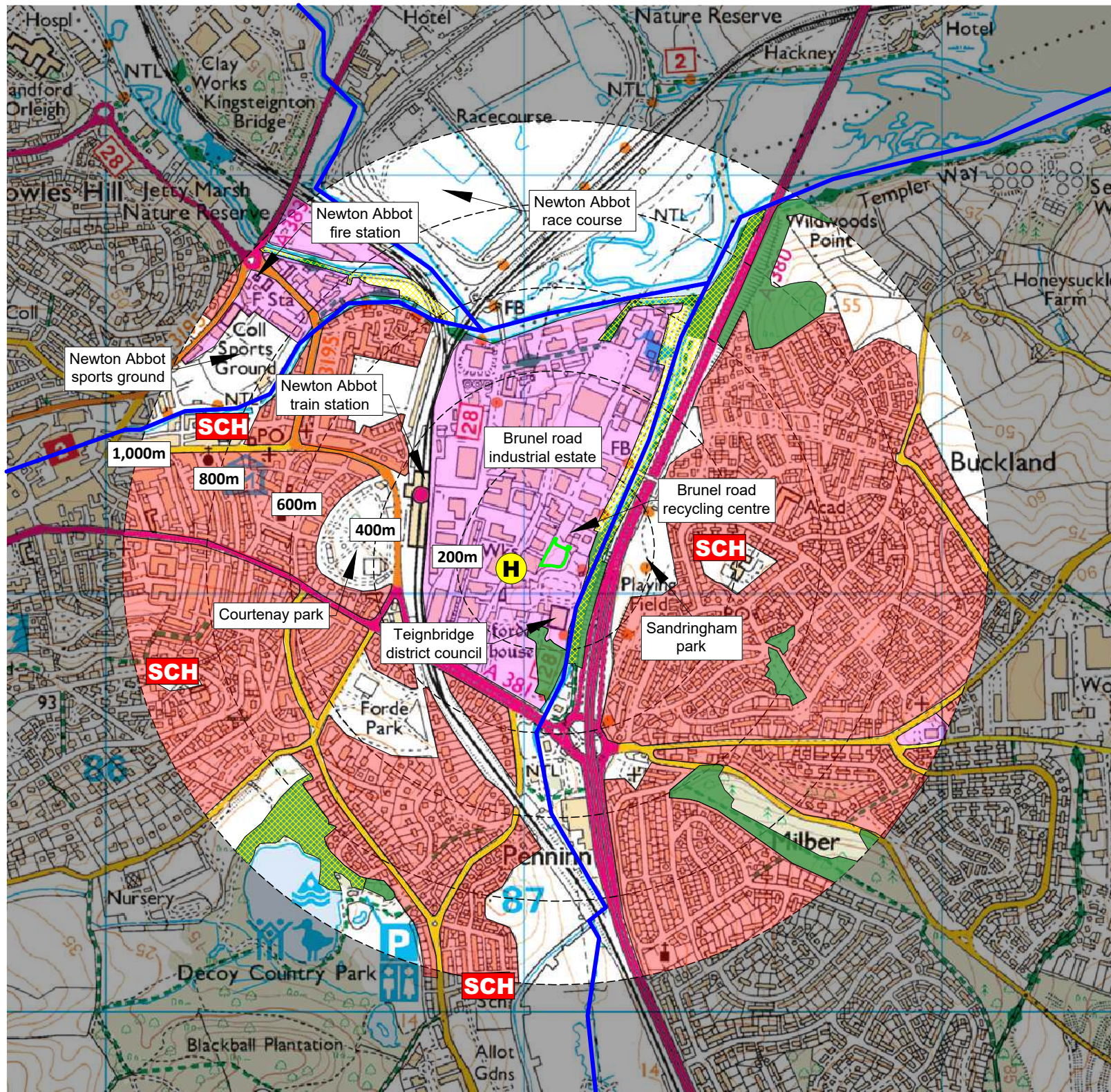
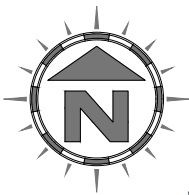
DATE
30.01.25

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KEY:

- Permit boundary
- Main River
- Surface water body (river / stream / pond / pool / lake)
- Workplaces (includes agriculture industry, commerce and retail)
- Areas with mix of residential, retail and commercial properties
- Residential blocks
- Class A, B, C roads
- Nearest fire hydrant
- Railway line
- School
- Woodland areas
- Priority habitat inventory (deciduous woodland)
- Nature reserves



Compass Wind Rose for (EGTE) Exeter Period 1973-2023
- source: Iowa State University

NOTES

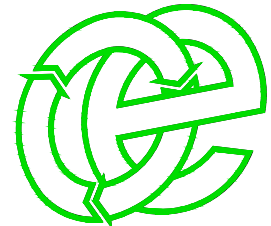
- Boundaries are shown indicatively.
- Wind rose data shows the prevailing wind direction to be Southerly.

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REVISION HISTORY

Rev:	Date:	Init:	Description:
-	01.12.23	JH	Initial drawing

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Waste, Planning and Environmental Consultants



DRAWING TITLE
RECEPTOR PLAN

CLIENT
Teignbridge Council

PROJECT/SITE
Brunel Road Industrial Estate, Newton Abbot
TQ12 4PJ

SCALE @ A3 1:12,500	CLIENT NO 3312	JOB NO 001
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DRAWING NUMBER 3312-001-04	REV -	STATUS Issued
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DRAWN BY JH	CHECKED RS	DATE 01.12.23
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Appendix II

Record Keeping Forms

TEIGNBRIDGE DISTRICT COUNCIL
REJECTED WASTE - RECORD FORM 3312/RF/2

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

TEIGNBRIDGE DISTRICT COUNCIL SITE INSPECTION FORM – 3312/RF/4								
WEEK STARTING								
TYPE OF INSPECTION	FREQ	DAY						
		M	T	W	T	F	S	S
SITE ENTRANCE/NOTICE BOARD	WEEKLY							
SECURITY - GATES	WEEKLY							
SECURITY - FENCING	WEEKLY							
SITE ROADS (CLEAR FROM HAZARDS)	DAILY							
BUILDING INFRASTRUCTURE (INTERNAL)	DAILY							
IMPERMEABLE CONCRETE AREAS	DAILY							
KERBING / SEALS AROUND SITE	DAILY							
DRAINS CLEAR & FUNCTIONING	DAILY							
SITE SURFACES SUITABLE	WEEKLY							
WASTE CONTAINERS	DAILY							
WASTE STORAGE LIMITS TYRES	WEEKLY							
REJECTED WASTE TYPES / STORAGE	WEEKLY							
NOISE LEVELS	DAILY							
FIRES (ANY INCIDENTS REPORTED)	DAILY							
NO SMOKING SIGNS IN PLACE	MONTHLY							
SPILLAGES & ABSORBENTS	DAILY							
LITTER	DAILY							
DUST	DAILY							
ODOUR	DAILY							
VERMIN	DAILY							
RECORDS	WEEKLY							
COMPLAINTS RECEIVED	AS REQUIRED							
OTHER (SEE NOTES BELOW)	AS REQUIRED							
INSPECTION CARRIED OUT BY								
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):								
CHECKED BY					SIGNATURE			
POSITION					DATE			
Sheet					of			

TEIGNBRIDGE DISTRICT COUNCIL - EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW (3312/RF/6)

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

**TEIGNBRIDGE DISTRICT COUNCIL
COMPLAINTS REPORT FORM (3312/RF/7)**

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

COMPLAINT RECORDING PROCEDURE:

Any complaints received will be recorded on form 3312/RF/7. This form will normally be completed, signed, and dated by the Site Manager; if they are not available the Office Manager will complete the form.

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

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

Appendix III

Environmental Permit (to be inserted on issue)

Appendix IV

Health & Safety – Conditions of Site Use

HEALTH AND SAFETY - CONDITIONS OF SITE USE

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

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

Declaration: To be completed by site users

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

Signed.....

Print name.....

Company/Organisation.....

Date.....

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