



WARD RECYCLING Ltd

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DRAFT Environmental Management System

*WRP/qs.340119/2008
EPR-RP XXXX*

EPR-RP XXXX

Bespoke Site Rules

June 2018

Ward Recycling Ltd

ORGANISATION PROFILE & INTRODUCTION

Ward Recycling Ltd were established in 2002 on Teesside where they operate a Co-mingled non-hazardous waste recycling facility on Environmental Permit number EPR/EP3793VF004

The site and Head office at Puddlers Road, Teesport, Middlesbrough TS6 6TX employs approx. 50 people.

Ward Recycling Ltd are permitted to transfer, sort and treat non hazardous household waste and other cardboards, paper and plastics as per a Bespoke Rules Permit. The purpose of this EMS is to cover a secondary plant at Hartlepool for further treatment and improvement of the materials to enhance the product for onward sale.

The total quantity of waste that can be accepted at the site on the Windermere Road site must be less than 160,000 tonnes per year. Without exception, all bulking, transfer, treatment of wastes must be carried out inside a building. Wastes are bulked up for disposal or recovery on site and are also treated by sorting and separation.

To ensure an adequate throughput of materials are available wastes are collected and brought to site by their own vehicles as well as by third party contractors and direct from customers. All materials accepted at site, are in compliance with the Bespoke Rules for the site, as far as practicable.

The general principle on site is that the waste remains the property of Palm Recycling Ltd and the processing responsibility is with Ward Recycling Ltd.

Materials for treatment are primarily and predominately from within a 50 mile radius of the site.

Ward Recycling Ltd are committed to managing its operations and it's activities in an environmentally responsible manner, and have therefore committed to the adoption of an Environmental Management System capable of maintaining the standards expected throughout the Industry. The site is also 14001 accredited.

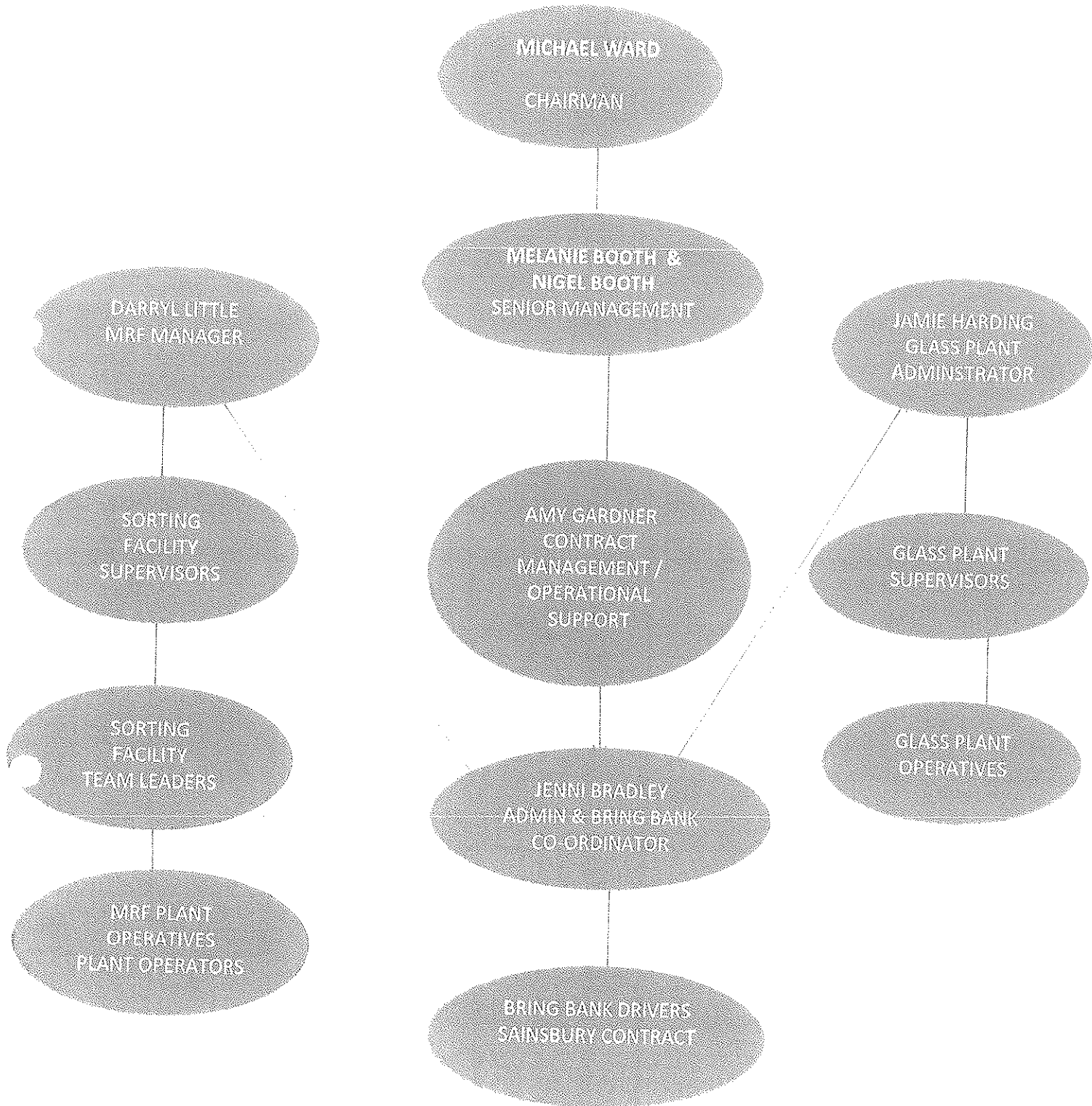
The "EMS" will cover all activities and operations on site, health and safety, maintenance, environmental protection, welfare of employees and the compliance with applicable legislation.

Ward Recycling Ltd will seek to achieve and surpass the qualities outlined in the included Environmental Policy. Appendix 1

Overall responsibility for the site operations are carried by the owners and directors of Ward Recycling Ltd.

Technical competency for the site during operations is covered by the holder of a
WAMITAB qualification of minimum :-
MROCI in accordance with Bespoke Site Rules

COMPANY STRUCTURE



SITE LAYOUT AND WASTE MANAGEMENT OPERATIONS

1.1 Site Layout

The site, and infrastructure are shown on the accompanying schematic Site Layout Plan.

Appendix 1.

A green line signifies the site outline which is all inside a building and is the area included by the Site Permit.

The site grid reference is NZ 5122 3082 with post code TS25 1PA

1.2 Treatment Operations – general forms WR 3 & WR 4

The purpose of the facility is to provide temporary storage and physical treatment for a mixture of non-hazardous inert, mostly household and commercial fibre recycling wastes.

The materials being accepted for treatment at the site will only be those delivered by an approved waste carrier and will be handled in accordance with the agreed Bespoke Rules operating compliance conditions. Deliveries from commercial customers will only be accepted upon the confirmation of an approved source and responsibility of the legitimate carrier. Deliveries from private homes would only be accepted with agreement but they are not typical at all for this site.

Unauthorised material inspected upon entry will be rejected and refused entrance and not allowed to be offloaded at the facility. Rejected loads will be the responsibility of the Waste Carrier delivering the unauthorised items, to ensure the goods are transported and disposed of in accordance with Environment Agency legislation. No liability for the onward movement and handling of the load will be accepted by Ward Recycling Ltd.

It is in no way the intention of operations at the site to handle hazardous items but a quarantine area will be established into the working zones for the safe control of any items encountered which were concealed during acceptance.

Rejected materials will be held and controlled prior to onward movement. Actions will all be in accordance with Environment Agency instructions, agreement and EPA compliance.

1.3 Treatment Operations – standard handling process

- 1 Vehicles arrive at the site and gain approval to enter from the site security who also arranges the weighing process. The site operators require clear details of the goods intended for offloading prior to vehicles being allowed entrance. Ad-hoc arrivals and unplanned arrivals are typically rejected and required to leave site and then pre-plan their delivery.
- 2 The vehicle is weighed gross and details of the carrier are taken along with date, time, name, address of the carrier, source address of the load and the EWC code(s) to identify the material.

- 3 The identity of the carrier must be in accordance with appropriate criteria for waste acceptance and the details of the materials being offloaded will be the carriers / producers responsibility to establish and convey these clearly to the site operative.
- 4 The vehicle will be directed to a suitable offloading location and goods deposited onto impermeable surfacing. Stacking and spacing will be in accordance with Environment Agency guidelines and the agreed fire prevention plan.
- 5 The vehicle will then return to the weighbridge to establish the net weight of materials delivered.
- 6 Details are recorded and the vehicle is then directed off site for safe return to the highway.
- 7 Although the vehicle responsibility lies with the driver, a brief inspection is made of the vehicle condition on leaving and if required, the driver will be made aware of any trailing ropes or fixtures etc and given assistance where practical to make the vehicle safe and secure before onward travel.
- 8 The goods left at the site are now loaded into treatment-screening and sorting plant as appropriate by mechanical equipment, loading shovels and forklift trucks as far as practicable.
- 9 After treatment, sorting and baling the final items are moved to internal storage areas pending onward movement and sales from the site.

2 **PERMITTED WASTES and MATERIALS ENCOUNTERED AT SITE**

The waste types generally accepted at the site will be restricted to solid, non-hazardous wastes listed in full in the Bespoke Rules Permit.

A typical description and type of material expected would be household recycling material and industrial cardboard and packaging. The majority of materials will have already undergone initial treatment at another facility.

Hazardous waste and non-permitted materials encountered from initial inspection upon arrival at the site will be rejected and refused entry. A site record is to be taken at the time as far as is practicable, to confirm actions taken with the rejected waste by the site management.

Due to the nature of operations small quantities of steel, aluminium drinks cans, and plastic bottles may be encountered during sorting shredding crushing and screening. These elements will be set aside and contained for onward resale with details recorded in returns.

Discarded items encountered during operations are to be disposed of in accordance with local legislation for the safe movement of the items and documentation held for future inspection.

Fluids, oil and liquid storage for equipment or site use are to have appropriate bunds and containment to a minimum of 110% storage of an individual container. Ensure compliance capacities are within approved guidelines.

3 ENGINEERED SITE CONTAINMENT AND DRAINAGE SYSTEMS

3.1 Design layout and specifications

The Site Schematic Layout Plan (appendix 2) / WR2 shows the typical layout of the site and highlighted reference items. Precise locations are not possible due to daily operations and management decisions.

3.2 Material containment and storage on impermeable pavement and with a sealed drainage system

All areas of the site designated for initial waste delivery, handling, storage and treatment will be internal and provided with a concrete pavement and sealed drainage system.

The main offloading areas are internal and contained as far as practical to remove windborne hazards. Where possible offloading will be inside buildings close to initial conveyor feeds. Containment and walls are to be designed to control the materials to prevent and reduce environmental inconvenience or pollution.

The walls can also ensure clean segregation and reduce uncontrolled contamination..

In addition to the typical storage there will be a requirement for a skip to be utilised for minor general operation waste items and this will also be stored on an impermeable surface.

The concrete or bitmac hardstanding areas will be constructed to meet the following standards:

- to take the weight of vehicles, plant and equipment without cracking or breaking; and
- to be resistant to the mechanical, physical and chemical stresses to which they will be subjected; and
- to fall towards a drainage system that prevents ponding; and
- to prevent liquid run-off from the concrete pavement other than via the sealed drainage system.

3.3 Storage or Examination Areas

Internal areas of storage will be provided for the initial deposit and offloading of wastes. The site configuration and volumes encountered may at busy periods result in short term overfills requiring immediate management guidance and control.

Where immediate treatment can take place, deliveries will be placed directly close to the primary conveyors.

Where practical, the areas are all to have appropriate signage to indicate the contents allowed. However, the tendency is for an area or zone to be selected and indicated at the time for users to the drop off their items.

3.4 **Inspection and maintenance forms WR 1 & WR 2**

A competent supervisor or TCM with the minimum approved qualification will be onsite for a period greater than the Environment Agency minimum period laid down for the facility. Attendance by this Technical Competent Manager will be recorded.

At the site, personnel are instructed to report and record any damage or deterioration in the engineered site containment and drainage systems which they notice during their work as well as during routine inspections.

Site personnel shall routinely maintain the engineered site containment and drainage systems, and the TCM shall periodically inspect those systems for signs of damage, deterioration, or failure against the design specification, according to the following schedule. This is a minimum schedule and extra inspections can be carried out.

Inspections are to be signed by the appropriate person with a countersignature by the supervisor to confirm accuracy and authenticity. Actions are followed up and closed off.

The record sheets with an auditable trail are to be held together with site records for a minimum 6 year period. Examples of inspection sheets are included in the appendices :-

System	Task	Inspection / maintenance by site staff	Inspection by Site Manager
Concrete pavement, drainage, and storage bays	Ensure water flows into the drainage system.	As observed during operations	1 month
	Clearance of any silt, detected oil and / or petrol from the storage tanks or gully pots.	Initial daily inspection by site staff and clearance carried out by specialist equipment under directions from site TCM or CoTC holder as and when required. Arisings disposed of at licensed establishment.	
	Inspect, clear and make safe the materials in designated holding zones.	Immediately prior to closure of the site each day.	N/A
	Clearing and cleaning of pavement and through routes by sweeping equipment.	Daily / ongoing	Spot checks

	Inspection of surface, kerbing and joints in cleared and cleaned areas for compliance with specification.	During clearing and cleaning	Spot checks and when viewing is practical.
	Inspect general structure of containment walls	Ongoing during operations	Spot check and minimum of once every quarter
Storage areas / zones & skips	Ensure applicable signs are displayed at storage areas.	Ongoing during operations	Spot Checks and recorded minimum of weekly.
	Clear loose debris from around storage areas	As incidents occur and ongoing during operations	
	Ensure storage zones have safe access and that storage skip doors are closed where fitted	Upon placement, daily when on site, and prior to lifting onto removal vehicle.	
	When stacking bales of material ensure that agreed stack height and methods are followed..	As materials are stacked, at the start and prior to the end of the day.	Spot Checks and recorded daily.
Plant and equipment; including compaction, baling, granulating,	Ensure the equipment is stored safe and is safe to operate in accordance with site rules and manufacturers guidelines.	By operator and user prior to each and every use. Record details on pre-use check sheet.	Spot checks of equipment and site user records. Minimum of weekly with inspection signed off.

sorting equipment as well as lifting / handling equipment.	Ensure plant and equipment utilised at the site are maintained and repaired.	As required by site rules or manufacturers guidelines whichever is more frequent.	As required by legislation, manufactures guidelines or site rules.
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Any damage or deterioration which prevents the site from meeting its design specification will be reported to the site manager or site TCM (technically competent manager) as soon as practical, and remedies activated in accordance with approved procedures.

Materials shall only be handled, stored or treated in the approved operational area of the site.

Any defective equipment encountered will be isolated and controlled to remove the risk to the environment and to protect the health and safety of users.

Site Personnel and users shall wear and use Personal Protective Equipment (PPE) for all tasks unless the risk can be designed out. As a minimum, high visibility jackets and / or waistcoats as well as safety footwear are to be worn on site at ALL times.

Where required, ear and eye protection will be worn to comply with HSE guidelines. This is typically inside the picking sheds but other areas apply such as zones with vehicular movement and deliveries..

The Site Diary shall record

- 1) all summary* reports of damage, deterioration or failure of the engineered site containment, drainage systems and equipment;
- 2) all dates when routine maintenance and inspections, are to be / were carried out;
- 3) actions taken to restrict the handling, storage or treatment of materials in the affected areas as a result of 1) and 2);
- 4) all repairs that are carried out as a result of 1) and 2)
- 5) visitors to the site other than authorised site staff

* Summary only in the diary. The detail reports of inspections are to be filed in date order and held for minimum of 6 years.

4 CONTROL OF LITTER, MUD, DEBRIS AND UNSAFE VEHICLES

All vehicles entering or leaving the site shall be subject to spot checks by site staff. Before leaving the site any waste or debris hanging on the wheels or external to the body or any waste container that is likely to cause harm, shall be removed using brushes or tools provided and kept at the weighbridge area. Loose items such as ropes or slings, are to be made secure by the driver. Site staff will be proactive and assist the driver by making them aware of an unsafe situation when spotted. Ensure the vehicle returns to the highway in a safe condition when practical. Final responsibility for the vehicle that joins the highway is that of the driver.

Areas of concrete pavement and bays are to be routinely cleaned in accordance with the maintenance procedures described earlier.

The entrance to the site and the adjacent highway shall be inspected as an ongoing task by the site personnel. In the event that waste, mud, debris and litter from the site is found in these areas it will be removed and disposed of at the time.

Any affected areas of the site entrance and the highway shall be cleaned before the end of the working day as part of normal practice for the operative responsible.

Areas which are not designated for material storage shall be cleaned of waste, mud and debris before the end of the working day, and traffic on the site shall be isolated from any sources of loose waste, mud and debris within the areas.

Litter control is to be in place daily and after each delivery with items collected being taken to safe storage or added to current waste piles prior to onward treatment or disposal by approved contractors.

Inspect daily the site perimeter fencing and any immediate adjacent locations such as the trees and shrub areas to reduce litter and enhance the appearance of the area.

5 WASTE ACCEPTANCE AND CONTROL SYSTEMS AND PROCEDURES

All vehicles arriving at the site will be directed to stop in an inspection location, where their loads will be visually inspected by site personnel against the licensed and permitted material types. Pre delivery procedures are in place to reduce unaccepted deliveries. The types and weights of all loads of incoming material will be recorded using a recording and summary sheet or delivery note procedure for the clear collation of details.

Waste carrier licence spot checks will also be made for compliance.

The site operates a controlled system for vehicular traffic.

Incoming loads which are seen to contain non-permitted wastes will be rejected, and the details of the load and the reasons for rejection will be recorded in the Site Records.

Notes shall be recorded against the applicable carrier for future reference and possible repeated events.

Any non-permitted wastes which are found following deposit or during subsequent storage and treatment operations will be removed to a Quarantine Area or stored in safety in an approved secure container to await advice, removal and final disposal. Identified costs incurred by the site will be gathered for recovery from those delivering the goods to site.

Quarantined wastes that are potentially incompatible will also be kept segregated within the Quarantine area, by storing them in separate containers or zones.

Quarantined wastes will be removed from the site as soon as is safely practicable and with Environment Agency guidance if required. Details are included on Quarterly returns.

Sand bags, absorbents and spill kits are provided to contain and control spillage events and to be utilised for temporary bunding around liquid containers. The

sandbags are also on stand-by for leaks or leachate from any site plant or equipment, together with spill mats and absorbents.

The type and quantities of all loads of wastes accepted at, and sent from the site for further treatment or use will be recorded on applicable data sheets, Consignment Notes and Duty of Care paperwork for the materials as appropriate. Repeated same material non-hazardous loads from the same customer can be covered on a seasonal Duty of Care but individual details are preferred.

Record sheets are to be utilised to recover data to produce Quarterly Returns for the Environment Agency and the licence requirements.

The material reception area and handling, storage and treatment areas will be internal and provided with fixed lighting systems during seasonal hours of darkness. This is to enable wastes to be inspected and handled safely in poor light conditions during operating hours.

6 WASTE AND MATERIAL QUANTITY MEASUREMENT SYSTEMS

Primarily the material quantities will be recorded in tonnes as detailed on weighbridge tickets, or in cubic metres and measured on the basis of the capacity of the vehicles or containers used for transport. This will be converted into tonnes on the basis of the conversion factors provided by HM Customs and Excise or other factors agreed with the Environment Agency.

7 STORAGE AND TREATMENT OF WASTES

All plant, tools and equipment on the site are only to be used by trained personnel wearing appropriate personal protective equipment as outlined in site risk assessments. Ongoing training updates are to be monitored and implemented to ensure compliance. Tasks are controlled by risk assessments and safe systems of work which are regularly reviewed.

Incoming wastes will be deposited in the areas and bays identified and as directed by site staff.

Sorted materials will be stored in the strategic areas identified to reduce contamination. As far as is practicable, these materials will be sorted direct into appropriate bays using mechanical plant such as a forklift truck or loading shovel.

For general handling of waste deposited in the site, the forklift trucks will be available. Adaptions have been designed and made for the safe control and handling of materials. These could be bales or drums being moved by the forklift trucks. The forks, clamps, claws, and adapted items are to be thoroughly inspected in line with LOLER and PUWER guidelines in HSE compliance.

Some hand sorting will be required and this will be done utilising approved cutting, handling and sorting equipment in line with risk assessments and safe working procedures. Large objects are to be cut down to suitable sizes for hand or machine handling. Operations will only be done by trained and authorised staff.

There is a procedure in place to record staff abilities from any training records as well as a record of site instructions or equipment issued to the staff.

Enclosed areas with cutting, picking, sorting and compaction equipment installed can have high noise pollution. The zones are to be monitored for HSE compliance by external consultants and protections or modification for practices to work implemented as soon as a breach is found.

Reports from staff of high noise levels are to be reported as a near miss.

Internal storage zones are all to follow Environment Agency guidelines and agreed practices for stacking, storage shapes, fire breaks and access routes. This will ensure prompt access and control in the event of an emergency.

8 CONTROL, MONITORING AND REPORTING OF AIRBORNE EMISSIONS OF DUSTS, FIBRES AND PARTICULATES.

The site will not be handling waste with a high dust content other than the particles generated for short periods during loading or unloading of vehicles. General surface dust and litter is controlled throughout the working day by an attendant tasked with sweeping and cleaning.

Where practicalities allow, materials are stored internally and loaded internally..

The site will not accept any material with unbounded fibres or material which contains or can produce non-manageable hazardous dust or particulate matter.

The site supervisor will record any incidents of dust and litter being blown across the site boundary, and the actions taken to clear away the problem noted in the site Diary.

9 CONTROL OF ODOUR EMISSIONS

The site will not accept waste which is degrading and producing offensive odours likely to cause nuisance.

Wastes which may contain degradable components and which may produce odours over a short period are identified when practical on arrival and refused entry. Items that do end up on site will be quarantined and controlled before onward movement. The details of such a quarantine action are recorded in the diary and / or with appropriate duty of care or consignment note trails.

Odour generation and the potential for odour to be blown off-site will be subject to observation, monitoring and recording by the designated site supervisor.

The site supervisor will record any incidence of offensive odours arising from the materials at the site, and the actions taken, in the Site Diary.

10 PESTS, VERMIN, UNEXPECTED ANIMAL INTRUSION

Being near to other industrial operations and open areas there are possibilities that some wanted and some unwanted intrusions will occur. Preventative advice will be obtained from the Local Pest Control Contractor and all actions recorded by both parties and within the site record documents.

11 FIRE PREVENTION AND EMERGENCY CONTROL forms WR 6 & WR 16

11.1 Comply with the EA Fire Prevention Plans and guidance on operational practices for the storage and management of materials. Schematic information is in appendices.

Follow the Fire Prevention scheme incorporating fire equipment suitability and design given by the appointed Authorised Fire Advisor.

11.2 Ensure staff and visitors, especially those who venture out of the offices and into operational zones, are aware of the fire prevention plan and actions to take during a fire or emergency. Ensure they know where the muster point is located and who to report to.

11.3 Carry out and record tests at approximately monthly periods on emergency alarms / break glass points to ensure all points remain operational.

11.4 Carry out and record random fire drills to ensure evacuation is in line with guidance and that staff understand their duty. Two occasions minimum per year, but increase awareness depending upon response.

11.5 For 11.3 & 11.4 ensure the Authorities are aware when training occurs to avoid false alarm responses.

11.6 Restrict and control Hot Work on site with a Permit to Work scheme.

11.7 Ensure electrical control and electrical distribution units are protected from traffic movement with approved barrier controls and that the equipment remains fully compliant with Electrical Legislation.

11.8 Monitor and remain considerate when using Industrial Heating appliances. Ensure they are guarded and monitored within manufacturers guidelines and controlled to eliminate the risk of fire within the site.

11.9 No waste is to be burned at the site.

11.10 Any outbreak of fire at the site shall be treated as an emergency. Where it is safe to do so, without endangering the safety of persons, immediate action shall be taken to extinguish the fire using the site fire extinguishers. Locations are indicated on the schematic plan and the extinguishers are to be serviced on a maximum of an annual period with improvement advice from Authorised Fire Advisors adhered to.

11.11 If the fire cannot be controlled on site then the Fire & Rescue Service is to be contacted by telephone immediately, followed by the MD / Senior Director / TCM and informed of the situation.

11.12 The area of fire must be evacuated without generating panic. Site personnel must ensure that no persons or vehicles re-enter the affected area and check the visitors book to ensure ALL are accounted for.

11.13 A check shall be conducted to ensure that all persons present on the site are safe and accounted for as required for Fire Emergencies.

11.14 The Site Manager or TCM are to contact the Environment Agency and Local Authority by telephone and in writing, as soon as reasonably practicable, after the outbreak of a fire to advise them of the incident and of the action taken.

11.15 Following the incident and the outbreak of fire the deposit of waste at the site is to be suspended forthwith and not resumed until authorised by the Site Manager.

11.16 The incident shall be recorded in the Site Diary and Fire records with a review put into place for future improvements.

12 STAFF & VISITORS ATTENDANCE RECORDS forms WR8 & WR 9

There is to be a visitors book held at reception to record intermittent visits by non-staff, along-with a record of the visitor being informed of site practices plus procedures to follow in the event of an emergency.

A record of staff attendance is to be taken to confirm staff movement and who is on site during each working period.

In the event of an emergency both lists of staff and visitors are to be available for Emergency Response management teams.

13 STAFF TRAINING form WR 7

Each member of staff is to have their own record card to collate their development and training. This is to note the dates when re-training is due and also the actual detail and understanding record of any instruction or training that person has received and when.

Include toolbox talks and new equipment training on their records as well as more formal skills and achievements received.

There is also a signed acceptance sheet to record any essential details provided to staff. This process is to confirm their receipt of a notice or guidance to fit the workplace.

14 SITE PPE RECORDS / ISSUE OF SMALL TOOLS forms WR 10 & WR 11

In order that staff can be made aware of the type of PPE they receive there is a need to record the issuing of items to note that staff have been made aware and refreshed in the practices they are to follow. The site manager is to be approached primarily by staff to allow them to hold a mental record of item issue and to provide approval of issue.

Tools issued to staff are to satisfy PUWER regulations and be fit for purpose. Certain items are likely to require a signing out and signing back procedure to monitor use. This is for the site manager to periodically check for miss-use.

15 MECHANICAL EQUIPMENT MONITORING USE & REPLACEMENT forms WR 12 WR 13 & WR 15 or equivalent

All equipment and plant is to have a pre-use check prior to operation with faults recorded and actions taken noted at the time found. The site manager can then arrange repair or replacement of parts that will allow safe and efficient operation.

There is also to be an overall list of plant held and monitored by the site manager, to control legislative inspections such as LOLER and operator licence checks within compliance. Routine inspections are to be carried out in accordance with company procedures and requirements of operators to minimise unforeseen expenditure. Details recorded on site sheets.

Replacement or hired plant, if required, is to be obtained from an approved contractor and be fit for purpose.

Records of breakdowns and repairs are to be kept, the results analysed to check for trends and any action required to be agreed with the MD.

16 NOISE POLLUTION & CONTROL

Static plant will be, where possible, powered by electric or electric / hydraulic power packs. Any diesel or diesel hydraulic plant mobile or static, will be fitted with suitable and fit for purpose silencers / mufflers.

All new plant will comply with current EC regulations (CE mark) with plant servicing carried out in accordance with manufacturer's instructions.

Within six months of operations commencing a regular monitoring regime for personal exposure in line with current occupation exposure standards is to be implemented and the findings of this study will be used to determine any requirements for noise attenuation or hearing protection provision and compliance in line with Health & Safety Executive Guidelines.

Plant shall be located on site and operated within the hours approved such that environmental noise nuisance to neighbours is insignificant.

All complaints of noise from operatives are to be recorded as near miss and those from external sources as complaints. Each is to be dealt with and actions recorded.

17 ACCIDENT REPORTS – NEAR MISS, FIRE INCIDENTS & STAFF INJURIES
form WR 5 & WR 6

Drills and training exercises are to be undertaken at random or planned periods depending upon the topic. This is to improve alertness and competence in staff in the event of site incidents.

All near miss incidents are to be reported and recorded to look at type and regularity in order that improvements and safety measures can be put in place.

Injuries and incidents are also recorded.

18 PERMIT TO WORK – USE OF CONTRACTORS **form WR 16**

Any contractors, advisors, maintenance operatives who are not seen as employees or daily site staff are required to complete and conform to a Permit to Work procedure in order that actions on site can be conveyed to the persons involved and from the persons involved in order to ensure understanding of site safety and procedures. A "season ticket" arrangement can be implemented for routine maintenance operative to a maximum of one year.

19 SECURITY AND AVAILABILITY OF RECORDS

All site records, including the Site Diary, will be kept at the site office, which will be locked when not in use. The records will be available for inspection during the base operating hours for the site or at 24 hours notice outside these hours.

Operating hours are typically :-

Monday to Friday 20 hours per day.

Saturday & Sunday predominantly maintenance.

On occasion minor extensions to these hours may be required for other maintenance or operational requirements.

There are security lights on site to allow both monitoring of waste when the site is closed and also for safe working when operations are in place. These are inspected and repaired when faulted by Authorised Electricians.

A CCTV system also monitors the site and the gated perimeter fencing.

20 RECORD REVIEW AND ONWARD MANAGEMENT forms WR 14 & WR 17

The management intention is to summarise and review all site practices annually to Ensure suitability and that recording procedures and site practices are all fit for Purpose in accordance with legislation and industry practices.

This site Environmental Management System shall be reviewed at maximum 3 year intervals by the Management Team. This will incorporate Company Directors, Supervisors and the site TCM.

Members of staff will be included as appropriate for their own input and knowledge.

Changes can be suggested and / or implemented on production and then agreement of a Change / Update request form which will be agreed as necessary by management.

The final target is to protect the environment and to work safely in accordance with legislative agreements.

21 Appendices

The following documents are available to support and ensure the Environmental Management System for the site is adhered to and in place to record and control site activities.

Appendix 1 Schematic Layout – with green site boundary

Appendix 2 Schematic Layout – with operational intentions & fire plan requirements

Appendix 3 Ward Recycling Environmental Policy

Site Procedure documents

- WR 1 - Site Inspection – Daily checks
- WR 2 - Site Inspection – Monthly checks
- WR 3 - Site Working Practice Compliance Breach
- WR 4 - Rejected Waste Report
- WR 5 - Incident, Hazard & Near Miss Report Sheet
- WR 6 - Fire drill, extinguisher & equipment test
- WR 7 - Personal Training Plan & Record
- WR 8 - Daily Staff Register
- WR 9 - Site Visitor Procedures
- WR 10 - PPE Staff Agreement
- WR 11 - PPE and Tool Issue Log
- WR 12 - Daily Plant Inspection – pre use checks
- WR 13 - Warning Notice – Pre use check list
- WR 14 - Register of Site Permits & Licences
- WR 15 - Register of Plant with Test Dates
- WR 16 - Permit to Work
- WR 17 - Document Change / Update request form

The site will be subject also to a minimum of 3 spot checks by an independent Consultant per year alongside monthly random inspections. Findings are to be recorded and held with other records for a minimum of 6 years. There will also be an annual audit of all records, reports, site conditions and compliance requirements which too, are to be held for inspection for a minimum of 6 years.

This document will be held on site and reviewed at a maximum period of 3 years or whenever there is a significant operational or compliance requirement.