

ENVIRONMENTAL MANAGEMENT SYSTEM

Went Edge Quarry, Kirk Smeaton, Pontefract WF8 3LU

Wentvalley Skips Ltd

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Site Information & Key Contacts List

Site Address:	Went Edge Quarry, Kirk Smeaton, Pontefract WF8 3LU		
Site Operator:	Wentvalley Skips Ltd	National Grid Ref:	SE 49982 17119

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Russell Meakin	Director & Site Manager	01977 620441	07831 275103
Philip Smith	TCM	01977 620441	07831 275103
Pontefract Hospital Friarwood Lane, Pontefract, WF8 1PL	Main NHS Hospital	01924 541000	999
	Accident & Emergency (A&E) – 12-hour service	999	999
Greenview Medical Centre Waggon lane, Upton WF9 1JS	Doctor Surgery (GP)	01977 610009	999 or 112
West Yorkshire Police (Pontefract Police Station) Sessions House Yard, Pontefract, WF8 1BN	Local Police Non- Emergency	101 or 03003 333000	999 or 112
	Police Emergency	999 or 112	999 or 112
North Yorkshire Fire & Rescue Service / West Yorkshire Fire & Rescue Service Stumpcross Lane, Pontefract, Wakefield, WF8 2DQ	Fire and Rescue Service (in Emergency Dial 999)	01977 702223	999 or 112
Environment Agency Lateral, 8 City Walk Leeds LS11 9AT	Local Environment Agency Office	03708 506506	0800 80 70 60
North Yorkshire County Council County Hall, Northallerton, DL7 8AD	County Council General Enquiries	01609 780 780	999 or 112
Yorkshire Water	Sewerage Undertaker / Water Provider	0345 1 24 24 24	0345 1 24 24 24
Oaktree Environmental Ltd Lime House, 2 Road Two, Winsford, Cheshire, CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	999 / 0800 80 70 60

1 General Considerations

1.1 Site operator/permit type

1.1.1 Wentvalley Skips Ltd will be the permit holder and operate a Household, commercial and industrial (HCI) waste transfer station with treatment.

1.1.2 This document has also been produced in line with other operational documents which should be read in conjunction with this EMS:

- Fire Prevention Plan (FPP) - Ref. WEQS-2782-B
- Environmental Risk Assessment (ERA) - Ref. WEQS-2782-D
- Dust Management Plan (DMP) - Ref. WEQS-2782-H
- Odour Management Plan (OMP) - Ref. WEQS-2782-I

1.2 Relevant contacts

1.2.1 The contact details for the operator are as follows:

Wentvalley Skips Ltd	Contact:	Russell Meakin
Went Edge Quarry	Position:	Site Manager
Kirk Smeaton	Tel:	01977 620441
Pontefract WF8 3LU		

1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for Wentvalley Skips Ltd to assist in the preparation of this Environmental Management System (EMS). This EMS has been prepared to meet the requirements of The Environmental Permitting (England and Wales) Regulations 2018 and the Environment Agency's Guidance: "*Develop a management system: environmental permits*".

1.2.3 Contact details for Oaktree Environmental are as follows:

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

1.2.4 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.

1.3 Site information and locality

1.3.1 The site is located at Went Edge Quarry, Kirk Smeaton, Pontefract WF8 3LU as shown on Drawing Nos. WEQS/2782/01 & 02. The national grid reference for the site is SE 49982 17119.

1.3.2 The site is situated in the county of North Yorkshire and the district of Selby and is. It is located some 1 km to the west-north-west of the village of Kirk Smeaton and approximately 1.2 km east of the village of Wentbridge.

1.3.3 The locality is rural, dominated by arable farming and grassland (including the Brockadale Nature Reserve and SSSI) together with areas of established woodland, especially to the north of the quarry along Smeaton Crag. The B6474 Went Edge Road runs east-west immediately to the south of the quarry, and the A1 runs north-south some 450m to the west. Site access is via a dedicated access road onto the B6474.

1.3.4 There are few residential dwellings in the immediate vicinity of either the existing quarry with the nearest residential receptor (The Cottage) being approximately 400m to the north-east of the site and 200m north-east of the existing quarry.

1.4 Permit area/waste management operations

1.4.1 The permit boundary is outlined in green on Drawing No. WEQS/2782/02. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant and equipment.

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

- Compacting (by loading shovel/360° excavator)
- Sorting (with loading shovel/360° excavator or by hand)
- Screening (by using appropriate mechanical screening plant and equipment)
- Separation (by using appropriate mechanical screening plant and equipment)
- Shredding (by using appropriate plant and equipment)
- Baling (by using appropriate plant and equipment)
- Magnetic separation of ferrous metals
- Cutting (using hand-held equipment)
- Blending (by loading shovel / 360° tracked excavator and trommel)

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

D9: Physico-chemical treatment of waste for disposal.

D14: Repackaging of waste prior to disposal.

D15: Storage of waste pending disposal.

R3: Recycling or reclamation of organic substances.

R4: Recycling or reclamation of metals.

R5: Chemical-physical treatment

R13: Storage of waste pending recovery.

R12: Exchange of waste for submission to any of the operations numbered R 1 to R 11

1.5 Hours of operation

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

Monday to Friday	07:30 - 16:00
Saturday	No operations
Sundays, Bank/Public holidays	No operations

1.5.2 Note: The site will not always be open and operating hours will vary depending on the amounts of waste needed to be treated.

1.5.3 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.

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

1.6 Waste Storage, Types and Quantities

1.6.1 The locations of the operational and storage areas are shown on Drawing No. WEQS/2782/03. The nature of operations at waste facilities means that certain operational areas may change depending on processing requirements.

1.6.2 The waste types handled on site will consist of mixed waste 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.

1.6.3 The site will accept a maximum of 75,000 tonnes of waste per annum and during busy periods could accept 250 tonnes a day. Such loads will be delivered to and removed from

the site by way of skip and hook loading trucks, 8-wheel tipper and articulated bulk waste vehicles.

1.6.4 It is proposed the skip sizes for hire will consist of 4, 6, 8, 10, 12, 16, 20 and 40 cubic yard skips.

1.6.5 The table overleaf details a summary of the main wastes types which will be accepted and stored at the site including proposed storage quantities in m³ and tonnes.

Table 1.1 - Waste storage table

Plan Ref	Description	Storage form/ containment	Height & width of firewall (m)	Max Length / Width (m)	Operational storage height (m)	Out-of-hours storage height (m)	Approx. Area (m2)	Conversion factor used	Volume (m3)	Tonnes (approx.)	Max Duration of storage (worst case scenario)	Comments
AREAS 1-3	Mixed HIC & CDE waste reception / tipping area	Free standing / 3-sided concrete legio block storage bay	3.2 & 0.8	6	3	2	40	0.666	80	80	<72 hours	Pile size based on each bay
AREA 4	Paper, cardboard and light plastic bales	Free standing / 3-sided concrete legio block storage bay	3.2 & 0.8	6	3	2	40	1	120	100	<12 hours	Clear out-of-hours
AREA 5	4 no. 40 cubic yard skips of sorted waste awaiting removal off site	Moveable sealed open topped skips	N/A	6.1 x 2 = 12.2	2.66	2.66	15 x 4 = 60	1	40 x 4 = 160	100	<72 hours	N/A
AREA 6	4 no. 40 cubic yard skips of sorted waste awaiting removal off site	Moveable sealed open topped skips	N/A	6.1 x 2 = 12.2	2.66	2.66	15 x 4 = 60	1	40 x 4 = 160	100	<72 hours	N/A
AREA 7	Reception area for mechanically processed fines material (40mm - 300mm)	Free standing / 3-sided concrete panel and legio block storage bay	3.2 & 0.8 / 0.15	9	3	2	130	0.666	260	250-300	<72 hours	Pile is 75% inert, 25% constituents and considered non-combustible
AREA 8	Infeed pile (40mm - 300mm)	Free standing / 3-sided concrete panel and legio block storage bay	3.2 & 0.8 / 0.15	13	3	2	50	0.666	100	100-150	<12 hours	Clear out-of-hours / non-combustible
AREA 9	10mm - 40mm fines	Free standing / 3-sided concrete panel storage bay	3.0 / 0.15	4	3	2	15	0.666	30	30	<12 hours	Clear out-of-hours / pile is non-combustible
AREA 10	10mm - 80mm midsize/heavies	Free standing / 3-sided concrete panel storage bay	3.0 / 0.15	4	3	2	15	0.666	30	30	<12 hours	Clear out-of-hours / pile is non-combustible
AREA 11	Scrap metal arising from overband magnet	4-yard sealed open top skip	N/A	2.5	1.25	1.25	4	1	5	5	<72 hours	Metal is collected and deposited using an overband magnet
AREA 12	Lights cage	Steel cage	N/A	4.2	2	2	20	1	40	10	<12 hours	Clear out-of-hours
AREAS 13-15	Picked combustible wastes i.e. wood, paper, cardboard	Moveable 40 cubic yard sealed open topped skips	N/A	6.1	2.66	2.66	15 x 3 = 45	1	40 x 3 = 120	60	<72 hours	N/A
AREA 16	Scrap metal arising from overband magnet	4-yard sealed open top skip	N/A	2.5	1.25	1.25	15	0.333	6	<10	<72 hours	Bulky concrete (non-combustible waste)

1.7 Staffing and management

- 1.7.1 The site will open for the deposit of waste or for other essential operations during the hours listed in Section 1.5. Table 1.2 below details the staff structure of the site during normal working operations

Table 1.2 - Staffing Levels

Position	Employees	Responsibilities
Managing director & site manager	1	Overall management of the business
TCM & site foreman	1	Overseeing and co-ordinating all activities which take place at the site
Machine / Plant Operator's	3	Waste handling/processing, reception and plant operation
General operatives	2	To conduct site patrols when the site is not manned / operational
Administration staff	1	Office/administrative duties

1.8 Health and safety

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

1.9 Fit and proper persons

- 1.9.1 The site's Technically Competent Manager (TCM) will provide the required attendance time at the facility as required by guidance periodically issued by the EA. A copy of TCM's Certificate of Technical Competence (COTC) will always be made available in the site office.
- 1.9.2 The company, through the TCM, will ensure that a nominated deputy is sufficiently trained and familiar with the EP and this EMS document in addition to all relevant company procedures who, in the absence of the TCM, will act the competent person. If either the

TCM or deputy is changed, the EA will be informed of the change and the relevant details of the replacement as soon as possible.

1.10 Convictions

1.10.1 Wentvalley Skips Ltd nor any of the relevant people within the company have been convicted of a relevant offence.

1.11 Waste carriers

1.11.1 Wentvalley Skips Ltd hold an upper tier waste carrier; Ref. CBDU269877.

2 Site Engineering and Infrastructure

2.1 Site description

2.1.1 The site will comprise an area of approximately 4.750m² which will be surrounded by 3m high concrete panels for segregation from the rest of the quarry. The site will have an open fronted waste transfer building to the south for the acceptance of mixed HCl skip waste and baling of paper, cardboard and plastic. There will also be a mechanical treatment plant for further separation of inert wastes <300mm to the north of the site and a skip storage area to the south.

2.2 Access and parking

2.2.1 Access and egress to/from the site is via Went Edge Road by travelling north along a long access track which leads to the main offices which are situated 1km north of the site as shown on Drawing No. WEQS/2782/02.

2.2.2 Ample parking will be available adjacent to the main offices for Wentvalley Skips Ltd and there is also assigned parking for site management. Parking can also take place around the vicinity of the site.

2.3 Site office

2.3.1 The site office is located off site shown on Drawing No. WEQS/2782/02. The documents listed below will be retained in the site office.

Documents to be retained in site office
The Environmental Permit (original & any subsequent variations)
This Environmental Management System (EA agreed document)
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 (07831 275103).
- 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 3m high concrete panel walls around the entire site apart from the 6m site access/egress which will be fitted with 2.4m high steel palisade gates as shown on Drawing No. WEQS/2782/03.
- 2.6.2 The site will also benefit from 2 out-of-hours security guards with guard dogs who patrol the site 24/7, 365 days per year. One of the security guards is germanely based at the entrance of the quarry which is the only access into the site and immediately starts his/her shift once operations cease at 16:00.
- 2.6.3 The site security infrastructure will be inspected on a daily basis and any defects which impair the effectiveness of the security will be repaired to the same or better standard within a suitable timescale. All repairs will be noted on the site diary repaired as soon as practically possible. The checklist in Appendix II provides further information.
- 2.6.4 The security measures at the site are under constant daily review under the site's inspection regime. If unauthorised access becomes apparent as a problem at the site the security measures will be reviewed and improvements implemented

2.7 Fuel storage

- 2.7.1 There will be no fuel storage inside the site. All mobile plant/vehicles are filled using a mobile storage tanker which will fill up the plant prior to operations commencing.

2.8 Rejected Waste

- 2.8.1 Any waste which is rejected will be stored in a quarantine skip with a maximum capacity of and removed from the site the skip container is full. The location of this skip 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 WSL/RF/2 or similar.

2.9 Drainage

- 2.9.1 The whole site comprised an impermeable concrete pad which is surrounded by 3m high concrete panel walls and forms a sealed drainage system. All surface water will either evaporate, be swept up/absorbed into the waste or flow into an ACO drain which drains into a sealed underground tank. The drainage for the site is clearly shown on Drawing No. WEQS/2782/03.
- 2.9.2 The tank will be alarmed when it is at 80% capacity to ensure it can be pumped out prior to overflowing and backing up the drainage system.
- 2.9.3 Inspections of the drainage system including the integrity of the concrete pad will take place daily.

2.10 Vehicles, plant and equipment

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

Table 2.1 - Plant & Equipment

ITEM	NUMBER	FUNCTION
Loading shovel	2	Loading/unloading/movement/sorting
360° excavator	2	Loading/unloading/movement/sorting
Grab / tipper lorries	2	Importing / exporting material
Water bowser	2	Dust suppression
Dust suppression system	1	Dust suppression
Weighbridge (off site)	1	Accurately weighing of loads
Wheelwash (off site)	1	Removal of mud/debris from vehicles
Shredder (proposed - not in use)	1	Shredding/size reduction of waste
Trommel (proposed - not in use)	1	Mechanical separation of waste
Mobile mechanical treatment plant comprising a hopper, double deck screen, blower, overband magnets and picking line	1	Mechanical/manual sorting of mixed HCI waste

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.

2.10.3 Plant and equipment maintenance is detailed in Sections 2.5 and 2.6 of the FPP.

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 office weighbridge where their credentials can be checked prior to proceeding to 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 site and tipping area shown on Drawing No. WEQS/2782/03. 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 and returned to the producer.

3.2.2 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, the driver will be informed to leave the site and dispose of the material at alternative facility. In cases where the presence of unauthorised or unusual waste is discovered during initial inspection, the EA will be contacted immediately to agree a course of action.

3.2.3 The nature of bulk loads makes full inspection difficult until the load is deposited. If the load is considered acceptable the driver will be instructed to deposit it to appropriate area on site. If the load is unacceptable following deposit, it will be reloaded and removed from the site or quarantined and removed within a timescale agreed with the EA.

3.3 Waste acceptance procedure (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 acceptance procedure (inert & excavation waste)

3.4.1 For the protection of the operator and site supervisor any loads containing excavated soil i.e. EWC code 17 05 04 or 17 09 04 from an industrial site which could also include CDE sites, the waste must be accompanied by written documentation to demonstrate that the soil is not contaminated by way of waste analysis in line with the EA's Technical Guidance WM3 "Guidance on the classification and assessment of waste (1st Edition v1.1)".

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

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

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

3.5 Waste deposit & handling (19 12 12)

3.5.1 The operator will ensure that all delivery loads of 19 12 12 are clearly defined on waste transfer notes which will include a full description of the material i.e.:

- Residual / non-recyclable waste
- Mechanically treated HIC waste conforming non-inert properties
- Mechanically treated CDE waste conforming inert waste only

- Mechanically processed soil

3.5.2 All staff will be trained to identify the different types of 19 12 12 material which could be accepted at the site.

3.5.3 The operator will follow the same procedures as detailed in sections 3.4.1 – 3.4.2 for any 19 12 12 wastes.

3.6 Waste deposit & handling (other wastes)

3.6.1 Once a load has been accepted by the operator, the contents will be discharged into the appropriate reception, storage and treatment area as shown on Drawing No. WEQS/2782/03.

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

- 17 01 07 - mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06 (**AREAS 9 - 10**)
- 17 05 04 - soil and stones other than those mentioned in 17 05 03 (**AREAS 9 - 10**)
- 17 09 04 - mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03 (**AREAS 1-3**)
- 19 12 09 - minerals (for example sand, stones) (**AREAS 9 - 10**)
- 19 12 12 - other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 19 12 11 (**AREAS 9 - 10**)
- 20 02 02 - soil and stones (**AREAS 9 - 10**)
- 20 03 01 - mixed municipal waste (**PILES 1 - 3**)

3.7 Waste sorting / treatment procedure

3.7.1 Once a load has been accepted by the operator the contents of the delivery vehicles is will be tipped and processed in line with the following procedures:

- a) All mixed loads will be deposited in the mixed waste reception bays inside the waste transfer building (**Areas 1 - 3**) and crudely sorted by hand into recyclable materials such, wood/timber, metals, plasterboard, green waste, brick, concrete, soil, non-recyclable etc. and transferred into the appropriate recycling skips (**Areas 5 - 6**).
- b) Any paper/plastic removed from **Areas 1 – 3** will be fed into the baler in the adjacent bay (**Area 4**) and baled. The bales will be collected throughout the day.
- c) Any large amounts of inert i.e. concrete / brick will be sent for further processing in the adjacent quarry and smaller inert material <30mm will be directed to **Areas 7-8** to await mechanical treatment as per below.

MECHANICAL TREATMENT PLANT

- d) The waste from **Areas 7-8** will be loaded into the feed hopper of the treatment plant using a 360° excavator or a 4-wheel loading shovel equipped with a bucket.
- e) The hopper connects to a double deck screen with overband magnet which removes small metal fragments from the and discharges them in a skip below (**Area 11**) discharge yard skip below.
- f) The double deck screen then discharges 10mm – 40mm fines and 40mm – 80mm fines (midsize/heavies) into the 3-sided storage bays top the south (**Areas 9-10**).
- g) At the end of the double deck screen comprises an air separator/blower which blow the lighter material into an enclosed steel cage (**Area 12**).
- h) The remaining material is then transferred from the double deck screen onto the oversize conveyor (above 80mm) where further recyclables comprising wood, paper and cardboard are handpicked inside picking line and deposited into open topped skips below (**Areas 13 – 15**).
- i) At the end of picking line, a further overband magnet will recover any further metal not picked up at the first stage of the treatment process and deposit it into a skip below (**Area 16**).

3.8 Waste removal & export

3.8.1 When a collection vehicle arrives at the site the driver will be instructed to report to the site office on arrival. All relevant documentation will be completed and the vehicle will be passed to pick up the load and take it to the designated recycler/disposal site. The product or waste material will be loaded using the loading shovel or 360^o excavator and then weighed on the weighbridge prior to egress from the site.

3.9 Sampling and analysis

3.9.1 Incoming wastes may be randomly sampled and submitted for analysis at the discretion of the site manager to verify the composition of a load. Contaminated soils are not permitted on site and the sampling procedure has been implemented to carry out spot checks to comply with the Duty of Care.

3.10 Record keeping

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

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

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

j) Waste hierarchy declaration.

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

a) Date and time of deposit.

b) A description of the waste.

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

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

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

3.11 Record keeping

3.11.1 Wentvalley Skips 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 3.12.2 below details the correct information required in order to comply with the Waste Duty of Care Code of Practice.

3.11.2 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.

3.11.3 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.

3.11.4 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.

3.11.5 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.

- 3.11.6 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)
- 3.11.7 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). WSL/RF/4 (or similar).
- 3.11.8 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.
- 3.11.9 Complaints will be recorded; WSL/RF/7 is included as an advisory. Section 4.9 demonstrates further action on the event of any complaints received.

3.12 Management techniques

- 3.12.1 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.
- 3.12.2 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 is coherently conveyed to all staff and rigorously enforced throughout the whole of the organisation.

3.13 Site closure plan

3.13.1 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 Site inspections and maintenance

- 4.1.1 The type and inspection frequencies for maintenance/housekeeping are listed on record form WSL/RF/4 as an advisory. 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 a site diary. All repairs will be carried out as soon as practically possible.
- 4.1.2 All repairs to site security will take place as soon as practically possible and the site will be made secure until the repair has been carried out. Any major defects found during the daily site inspection will be repaired as soon as practically possible.

4.2 Control of mud and debris

- 4.2.1 The site benefits from a wheel wash which is at the main quarry entrance. The wheel wash has a 4m wash platform with optional 3m ramps and a water recycling tank capacity of 19,000L. The wheel wash is constructed from heavy duty steel and operating in a closed loop system, eliminating the need for an operator as well as an automatic sensor entry for improved site safety. The wheel wash platform has 11 strategically placed water delivery pipes, spraying narrow fans of water with up to 4 bar pressure at a targeted location on each tyre. To reduce the occurrence of striping, nozzles are placed in a staggered position ensuring the whole tyre is cleaned effectively in one-wheel rotation. The standard spray pattern is configured to minimise overspray, combined with galvanised side screens to ensure water stays in the system to be recycled.
- 4.2.2 The deposit of material on the access road or public highway will be treated as an emergency and will be cleared immediately by the operator using either a brush and shovel or vacuum tanker/road sweeper if necessary. Silt will not be washed into roadside drains or gullies.

4.3 Control of dust

- 4.3.1 The site has a dust management plan (DMP) in place which covers all potential dust sources and mitigation measures. The DMP is kept in the site office and referenced as WEQS-2782-H

4.4 Odour control

- 4.4.1 The site has an odour management plan (OMP) in place which covers all potential odour sources and mitigation measures. The OMP is kept in the site office and referenced as WEQS-2782-I
- 4.4.2 Strict turnaround times for any wastes which could give rise to odours will mean that the site will present a low risk of odour nuisance. If malodorous waste is deposited on site it will be consigned to the skip for rejected waste or removed from the site immediately.
- 4.4.3 The complaints procedure in record form WSL/RF/7 will be rigorously enforced should a third-party complaint be received from a public or private source.

4.5 Litter control

- 4.5.1 Given the nature of wastes accepted at the site (i.e. light wastes including paper/cardboard), there is a risk of litter from the site so careful management is required to reduce the risk.
- 4.5.2 The deposit of waste containing litter will be done so inside the transfer building and the following storage will be in sealed skips. Any light waste arising from the mechanical treatment plant will be blown into steel cage.
- 4.5.3 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 Control of pests, birds and other scavengers

4.6.1 As the site will be accepting household skips there is potential for the risk of pests. The site will reduce this by thorough daily inspections for the presence of pests and the results of the inspection noted in the site diary or site inspection form.

4.6.2 As no waste will be stored for more than 72 hours, it is unlikely that pests will become problematic. If any occurrences are noted, a pest controller will be called to site to eradicate the problem within a suitable timescale agreed with the EA.

4.7 Control and monitoring of noise & vibration

4.7.1 The waste operations will be carried out using the Best Practicable Means at all times. A site-specific Noise Management Plan has been 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

<i>Potential Noise Source</i>	<i>Action to be taken to prevent or minimise noise</i>
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	<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 1.5 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.

4.8 Complaints procedure

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

5 Emergency & 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 Wentvalley Skips Ltd, other site users or members of the public arising as a result of operations on site. Minor injuries such as cuts and grazes etc. will be recorded in the accident book on site. Separate procedures will be used for different types of emergency. An emergency at the site is defined by the site management as follows:

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

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

5.2 Fire

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

5.2.2 The site has a fire prevention plan (FPP) in place which has been prepared to in accordance with EA guidance to meet the following objectives:

- To minimise the likelihood of a fire happening;
- To aim for a fire to be extinguished within 4 hours;
- To minimise the spread of a fire within the site and to surrounding neighbouring sites; and,
- To minimise impact of fire on people, environment and businesses.

5.2.3 The FPP is referenced as WEQS-2782-B.

5.2.4 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 AND SOURCE 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 A999" AND ENSURING THAT ALL PERSONS WHO WERE WORKING ON THE SITE OR WHO SIGNED IN TO THE VISITOR'S BOOK ARE ASSEMBLED SAFELY
- h) INFORM ALL NEIGHBOURING PREMISES WHO ARE LIKELY TO BE AFFECTED
- i) INFORM THE ENVIRONMENT AGENCY
- j) DO NOT RETURN TO THE SITE UNTIL YOU HAVE BEEN GIVEN THE ALL CLEAR BY THE EMERGENCY SERVICES AND THE SITE MANAGER

5.3 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 such as bowsers, dust cannons if dust became a nuisance due to these weather conditions.

5.8.4 **Long periods of rainfall or flood events** – Due to the site’s concrete surface and 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 The operator will set up a notification alert with the Met Office to receive prior notifications of the above unforeseen adverse weather conditions to ensure mitigation can be put in place prior to the event. The site may be forced to close during events which could cause a significant risk to staff, human health or the environment.

5.9 Closure of destination sites

5.9.1 In the event of destination site closures or seasonal demands for wastes leading to a longer storage duration, the operator can divert incoming waste and send stored waste to

alternative sites or use the EA's public register for alternative sites who could take this material and then contact the destination site. The operator has more than one contract set up for outlets of material to plan for this event.

5.10 Operational failure

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

5.11 Bomb scare

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

6 Training for Site Staff

6.1 Training needs assessment

6.1.1 All new and existing site staff are subject to a specific training regime based on their responsibilities at the site to ensure all operations are carried out without harm to the environment or amenity of the surrounding area. Training in all aspects of the site and waste operations at the site with regard to the individual responsibilities of the site staff will help to prevent incidents occurring which may have an adverse impact on the environment and/or the employees and their co-workers.

6.1.2 An employee training record will be available at the site detailing information similar to WSL/RF/6 in Appendix II and 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 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 3.9 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

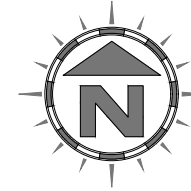
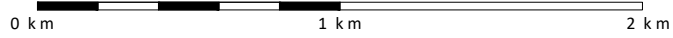
6.11.1 General site training will be provided to any contractors who are working on the site on a temporary basis as described in Sections 6.2, 6.3 and 6.4 above.

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)



NOTES

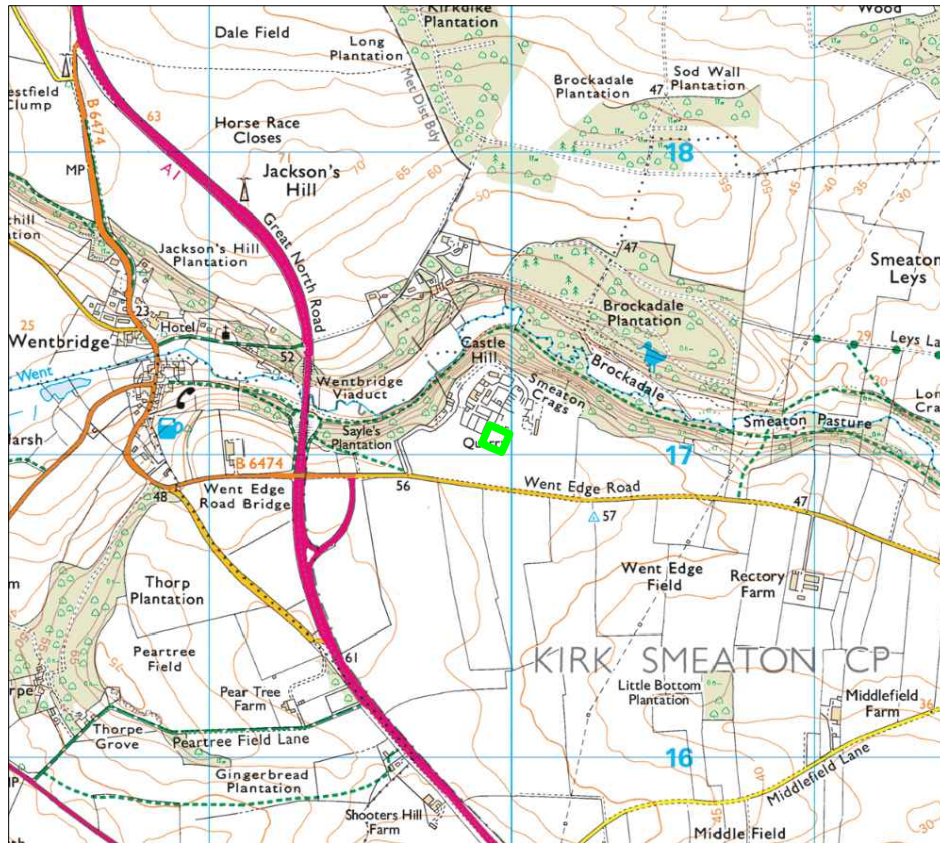
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REVISION HISTORY

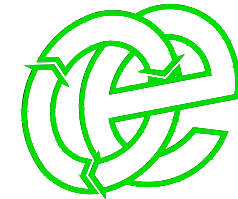
Rev	Date	Init:	Description:
-	15.5.20	CP	Initial Drawing

KEY:

Permit boundary



Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
SITE LOCATION MAP

CLIENT
Wentvalley Skips Ltd

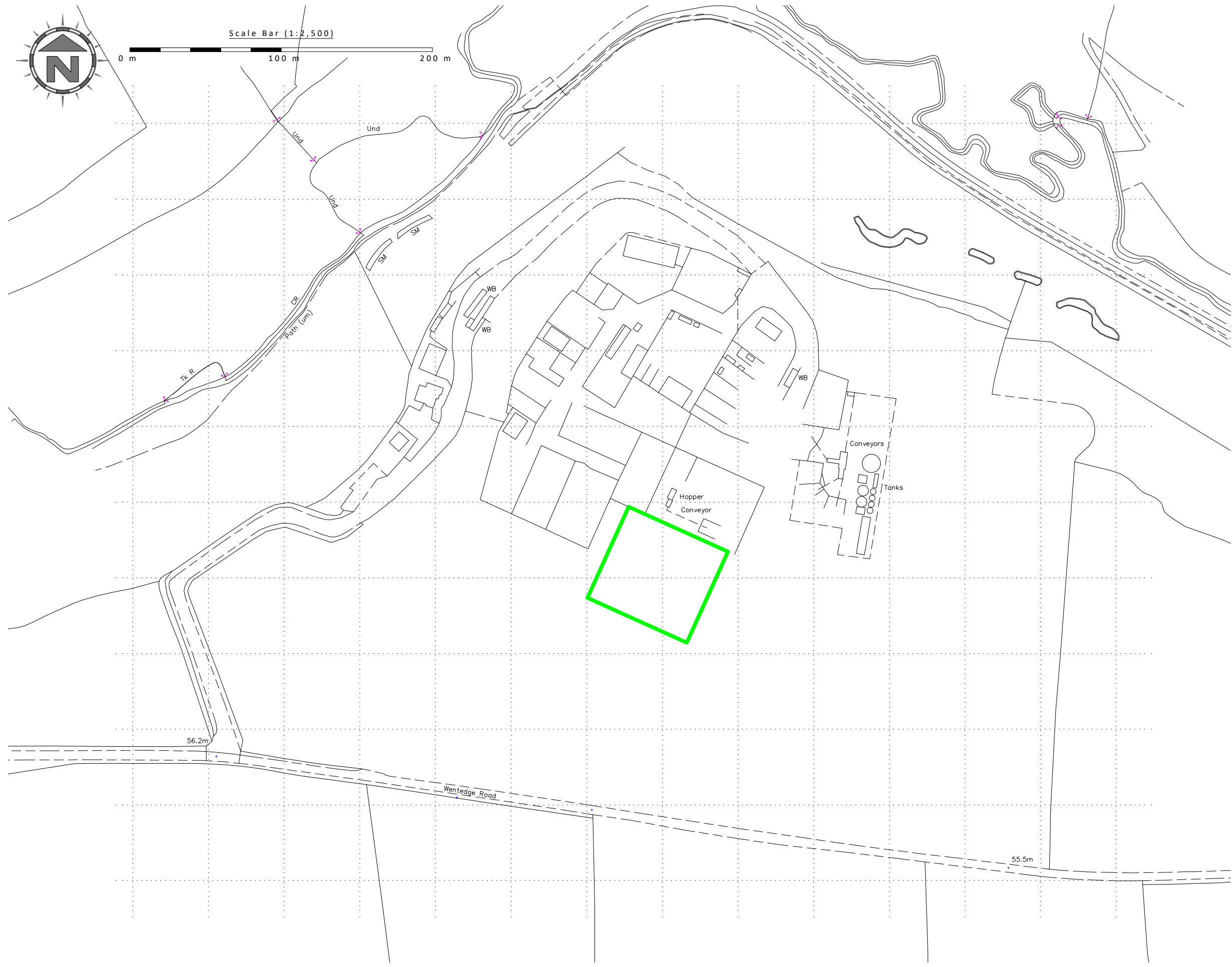
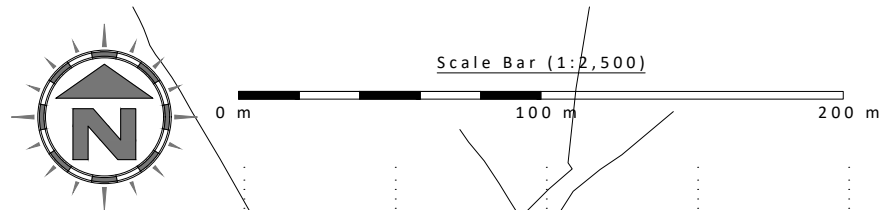
PROJECT/SITE
Went Edge Quarry, Kirk Smeaton, Pontefract
WF8 3LU

SCALE @ A4	JOB NO	CLIENT NO
1:25,000	001	2782

DRAWING NUMBER	REV	STATUS
WEQS/2782/01	-	Issued

DRAWN	CHECKED	DATE
CP	--	15.05.20

Lime House, Road Two, Winsford, Cheshire, CW7 3QZ
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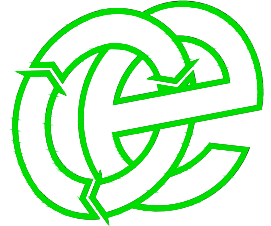


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REVISION HISTORY			
Rev	Date	Init:	Description:
-	15.5.20	CP	Initial Drawing
A	18.5.20	CP	Client comments

KEY:
 Permit boundary

Oaktree Environmental Ltd
 Waste, Planning and Environmental Consultants



DRAWING TITLE
 PERMIT BOUNDARY PLAN

CLIENT
 Wentvalley Skips Ltd

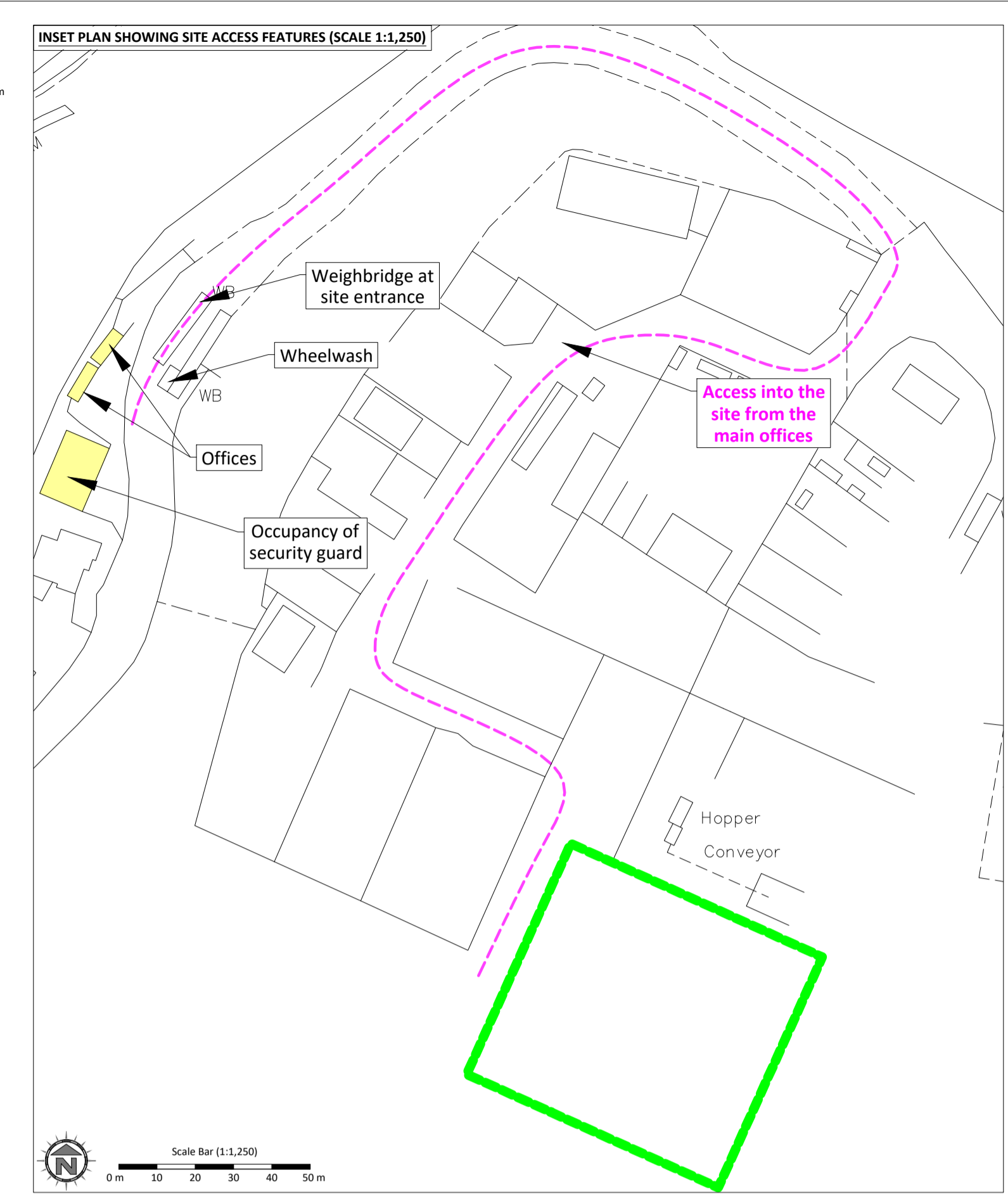
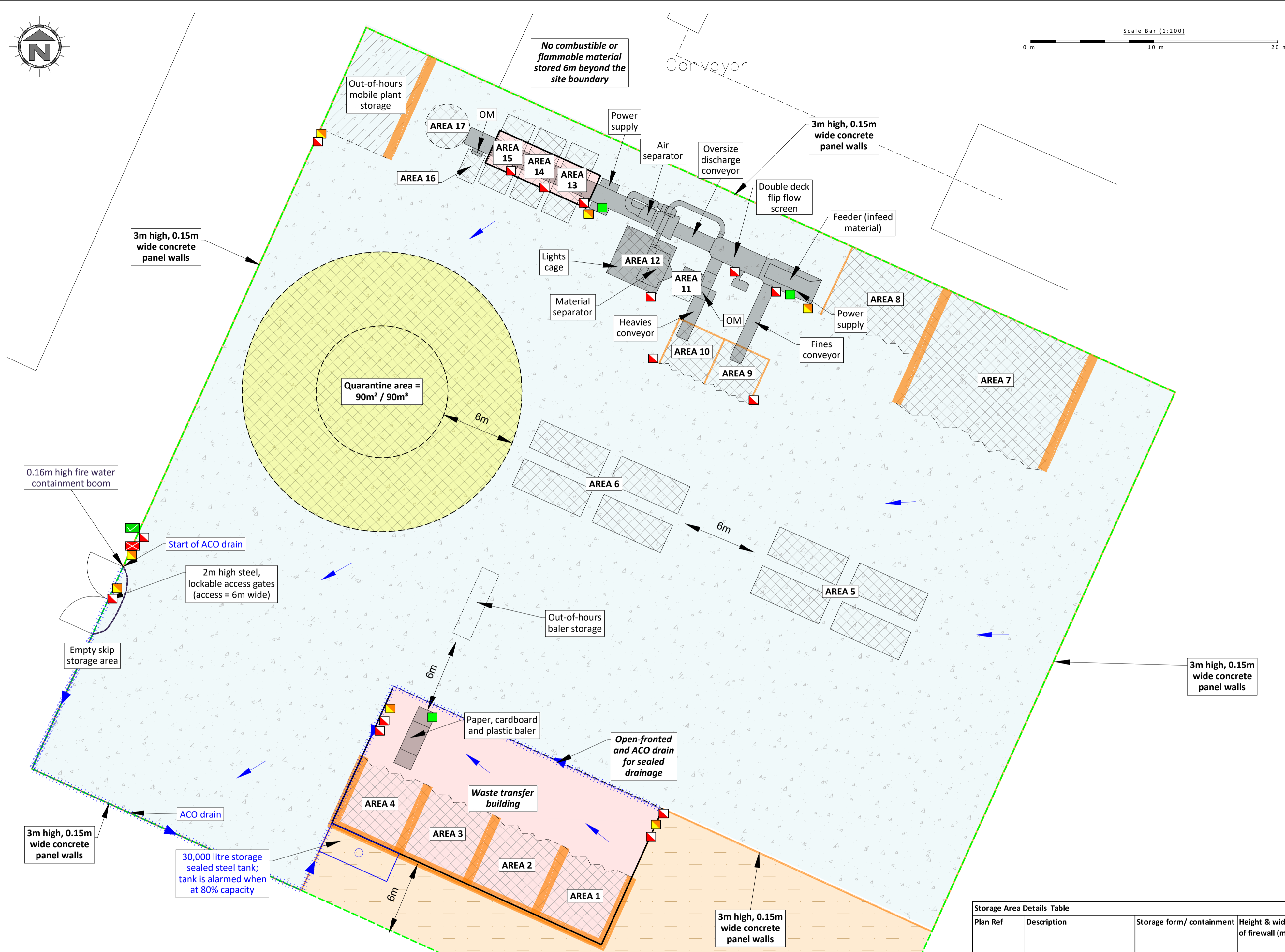
PROJECT/SITE
 Went Edge Quarry, Kirk Smeaton, Pontefract
 WF8 3LU

SCALE @ A3 1:2,500	JOB NO 001	CLIENT NO 2782
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DRAWING NUMBER WEQS/2782/02	REV A	STATUS Issued
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DRAWN CP	CHECKED RM	DATE 18.05.20
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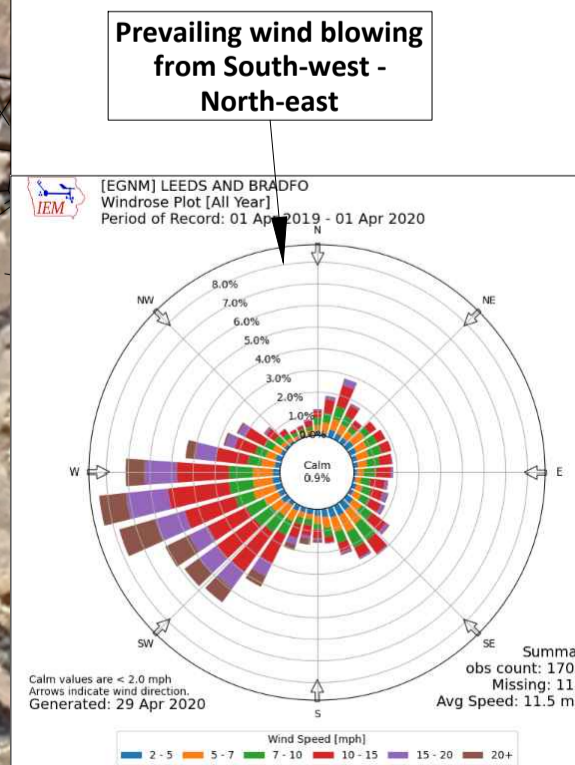
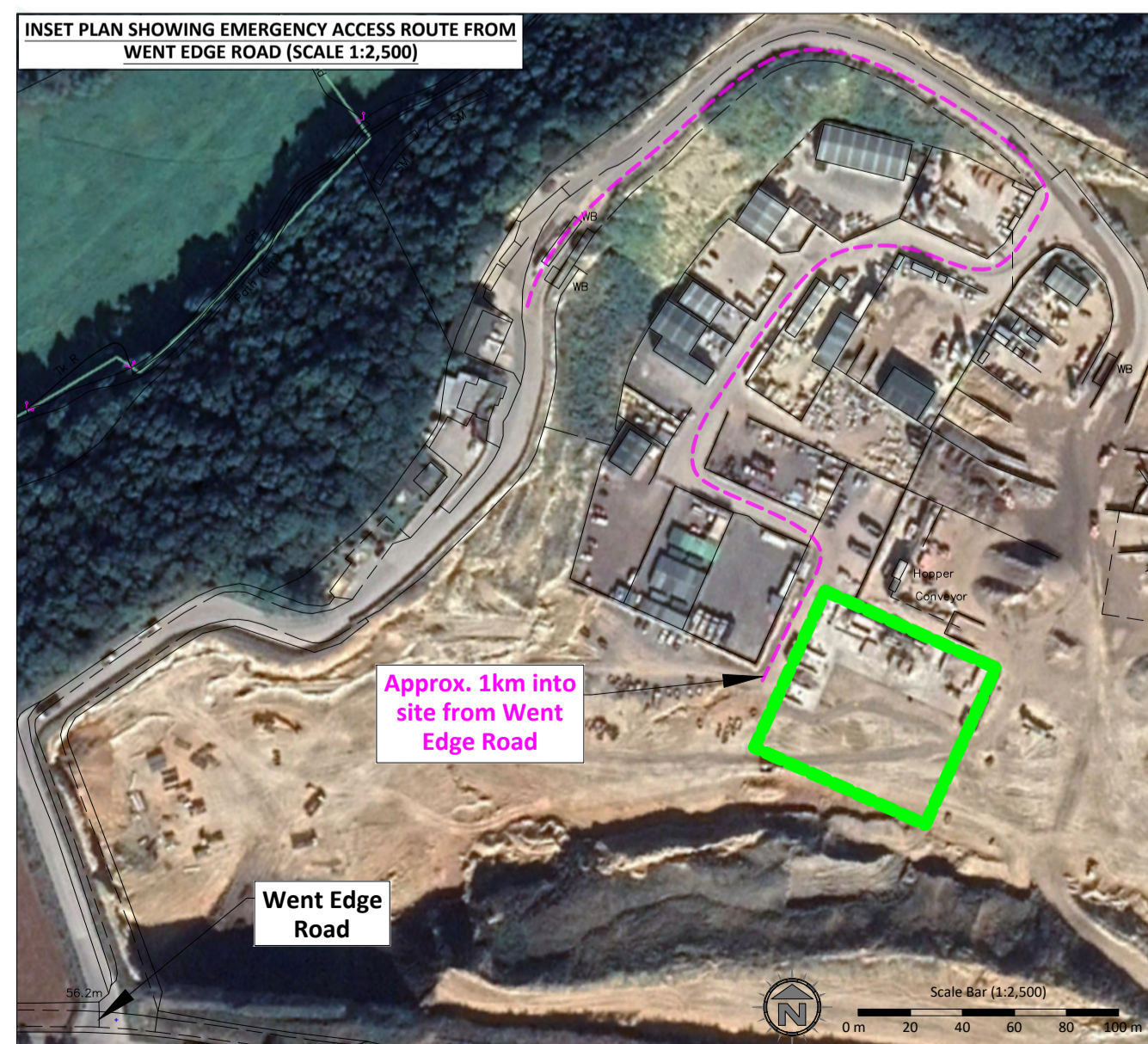
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REVISION HISTORY			
Rev	Date	Init	Description
-	12.5.20	CP	Initial Drawing
A	18.5.20	CP	Client comments

- Key:**
- Permit boundary
 - Waste storage areas
 - Non-waste storage areas
 - Waste sorting buildings
 - Concreted areas
 - Hardstanding areas
 - Other buildings (offices, etc.)
 - 0.6m wide concrete legio block walls
 - 0.1m concrete kerb/seal around pad
 - Spill kit
 - Fire fighting equipment (extinguishers, etc.)
 - Access routes for emergency vehicles and site plant manoeuvring areas
 - Surface water fall direction
 - Underground drainage and direction
 - Surface manhole for inspections
 - Gully (dirty water)
 - Plant shut off
 - Fire assembly point
 - Emergency services box



Plan Ref	Description	Storage form / containment	Height & width of firewall (m)	Max Length / Width (m)	Operational storage height (m)	Out-of-hours storage height (m)	Appox. Area (m ²)	Conversion factor used	Volume (m ³)	Tonnes (approx)	Max Duration of storage (worst case scenario)	Comments
AREAS 1-3	Mixed HIC & CDE waste reception / tipping area	Free standing / 3-sided concrete legio block	3.2 & 0.8	6	3	2	40	0.666	80	80	<72 hours	Pile size based on each bay
AREA 4	Paper, cardboard and light plastic bales	Free standing / 3-sided concrete legio block	3.2 & 0.8	6	2.4	2.4	40	1	96	100	<12 hours	Clear out-of-hours
AREA 5	4 no. 40 cubic yard skips of sorted waste awaiting	Moveable sealed open topped skips	N/A	6.1 x 2 = 12.2	2.66	2.66	15 x 4 = 60	1	40 x 4 = 160	100	<72 hours	N/A
AREA 6	4 no. 40 cubic yard skips of sorted waste awaiting	Moveable sealed open topped skips	N/A	6.1 x 2 = 12.2	2.66	2.66	15 x 4 = 60	1	40 x 4 = 160	100	<72 hours	N/A
AREA 7	Reception area for mechanically processed fines material (40mm - 300mm)	Free standing / 3-sided concrete panel and legio block storage bay	3.2 & 0.8 / 0.15	9	3	2	130	0.666	260	250-300	<72 hours	Pile is 75% inert, 25% constituents
AREA 8	Infeed pile (40mm - 300mm)	Free standing / 3-sided concrete panel and legio block storage bay	3.2 & 0.8 / 0.15	13	3	2	50	0.666	100	100-150	<12 hours	Clear out-of-hours
AREA 9	10mm - 40mm fines	Free standing / 3-sided concrete panel storage bay	3.0 / 0.15	4	3	2	15	0.666	30	30	<12 hours	Clear out-of-hours / pile is non-combustible
AREA 10	10mm - 80mm midsize/heavies	Free standing / 3-sided concrete panel storage bay	3.0 / 0.15	4	3	2	15	0.666	30	30	<12 hours	Clear out-of-hours / pile is non-combustible
AREA 11	Scrap metal arising from overband magnet	4 yard sealed open top skip	N/A	2.5	1.25	1.25	4	1	5	5	<72 hours	Metal is collected and deposited using an overband magnet
AREA 12	Lights cage	Steel cage	N/A	4.2	2	2	20	1	40	10	<12 hours	Clear out-of-hours
AREAS 13-15	Picked combustible wastes i.e. wood, paper, cardboard	Moveable 40 cubic yard sealed open topped skips	N/A	6.1	2.66	2.66	15 x 3 = 45	1	40 x 3 = 120	60	<72 hours	N/A
AREA 16	Scrap metal arising from overband magnet	4 yard sealed open top skip	N/A	2.5	1.25	1.25	15	0.333	6	<10	<72 hours	Bulky concrete (non-combustible waste)

Conversion factors for waste piles are worked out using the following methods set out by The Environment Agency

Conversion of 1 for materials stored within containers, area of storage in stackable containers and waste/bale stacks

Conversion of 0.6666 for waste stored within a bay

Conversion of 0.3333 for waste stored in a free-standing stockpile

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
SITE LAYOUT & FIRE PLAN

CLIENT
Wentvalley Skips Ltd

PROJECT/SITE
Went Edge, Kirk Smeaton, Ponterfract WF8 3LU

SCALE @ A1
1:200

JOB NO
001

CLIENT NO
2782

DRAWING NUMBER
WEQS/2782/03

REV
A

STATUS
Issued

DRAWN
CP

CHECKED
RM

DATE
18.05.20

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Appendix II

Record Keeping Forms (Advisory as information only)

**WENTVALLEY SKIPS LTD
REJECTED WASTE - RECORD FORM WSL/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	

	WENTVALLEY SKIPS LTD SITE INSPECTION FORM – WSL/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							
HOLDING TANK / SUMP / INTERCEPTOR	WEEKLY							
WASTE CONTAINERS	DAILY							
WASTE STORAGE LIMITS	MIXED WASTE	WEEKLY						
WASTE STORAGE LIMITS	INERTS	WEEKLY						
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>	

WENTVALLEY SKIPS LTD

EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - WSL/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:							

**WENTVALLEY SKIPS LTD
COMPLAINTS REPORT FORM (WSL/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 WSL/RF/7. This form will normally be completed, signed and dated by the Site Manager; if they are not available the Office Manager will complete the form.

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

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

Appendix III

Environmental Permit (including accepted waste types)

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 Wentvalley Skips 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 Wentvalley Skips 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.