

ENVIRONMENTAL MANAGEMENT SYSTEM

Land Adj to Millhouse Garage, Hale Road, Widnes, Cheshire, WA8 0TL

Global Metal Recycling Ltd

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Oaktree Environmental Ltd

Waste, Planning & Environmental Consultants



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Drawing No. MILL/3344/02B – Permit Boundary Plan

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Appendix III - Copy of Environmental Permits

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**FOR REFERENCE ONLY; OPERATOR MAY USE INTERNAL INSPECTION SHEETS OR THE FORMS
WILL BE KEPT IN ELECTRONIC FORMAT**

Site Information & Key Contacts List

Site Address:	Land Adj to Millhouse Garage, Hale Road, Widnes, Cheshire, WA8 0TL		
Site Operator:	Global Metal Recycling Ltd	National Grid Ref:	SJ 48956 84678

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
David Thomas Smith	Director	0151 420 3708	07733 063840
Shaun Smith	Site manager / TCM	0151 420 3708	07769 605639
Halton General Hospital Hospital Way, Placefields, Runcorn, WA7 2DA	Main NHS Hospital	01928 714567	999 / 111
	Accident & Emergency (A&E)	999 / 111	999 / 111
The Beeches Medical Centre 20 Ditchfield Road, Widnes, Cheshire, WA8 8QS	Local Doctor Surgery (GP)	0151 424 3101	999 or 112
Widnes Police Station (Cheshire Constabulary) Gerrard St, Widnes WA8 6BF	Local Police Non-Emergency	101 or 01244 350000	999 or 112
	Police Emergency	999 or 112	999 or 112
Widnes Fire Station (Cheshire Fire & Rescue Service) 62 Lacey St, Widnes WA8 7SW	Fire and Rescue Service (In Emergency Dial 999)	999 or 01606 868904	999 or 112
Halton Borough Council Municipal Bldg, Kingsway, Widnes WA8 7QF	County Council General Enquiries	0303 333 4300	999 or 112
Environment Agency Richard Fairclough House, Knutsford Road, Latchford, Warrington, WA4 1HT	Local Environment Agency Office	03708 506506	0800 80 70 60
Oaktree Environmental Ltd Lime House, 2 Road Two, Winsford, Cheshire CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	999

1 General Considerations

1.1 Site operator/permit type

1.1.1 Global Metal Recycling Ltd is the Environmental Permit (EP) holder and currently operates under standard rules permit SR2008No21 (NB3332RD/A001), which was issued on 06/02/2013.

1.1.2 The purpose of this document is to accompanying a variation of the EP to add a Household, Commercial & Industrial Waste Transfer Station with treatment to the permit.

1.2 Relevant contacts

1.2.1 The registered office contact details for the operator are as follows:

Global Metal Recycling Ltd	Contact: David Thomas Smith
85 – 87 Vauxhall Road	Position: Director
Liverpool	Tel: 0151 420 3708
L3 6BN	Email: admin@globalmetalrecycling.co.uk

1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for Global Metal Recycling Ltd to assist in the preparation of this Environmental Management System (EMS). Contact details for Oaktree Environmental are as follows:

Oaktree Environmental Ltd	Contact: Chris Parry
Lime House	Position: Senior Consultant
2 Road Two	Tel: 01606 558833
Winsford	E-mail: chris@oaktree-environmental.co.uk
Cheshire CW7 3QZ	

1.3 EMS

1.3.1 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*" and Non-hazardous and inert waste: appropriate measures for permitted facilities published 12/07/2021.

- 1.3.2 A full list of relevant contacts including emergency contact numbers are provided in the Site Information & Key Contacts List section in the pre-pages of this document.

1.4 Site information and locality

- 1.4.1 The site is located at Land Adj to Millhouse Garage, Hale Road, Widnes, Cheshire, WA8 0TL as shown on Drawing Nos. MILL/3344/01 & 02B. The national grid reference for the site is SJ 48956 84678

1.5 Permit area/waste management operations

- 1.5.1 The permit boundary is outlined in green on Drawing No. MILL/3344/02. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant and equipment.

- 1.5.2 The EP is required for the storage (keeping) prior to removal, and treatment (all types of handling/processing) of waste. Waste treatment processes which can be carried out on site will include the following:

- Crushing/Compacting of metals (by loading shovel/360° excavator)
- Sorting (with loading shovel/360° excavator or by hand)
- Screening (by using appropriate mechanical screening plant and equipment)
- Blending (by using appropriate mechanical plant and equipment)
- Separation (by using appropriate mechanical screening plant and equipment)
- Shredding of wood (by using appropriate plant and equipment) - **No shredding currently taking place at the site**
- Shearing (by using appropriate plant and equipment) - **No shredding currently taking place at the site**
- Baling (by using appropriate plant and equipment) - **No baling currently taking place at the site**
- Magnetic separation of ferrous metals

1.6 Limits of activities

1.6.1 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 THE following limits of activities are set out in the tables below for each activity:

Table 1.1 -Proposed Permitted Operations – HCI WTS

TABLE S1.1 activities		
Activity reference	Description of activities for waste operations	Limits of activities
Household, commercial & industrial waste transfer station with treatment	<p>D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)</p> <p>R13: Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)</p> <p>D14: Repackaging prior to submission to any of the operations numbered D1 to 13</p> <p>D9: Physico-chemical treatment not specified elsewhere in Annex IIA which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D8 and D10 to D12</p> <p>R3: Recycling/reclamation of organic substances which are not used as solvents</p> <p>R4: Recycling/reclamation of metals and metal compounds</p> <p>R5: Recycling/reclamation of other inorganic materials</p>	<p>Treatment consisting only manual sorting, separation, screening, blending, baling, shredding, crushing or compaction of waste into different components for disposal, (no more than 75 tonnes per day) or recovery.</p> <p>Subject to any other requirements of this permit wastes shall be stored for no longer than 3 years prior to recovery.</p> <p>Waste types suitable for acceptance are limited to those specified in Section 2.3 below.</p>

Table 1.2 -Proposed Permitted Operations – MRS

TABLE S1.1 activities		
Activity reference	Description of activities for waste operations	Limits of activities
Metal Recycling Site	<p>R13: Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)</p> <p>R4: Recycling/reclamation of metals and metal compounds</p>	<p>Treatment consisting only of sorting, separation, grading, shearing, shredding, baling, compacting, crushing, granulating and cutting of ferrous metals or alloys and nonferrous metals into different components for recovery.</p> <p>The maximum quantity of non-hazardous waste subject to a shredding operation shall not exceed 75 tonnes per day.</p> <p>There shall be no treatment of catalytic converters including decanning, other than sorting and separating from other wastes.</p> <p>There shall be no treatment of lead acid batteries.</p> <p>The maximum quantity of hazardous waste stored at the site shall not exceed 50 tonnes at any one time.</p> <p>No more than 10 tonnes of intact waste vehicle catalytic converters (waste code 16 01 21* or 16 01 22) shall be stored at the site at any one time.</p> <p>Wastes shall be stored for no longer than 3 years prior to recovery.</p>

1.6.2 The treatment on-site can consist of manual sorting, separation, screening, baling, shredding, crushing or compaction of waste into different components for disposal, (no more than 50 tonnes per day) or recovery.

1.7 Hours of operation

1.7.1 The site will be permitted to be open during the following hours for the receipt, including depositing, sorting, moving, storing and removing waste:

Monday to Friday 07:00 – 17:00

Saturday 07:00 - 15:00

Sundays, Bank/Public holidays No operations

1.7.2 The use of any mechanically machinery to treat waste i.e. shredder, trommel, shear will only be in operation during the following hours:

Monday to Friday 09:00 – 17:00

Saturday No operations

Sundays, Bank/Public holidays No operations

1.7.3 The only activities on site which will be permitted outside of these hours are maintenance works, general administrative duties and emergency processing due to unavoidable events such as staff shortages, plant breakdowns or poor weather conditions.

1.7.4 During times where the site is closed or not in operation, the site will be locked and secured to prevent unauthorised vehicular or pedestrian access.

1.8 Waste Storage, Types and Quantities

1.8.1 The locations of the operational and storage areas are shown on Drawing No. MILL/3344/03. The nature of operations at waste facilities means that certain operational areas may change depending on processing requirements.

1.8.2 The waste types handled on site consist of Household, commercial and industrial waste (HCI) and dry, inert and non-hazardous construction, demolition and excavation waste as defined in the Controlled Waste (England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990. A detailed breakdown of the waste types allowed for

acceptance at the site will be shown in the EP which will appear in Appendix III of this document.

- 1.8.3 Both the HCI WTS and MRS would accept <50,000 tonnes of waste per annum (100,000 tonnes per annum total) which would equate to a maximum of 1,000 tonnes per week, 200 tonnes per day for each activity. This is an average and daily/weekly tonnages could increase/decrease depending on quiet and busy periods.

1.9 Waste storage table

- 1.9.1 The following table overleaf details the maximum pile sizes and duration for all wastes stored on site when the site is not operational. On average, the site is able to store approximately 2,000 tonnes at any one time. It is important to note that the storage quantity of the site may vary should the site improve infrastructure enabling increased waste storage.

Table 1.3 – Storage Table Details

Storage Area Details (Pile volume based on Area x Height)												
Plan Ref	Description	Storage type	Containment / type	Height / width of firewall (m)	Max Width (m)	Max Length (m)	Max storage height (m)	Approx. Area (m2)	Conversion factor used	Approx. volume (m3)	Max storage time	Comments
AREA 1A - 1C	Containers of loose non-ferrous metal and batteries / catalytic convertors (locations may vary)	Manually sorted, contained in a mixture of pallet boxes, tonne bags and metal containers (processed by hand sorting)	Sealed containers / concrete panel wall of building	3 / 0.3	1 (per container)	1 (per container)	1 (per container)	1 (per container) - whole area size may vary	1	1 (per container) - whole volume size may vary	<1 week	Each container is moveable and accessible from at least one side. Container removed sooner if full and replenished with new container.
AREA 2	Containers of sorted loose ferrous and non-ferrous	Contained in mixture of pallet boxes and metal containers (processed by hand sorting)	As above	3 / 0.3	As above	As above	As above	As above	1	As above	<1 week	As above
AREAS 3 - 10	Sorted loose ferrous scrap metal storage bays (row based on maximum bay size)	Free-standing piles (processed by hand sorting)	Bolt down concrete retaining wall to the rear and interlocking concrete blocks to the sides	3 / 0.15 & 0.6	11	7.5	2	82.5	0.75	124	<12 weeks	Pile usually removed weekly, 12 weeks only in extenuating circumstances i.e. breakdowns, transport failures etc..
AREA 11	Loose scrap metal reception and storage area, also pre-shear pile	Free-standing (unprocessed)	Freestanding pile / none	N/A	20	10	4	200	0.5	400	12 weeks	As above
AREA 12	Sorted loose ferrous scrap metal (pile based on each container volume)	40-cubic yard roll on, roll off containers (processed by hand sorting and excavator)	Partly / interlocking concrete blocks	3 / 0.6	6.1	2.44	2.62	14.884	1	39	4 weeks	Each container is moveable and accessible from at least one side. Container removed sooner if full and replenished with new container.
AREA 13	Tyres from articulated trailers (pile based on each container volume)	As above	As above	3 / 0.6	6.1	2.44	2.62	14.884	1	39	4 weeks	As above
AREA 14	Articulated trailer (ELV) dismantling, crushing, compacting, sorting and separation area - mixture of wood and scrap metal	Free-standing (processed by hand sorting and excavator)	Partly within bolt down concrete retaining wall to the north and interlocking block wall to the east	3 / 0.15 & 0.6	15	20	2	300	0.75	450	<12 weeks	Pile usually removed weekly, 12 weeks only in extenuating circumstances i.e. breakdowns, transport failures etc..
AREA 15	Mixed HCI waste holding area	Free-standing (processed by hand sorting and excavator)	Freestanding / concrete panel wall	3	7	6	2	42	0.75	63	<1 week	Pile usually cleared daily or 1 week only in extenuating circumstances i.e. breakdowns, transport failures etc..

Plan Ref	Description	Storage type	Containment / type	Height / width of firewall (m)	Max Width (m)	Max Length (m)	Max storage height (m)	Approx. Area (m2)	Conversion factor used	Approx. volume (m3)	Max storage time	Comments
AREA 16	Trommel fines	Free-standing (processed by Terex Ecotec Trommel Screen)	N/A	N/A	4	4	2	16	0.5	16	<12 hours	Cleared every few hours to adjacent sites on Ditton Road
AREA 17	Plasterboard	8-cubic yard skip	N/A	N/A	1.67	3.66	1.22	6.1122	1	7	<1 week	Each container is moveable and accessible from at least one side. Container removed sooner if full and replenished with new container. This container is also covered out-of-hours
AREAS 18 - 21	Sorted wastes via picking line and hand sort - wood, plastic, paper & cardboard and non-recyclable	40-cubic yard roll on, roll off containers (processed by hand sorting and excavator)	N/A	N/A	6.1	2.44	2.62	14.884	1	39	<1 week	As above
AREA 22	Scrap metal	40-cubic yard roll on, roll off container (sorted overband magnet)	N/A	N/A	6.1	2.44	2.62	14.884	1	39	<1 week	As above
AREAS 23	Bulky hardcore, brick, stone etc..	Free-standing (end of treatment process)	Bolt down concrete retaining wall to the rear and interlocking concrete blocks to the sides	3 / 0.15 & 0.6	8	8	2	64	0.75	96	<12 weeks	Pile usually removed weekly, 12 weeks only in extenuating circumstances i.e. breakdowns, transport failures etc..
AREAS 24 - 27	Processed ferrous scrap metal <30mm - 150mm)	Processed by shearing	As above	3 / 0.15 & 0.6	5.5	5	2	27.5	1	55	<12 weeks	As above
AREA 28	Skips of waste awaiting tipping	Unprocessed / loose in 4 - 8 cubic yard skips	Bolt down concrete retaining wall to the rear	3 / 0.15	6.1	2.44	2.62	14.884	1	39	<48 hours	Containers usually tipped before end of the working day but may be stored Sat - Mon in extenuating circumstances i.e. breakdowns, staff shortages etc..

1.10 Staffing and management

1.10.1 The table below details the minimum number of staff when the site is open for the reception and processing of waste.

Table 1.4 - Staffing Levels

Position	Employees	Responsibilities
Site manager	1 (1)	Overseeing and co-ordinating all activities which take place at the site
TCM	1 (1)	Ensuring that the site is being operated in accordance with Health & Safety Legislation
Machine / Plant Operator's /	3 (1)	Waste handling/processing, reception and plant operation
General operatives	3 (2)	To conduct site patrols when the site is not manned / operational
Administration staff	1 (1)	Office/administrative duties

1.10.2 Additional temporary staff may be employed on site during busy periods to carry out site maintenance works, plant maintenance, administration and record keeping.

1.11 Health and safety

1.11.1 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.

1.12 Fit and proper persons

1.12.1 The site's Technically Competent Manager (TCM) provides 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.

1.12.2 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.

1.13 Convictions

1.13.1 Global Metal Recycling Ltd nor any of the relevant people within the company have been convicted of a relevant offence.

1.14 Waste carriers

1.14.1 Global Metal Recycling Ltd hold an upper tier waste carrier; Ref. CBDU81253

2 Site Engineering and Infrastructure

2.1 Site description

2.1.1 The site infrastructure is clearly detailed on Drawing No. MILL/3344/03. The drawing illustrates the following areas on site:

- i) Different surfaces i.e. concrete, hardstanding etc.
- ii) Location of buildings
- iii) Height/type of perimeter fencing
- iv) Reception and storage areas of waste
- v) Location of fixed plant/equipment i.e. loading hoppers, screeners, shredders

2.2 Access and parking

2.2.1 Access and egress to/from the site is via Beacon Road and then via an access track into the site as shown on Drawing No. MILL/3344/03. Ample parking is available on site for staff visitors.

2.3 Site office

2.3.1 The site office is located as shown on Drawing No. MILL/3344/03 and the documents listed below will be retained in the site office.

Documents to be retained in site office
The Environmental Permit (original & any subsequent variations)
This Environmental Management System / EAWML (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)
Duty of care product notes [(aggregates/topsoil (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 Weighing and categorising loads

2.4.1 The site has a weighbridge for accurate weighing of loads to and from the site. During instances where the weighbridge is out of action, the weight of each load into and out of the site will also be estimated using the standard EA/WRAP agreed volume-to-weight conversion factors.

2.5 Notice board and signs

2.5.1 A notice board is erected at the site entrance and 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
- Operating hours.

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

2.6 Site security

2.6.1 The site will have the following in place around the site perimeters as shown on Drawing No. MILL/3344/03 where the on-site buildings do not comprise the security:

- 2.4m high palisade fencing
- 3m high concrete walls

2.6.2 There is 24/7 remotely accessible CCTV fitted with full on and off-site coverage. The CCTV on site will consist of various pan, tilt and zone (PTZ) and fixed cameras with 3600, 50m

coverage strategically placed to ensure the whole site can be monitored. The location of the cameras are indicatively shown on MILL/3344/03.

- 2.6.3 Any unusual or suspicious activity picked up which is not in line with site specific procedures will mean a call to the emergency services which would present the risk of arson.
- 2.6.4 The site also has two no. security guards who are situated in mobile cabins which patrol the entire site every hour once the site closes. The security guards live on site 24/7.
- 2.6.5 The site security measures (fencing/gates) 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 as soon as practicable. All repairs will be noted on the site diary within 24 hours of the event.
- 2.6.6 If unauthorised access becomes apparent as a problem at the site the security measures will be reviewed and improvements implemented.

2.7 Fuel storage

2.7.1 The location of the above areas are shown on Drawing No. MILL/3344/03 and will comprise red and white diesel and AdBlue. The storage of these fluids will take place in a dedicated workshop area stored >6m from any waste material or other combustible/flammable material. The procedures for fuel storage on site are as follows:

- Tanks are 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 any fuel/fluid's storage without a fire wall in place.

2.7.2 The tanks are clearly marked showing the product within and their capacity. In addition to daily checks by staff for the tank's integrity, the tanks are also alarmed to ensure the operator notified in advance prior to the tanks being full.

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

2.8 Rejected Waste

2.8.1 Any waste which is rejected will be stored in a quarantine skip and removed from the site whenever the container is full. The location of this skip has not been included on Drawing No. MILL/3344/03 as the skip location may vary 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). Rejected waste will be recorded on form GMR/RF/2 or similar.

2.9 Drainage

2.9.1 All of the site benefits from an impermeable concrete surface where surface water drains to a series of central catchment pits which drain into three separate NSAFA050 full retention separator storage tanks which are sealed. The site drainage system will ensure:

- The sealed sumps/interceptor tanks are inspected daily and after rainfall, emptied by a suitably authorised company when the collected liquids reach 80% of the capacity of the sump as measured using a dipstick or equivalent gauge. The tanks/sumps have been constructed and will be maintained so as to collect and contain all liquids which run off the site surface
- Inspections and emptying of sealed sumps shall be recorded in the site diary.
- Uncontaminated drainage from clean yard areas shall be kept separate and

2.10 Vehicles, plant and equipment

2.10.1 Waste will be handled using the plant listed overleaf. Only trained operators will be permitted to drive/operate the plant. Any changes to the list will be notified to the EA prior to implementation.

Table 2.1 - Plant & Equipment

ITEM	NUMBER	FUNCTION
360° excavator	2	Loading/unloading/movement/sorting
Forklift truck	1	Loading/unloading/movement/sorting
Hopper	1	Source of waste sorting process
Trommel screen	1	Removal of inert <10mm fines from C&D waste
3-bay picking station	1	Hand-sorting of residual and wood waste from C&D waste
Overband magnet	1	Removal of metals from C&D waste
Wood Shredder	1	Shredding of wood
Weighbridge	1	Weighing of loads (import & export)
Mobile 2,000 litre bowser	1	Dampening down surfaces and dusty waste piles

2.10.2 Note: The plant/equipment on site may vary and additional equipment may be hired-in to cope with larger jobs, jobs with specific requirements or to prevent over stockpiling leading to a breach of permitting conditions.

2.11 Mobile and fixed plant maintenance

2.11.1 All mobile and fixed plant on site including vehicles in the fleet are subject to annual manufacturer maintenance to ensure proper working order in the form of service contracts.

2.11.2 Site management will undertake or delegate additional preventative maintenance checks on a more frequent basis i.e. daily, before, during and 1 hour at the end of each working day using a checklist similar to that in Appendix II to ensure the following:

- Machinery is mechanically sound for use and no presence of black fumes or trailing liquids visible prior to use or following shutoff of plant/equipment.
- Mobile plant is stored in the out-of-hours plant storage area as shown on Drawing No MILL/3344/03 following cessation of activities and external separation distances of 6m are observed between plant and any combustible or flammable material.
- No plant will be stored in the building out-of-hours
- Plant which is not in use for any extended period is stored at least 6 metres from combustible waste in the dedicated area on site.
- All plant and equipment vehicles are fitted with fire extinguishers in the cab. Rubber strips are not considered appropriate as they are usually removed via uneven and bumpy ground.
- Dust from processing/treatment operations on site can settle throughout the working day onto processing plant, plant exhausts and engine parts so a fire-watch will be implemented after cessation of works and equipment powered down for 1 hour each day to remove any dust/fluff using brushes, hoses etc... Any build of dust/fluff will be removed from the equipment and deposited into a container to await removal from site and site management informed.

3 Site Operations

3.1 Preliminary procedures

3.1.1 Guidance will be given by the site operator to all employees, sub-contractors, other waste carriers and customers regarding the waste types which are acceptable at the site (i.e. a copy of the relevant authorisations for the site such as the EP). Generally, one contractor haulier is employed to bring the material to site but if however, waste is to be accepted under sub-contractor or is delivered by other known hauliers then the carrier registration details will be taken prior to them being considered. All haulage operators bringing waste to the site will be periodically checked with the EA to ensure that they are registered. The procedures below will be followed prior to the receipt of soils on site.

3.1.2 The procedures below would be followed prior to the receipt of waste on site.

3.1.3 When a driver employed by the permit holder arrives at the waste producers' 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/permited 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).

3.1.4 If further instructions are needed the driver may also report back to the site manager.

3.2 Checking in & inspection of loads (general)

3.2.1 All incoming vehicles are required to report to the site office. The details of the load will be recorded and the transfer note and company documentation will be further checked by the

operator to ensure that the load is acceptable at the site. The weight of all loads will be recorded using a weighbridge or agreed WRAP conversion weights for loads where the weight is not known upon receipt at the site. Any deviation from these procedures or problems with any loads will be reported to the site manager.

3.2.2 All vehicle drivers must report to the site/weighbridge office upon arrival at the site. Each load will be weighed, recorded and its contents inspected. All waste accepted on site will be directed to the appropriate reception area.

3.2.3 Once a load has been accepted 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 material complies with the EP. If non-compliant waste is discovered before deposit, the load will not be accepted and disposed of at an approved facility. In cases where the presence of unauthorised waste is likely to lead to a breach of permit conditions, the EA will be contacted immediately to agree a course of action.

3.2.4 Loads are also examined at the point of unloading. If they are found to be unacceptable at this point the load will be reloaded and returned to source. If small levels of contamination are noted they are handpicked and reject material placed in a skip for safe disposal.

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

3.3 Waste acceptance procedure (general)

3.3.1 All incoming vehicles upon arrival are required to report to the person in charge of waste acceptance at the site. The details of the load will be recorded, and the duty of care note/company documentation will be further checked by the operator to ensure that the load is acceptable at the site, including a visual check prior to the vehicle proceeding to the tipping area. Any deviation from the procedures or problems with any loads will result in

tipping facilities being suspended for the offending company. Loads which are not acceptable within the above terms will be rejected.

3.4 Waste deposit & handling

3.4.1 Once a load has been accepted by the operator, the contents will be discharged into the appropriate reception, storage and treatments area as shown on Drawing No. MILL/3344/03.

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

- 17 08 02 – Gypsum / plasterboard (**AREA 17**)
- 17 09 04 - mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03 – (**AREAS 15, 28 & Mixed HCl waste reception and sorting area**)
- 20 03 01 - mixed municipal waste - (**As above**)
- 20 01 40 – mixed metals – (**AREA 11**)

3.4.3 On average, the site will accept approximately 2,500 – 5,000 tonnes of waste per month and 1,000 – 2,000 tonnes per week. The operator accepts approximately 50% of waste from householders and 50% from builders on behalf of householders, the site will receive any waste from any industrial sites which would be subject to more detailed site investigation reports prior to accepting the material. The operator has informed the producers responsibility to ensure anything which is disposed in the skip is suitable and once a householder/builder accepts takes possession of the skip, an agreement between them and Hurley's will take place ensuring the following:

- The operator has informed the householder/builder of their duty to make sure all the waste received is non-hazardous and plasterboard is also segregated from mixed wastes
- Any skips hired out to builders to make sure no asbestos or plasterboard is disposed into the skip. In terms of asbestos, a builder would inform the householder if there was

asbestos present in the property/site and carry out a survey prior to any works being carried out.

- Once the waste has been collected by the driver, the customer will provide both written/verbal confirmation the waste inside the skip is non-hazardous and plasterboard has not been disposed in the skip with the mixed waste.
- Once the load has been tipped, it is checked by staff for any signs of contamination i.e. hazardous materials or plasterboard and if suitable, the waste will be sorted and deposited to the relevant recyclable pile on site.

3.5 Waste acceptance HCl waste

- 3.5.1 All mixed loads of waste will undergo a full inspection in the waste reception and sorting area. The inspection will be visual after to tipping to ensure there are no non-conforming loads in the pile which could consign the waste as being hazardous. This inspection is also to demonstrate that the waste is not contaminated by way in line with the EA's Technical Guidance WM3 "Guidance on the classification and assessment of waste (1st Edition v1.1)". Any material found in the load which could lead contamination of other wastes on site will be loaded back into the skip or delivery vehicle and removed off site as soon as practicable. If the load is acceptable, then it should be considered non-hazardous in line with WM3 along with any waste processed and then removed off site for further recycling or disposal.
- 3.5.2 If the site receives wastes directly from industrial sites, to ensure that only non-hazardous wastes are accepted, the following information will be requested from waste producers at the start of each contract to ensure compliance with the EP and WM3:
- 3.5.3 The operator will reserve right to refuse such loads if there is risk of the material being contaminated with hazardous material.
- 3.5.4 All incoming vehicles upon arrival are required to report to the person in charge of waste acceptance at the site. The details of the load will be recorded, and the duty of care note/company documentation will be further checked by the operator to ensure that the load is acceptable at the site, including a visual check prior to the vehicle proceeding to the

tipping area. Any deviation from the procedures or problems with any loads will result in tipping facilities being suspended for the offending company. Loads which are not acceptable within the above terms will be rejected.

3.6 Waste acceptance / gypsum & plasterboard assessment

3.6.1 Waste gypsum when mixed with biodegradable material results in the production of hydrogen sulphide which is a toxic gas so all waste gypsum will be kept separate from all other waste on site. This will be done by applying the following procedures:

- i) All waste transfer notes will be updated advising **no plasterboard is to be deposited in a mixed skip**. All existing and new customers will be told the importance of segregating plasterboard at the place of production due to the above issue.
- ii) Prior to delivering a skip to a property, the operator will ask the customer if any plasterboard is likely to be present in the load, i.e. what is the nature of the skip. If the customer is a builder or a householder having building works undertaken at their property, the customer will be provided with a separate bag for plasterboard / gypsum waste and a separate transfer note detailing the EWC code for plasterboard which is **17 08 02**.
- iii) The customer will be advised to place the bag of plasterboard on top of the skip or to the side of the skip prior to collection. The operator, when collecting the skip would ensure the bag is sealed and segregated from the mixed skip when loading on to the HGV.
- iv) If the customer refuses to segregate the plasterboard from other waste on the place of production, the skip will be subject to a more rigorous sort (shown in the sections below) when delivered to the site and the operator would inform the customer of a penalty charge.

3.7 Waste acceptance / POPs assessment

3.7.1 Staff will be trained in the identification of any waste which could contain POPs which will include the following:

- sofas
- sofa beds
- armchairs
- kitchen and dining room chairs
- stools and foot stools
- home office chairs
- futons
- bean bags, floor and sofa cushions

3.7.2 If any of the above wastes are identified in the waste tipping and sorting area and contain leather, synthetic leather, other fabric, or foam, the items will be segregated and taken to another suitably permitted site for processing.

3.7.3 If there is a risk of contamination from the identified POPs waste i.e. if pieces of foam, cover, lining or wadding material are released from the item the whole load will be classified as POPs waste and sent for destruction.

3.8 Waste treatment procedure HCl waste

3.8.1 In summary the site will accept waste in mixed loads from HCl sourced and tip them in the main reception area inside the open-fronted transfer building (**AREA 7**) and the waste is then subject to the following:

- i) All waste tipped is spread on the floor so any non-conforming material i.e. pressurised vessels, hot loads, batteries (if any discovered) can be picked out and immediately quarantined either in the quarantine area or a skip (location may vary).
- ii) Once the waste has passed inspection, the bulkier items i.e. mattresses, sofas etc.. will be removed by a grab and stored in **AREA 18** in an open topped container, any plasterboard identified in **AREA 7** will be handpicked and stored at **AREA 17**. Other larger items such as wood, hard plastics and PVC window frames will also be removed from this area and stored in **AREAS 19 – 21**.

- iii) . The waste in **AREA 8** will comprise mainly inert material and it is considered the risk of combustion would be very low.
- iv) The waste from the tipping area will mainly comprise inert C&D waste and the mixed C&D material will then be loaded into the first process of the mechanical treatment plant comprising the hopper by a 360^o excavator
- v) The hopper then feeds a trommel screen by conveyor which will discharge the <10mm fines off a conveyor (**AREA 16**).
- vi) Larger items of the mixed C&D waste then continue along the conveyor into a 3-bay picking station where recyclables are hand-picked by staff and deposited in the bays below (**AREAS 19 – 21**).
- vii) After the picking line, the waste remaining should be heavier items consisting of scrap metal and inert material. Scrap metal is removed by an overband magnet and deposited into the container below (**AREA 22**) and the inert material, which fall off the end of the plant through a chute, is discharge in the bay below (**AREA 23**).
- viii) The above wastes which are recycled during the treatment process drop into the bays below which are monitored continuously by staff and then any bays/containers which are full will be emptied and transferred to the larger storage areas on site.

3.8.2 The site will not mix or mechanically process any hazardous waste on site. Any hazardous or non-conforming items which could lead to a spark, ignition would be rejected and quarantined as detailed in section 3.1.2.

3.9 Waste treatment procedure MRS

3.9.1 Prior to accepting any metal into the site, the same procedures will apply as detailed in Section 3.1.1. Once a load of metal has been accepted, the contents will be reviewed and the following procedures will apply:

- i) Items of source segregated non-ferrous metal will be diverted to the non-ferrous metal building, these will be sorted and stored in the relevant external storage bays or if high value, stored in separate containers/tonne bags inside the building.

- ii) Bulky items of ferrous metal will be tipped in **AREA 11**, items of non-ferrous which may be present will be removed and stored in the relevant bays on site. The waste tipped will also undergo an inspection for any contrary items such as batteries. These will be removed and placed into the relevant containers on site.
- iii) The ferrous metal will then be loaded into the shear where the size of scrap will be reduced allowing for easier transportation off site. The scrap will continuously be loaded into containers attached to a HGV for removal off site.
- iv) Any swarf produced by the shear will be stored in **AREAS 24 – 27**.

3.10 Waste treatment procedure articulated trailers

3.10.1 Trailers will be accepted into the site already depolluted and will not contain any hazardous components. The containers will be stored and then dismantled/compacted in **AREA 14** using a mechanical grab. The predominant source of waste comprising the trailer is wood which will be shredded and then directly removed from site. Other items of the trailers which comprise scrap metal will be bulked up and sheared.

- i) Items of source segregated non-ferrous metal will be diverted to the non-ferrous metal building, these will be sorted and stored in the relevant external storage bays or if high value, stored in separate containers/tonne bags inside the building.

3.11 Non-conforming/rejected waste

3.11.1 Global Metal Recycling Ltd have issued warning letters to customers for the presence of foreign objects i.e. batteries, gas cylinders and if any are found, Global Metal Recycling Ltd enforce the following:

- i) A £150 fine will be administered in confirmed cases of a sealed canister, batteries being found in a customer's scrap.
- ii) If the customer continues to send in foreign objects, Global Metal Recycling Ltd will contact the customer to discuss the incident and to develop an understanding of root cause and how the issue can be prevented in future.

3.11.2 Any of these items found will be stored in a sealed, covered rejected waste container and removed from the site within 48 hours.

3.12 Waste/product removal and export

3.12.1 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.

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

- a) Brick/rubble - sent to a permitted site for further recycling i.e. crushing to produce 6F5 aggregate or similar product at an aggregates processing site.
- b) Plasterboard/gypsum – sent to a permitted site for further recycling
- c) Trommel fines – tested and sent to a suitably permitted site.
- d) Wood, paper/card and plastics - sent to a permitted site for further recycling
- e) Metals – Once treated/sorted, taken to a suitably permitted site for further recovery.
- f) Rejected material will be removed from site as detailed in Section 3.11.
- g) Waste unsuitable for processing will be sent to a suitably permitted site.

3.12.3 The operator will produce the following MNH waste codes on site:

- Processed/sorted aggregates = 19 12 12
- Trommel fines = 19 12 12
- Shredded wood 19 12 07

3.12.4 To demonstrate the above codes are non-hazardous leaving the site, basic characterisation testing will take place of the above wastes initially and assuming they are non-hazardous, the operator will drop to compliance testing as demonstrated in the operators WM3 Sampling & Inspection Plan.

3.13 Record keeping

3.13.1 Global Metal Recycling Ltd use detailed waste transfer and product notes for paper and electronic form to ensure compliance with the Waste Duty of Care Code of Practice - March 2016 (Section 34(9) of the Environmental Protection Act 1990). Section 3.7.2 below details the correct information required in order to comply with the Waste Duty of Care Code of Practice.

3.13.2 Records will be kept mainly in electronic format with paper documentation accompanying where necessary i.e. transfer/duty of care/product notes or weighbridge tickets.

3.13.3 It is mandatory the following details are recorded for every load of waste deposited at the site:

- i) The date and time of delivery.
- ii) The name and address of the waste producer.
- iii) The detailed and accurate description of the waste including type, quantity (in tonnes or cubic metres) and EWC codes.
- iv) How the waste is contained e.g. loose, container type.
- v) The carrier's name and address.
- vi) Driver's name, signature and vehicle registration No.
- vii) Signature or initials of persons producing/accepting/inspecting/carrying the waste where required
- viii) Additional handling details/notes made by the driver after inspection of the load.
- ix) SIC code of the premises which produced the waste.
- x) SIC code of the transferor
- xi) Waste hierarchy declaration.
- xii) Information on previous treatment of the waste e.g. manual or mechanical.

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

- i) Date and time of deposit.

- ii) A detailed and accurate description of the waste including type and EWC code.
- iii) The quantity of waste (in tonnes or cubic metres).
- iv) How the waste is contained e.g. loose, container type.
- v) Name, address and telephone No. of waste producer.
- vi) The carrier's name, registration number and vehicle registration.
- vii) Signature or initials of persons who produced, accepting/inspecting and carrying the waste.
- viii) Reason for the rejection of waste and action taken.

3.13.5 The following details will be recorded for every load of waste leaving the site:

- i) The date and time of removal.
- ii) Detailed and accurate description of the waste including type, quantity of waste (in tonnes or cubic metres) and EWC codes.
- iii) How the waste is contained e.g. loose, container type.
- iv) The destination waste management site or exempt facility.
- v) The name and registration No. of the carrier or employee removing the waste (if applicable) and vehicle registration No.
- vi) Signature or initials of persons i.e. transferor, transferee and carrier of the waste.
- vii) SIC code of the premises transferring the waste.
- viii) Waste hierarchy declaration.
- ix) Type of treatment waste subjected to (if relevant) e.g. manual, mechanical.

3.13.6 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, 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)

- 3.13.7 Outcomes of inspections of waste types, transfer/treatment areas, storage areas, drainage, infrastructure etc., will be recorded on-site inspection form and detailed comments will be entered into the site diary (including action taken or proposed). GMR/RF/4 (or similar).
- 3.13.8 Visitors to the site will sign the sites visitor's book located in the site office upon arrival stating the purpose of their visit and whom they represent.
- 3.13.9 Complaints will be recorded; GMR/RF/7 is included as an advisory. Section 4.9 demonstrates further action on the event of any complaints received.

3.14 Management techniques

- 3.14.1 All measures necessary to achieve a high level of protection of the environment and to ensure that the site is operated in accordance with this EMS and EP conditions will be strictly adhered to.
- 3.14.2 The manner in which the facility is managed is a critical element in ensuring emissions from the site operations are minimised. Therefore, management of this facility will ensure:
- a) Staff are competent to manage and operate the facility i.e. Fit and proper persons;
 - b) Waste acceptance procedures are in place;
 - c) Appropriate storage and handling procedures are in place;
 - d) Waste/product despatch procedures are in place;
 - e) Procedures and control techniques in place to minimise potential emissions to air, land and water;
 - f) There is an EMS, i.e. this document, in place to ensure standards are maintained, including incidents and complaints management procedures;
 - g) A communication programme is in place; and,
 - h) A health and safety programme is in place and coherently conveyed to all staff and rigorously enforced throughout the whole of the organisation.

3.15 Site closure plan

3.15.1 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:

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

4 Environmental Control, Monitoring and Reporting

4.1 Breakdowns and spillages

- 4.1.1 In the event of breakdown of the loading plant, an alternative machine will be brought on site until it is repaired. If an alternative machine cannot be used then waste will be stored securely until the plant is repaired. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages.
- 4.1.2 All site surfaces will be inspected daily when the site is in operation. Debris will be swept as required and placed in a skip for disposal to a suitably permitted site.
- 4.1.3 Any spillages of fuel/oil will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will be placed in a skip to be taken to a suitably permitted site for disposal. All spillages of waste and windblown litter will be cleared by the end of the working day in which they occur. Spillage clearance procedures are detailed in Section 5.4.
- 4.1.4 All wastes liable to give rise to contamination will be removed from the site if the site is not secure or if operations cease or are temporarily suspended.

4.2 Site inspections and maintenance

- 4.2.1 The inspection frequencies for maintenance/housekeeping are listed on record form GMR/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, 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 GMR/RF/4 with repairs/solutions being carried out immediately.

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 onto the site's access road from the wheels or bodies of HGVs. Visual inspections of the vehicle running surfaces at the site will be carried out daily and staff will report any problems with mud or debris on the site roads immediately to the site manager.

4.3.2 The deposit of material on the access road 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 Dust control

4.4.1 The operator has a standalone Dust Management Plan (DMP) in place Ref. MILL-3344-F and should be read in conjunction with this EMS.

4.5 Odour control

4.5.1 The operator has a standalone Odour Management Plan (OMP) in place Ref. MILL-3344-G and should be read in conjunction with this EMS.

4.6 Litter control

4.6.1 Given the nature of waste accepted at the site (i.e. light waste) and the external operations, there is a risk of litter from the site so careful management is required to reduce the risk.

- 4.6.2 Daily inspections for litter will be carried out for the presence of windblown litter and operatives will be instructed to collect the litter and place it in a skip for disposal/recovery before the end of the working day. In any event, all light waste will be placed in skips before the end of the working day. Regular checks of the areas immediately beyond the site boundary will be carried out by site operatives.
- 4.6.3 All light waste is expected to be kept inside the building in a secure bay which will prevent the wastes being blown off site. In the event of high winds, the light waste will be transferred to a sealed skip to prevent it being blown off site.

4.7 Control of pests, birds and other scavengers

- 4.7.1 The operator has a standalone Pests Management Plan (OMP) in place Ref. MILL-3344-H and should be read in conjunction with this EMS.

4.8 Control and monitoring of noise & vibration

4.8.1 The waste operations will be carried out using the Best Practicable Means at all times. A site-specific Noise Management Plan has prepared as part of this EMS and is shown in 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 or 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.	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 i.e. screeners, shredders, shears	<ul style="list-style-type: none"> 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 crushing/screening plant in strict accordance with the hours set out in Section 1.6 of this EMS will ensure any impact on the surrounding area is minimised during 'unsociable' hours when surrounding industrial operations are less intensive or dormant
Operation of loading plant (i.e. telehandler/360)	<ul style="list-style-type: none"> Drop heights to be kept to a minimum, particularly when loading empty tipper wagon/skip/container to minimise noise/vibration. Engines to be switched off when not in use. 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 only be operated at ground level, i.e. never on stockpiles.
Small vehicles travelling to and from the site (e.g. staff and visitor's cars, courier van deliveries etc.)	<ul style="list-style-type: none"> 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 GMR/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 to ensure the likelihood of a future third party complaint is minimised.

5 Emergency, Accident Management & Contingency 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 Global Metal Recycling 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 emergencies. An emergency at the site is defined by the site management as follows:

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

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

5.2 Fire

5.2.1 As per **Condition G1**; 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 For quick reference, the following actions will be taken when fire is detected or suspected (site operatives):
- a) DON'T PANIC
 - b) RAISE THE ALARM (IF NOT DONE SO ALREADY)
 - c) NOTIFY THE SITE MANAGER (IF SAFE TO DO SO)
 - d) **DO NOT TRY TO TACKLE THE FIRE YOURSELF UNLESS YOU ARE TRAINED IN DOING SO AND YOU ARE SURE OF THE NATURE OF THE FIRE**
 - e) LEAVE THE SITE USING THE MAIN ACCESS GATES AS QUICKLY AND AS ORDERLY AS POSSIBLE
 - f) ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT WHICH IS LOCATED BY THE SITE ACCESS GATES.
 - g) THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON 999 AND ENSURING THAT ALL PERSONS WHO WERE WORKING ON THE SITE OR WHO SIGNED IN TO THE VISITOR'S BOOK ARE ASSEMBLED SAFELY
 - h) INFORM ALL NEIGHBOURING PREMISES WHO ARE LIKELY TO BE AFFECTED
 - i) INFORM THE ENVIRONMENT AGENCY
 - j) DO NOT RETURN TO THE SITE UNTIL YOU HAVE BEEN GIVEN THE ALL CLEAR BY THE EMERGENCY SERVICES AND THE SITE MANAGER

5.3 Breakdowns

- 5.3.1 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.
- 5.3.2 Essential spares for plant maintenance are kept on site to ensure a repair can be carried out efficiently.

5.4 Spillages

- 5.4.1 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.
- 5.4.2 Any wastes which would be classified as having the potential to cause polluting runoff are stored within the concrete area which is a sealed drainage system.
- 5.4.3 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.
- 5.4.4 All wastes liable to give rise to contamination will be removed from the site within an EA agreed timescale.

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 reception area then the following procedure will apply:
- a) The staff member will visually check the condition of the drum from a safe distance, noting any labels referring to the possible contents or hazards.
 - b) The site manager will be contacted to verify the observations and to decide on further action.
 - c) The producer of the waste and the EA will be contacted for advice and further information if necessary and both will be informed that a breach of the Duty of Care and site permit conditions has occurred as the result of the unauthorised deposit.
 - d) No further waste will be deposited until the emergency has been dealt with.

- e) All spillages will be cleared using a spill containment kit and all contaminated absorbents placed in a skip for disposal to a suitably permitted waste management site.
- f) If the deposit results in serious reactions with other waste or harmful emissions or the drum contents cannot be identified, then the emergency services and/or specialist waste contractors will be brought in to assist. If necessary, staff will be evacuated from the site or to a safe area within the site and all occupants of neighbouring properties will be informed.

5.6 Adverse reactions

- 5.6.1 No wastes are accepted which will react to present such a hazard. If unauthorised waste is found in a load 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 and hardstanding surface there is a low potential for mud tracking off site. All vehicles will undergo a more stringent check and vehicle chassis would be sprayed using hoses to reduce the risk of mud tracking off site. If this isn’t suitable, the operator would source a road sweeper until weather conditions improve.
- 5.8.5 **Freezing weather conditions** - The site has road salt available on site to lay on site surfaces to prevent vehicles and staff skidding causing accidents or injuries. The continuous movement of plant on site will also prevent site surfaces from icing over in winter months.
- 5.8.6 The operator will set up a notification alert with the Met Office to receive prior notifications of the above unforeseen adverse weather conditions to ensure mitigation can be put in place prior to the event. The site may be forced to close during events which could cause a significant risk to staff, human health or the environment.

5.9 Closure of destination sites

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

5.10 Staff shortages

- 5.10.1 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.

5.11 Operational failure

- 5.11.1 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.

5.12 Bomb scare

- 5.12.1 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 (i.e. GMR/RF/6 in Appendix II) shall provide a comprehensive checklist for 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 also 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.

6.5 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 training

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

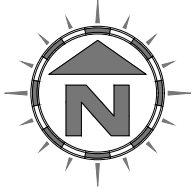
6.11 Training for contractors

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

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

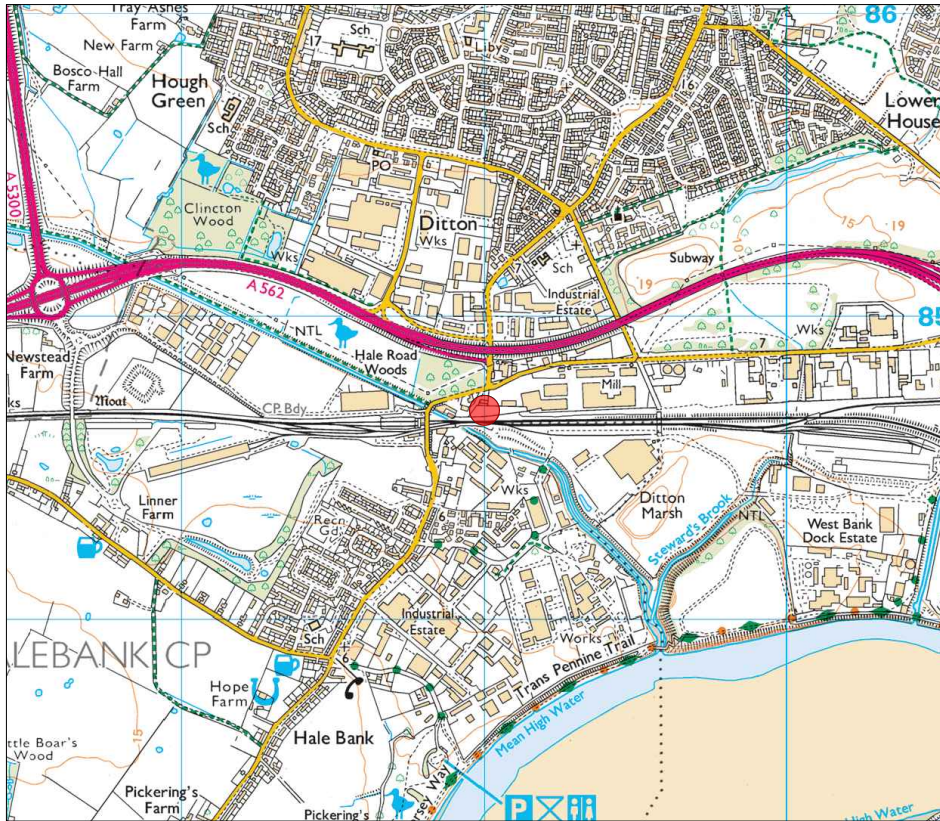
Appendix I

Drawings



Scale Bar (1:25,000)

0 m 1000 2000 m



NOTES

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REVISION HISTORY

Rev:	Date:	Init:	Description:
-	27.12.23	CP	Initial drawing

KEY:

 Site location

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
SITE LOCATION MAP

CLIENT
Global Metal Recycling Ltd

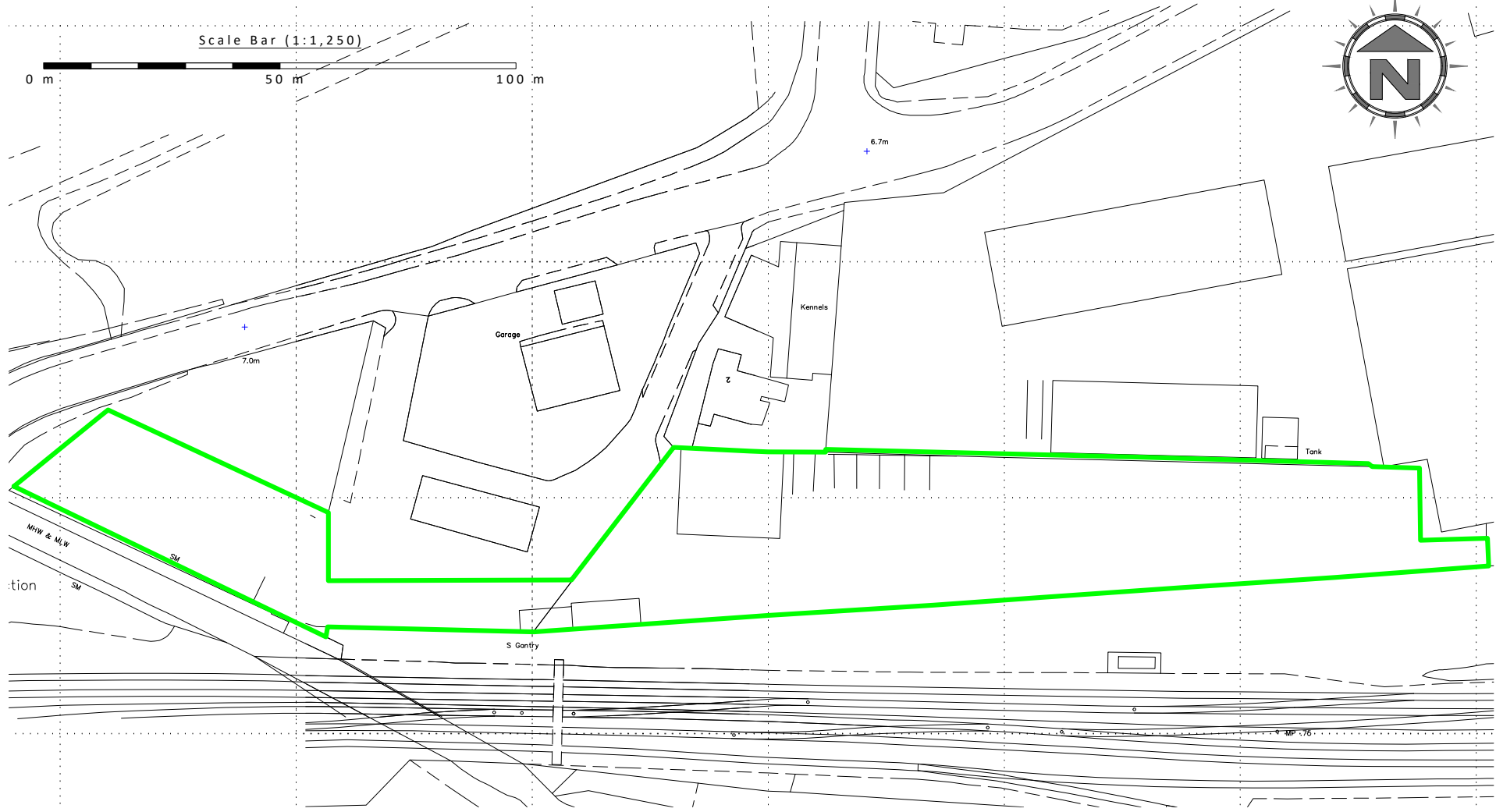
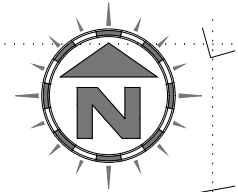
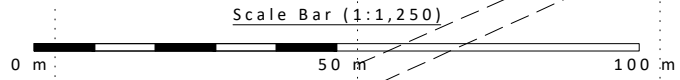
PROJECT/SITE
Land Adjacent to Millhouse Garage, Hale Road, Widnes WA8 0TL

SCALE @ A4 1:25,000	CLIENT NO 3344	JOB NO 003
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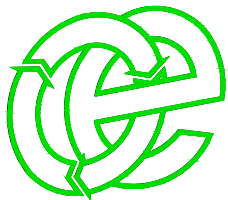
DRAWING NUMBER MILL/3344/01	REV -	STATUS Issued
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DRAWN BY CP	CHECKED --	DATE 27.12.23
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Lime House, Road Two, Winsford, Cheshire, CW7 3QZ
t: 01606 558833 | e: sales@oaktree-environmental.co.uk



Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



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

DRAWING TITLE
PROPOSED PERMIT BOUNDARY PLAN

CLIENT
Global Metal Recycling Ltd

PROJECT/SITE
Land Adjacent to Millhouse Garage, Hale Road,
Widnes WA8 0TL

SCALE @ A4 1:1,250	CLIENT NO 3344	JOB NO 003
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DRAWING NUMBER MILL/3344/02B	REV -	STATUS Issued
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DRAWN BY CP	CHECKED --	DATE 27.12.23
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KEY:

Permit boundary

NOTES

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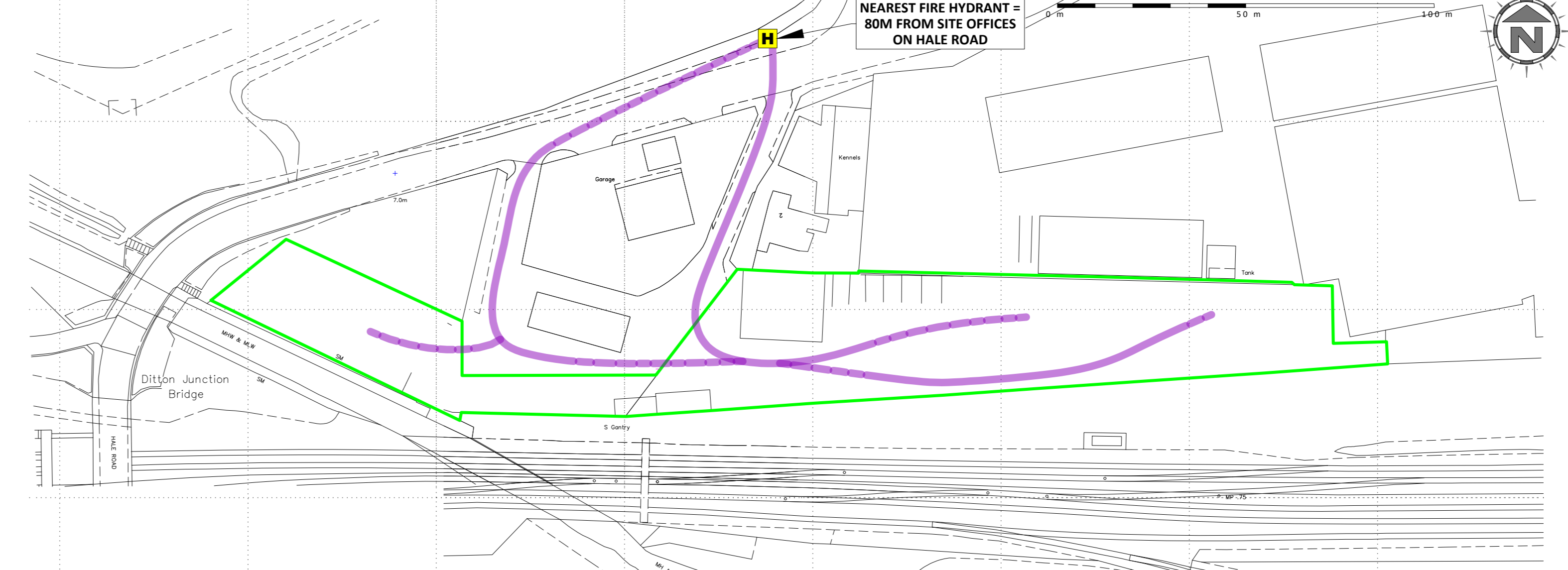
REVISION HISTORY

Rev:	Date:	Init:	Description:
-	27.12.23	CP	Initial drawing

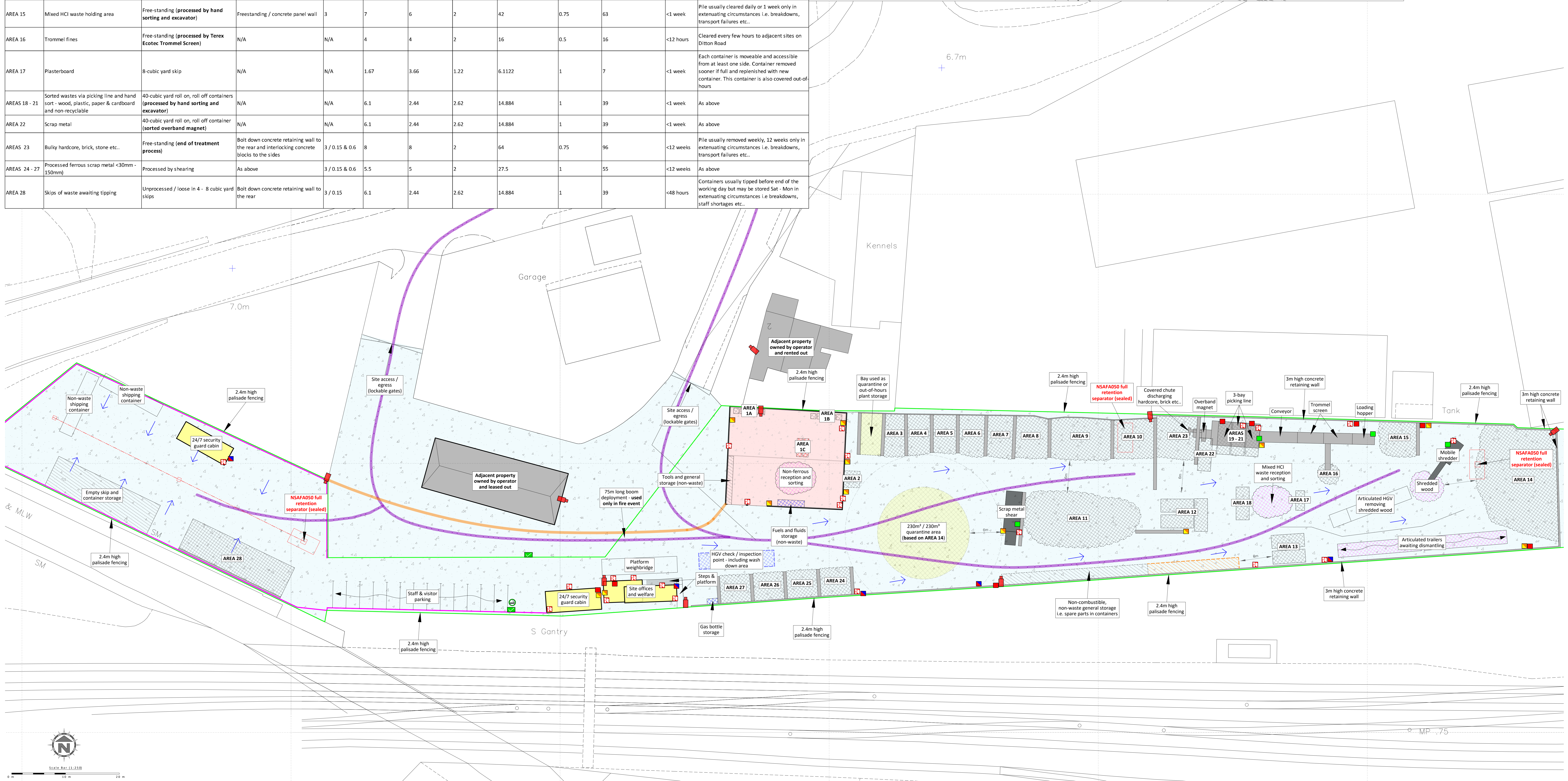
Storage Area Details (Pile volume based on Area x Height)

Plan Ref	Description	Storage type	Containment / type	Height / width of firewall (m)	Max Width (m)	Max Length (m)	Max storage height (m)	Approx. Area (m2)	Conversion factor used	Approx. volume (m3)	Max storage time	Comments
AREA 1A - 1C	Containers of loose non-ferrous metal and batteries / catalytic converters (locations may vary)	Manually sorted, contained in a mixture of pallet boxes, tonne bags and metal containers (processed by hand sorting)	Sealed containers / concrete panel wall of building	3 / 0.3	1 (per container)	1 (per container)	1 (per container)	1 (per container) - whole area size may vary	1	1 (per container) - whole volume size may vary	<1 week	Each container is moveable and accessible from at least one side. Container removed sooner if full and replenished with new container.
AREA 2	Containers of sorted loose ferrous and non-ferrous	Contained in mixture of pallet boxes and metal containers (processed by hand sorting)	As above	3 / 0.3	As above	As above	As above	As above	1	As above	<1 week	As above
AREAS 3 - 10	Sorted loose ferrous scrap metal storage bays (row based on maximum bay size)	Free-standing piles (processed by hand sorting)	Bolt down concrete retaining wall to the rear and interlocking concrete blocks to the sides	3 / 0.15 & 0.6	11	7.5	2	82.5	0.75	124	<12 weeks	Pile usually removed weekly, 12 weeks only in extenuating circumstances i.e. breakdowns, transport failures etc...
AREA 11	Loose scrap metal reception and storage area, also pre-shear pile	Free-standing (unprocessed)	Freestanding pile / none	N/A	20	10	4	200	0.5	400	12 weeks	As above
AREA 12	Sorted loose ferrous scrap metal (pile based on each container volume)	40-cubic yard roll on, roll off containers (processed by hand sorting and excavator)	Partly / interlocking concrete blocks	3 / 0.6	6.1	2.44	2.62	14.884	1	39	4 weeks	Each container is moveable and accessible from at least one side. Container removed sooner if full and replenished with new container.
AREA 13	Tyres from articulated trailers (pile based on each container volume)	As above	As above	3 / 0.6	6.1	2.44	2.62	14.884	1	39	4 weeks	As above
AREA 14	Articulated trailer (ELV) dismantling, crushing, compacting, sorting and separation area - mixture of wood and scrap metal	Free-standing (processed by hand sorting and excavator)	Partly within bolt down concrete retaining wall to the north and interlocking block wall to the east	3 / 0.15 & 0.6	15	20	2	300	0.75	450	<12 weeks	Pile usually removed weekly, 12 weeks only in extenuating circumstances i.e. breakdowns, transport failures etc...
AREA 15	Mixed HCl waste holding area	Free-standing (processed by hand sorting and excavator)	Freestanding / concrete panel wall	3	7	6	2	42	0.75	63	<1 week	Pile usually cleared daily or 1 week only in extenuating circumstances i.e. breakdowns, transport failures etc...
AREA 16	Trommel fines	Free-standing (processed by Terex Ecotec Trommel Screen)	N/A	N/A	4	4	2	16	0.5	16	<12 hours	Cleared every few hours to adjacent sites on Ditton Road
AREA 17	Plasterboard	8-cubic yard skip	N/A	N/A	1.67	3.66	1.22	6.1122	1	7	<1 week	Each container is moveable and accessible from at least one side. Container removed sooner if full and replenished with new container. This container is also covered out-of-hours
AREAS 18 - 21	Sorted wastes via picking line and hand sort - wood, plastic, paper & cardboard and non-recyclable	40-cubic yard roll on, roll off containers (processed by hand sorting and excavator)	N/A	N/A	6.1	2.44	2.62	14.884	1	39	<1 week	As above
AREA 22	Scrap metal	40-cubic yard roll on, roll off container (sorted overband magnet)	N/A	N/A	6.1	2.44	2.62	14.884	1	39	<1 week	As above
AREAS 23	Bulky hardcore, brick, stone etc...	Free-standing (end of treatment process)	Bolt down concrete retaining wall to the rear and interlocking concrete blocks to the sides	3 / 0.15 & 0.6	8	8	2	64	0.75	96	<12 weeks	Pile usually removed weekly, 12 weeks only in extenuating circumstances i.e. breakdowns, transport failures etc...
AREAS 24 - 27	Processed ferrous scrap metal <30mm - 150mm	Processed by shearing	As above	3 / 0.15 & 0.6	5.5	5	2	27.5	1	55	<12 weeks	As above
AREA 28	Skips of waste awaiting tipping	Unprocessed / loose in 4 - 8 cubic yard skips	Bolt down concrete retaining wall to the rear	3 / 0.15	6.1	2.44	2.62	14.884	1	39	<48 hours	Containers usually tipped before end of the working day but may be stored Sat - Mon in extenuating circumstances i.e. breakdowns, staff shortages etc...

INSET PLAN SHOWING WIDER SITE, ACCESS ROUTES AND NEAREST FIRE HYDRANT



- KEY:**
- Proposed permit boundary
 - Waste storage areas
 - Non-waste storage areas
 - Hazardous waste storage areas
 - Non-waste fuels, oils and other liquids storage
 - Temporary waste storage areas (clear prior to shutdown)
 - Waste recycling / storage buildings (impermeable concrete floor)
 - Other buildings i.e. workshops/offices
 - Impervious concrete surfaces with sealed drainage
 - Contaminated surface water drainage
 - Surface water drainage fall direction
 - Gully's
 - Manholes
 - Quarantine area (with 6m buffer zone) based on AREA 18
 - Hose reels (indicative location)
 - Fire fighting equipment / extinguishers (indicative locations)
 - Plant shut-off (indicative location)
 - Manual fire alarms (break glass / horns) - indicative location
 - Spill kits (indicative location)
 - Designated smoking area
 - Access route for emergency services
 - Fire hydrants
 - Fire assembly points
 - Out-of-hours plant storage
 - Pan, tilt and zone camera with 50m coverage
 - 0.25m high fire water boom deployment (used only in fire event)



Appendix II

Record Keeping Forms

GLOBAL METAL RECYCLING LTD
REJECTED WASTE - RECORD FORM GMR/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	

GLOBAL METAL RECYCLING LTD SITE INSPECTION FORM – GMR/RF/4								
WEEK STARTING								
TYPE OF INSPECTION	FREQ	DAY						
		M	T	W	T	F	S	S
SITE ENTRANCE/NOTICE BOARD	WEEKLY							
SECURITY - GATES	WEEKLY							
SECURITY - FENCING	WEEKLY							
SITE ROADS (CLEAR FROM HAZARDS)	DAILY							
IMPERMEABLE CONCRETE AREAS	DAILY							
BUND AROUND CONCRETE PAD (INTEGRITY)	DAILY							
DRAIN (FUNCTIONING)	DAILY							
CAPACITY OF SUMPS/TANKS	DAILY							
WASTE CONTAINERS	DAILY							
WASTE STORAGE LIMITS	MIXED WASTE	DAILY						
WASTE STORAGE LIMITS	INERTS	DAILY						
WASTE STORAGE LIMITS	SCRAP METAL	DAILY						
WASTE STORAGE LIMITS	HAZ WASTE	DAILY						
WASTE STORAGE LIMITS	OTHER	WEEKLY						
REJECTED WASTE TYPES / STORAGE	WEEKLY							
NOISE LEVELS	DAILY							
FIRES (ANY INCIDENTS REPORTED)	DAILY							
NO SMOKING SIGNS IN PLACE	MONTHLY							
SPILLAGES & ABSORBENTS	DAILY							
FUEL TANK/BUND INTEGRITY	WEEKLY							
LITTER	DAILY							
DUST	DAILY							
ODOUR	DAILY							
VERMIN	DAILY							
RECORDS	WEEKLY							
COMPLAINTS RECEIVED	AS REQUIRED							
OTHER (SEE NOTES BELOW)	AS REQUIRED							
INSPECTION CARRIED OUT BY								
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):								
CHECKED BY					SIGNATURE			
POSITION					DATE			
<i>Sheet</i>					<i>of</i>			

**GLOBAL METAL RECYCLING LTD
 PREVENTATIVE MAINTENANCE CHECKLIST– GMR/RF/5**

CHECKED BY	POSITION
DATE	DATE OF LAST CHECKLIST

	EQUIPMENT ITEM					
OFFICIAL MAINTENANCE CHECK REQUIRED (Y/N)						
IF NO, DATE OF LAST CHECK						
IF YES, DATE OF NEXT CHECK						
IS ITEM IN CORRECT WORKING ORDER						
LEAKAGES OF OIL/DIESEL ON MOBILE PLANT / VEHICLES						
IF NO, WHAT REPAIRS ARE REQUIRED (USE SEPARATE SHEET IF REQUIRED)						
WERE REPAIRS DETAILED ON THE LAST CHECKLIST						
IF YES, HAVE THEY BEEN CARRIED OUT						
ADDITIONAL REPAIRS OR ACTIONS REQUIRED						

GLOBAL METAL RECYCLING LTD
EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - GMR/RF/6

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

**GLOBAL METAL RECYCLING LTD
COMPLAINTS REPORT FORM (GMR/RF/7)**

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

COMPLAINT RECORDING PROCEDURE:

Any complaints received will be recorded on form GMR/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.

GLOBAL METAL RECYCLING LTD

PPE RISK ASSESSMENT & RECORD OF ISSUE – GMR/RF/11

EMPLOYEE NAME:		ASSESSMENT DATE:			
HAZARD	AREA EXPOSED TO RISK REQUIRING PROTECTION	TYPE OF PROTECTION REQUIRED	DATE ISSUED	REPLACEMENT IN STOCK	
Falls from height	Cranium	Safety helmet			
Blows, cuts	Ears	Hard hat			
Impact, crushing	Eyes	Face screen			
Stabs, cuts, grazes	Respiratory tract	Safety glasses			
Vibration	Face	Safety goggles			
Slips, falling over	Whole head	Ear plugs			
Scald, heat, fire	Hands	Ear defenders			
Cold	Forearms	Gloves			
Immersion	Arms(part)	Nitrile gloves			
Non-ion. Radiation	Feet	Gauntlets			
Electrical	Legs	Wrist cuffs			
Noise	Skin	Wrist cuffs			
Ionising radiation	Trunk/abdomen	Armlets			
Dust fibre	Whole body	Leggings			
Fume		Knee pads			
Vapours		Safety boots			
Splashes, spurts		S. Wellingtons			
Harmful bacteria		Overalls			
Harmful viruses		Disp. overalls			
Fungi		Protective aprons			
Non microbiological antigens		Hi-vis coat			
Others...		Hi-vis vest			
		Respirators			
		Breathing app.			
		Dust masks			
		Waterproofs			

GLOBAL METAL RECYCLING LTD

H&S (FIRST-AID) REGULATIONS 1981 - SITE CHECKLIST – GMR/RF/13

First aid is defined as treatment by a medical practitioner or minor injuries treated by a first aider or not requiring treatment. The first aid box must contain suitable first aid materials and nothing else and only contains items which the first aider has been trained to use. Check items frequently for expiry dates. Items must be stored in a clearly marked box.				
Contents of first aid box - Item	On site	Checked	On skip vehicle(s)	Checked
Guidance card				
Individually wrapped sterile adhesive 'plasters'				
sterile eye pads, with attachment				
individually wrapped triangular bandages				
safety pins				
medium sterile individually wrapped unmedicated wound dressing				
large sterile individually wrapped unmedicated wound dressing				
ex-large sterile individually wrapped unmedicated wound dressing				
0.9% saline solution - eye wash (no other eye bath products allowed)				
THE EMPLOYER MUST				y/n
Make provision for first aid				
Provide equipment/facilities adequate for first aid if employees become ill or are injured at work				
Relate first aid provisions to the hazards on site				
Provide first aid equipment to remote workers				
Place first aid kit in clearly identified/accessible location. Convenient to greatest risk.				
Provide access to first aid facilities for trained first aiders.				
Provide soap and water/ disposable drying materials or non-alcohol cleansing wipes.				
Provide a first aid room in high risk situations				
Train remote workers in emergency first aid				
Provide an appointed person at all times when employees are in work. Not less than 1 first aider per 50 employees.				
Send first aiders on a recognised training course				
Inform employees of arrangements made for first aid i.e. location of equipment, personnel and facilities.				
NOTES				

Appendix III

Copy of Environmental Permits

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 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) will be 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 processing/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 Global Metal Recycling Ltd unless alternative instructions are given by the site manager. Access to fire exits and firefighting equipment must be kept clear at all times. If a 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 site will follow the instructions of the operator and only tip in the designated area, unless advised otherwise. No tipping will 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 ropes, hooks and sheets are in good condition.
- 17) Never travel with the vehicle body raised and ensure the maximum height of the raised body the vehicle is known.

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 Global Metal Recycling 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.