

Natural Resource Planning

40a Chapeltown, Pudsey, Leeds, UK
LS28 8BL

*Environmental Issues
Waste Management
Mineral Extraction
Sustainability*

MANAGEMENT SYSTEM SUMMARY

SITE DETAILS:

WSS – South Elmsall

Quarry Works
Field Lane
South Elmsall
Pontefract
WF9 2DG

APPLICANT DETAILS:

Wetherby Skip Services Ltd

Head Office
Champagne Whin
Spring Lane
Walton, Wetherby
LS23 7DN

Permit Reference:

tbc

Document Reference:

Fiii PERMIT Management System Summary

Issue Date:

20/10/2022

DOCUMENT CONTROL

DOCUMENT TITLE:	Management System Summary
REFERENCE:	Fiii PERMIT Management System Summary
CLIENT:	Wetherby Skip Services Ltd
REPORTED BY:	Natural Resource Planning
STATUS:	FINAL
ISSUE:	V3
ISSUE DATE:	20 October 2022
AUTHOR:	Neil Wallace
APPROVED BY:	NRP

REVISION HISTORY

REFERENCE:	DATE	ISSUE	REVISION SUMMARY
V1	Dec 2021	V1	Draft for Review
V2	15 th October 2022	V2	Absorb Env Risk
V3	20 th October 2022	V3	Rechecked from Env Assessments

QUALITY CONTROL

ACTION	NAME	DATE
Prepared	Neil Wallace	15/12/2021
Checked	NRP	15/01/2022
Approved	NRP	15/01/2022
Rechecked	NRP	20/10/2022

CONTENTS

1	INTRODUCTION.....	4
2	PURPOSE AND SCOPE OF MANAGEMENT SYSTEM.....	5
3	OPERATIONS AND MAINTENANCE	6
	DELIVERY OF WASTE.....	6
	UNLOADING OF WASTE	6
	STORAGE OF WASTE.....	6
	PLANT AND EQUIPMENT	7
	POLLUTION PREVENTION	7
	SITE OPERATIONAL PROCEDURES	7
	SITE SECURITY	8
4	ACCIDENT AND EMERGENCY CONTROL.....	9
	FIRE.....	9
	EMERGENCY	9
5	WASTE MANAGEMENT.....	9
6	TRAINING AND COMPETENCE	9
7	COMPLAINTS	10
8	DOCUMENTS AND RECORDS	11
9	SITE COMPLETION	11

1 INTRODUCTION

- 1.1 This document is the summary of the overall Environmental Management System (EMS) that accompanies the application for a Bespoke Environmental Permit at Quarry Works, Field Lane, South Elmsall, Pontefract WF9 2DG
- 1.2 Planning permission (Wakefield Council:19/01023/WAS) has been granted for the recovery and development of the site by the importation of acceptable inert materials for recovery and infill. This includes a supplementary s106 agreement for highway routing arrangements and the management of a local community liaison group. The agreement was signed between all relevant parties on 17th July 2020.
- 1.3 A Waste Recovery Plan (EPR/JB3103XW/A001) was submitted to the Environment Agency and the Recovery vs. Disposal Assessment was accepted as 'Recovery' on 25th January 2022.
- 1.4 The proposed recovery operation consists of the progressive restoration of the site by the importation of suitable inert materials to a state fit for future built development, likely housing.
- 1.5 It is proposed to work in 3 phases broadly starting from the lowest elevation from the central east area towards the north and then reversing back over this ground to end at the south adjacent to the public highway. The phasing is mostly dictated by the existing shape of the former quarry site, but also a desire to protect key tree features at the northern and western boundaries.
- 1.6 The advanced target is for each phase to broadly account for one and a half years' worth of recovery and infill. Phase 1 may take longer due to the depth of material required. Also, this estimated phased working may change subject to weather and material availability.
- 1.7 A continued and progressive infill with permitted inert materials will achieve a suitably developed concave or shallow dome profile (much like an upturned saucer).
- 1.8 The application has been prepared by Natural Resource Planning on behalf of the applicant and operator, Wetherby Skip Services (WSS) Limited.

2 PURPOSE AND SCOPE OF THE MANAGEMENT SYSTEM

- 2.1 The summary of the Environmental Management System (EMS) covers operations associated with the deposit for recovery of non- waste materials and suitable inert wastes specifically at Quarry Works, Field Land, South Elmsall, Pontefract WF9 2DG.
- 2.2 The aim of the EMS is to document procedures and work instructions which are implemented and maintained on site.
- 2.3 The summary has been produced broadly in accordance with the Environment Agency's Environmental Management – guidance '*Develop a management system: environmental permits*' (published 14th January 2019) available on the GOV.UK website.
- 2.4 Benefits of operating an effective and efficient management system are to ensure sustainable business practices, reduce risks and losses, reduce operational costs, help obtain business and a good reputation, and always to ensure legal compliance.
- 2.5 The key contact regarding the operation any WSS Environmental Permits is:
Mark Kent, Managing Director & TCM
T: 01937 845278 e: mkent@wetherbyskips.co.uk
- 2.6 WSS operates an in-house EMS across all of their sites.
- 2.7 This summary of actions will be supported and supplemented by existing documentation, policies, procedures, work instruction and training plans contained within the WSS company management system to which all operations are undertaken.

3 OPERATIONS AND MAINTENANCE

3.1 The scope of the Management System Summary (MSS) extends to all operations associated with the acceptance and deposit for recovery of waste at the site. The list of wastes permitted for acceptance at the site are detailed in the application pack (ref: Diii PERMIT List of Wastes).

3.2 All operations and working practices will be regularly reviewed and improved where necessary. There are robust mechanisms in place for investigation of incidents/accidents if they occur.

Delivery of Waste

3.3 Each waste delivery arriving at site must be accompanied by a relevant waste transfer note, unless the delivery is accepted under an annual waste transfer note (multiple inert waste transfers for up to a 12-month period). The waste transfer or consignment note should be consistent with fulfilling the company's responsibilities under the provisions of the Duty of Care and EMS.

3.4 Vehicle details will be recorded in the site diary or similar document. Waste will only be accepted from companies who have provided a valid waste carrier registration and the relevant Waste Transfer Note.

3.4 All loads will be pre-booked, no ad-hoc deliveries will be accepted. All loads are inspected for non-permitted wastes, quality and conformance with Environmental Permit requirements. Non-conforming loads are refused entry and details are recorded.

3.5 All drivers must wear appropriate PPE, before beginning the unloading process.

Unloading of Waste

3.6 After the paperwork has been reviewed and appraised as correct, the Site Operation staff will, as far as practicable, undertake a visual inspection of the waste to establish compliance and promote safety.

Deposit

3.7 If the waste is suitable for acceptance to site, the vehicle will be directed to the active deposit area. The accompanying paperwork will be temporarily retained by Site Operation staff pending egress from site.

Storage of Waste

- 3.8 A separate, primary waste deposit area will be progressively allocated for storage prior to the recovery operation. Loads already recovered at a permitted site elsewhere will be deposited directly for infill restoration. Due to the relatively low tonnage throughput, it is highly unlikely there will be a significant storage volume of primary waste material.
- 3.9 Secondary material stores, such as topsoil, will be adopted to maximise the use of the best material for any aspect of a phased working. To minimise excessive double-movement these recovered materials will be heaped and located within proximity of the current phase of working.
- 3.10 Any temporary storage pile, where possible, will not exceed acceptable working height levels or cause excessive risk to site staff or operations.

Plant and Equipment

- 3.11 The site will be equipped with earthmoving plant (e.g. tracked loading shovels, dozers and a 360⁰ excavator). The site will also utilise a mobile screening and crushing machine.
- 3.12 All equipment will be periodically inspected in accordance with manufacturers' guidelines and manuals to ensure the plant and equipment is safe to operate and available for work, when required.
- 3.13 All site plant will be stored on site and securely locked away from the public highway.

Pollution Prevention

- 3.14 Potential sources of pollution have been identified within the Environmental Risk Assessment (ref: Ei Permit Environmental Risk Assessment) as:
- Dust
 - Accident
 - Noise and vibration
- 3.15 Daily site inspection checks will be undertaken by Site Operation staff.

Site Operational Procedures

- 3.16 The site will be operated in accordance with written procedures incorporated within the Wetherby Skip Services Limited – EMS.

- 3.17 All procedures include written instruction on how to undertake tasks, equipment involved, PPE/safety equipment required and potential hazards. Each procedure is accompanied by an activity risk assessment.

Site Security

- 3.18 The entire site will be secured by fencing and a locked vehicle security gate.

Summary of roles and responsibilities

- 3.19 All main site actions and initial responsibilities are documented in Appendix A of this summary.

4 ACCIDENT AND EMERGENCY CONTROL

Fire

- 4.1 The site will not store or treat combustible wastes, and therefore is not required to meet the Environment Agency's Fire Prevention Plan guidance (May 2018).
- 4.2 A limited volume of vehicle fuel may be securely stored on site, but – where possible – this will be kept to a minimum to reduce the risk from sabotage/ vandalism.

Emergency Control

- 4.3 The applicant does not consider there will be a significant need for any emergency control situation at the site. Site Operation staff will nonetheless be trained and made aware of a sequential process to contact principal organisations in the event of an emergency – these will include Head Office, 999 (Police, Fire Services and Paramedics) and the Environment Agency.

5 WASTE MANAGEMENT

- 5.1 Only suitable inert wastes and non-waste materials are accepted for deposit at the facility. Any residual or non-permitted wastes may be temporarily set aside for up to 5 working days in a marked quarantine area, subject to a satisfactory disposal solution being identified.
- 5.2 Any such waste will be disposed of at a suitably permitted facility.
- 5.3 Should the temporary storage exceed 5 working days then the Environment Agency will be formally notified.

6 TRAINING AND COMPETENCE

- 6.1 The site shall be overseen and managed by a Technically Competent Manager (TCM) holding the relevant Operator Competence Certificate qualification.
- 6.2 The TCM will be responsible for the day-to-day operations at the site, and to ensure that Site Operation staff are suitably trained and familiar in all site compliance with the Environmental Permit. The TCM will be responsible for ensuring adequate training of staff has been undertaken.
- 6.3 The TCM will report any problem, or potential problem, to senior management at

Head Office as well as the Environment Agency (if required).

- 6.4 The TCM will attend the site in accordance with the attendance criteria specified within '*Environmental Management – Guidance: Legal Operator and Competence Requirements: environmental permits*' available on the GOV.UK website.
- 6.5 All new site staff will be taken through an Induction Process covering all areas of site operations including: Emergency procedures, PPE, all site operations, company policies, and all relevant conditions of the Environmental Permit. This forms part of the existing practice covering all WSS permitted sites.
- 6.6 To ensure safe operation of the site, all site operation staff will be fully trained in the use of site plant and equipment.
- 6.7 Operator training is reviewed regularly through monitoring checks and refresher courses to ensure continued competence in their daily tasks.

7 COMPLAINTS

- 7.1 All complaints/ representations concerning the permitted site will be dealt in accordance with the existing EMS and reported/ discussed at the Local Community Liaison Group (LCLG).
- 7.2 Relevant contact details will be displayed on an information board at the site entrance, including a range of formats with which to submit a complaint/ representation.
- 7.3 On receipt of a potential complaint, the TCM, or their nominated person, will investigate the issue to determine if a resolution can be rectified swiftly. Where additional time is required - to undertake repair or replacement of infrastructure which has caused the complaint - the source will be contacted with an update of the actions being taken and the estimated timescale for completion.
- 7.4 All complaints/ representations will be logged, acknowledged and investigated, with resultant actions (if required) reported to the source and the Environment Agency. Again, all relevant matters will be discussed and where possible resolved at the LCLG at which the Environment Agency will be invited to attend.

8 DOCUMENTS AND RECORDS

- 8.1 All EMS records or similar will be held by WSS as required by the Environmental Permit.
- 8.2 Copies of relevant Environmental Permits, access to the EMS, and any other codes of practice will be available at the site.
- 8.3 Records of all waste received at and removed from the site will be maintained on site (copies at Head Office) and, as specified in the Environmental Permit, reported to the Environment Agency on an agreed timescale/ basis.
- 8.4 Records will be kept in accordance with The Waste (England and Wales) Regulations 2016 (as amended) and conditions of the Environmental Permit.

9 SITE COMPLETION

- 9.1 WSS will plan for completion of the site through completing the annual survey and maintaining the monitoring of the site condition and profile.
- 9.2 An annual Site Condition Report will be supplemented with records of site maintenance and development, following pollution incidents records of actions taken and any remedial works and verification reports undertaken shall be kept, as well as any monitoring results.
- 9.3 The annual Site Condition Report will be formally submitted to both the local planning authority and the Environment Agency, or as directed by the Environmental Permit.
- 9.4 The information collated during these surveys and monitoring regimes will be used to prepare the Permit surrender and to ensure that the site operation has not caused any unacceptable negative impact to the surrounding environment.

APPENDIX A – SUMMARY OF QUARRY WORKS: ROLES AND RESPONSIBILITIES

TOPIC	DESCRIPTION / EFFECT	FREQUENCY	WHO/ RECORDING
Site / process layout	<ul style="list-style-type: none"> • Check weather forecast for wind or severe rainfall • Visual inspection of site perimeter for third party litter/ vandalism • Basic check of stockpiles, facility block and primary holding area • Maintain internal routing free from debris • Confirm designated deposit area suitable for safe, progressed working • Prepare wheel wash facilities 	<ul style="list-style-type: none"> • Daily 	<ul style="list-style-type: none"> • Site staff/ record in site diary (and report any issue to senior management/ TCM)
Control of vehicles movements onsite	<ul style="list-style-type: none"> • Maintain primary holding area & prepare for document check • Ensure site speed limit and signage in good working order • All vehicles will remain sheeted before/ after deposit. 	<ul style="list-style-type: none"> • Daily 	<ul style="list-style-type: none"> • Site staff/ record in site diary (and report any issue to senior management/ TCM)
Operation plant and machinery	<ul style="list-style-type: none"> • Regular, daily checks of all plant and equipment, especially alarms/ silencers • Monitor noise while operation, especially during sustained periods of working 	<ul style="list-style-type: none"> • Daily 	<ul style="list-style-type: none"> • Site staff/ record in site diary (and report any issue to senior management/ TCM)

	<ul style="list-style-type: none"> • All plant and machinery operation specifications/ manuals to be accessible on site • All plant operated and maintained in accordance with manufacturer's specifications 		
Waste recovery & infill	<ul style="list-style-type: none"> • Continued operation of crusher rather than stop-start process • Regular inspection of internal routes & use of water bowser as required • Visual inspection of public highway after deliveries to highlight need for sweeper • Ensure stockpiles are safe and infill working area level • Undertake operations in central part of the day, where possible, and always in permitted working hours 	<ul style="list-style-type: none"> • Daily 	<ul style="list-style-type: none"> • Site staff/ record in site diary (and report any issue to senior management/ TCM)
Community	<ul style="list-style-type: none"> • Bi-annual/ annual LCLG meeting to formally record issues & resolve potential conflict • Annual site report submission to regulatory authorities • Self-report any incident to regulatory authorities to minimise concerns 	<ul style="list-style-type: none"> • As indicated • As indicated • As indicated 	<ul style="list-style-type: none"> • Senior management/ TCM & consultant with support from neutral chair & regulatory authorities • Senior management/ TCM • Senior management/ TCM

	<ul style="list-style-type: none">• Annual ecology survey to assess presence of species in evolving workings	<ul style="list-style-type: none">• As indicated	<ul style="list-style-type: none">• Senior management/ TCM
--	--	--	--