ENVIRONMENTAL MANAGEMENT SYSTEM

Land off Holloway Lane, Harmondsworth, West Drayton, UB7 0AE

Foley Haulage Ltd

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Site Information & Key Contacts List

Site Address:	Land off Holloway Lane, Harmondsworth, West Drayton, UB7 0AE		
Site Operator:	Foley Haulage Ltd	**National Grid Ref:**	TQ 06717 78024

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Tim Foley	Managing Director		
Steve Horton	Operations Manager / TCM	07973 111768	07973 111768
Hillingdon Hospital Pield Heath Road, Uxbridge UB8 3NN	Local NHS Hospital (Main)	01895 238282	999
	Accident & Emergency (A&E)	999	999
Glendale Medical Center 155 High Street, Harlington, Middlesex, UB3 5DA	Local Doctor Surgery (GP)	0208 897 8288	999 or 112
Metropolitan Police Hayes Police Station 755 Uxbridge Road UB4 8HU	Local Police Non-Emergency	101	999 or 112
	Police Emergency	999 or 112	999 or 112
London Fire & Rescue Service Hayes Fire Station 65 Shepiston Lane, Hayes UB3 1LL	Fire and Rescue Service (in Emergency Dial 999)	020 8555 1200	999 or 112
Environment Agency (Nearest Office) 2 Marsham St, Westminster, London SW1P 4DF	Environmental Regulator	03708 506506 or 999	0800 807060
Hillingdon Council London Borough of Hillingdon, Civic Centre, High Street, Uxbridge, Middlesex UB8 1UW	Council Enquiries (Waste and Recycling)	01895 556000	999 or 112
Affinity Water	Mains water supplier	0345 357 2407	0345 357 2407
Thames Water	Mains sewerage supplier	0800 316 9800	0800 316 9800
Oaktree Environmental Ltd - Lime House, 2 Road 2, Winsford, Cheshire CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	999 or 112 or 0800 807060

1 General Considerations

1.1 Site operator/permit information

1.1.1 Foley Haulage Ltd will operate a Bespoke Environmental Permit for the Physical treatment of non-hazardous waste. The EP will be regulated by the EA under the Environmental Permitting (England & Wales) Regulations 2016.

1.1.2 Developments in legislation and the regular increases in the Landfill Tax have increased the need for effectiveness and scope of operations at waste transfer and recycling centres, leading to greater recovery rates for recyclable waste.

1.1.3 The site will be operated as a bespoke permit and will accept Inert & CDE wastes which will undergo further treatment i.e. by way of a crusher, screener, etc.

1.2 Relevant contacts

1.2.1 Registered office details for the operator are as follows:

Land off Holloway Lane, Harmondsworth, WEST DRAYTON, UB7 0AE	**Contact:**	Steve Horton
	Position:	Operations Manager / TCM
	Tel:	07973 111768

1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for Foley Haulage Ltd 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 Guidance: "*Develop a management system: environmental permits*".

1.2.3 Contact details for Oaktree Environmental Ltd are as follows:

Oaktree Environmental Ltd
Lime House
2 Road Two
Winsford
Cheshire
CW7 3QZ

Contact: Richard Sims
Position: Senior Consultant
Tel: 01606 558833
E-mail: richard@oaktree-environmental.co.uk

1.3 Site location

1.3.1 The site is located on Land off Holloway Lane, Harmondsworth, West Drayton, UB7 0AE as shown on Drawing Nos. 3066/HAR/AGG/01 & 02. The national grid reference for the site is TQ 06717 78024.

1.3.2 The site is predominantly located in a former gravel pit and shares this with a number of other industrial/waste operations. The wider site is surrounded by open land with a garden centre / nursery to the west. The nearest residential housing is located approximately 230 metres southeast of the site on Harmondsworth Lane..

1.4 Permit area/waste management operations

1.4.1 The permit boundary is outlined in green on Drawing No. 3066/HAR/AGG/02. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant and equipment.

1.4.2 The EP is required for the storage prior to removal and treatment of waste. Waste treatment processes on site may include the following:

- Sorting (with loading shovel / 360° excavator or by hand)
- Screening (by using appropriate mechanical screening plant and equipment)
- Separation (by using appropriate mechanical screening plant and equipment)
- Crushing (by using appropriate mechanical plant and equipment)
- Blending (by using loading plant or 360^{o} excavator)

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

R3: Recycling or reclamation of organic substances.

R5: Recycling or reclamation of other inorganic materials.

R13: Storage of waste pending recovery.

1.5 Hours of operation

1.5.1 The site will be open during the following hours for the delivery and receipt of waste on site; including depositing, sorting, moving, storing and removing waste:

Haulage Drivers / Operatives / Office workers

Monday to Friday	06:00 – 18:00
Saturday	07:30 – 14:00
Sundays, Bank/Public holidays	No operations

Screening and Crushing Operations

Monday to Friday	07:00 - 18:00
Saturday	07:30 - 14:00
Bank/Public holidays	No operations

1.5.2 During times where the site is closed or not in operation, the site gate at the top of the access road will be locked to prevent unauthorised vehicular and/or pedestrian access.

1.6 Waste storage, types and quantities

1.6.1 The locations of the operational and storage areas are shown on Drawing No. 3066/HAR/AGG/03. The nature of operations at waste facilities means that certain operational areas may change depending on processing requirements. As such, the layout provided is indicative of operations.

1.6.2 The waste types handled on site will consist of non-hazardous CDE waste arising from activities within the surrounding area. This is as defined in the Controlled Waste (England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990.

1.6.3 A detailed breakdown of the waste types allowed for acceptance at the site is shown in Appendix III of this EMS.

1.6.4 The throughput of the site will be limited to <75,000 tonnes per annum of Inert and CDE wastes with a storage capacity of 15,000 tonnes.

1.6.5 On an average working day, 100 loads would be tipped at the site. Such loads will be delivered to the site contained within skips, containers, fixed-body vehicles, flat-bed trailers or multi-lift vehicles.

1.6.6 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. Some powdered wastes are bagged prior to receipt to prevent a dust problem. No whole loads of powdered waste are accepted.
- Shot blasting residue are only be accepted from known sources or where the contents of the residue can easily be identified. Residues containing tributyl are not accepted.
- Tyres are not routinely accepted - any discovered will be stored for submission to a retreading/shredding operation.

** None of the above wastes are accepted if they are defined as hazardous wastes.*

1.7 Staffing and management

1.7.1 The site will open for the deposit of waste or for other essential operations during the hours listed in Section 1.5. Table 1.2 below details the minimum staff requirements when the site is open for the receipt of waste:

Table 1.1 - Staffing Levels

Position	Employees	Responsibilities
Operations Manager / TCM	1	Ensuring the site is being operated in accordance with the Environmental Permit and in-line with attendant regulations.
Yard Foreman	1	Waste handling/processing, reception and plant operation
Machine / Plant Operator / General Operatives	1	Waste handling/processing, reception and plant operation
Fitters	2	Waste handling/processing, reception and transportation

1.7.2 Additional staff will be hired-in, where necessary, to cover busy periods or to make up for staff shortages if they occur.

1.8 Health and safety

1.8.1 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.

1.9 Fit and proper persons

1.9.1 The site's Technically Competent Manager (TCM) will be Steve Horton who will provide the required attendance time at the facility as required by guidance periodically issued by the EA. A copy of TCM's Certificate of Technical Competence (COTC) will always be made available in the site office.

1.9.2 The company, through the TCM, will ensure that a nominated deputy is sufficiently trained and familiar with the EP and this EMS document in addition to all relevant company procedures who, in the absence of the TCM, will act the competent person. If either the TCM or deputy is changed, the EA will be informed of the change and the relevant details of the replacement as soon as possible.

1.9.3 At the time of this EMS production, none of the relevant people associated with the operator had been convicted of a relevant offence.

2 Site Engineering and Infrastructure

2.1 Site description

2.1.1 The recycling centre will be underlain by a concrete surface for the processing of CDE waste; and further areas used for plant/equipment storage, vehicle parking and manoeuvring.

2.1.2 The location of the operational areas and storage areas are indicatively shown on Drawing No. 3066/HAR/AGG/03.

2.2 Access and parking

2.2.1 The site is accessed from an unnamed access road off Holloway Lane and has a dedicated (shared) staff and visitor car park on an adjacent parcel of land to the east of the entrance to the permitted facility.

2.3 Site office

2.3.1 The site office is shown on Drawing No. 3066/HAR/AGG/03 and the list below details the relevant site documentation which will be kept 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)
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 (rejected waste, etc., kept for 3 years)
Waste delivery tickets
Accident book (& 1st aid kit)

2.4 Weighbridge

2.4.1 There is no weighbridge available on site so all wastes accepted at the site will either be weighed at the site of production or using the conversion factors provided in Section 3.4 of this EMS.

2.4.2 The buckets of the loading plant on site are fitted with on-board scales for the loading of vehicles with product prior to dispatch.

2.5 Notice board and signs

2.5.1 A notice board will be 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 details (07973111768).
- Operating hours.

2.5.2 Additional signs will be 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 security measures are shown on Drawing No. 3066/HAR/AGG/03.

2.6.2 The site is surrounded by agricultural fields and will benefit from lockable gates at the top of the access road to the wider site. The site also benefits from 24 hour CCTV and on and

off-site supervision. Any incidents will be reported to the site manager/TCM or out-of-hours contact for the operator who will carry out the required actions.

2.6.3 Site security will be inspected on a daily basis and any defects which impair the effectiveness of the security will be repaired to the same or better standard within 3 working days. All repairs will be noted on the site diary within 24 hours of the event.

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 and hazardous fluid storage

2.7.1 The site will not store gas cylinders or aerosols and there will be no chemicals present on site.

2.7.2 The site will store fuels on site as shown Drawing No. 3066/HAR/AGG/03 and the following procedures will apply:

- Tanks will be surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.
- All pipework and associated infrastructure will be enclosed within the bund.
- A lock will be fitted to the tank valve to prevent unauthorised operation.
- All valves and gauges on the bund will be constructed to prevent damage caused by frost.
- No combustible waste will be stored within 6 metres of the tank.

2.7.3 The tanks will be clearly marked showing the product within and also its 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.

2.9 Drainage

2.9.1 The areas which store waste are on a concrete or hardstanding surfaced yard. All surface water drains northeast onto the wider and is then handled by the wider site's drainage system.

2.9.2 Visual inspections of drainage functionality will be undertaken daily by trained operational with any noticeable blockages cleared and reported to the TCM or site manager.

2.10 Vehicles, plant and equipment

2.10.1 Waste will be handled using the plant listed in Table 2.1 below. Additional plant will be hired to cover any very busy periods. Only trained operators will be permitted to drive/operate the plant listed below. Any changes to the list will be notified to the Environment Agency prior to implementation.

Table 2.1 - Plant & Equipment

Item	Number	Function
Tractor (for bowser)	1	Movement/sorting/suppression
Loading shovel	2	Loading/unloading/movement/sorting
360^{o} excavator (rubber wheeled)	4	Loading/unloading/movement/sorting
Crusher	2	Separation/Size reduction of waste
Screener (Powergrid & 3-Way)	2	Separation/Size reduction of waste
Water bowser	2	Water suppression

2.10.2 **Note:** The plant/equipment on site will vary depending on the amount of waste accepted at the site. The permit allows for mechanical processing of waste but there are currently no mechanical processing plant/equipment installed at the site apart from the handling equipment detailed above.

2.11 Preventative Maintenance

2.11.1 All items of plant and equipment listed in Section 2.10 (and any additional items of plant which may be hired in to cover busier periods) are subject to preventative maintenance checks to ensure their safe operation and to prevent any potential situations which may give rise to faults or malfunction.

2.11.2 The plant and equipment on site and all vehicles in the fleet are subject to annual manufacturer maintenance to ensure proper working order in the form of service contracts. In addition to this, site management and trained operational staff who use the mobile plant and equipment will undertake or delegate additional preventative maintenance checks before, during and at the end of each working day to ensure all plant and machinery is mechanically sound for use. These checks will be carried out using the Preventative Maintenance Checklist and any results which are flagged as needing attention will also be recorded in the site diary and actioned as soon as practicable.

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 predominantly by Foley Haulage Ltd's own skip hire operations and for waste from third-party users, whose Duty of Care credentials 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 stated on the controlled waste transfer note the customer is advised to check the note and give a more detailed description of the waste.
c) If the more detailed description of the waste reveals that the waste is not permitted at the recycling centre then the customer is advised that the waste must be taken to another site which is appropriately permitted to accept the waste(s).
d) If further instructions are needed the driver may also report back to the site manager.
e) Where it is suspected that the details given on the transfer note are incorrect the EA may be contacted for advice.
f) Where the load contains soil from an industrial site the EA may be contacted for advice to ensure that the load to be removed does not contain contaminated soil.

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

3.2.3 The nature of bulk loads makes full inspection difficult until the load is deposited. If the load is acceptable the driver will be instructed to deposit it within the waste reception area as shown on Drawing No. 3066/HAR/AGG/03. If the load is unacceptable following deposit, it will be reloaded and removed from the site or quarantined and removed within a timescale agreed with the EA.

3.3 Waste acceptance procedure (inert & excavation waste)

3.3.1 For the protection of the operator and site supervisor any loads containing excavated soil i.e. EWC code 17 05 04 from an industrial site which could also include CDE sites, the waste must be accompanied by written documentation to demonstrate that the soil is not contaminated by way of waste analysis in line with the EA's Technical Guidance WM3 "Guidance on the classification and assessment of waste (1st Edition v1.1)".

3.3.2 To ensure that only non-hazardous wastes are accepted, the following information will be requested from waste producers (if relevant) at the start of each contract to ensure compliance with the EP and WM3:

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

3.3.3 The operator reserves the right to refuse such loads and contact the EA where necessary (prior to acceptance of the loads) to ensure that the load is acceptable.

3.4 Weighing and categorising loads

3.4.1 The site does not benefit from an operational weighbridge. The weights of loads will be estimated using the standard EA and WRAP agreed volume-to-weight conversion factors as found in the table below:

Table 3.1 - Weight-Volume Conversion Factors for Typical Wastes Accepted at the Site

Waste type	Conversion Factors	
	Tonnes/m3	Tonnes/yd3
Rock and stone	1.20	0.92
Concrete and/or mortar	1.30	0.99
Mixed CDE wastes	1.2	0.92
Foundry Sand	1.60	1.22
Topsoil/subsoil	1.30	1.00
Clay	1.60	1.22
Glass	0.75	0.57
Wood/Bark/Compost	0.70	0.53

3.5 Waste deposit & handling

3.5.1 Once a load has been accepted by the operator, the contents will be discharged into the appropriate reception, storage and treatment area as shown on Drawing No. 3066/HAR/AGG/03.

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

- 17 01 07 - mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
- 17 05 04 - soil and stones other than those mentioned in 17 05 03
- 17 09 01, 17 09 02 and 17 09 03
- 19 12 09 - minerals (for example sand, stones)
- 20 02 02 - soil and stones

3.6 Waste deposit & handling (other wastes)

3.6.1 Vehicles delivering mechanically processed waste will be directed to tip in the area shown on Drawing No. 3066/HAR/AGG/03.

3.7 Waste processing procedure

3.7.1 On site processing using mobile plant is required to produce material to the desired specification for re-sale on the commercial market.

3.7.2 Below shows the procedure of the treatment operations carried out on site:

SCREENER

a) Waste will be loaded into the feed hopper of the screening plant will be loaded using a 360^{o} tracked excavator or a 4-wheel loading shovel equipped with a bucket. This process will then separate the soil from the stone/hardcore.
b) The screening plant utilises a vibrating grid with evenly spaced vertical bars to separate out the different fractions/grades within the material. Such screens have interchangeable mesh screens to permit the production of a wide range of product sizes (<3 mm to 20 mm).
c) Soil will be discharged into two different stockpiles depending on its size via conveyors.
d) The stone/hardcore material off the front conveyor of the screener should consists of stone/hardcore which will consist of a saleable aggregate. Larger items may then be transferred to the crusher.

CRUSHER

e) The bulky inert/stone waste will be loaded into the feed hopper of the crusher; this then passes into the crushing chamber which uses hydraulically operated jaws to reduce the size of the material.

f) Small feed/fines pass through the grid bars/mesh at the base of the crushing chamber and out of the plant via a small side conveyor with a discharge height of approximately 1.5 - 3.0 metres. The larger crushed material falls onto the delivery conveyor which will discharge the material in one of two ways: either onto a conveyor feeding the grid of the mobile screen or onto the ground to form a stockpile.

g) Before the crushed material exits the delivery conveyor (discharge height of up to 3.0 metres) any extraneous metal is extracted using a permanent overband magnet. If the material requires further grading after crushing the mobile screening plant used will have up to 3 discharge conveyors, forming 3 stockpiles of different product.

h) Small feed/fines pass through the grid bars/mesh at the base of the crushing chamber and out of the plant via a small side conveyor with a discharge height of approximately 1.5 - 3.0 metres. The larger crushed material falls onto the delivery conveyor which will discharge the material in one of two ways: either onto a conveyor feeding the grid of the mobile screen or onto the ground to form a stockpile.

i) Before the crushed material exits the delivery conveyor (discharge height of up to 4.0 metres) any extraneous metal is extracted using a permanent overband magnet. If the material requires further grading after crushing the mobile screening plant used will have up to 3 discharge conveyors, forming 3 stockpiles of different product.

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

3.8 Waste removal & export

3.8.1 When a collection vehicle arrives at the site to remove waste material or product, the driver will be instructed to report to the site office to confirm their identity. All relevant documentation will be completed and the vehicle will be passed to pick up the load and

take it to the designated recycler/disposal site (if the outgoing material has not been fully recovered on site). The product or waste will then be loaded using the loading shovel.

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

a) Brick/rubble - for crushing to produce 6f5 aggregate or similar product under the site's Aggregates Protocol.
b) Some materials will not be recovered after processing (or will not be fit for use at recovery sites) such as clays and some soils. These materials may be disposed at suitably permitted landfill site.
c) Soils - used on site for site restoration works or blend with compost for topsoil creation for re-sale.
d) Metals – metals removed from the overband magnet will be taken to a suitably permitted site for further recovery.
e) Rejected material will be removed from site as detailed in Section 2.8.
f) Waste unsuitable for processing will be sent to a suitably permitted site.

3.9 Aggregates protocol

3.9.1 The site processes hardcore and inert material in accordance with an aggregates protocol. All product/aggregates leaving the site will be accompanied with a product note.

3.9.2 To be able to demonstrate compliance with the WRAP Aggregate Quality Protocol the site will retain all documentation for every load of recycled aggregates sent out of the site and the correct information will be included. If information is missed or documentation not retained then the material will remain a waste and be sent to a suitably permitted site.

3.9.3 The inspection and testing including frequency and methods of tests for finished product shall be detailed and appropriate to the material end use, the quality of input material and the complexity of the waste recovery process. The stockpiles will be sampled and tested in accordance with the WRAP Aggregate Quality Protocol and may be varied to ensure a controlled process.

3.9.4 Results of tests are required to meet the customer's specification and will be forwarded upon request. If further tests are required for assessment of suitability for a customer's specific end use, then the results shall also be retained.

3.10 Sampling and analysis

3.10.1 Incoming wastes may be randomly sampled and submitted for analysis at the discretion of the site manager to verify the composition of a load. The sampling procedure has been implemented to carry out spot checks to comply with the Duty of Care.

3.11 Record keeping

3.11.1 The details below shall be recorded on a combination of the record keeping forms listed in Appendix II, invoices, the site diary and controlled waste transfer notes.

3.11.2 The following details are recorded for every load deposited at the site:

a) The date and time of delivery.
b) The name and address of the waste producer.
c) The detailed and accurate description of the waste including type, quantity (in tonnes or cubic metres) and EWC codes.
d) How the waste is contained e.g. loose, container type.
e) The carrier's name and address.
f) Driver's name, signature and vehicle registration number.
g) Signature or initials of person's producing/accepting/inspecting/carrying the waste.
h) Additional handling details/notes made by the driver after inspection of the load.
i) SIC code of the premises which produced the waste.
j) Waste hierarchy declaration.

3.11.3 The following details are recorded for all deposits of non-conforming waste at the site and are forwarded to the EA, where required:

a) Date and time of deposit.

b) A description of the waste.

c) The quantity of waste (in tonnes or cubic metres).

d) Name, address and telephone No. of waste producer.

e) The carrier's name, registration number and vehicle registration.

f) Reason for the rejection of waste and action taken.

3.11.4 The following details are recorded for every load of waste leaving the site:

a) The date and time of removal.

b) The type and quantity of waste (in tonnes or cubic metres).

c) The destination waste management site or exempt facility.

d) The name and registration No. of the carrier or employee removing the waste (if applicable) and vehicle registration number.

e) Signature or initials of persons i.e. transferor, transferee and carrier of the waste.

f) SIC code of the premises transferring the waste.

g) Waste hierarchy declaration.

3.11.5 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)

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

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

3.12 Site closure plan

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

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

4 Environmental Control, Monitoring 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 a record form similar to FHL/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 within 5 working days unless agreed otherwise with the EA.

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 FHL/RF/4 or the operators own recording procedures with repairs/solutions being carried out immediately.

4.2.5 Essential spares for plant maintenance are kept on site in the workshop.

4.3 Control of mud and debris

4.3.1 Vehicles will be visually inspected before exit to check that loads are safe and that no mud is carried out on the wheels or body of the vehicle. Visual inspections of the site roads are carried out daily; however, staff will report any problems with mud or debris on the site roads immediately to the site manager.

4.3.2 Before exiting the site, all vehicles will be stopped and visually inspected by trained staff to reduce the risk of mud/debris being tracked off-site. If the member of staff inspecting the vehicle is satisfied, the vehicle is suitable to egress and will be directed to the exit. If the vehicle is not suitable to egress, the staff member will instruct site operatives to use the onsite hosepipe to hose down the wheels and bodies of vehicles. Following this, a final inspection will be carried out by the trained staff member before any vehicle can leave the site. If the vehicle still contains traces of mud and debris the process will be repeated until the vehicle is clear and the potential of mud being tracked onto roads is eliminated.

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

4.4 Control of dust

4.4.1 The site has a dust management plan (DMP) in place which covers all potential dust sources and mitigation measures. The DMP is kept in the site office and referenced as 3066-HAR-AGG-H.

4.5 Odour control

4.5.1 Given the nature of wastes accepted at the site (i.e. CDE waste), the risk of odours is deemed very low/negligible.

4.5.2 Strict turnaround times for any wastes which could give rise to odours will mean that the site will present a low risk of odour nuisance. If malodorous waste is deposited on site it will be consigned to the skip for rejected waste or removed from the site immediately.

4.6 Litter control

4.6.1 Given the nature of wastes accepted at the site the risk of litter is deemed very low/negligible.

4.6.2 The greatest risk of litter would be during windy conditions. The site will be operated to a lesser degree during these conditions giving due regard to the potential effects of windblown litter.

4.6.3 Regular (minimum daily) inspections of the site boundary will be carried out for the presence of windblown litter and operatives will be instructed to collect the litter and place it in a skip for disposal/recovery before the end of the working day. In any event, all light waste will be placed in skips before the end of the working day. Staff carrying out litter picking duties will record their findings on FHL/RF/4 and report to the site manager.

4.6.4 All vehicles which either deposit or remove the light rejected waste will be sheeted or contained in a similar way.

4.7 Control of pests, birds and other scavengers

4.7.1 As per the above section, the type of wastes accepted at the site reduces the risk of vermin, pests and strict turnaround of waste which could attract such presence. 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 controller will be called to site to eradicate the problem.

4.8 Control and monitoring of noise & vibration

4.8.1 The location of the site means noise associated with the proposed operations will not greatly increase the existing noise level in the surrounding area. The waste operations will be carried out using the Best Practicable Means at all times.

4.8.2 In order for site staff to be appropriately aware of the nearest sensitive receptors to the site (predominantly those which are residential), they should be provided with a copy of the Receptors Plan which appears in Appendix I of this document.

4.8.3 A site-specific Noise Management Table has prepared as part of this EMS and is shown in the table overleaf. These measures will ensure the noise levels at the site are managed appropriately by identifying:

- the likely sources of noise arising from the development and,
- the actions to be taken / procedures to be followed / planned in order to prevent or minimise levels.

Table 4.1 - Noise Management Table

Potential Noise Source	Action to be taken to prevent or minimise noise
HGVs travelling to and from the site for delivery/collection of wastes/products.	All vehicles are required to be driven onto and off site with due consideration for neighbouring premises. HGV movements will be spread out evenly throughout the day.
Loading/unloading of waste delivery vehicles	Vehicles must be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around the site (5mph site speed limit). Engines to be switched off when not in use. Reversing alarms to be preferentially fitted with white noise alarms to minimise impacts on neighbouring sites. No shaking of vehicle bodies whilst raised.
Operation of mechanical treatment plant	Engines to be switched off when not in use. Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated. Operation of the mechanical treatment plant in strict accordance with the hours set out in Section 1.5 of this EMS will ensure no impact on the surrounding area during 'unsociable' hours when neighbouring industrial operations are less intensive or dormant
Operation of loading plant (i.e. telehandler/360)	Drop heights to be kept to a minimum, particularly when loading empty tipper wagon/skip/container to minimise impact noise/vibration. Engines to be switched off when not in use – a clear 'no-idling' policy for the site is in place. Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around site. Loading plant/machinery will be operated at ground level, i.e. never on stockpiles unless health and safety procedures dictate otherwise.
Small vehicles travelling to and from the site (e.g. staff and visitor's cars, courier van deliveries etc.)	All those working on and visiting the site to be made aware of need for considerate driving and keeping vehicles well maintained. Small vehicles will arrive marginally earlier than the main site operating hours.

4.9 Complaints procedure

4.9.1 All complaints are recorded using a form similar to FHL/RF/7. The form as a minimum will include a record of the complaint, particulars of the complainant and details of any action taken to alleviate the problem.

5 Emergency Procedures

5.1 General

5.1.1 In addition to obligations imposed by RIDDOR '13 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) the permit holder will notify the EA of any serious injuries to employees of Foley Haulage Ltd, other site users or members of the public arising as a result of operations on site. Minor injuries such as cuts and grazes etc. will be recorded in the accident book on site. Separate procedures will be used for different types of emergency. 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 to check 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 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 SITE USING THE MAIN ACCESS GATES AS QUICKLY AND AS ORDERLY AS POSSIBLE
f) ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT WHICH IS LOCATED IN THE OFF-SITE SHARED CAR PARK.
g) THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON A999" 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 may be stored on site will be contained within a bunded receptacle/container to contain any primary leaks. If any oil and vehicle maintenance chemicals are kept on site, they will be stored securely. In the event of a spillage a spill containment kit (absorbent pads, booms or granules) will be used to prevent further spillage and the contaminated absorbents placed in a skip for disposal to a suitably permitted facility.

5.3.2 Any wastes which would be classified as having the potential to cause polluting runoff are loaded onto a collection vehicle at the earliest opportunity and removed from site. The Environment Agency will be contacted in this screnario.

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

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

5.6 Adverse reactions

5.6.1 No wastes are accepted which will react to present such a hazard. If unauthorised waste is found in a skip 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** – The site would source further dust suppression equipment 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 there is a low- risk of mud tracking off site. Vehicles will undergo a stringent check and vehicle chassis would be sprayed using hoses to reduce the risk of mud tracking off site. If these measures aren't ample following inspections or complaints, the operator would source a road sweeper to clear the mud/debris from the road 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 alternative sites or use the EA's public register to search for alternative sites who could take this material and then contact the destination site. 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 at the site 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 FHL/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 with regard to their individual responsibilities.

6.4.2 Emergency procedures detailing what measures employees should adopt should a fire occur at the site are detailed in Section 5.2 and are covered by the 'emergency procedures' training (see Section 6.3).

6.4.3 Regular fire drills are undertaken by site management to ensure proper procedures are followed by employees in the unlikely event that a fire incident occurs**.** These will be unannounced drills and will not form part of the induction or review training as specified in Section 6.1.

6.4.4 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 Section 1.6

6.7 Vehicle / plant preventative maintenance training

6.7.1 This training is provided specifically for the vehicle and plant operators in order to ensure that all plant and machinery is checked regularly to prevent any occurrences which may lead to any adverse impacts on the environment or human health.

6.7.2 Training will be in accordance with Section 3.5 of this document and will be based on the preventative maintenance schedule supplied by the plant/equipment manufacturer.

6.7.3 The same training will be provided to senior management enabling a dual-level maintenance programme.

6.8 Duty of care training

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

6.9 Plant operation training

6.9.1 Any employees who are required to operate loading or treatment plant for the movement or processing of waste will be required to undertake the necessary qualifications for the operation of the specific item of plant in question. This will be required prior to operating the plant and will be obtained through necessary external certification programmes.

6.9.2 Regardless of general plant operation certification, all operatives will be fully inducted in the operation of the specific make and/or model of plant used on site.

6.10 Permit / management System

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

6.11 Training for contractors

6.11.1 General site training will be provided to any contractors who are working on the site on a temporary basis as described in Sections 6.2, 6.3 and 6.4 above.

6.11.2 Additional training will be provided to contractors in their area of expertise. If they are dealing with specific items of plant/machinery, site operating conditions and a general understanding of the EP conditions will be provided to prevent any adverse impacts on the environment.

Appendix I

Drawings

Appendix II

Record Keeping Forms

REJECTED WASTE - RECORD FORM FHL/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	

FOLEY HAULAGE LTD
SITE INSPECTION FORM (DAILY INSPECTIONS) – FHL/RF/4

WEEK STARTING								
TYPE OF INSPECTION		**DAY**						
		M	**T**	**W**	**T**	**F**	**S**	**S**
SITE ENTRANCE/NOTICE BOARD								
SECURITY - GATES								
SECURITY - FENCING								
SITE ROADS (CLEAR FROM HAZARDS)								
IMPERMEABLE CONCRETE AREAS (INTEGRITY)								
INTERCEPTOR								
SITE DRAINS CLEAR / FUNCTIONING CORRECTLY								
WASTE CONTAINERS & BAY WALLS								
WASTE STORAGE LIMITS	MIXED WASTE							
WASTE STORAGE LIMITS	SORTED WASTE BAYS							
REJECTED WASTE TYPES / STORAGE								
NOISE LEVELS								
FIRES (ANY INCIDENTS REPORTED)								
QUARANTINE SKIP								
NO SMOKING SIGNS IN PLACE								
FIRE FIGHTING EQUIPMENT								
PLANT/EQUIPMENT MAINTENANCE CHECKS								
PLANT/EQUIPMENT IDLING (NO DRIVER/OPERATOR PRESENT)								
SPILL KITS								
OFFICE/WELFARE FIRE RISKS CHECKED								
FUEL TANK/BUND								
LITTER								
DUST								
ODOUR								
VERMIN								
RECORDS								
WEATHER CONDITIONS								
COMPLAINTS RECEIVED								
OTHER (SEE NOTES BELOW)								
INSPECTION CARRIED OUT BY								

NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):

CHECKED BY		**SIGNATURE**	
POSITION		**DATE**	
Sheet		***of***	

FOLEY HAULAGE LTD
EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - FHL/RF/5

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:							

FOLEY HAULAGE LTD
COMPLAINTS REPORT FORM (FHL/RF/6)

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 FHL/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.

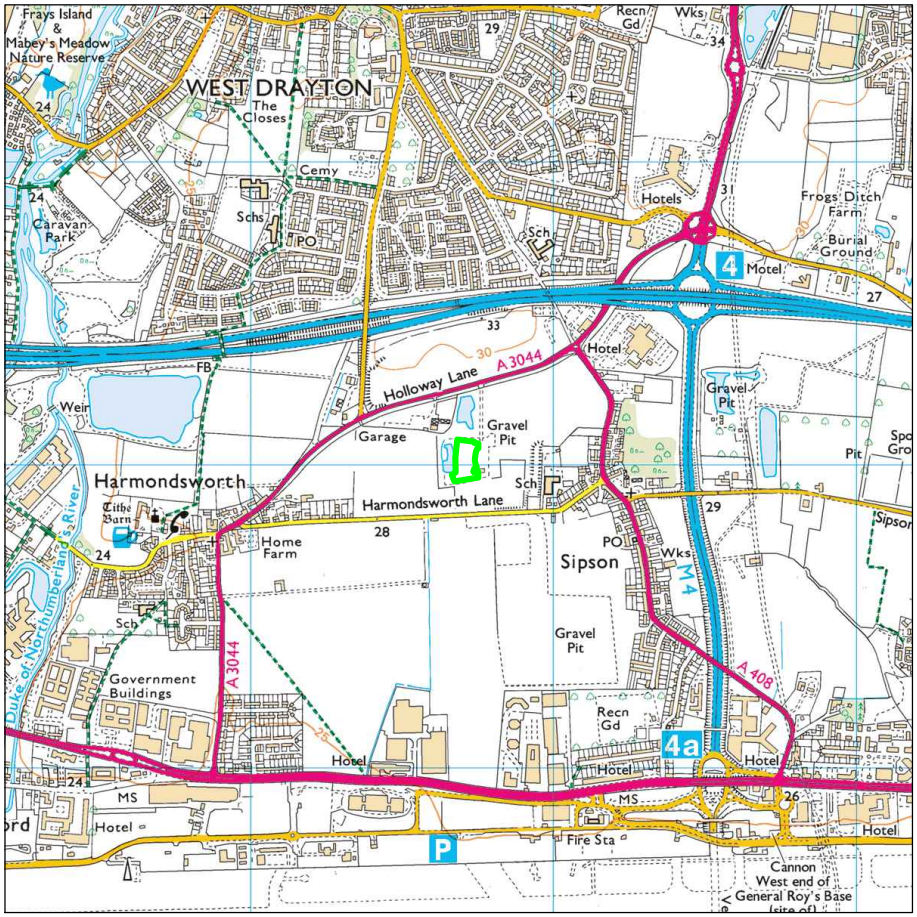
7) If the caller is unhappy about the outcome or unwilling to identify themselves the caller will be invited to contact the Environment Agency and or the Local Authority.

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

Copy of Environmental Permits & EWC codes

(to be completed upon permit issue)



Scale Bar (1:25,000)

0 km 1 km 2 km

NOTES

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REVISION HISTORY

Rev	Date	Init:	Description:
-	21.2.20	RS	Initial drawing

KEY:

Site location

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants

DRAWING TITLE
SITE LOCATION MAP

CLIENT
Foley Haulage Ltd

PROJECT/SITE
Aggregates Facility, Land off Holloway Lane, Harmondsworth, West Drayton UB7 0AE

SCALE @ A4	JOB NO	CLIENT NO
1:25,000	001	3066

DRAWING NUMBER	REV	STATUS
3066-HAR-AGG-01	-	Issued

DRAWN	CHECKED	DATE
RS	RS	21.02.19

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

NOTES

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REVISION HISTORY

Rev	Date	Init:	Description:
-	19.2.20	RS	Initial drawing

KEY:

Permit boundary

Scale Bar (1:1,250)

0 m 10 20 30 40 50 m

Oaktree Environmental Ltd

Waste, Planning and Environmental Consultants

DRAWING TITLE

PERMIT BOUNDARY PLAN

CLIENT

Foley Haulage Ltd

PROJECT/SITE

Aggregates Facility, Land off Holloway Lane, Harmondsworth, West Drayton UB7 0AE

SCALE @ A4	JOB NO	CLIENT NO
1:1,250	001	3066

DRAWING NUMBER	REV	STATUS
3066-HAR-AGG-02	-	Issued

DRAWN	CHECKED	DATE
RS	RS	19.02.20

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Waste, Planning and Environmental Consultants

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DRAWING TITLE
SITE LAYOUT PLAN

CLIENT
Foley Haulage Ltd

PROJECT/SITE
Aggregates Facility, Land off Holloway Lane, Harmondsworth, West Drayton UB7 0AE

SCALE @ A3	JOB NO	CLIENT NO
1:500	001	3066

DRAWING NUMBER	REV	STATUS
3066-HAR-AGG-03	-	Issued

DRAWN	CHECKED	DATE
RS	RS	20.02.20

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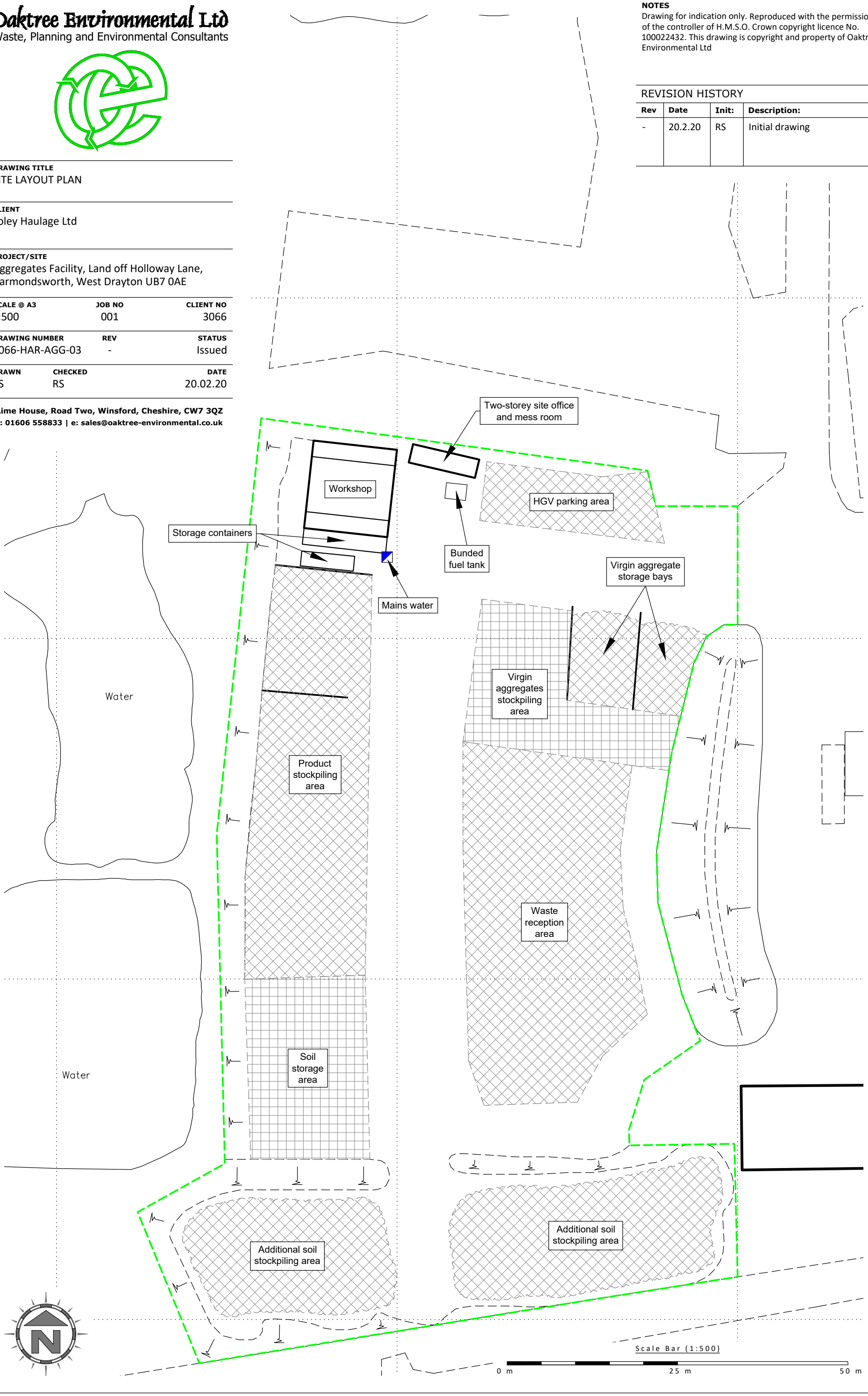
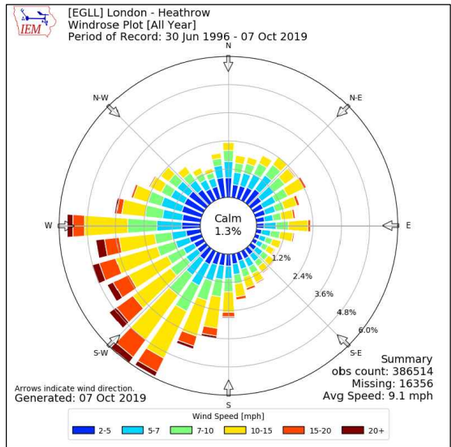
REVISION HISTORY

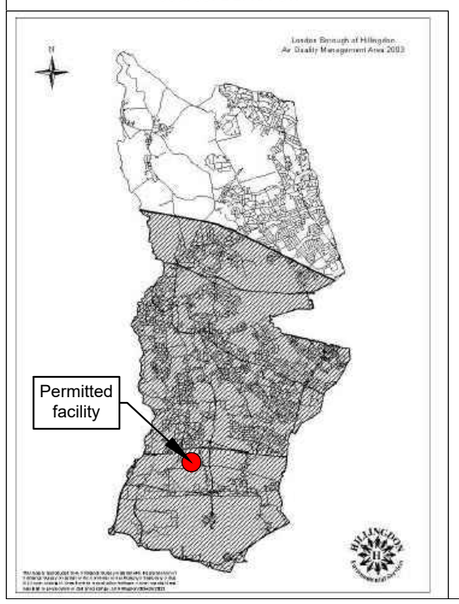
Rev	Date	Init:	Description:
-	20.2.20	RS	Initial drawing

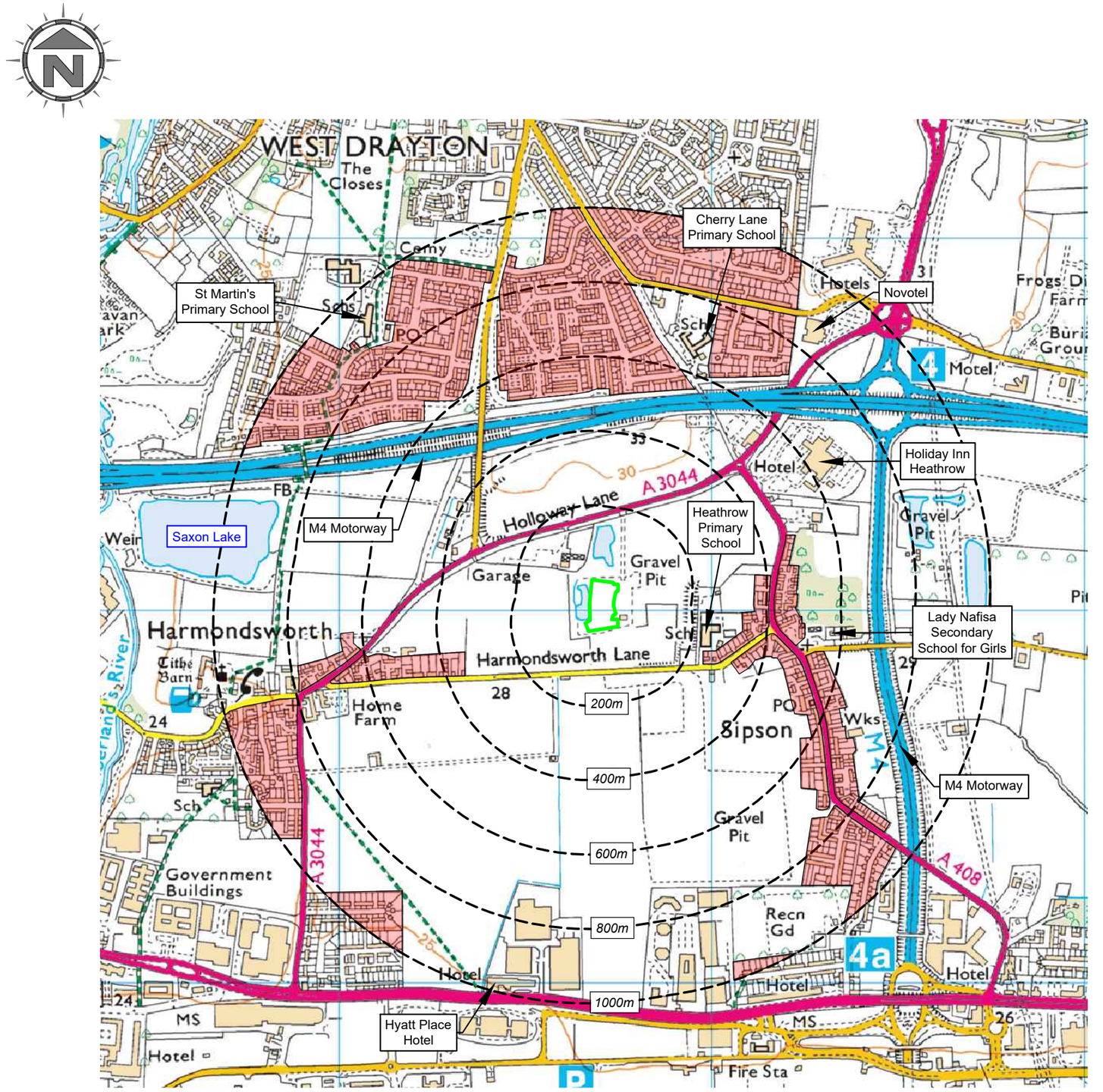




Compass Wind Rose for London - Heathrow (EGLL)
Period 1996-2019
- source: Iowa State University

Hillingdon Air Quality Management Area (AQMA)
- source: DEFRA UK





Scale Bar (1:12,500)

0 km 500 m 1 km

NOTES
1. Boundaries are shown indicatively.
2. Wind rose data shows the prevailing wind direction to be South-Westerly.

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REVISION HISTORY

Rev	Date	Init:	Description:
-	20.2.20	RS	Initial drawing

KEY:

- Permit boundary
- Surface water body (river / stream / pond / pool / lake)
- Workplaces (includes agriculture industry, commerce and retail)
- Residential blocks
- Class A roads
- Class B roads
- Class C roads
- Woodland areas

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants

DRAWING TITLE
RECEPTOR PLAN

CLIENT
Foley Haulage Ltd

PROJECT/SITE
Aggregates Facility, Land off Holloway Lane, Harmondsworth, West Drayton UB7 0AE

SCALE @ A3	JOB NO	CLIENT NO
1:12,500	001	3066

DRAWING NUMBER	REV	STATUS
3066-HAR-AGG-04	-	Issued

DRAWN	CHECKED	DATE
RS	RS	20.02.20

Lime House, Road Two, Winsford, Cheshire, CW7 3QZ
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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 sorting/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 Foley Haulage Ltd 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 recycling centre 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 Foley Haulage Ltd nor their employees shall be liable for any loss or injury arising from my non-compliance with the above conditions.

Signed..... Print name.....

Company/Organisation..... Date.....

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