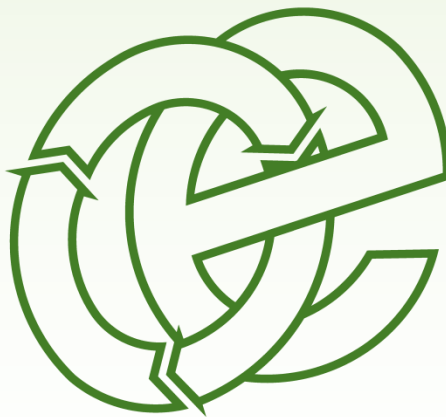


ENVIRONMENTAL MANAGEMENT SYSTEM

Unit 103, Zone 1, Deeside Industrial Park, Flintshire, CH5 2LR

Parry & Evans Ltd

Version:	1.1	Date:	18 December 2019		
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Oaktree Environmental Ltd
Waste, Planning & Environmental Consultants



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1.0	04/02/2019	IA	--	Internal draft
1.1	18/12/2019	IA/RS	RS	EP variation application submission

THIS DOCUMENT IS DUE FOR REVIEW IN **DECEMBER 2021** OR AS A RESULT OF ANY INCIDENTS WHICH MAY LEAD TO THE REQUIREMENT FOR IMMEDIATE REVIEW, WHICHEVER IS THE SOONER

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Appendix I - Drawings

Drawing No. 1537-DEE-MAP-01 – Site Location Map

Drawing No. 1537-DEE-MAP-02 – Permit Boundary Plan

Drawing No. 1537-DEE-MAP-03 – Site Layout and Fire Plan

Drawing No. 1537-DEE-MAP-04 – Receptors Plan

Appendix II - Record Keeping Forms (advisory only)

PEL/RF/1- Waste Input Record Form

PEL/RF/2- Rejected Waste

PEL/RF/3- Waste Output Record Form

PEL/RF/4- Site Diary/Inspection Form

PEL/RF/6- Employee Training Needs Assessment / Review

PEL/RF/7- Complaints Form

****The above forms are advisory only, alternative forms of the operator may be used electronically**

Appendix III - Environmental Permit Including Accepted Waste Types

Appendix IV - Health & Safety – Conditions of Site Use for Staff and Visitors

Site Information & Key Contacts List

Site Address:	Unit 103, Zone 1, Deeside Industrial Park, Flintshire, CH5 2LR		
Site Operator:	Parry & Evans Ltd	National Grid Ref:	SJ 33066 70221

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Lee Evans	Operations Director	07792 458549	Same
Stephen Evans	Managing Director	07970 651129	Same
Nick Owen	Site Manager	07540 341990	Same
Dave Evans	Health & Safety Advisor	07962 389726	Same
Timothy Jones	Transport Manager	07850 650497	Same
Steve Walker	Deputy Manager	07876 500454	Same
Countess of Chester Hospital – Liverpool Road, Chester, CH2 1UL	Local NHS Hospital (Main)	01244 365000	999
	Accident & Emergency (A&E)	111	999
Deeside Medical Practice – 21 Chester Road West, Shotton, Deeside, CH5 1QA	Local Doctor Surgery (GP)	01244 831698	999 or 112
Deeside Police Station – 26 Wepre Drive, Connah's Quay, Deeside, CH5 4HA	Local Police Non-Emergency	101, or; 0845 6071002	999
	Police Emergency	999	999
Deeside Fire Station – Chester Road East, Deeside, CH7 2EF	Fire and Rescue Service (in Emergency Dial 999)	01244 813512	999 or 112
Natural Resources Wales	Environmental Regulator	0300 065 3000	0300 065 3000
Flintshire County Council	Local Planning Authority	01352 703020	01352 752121
	Environmental Health Dept.	01352 703020	01352 752121
Manweb	Electricity Provider	0845 2727000	0845 2722424
Oaktree Environmental Ltd Lime House, 2 Road Two, Winsford, Cheshire CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	
Welsh Water	Local Water Supplier / Sewerage Provider	0800 052 0130	
Metro Rod	24 hr call out service for gully clearance	0808 208 2620	

1 General Considerations

1.1 Site operator/permit holder

1.1.1 Parry & Evans Ltd are the operator of the proposed site. The site will be operated predominantly as the following:

- Materials Recycling Facility and Household, commercial and industrial (HCI) waste transfer station.

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

1.2 Relevant contacts

1.2.1 The contact details for the operator are as follows:

Parry & Evans Ltd	Contact:	Lee Evans
Unit 103, Zone 1, Deeside	Position:	Director/Site Manager
Industrial Park, Flintshire,	Tel:	07792 458549
CH5 2LR		

1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for Parry & Evans Ltd to assist in the preparation of this Environmental Management System (EMS). This EMS has been prepared to meet the requirements of the Environmental Permitting (England and Wales) Regulations 2016 and NRW's Guidance: *"how to comply with your environmental permit"*.

1.2.3 Contact details for Oaktree Environmental are as follows:

Oaktree Environmental Ltd	Contact: Richard Sims
Lime House	Position: Director
2 Road Two	Tel: 01606 558833
Winsford	E-mail: richard@oaktree-environmental.co.uk
Cheshire CW7 3QZ	

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

1.3 Site location

1.3.1 The site is located on Land at Unit 103, Zone 1, Deeside Industrial Park, Flintshire, CH5 2LR as shown on Drawing Nos. 1537-DEE-MAP-01 and 1537-DEE-MAP-02. The national grid reference for the site is SJ 33066 70221

1.4 Permit area/waste management operations

1.4.1 The permit boundary is outlined in green on Drawing No. 1537-DEE-MAP-02. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant and equipment. This EMS should be read in conjunction with the site's Fire Prevention & Mitigation Plan (FPMP) which is referenced as 1537-DEE-MAP--B.

1.4.2 The recycling centre allows for the reception, storage, sorting and treatment (using fixed and mobile plant) of household, industrial and commercial (HIC) waste to permit recycling and recovery. Recycled/recovered materials include hardcore, wood, plastics, paper/card, scrap metal, etc. Non-recyclable general wastes are bulked up and sent to an appropriately permitted site for disposal or further recovery.

1.4.3 The EP is required for the storage (keeping) prior to removal, and treatment (all types of handling/processing) of waste. Waste treatment processes which can be carried out on site are summarised on the next page:

- 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

1.4.4 Specified waste management activities and associated limits (including waste disposal and waste recovery operations) are listed below:

- R3: Recycling/reclamation of organic substances which are not used as solvents
- R4: Recycling/reclamation of metals and metal compounds
- R5: Recycling or reclamation of other inorganic materials.
- R13: Storage of waste pending any of the operations numbered R1 to R12 excluding temporary storage, pending collection, on the site where it is produced).
- D9: Physico-chemical treatment not specified elsewhere in Annex IIA which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D8 and D10 to D12
- D14: Repackaging prior to submission to any of the operations numbered D1 to 13
- D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)

1.5 Hours of operation

1.5.1 The site is operated according to the hours specified below:

Monday to Friday	24 hours
Saturday	24 hours
Sundays, Bank/Public holidays	24 hours

- 1.5.2 Whilst the site is open 24 hours, the plant may not be operated on a 24 hour basis. Some of the times when the site is open it will only be occupied by banksmen and/or site supervisors during times when the site operations are limited to receipt and dispatch of incoming/outgoing materials.

1.6 Waste Storage, Types and Quantities

- 1.6.1 The locations of the operational and storage areas are shown on Drawing No. 1537-DEE-MAP-03.
- 1.6.2 The waste types handled on site will consist of non-hazardous household, commercial and industrial waste comprising mainly paper and cardboard arising from activities within the surrounding area. This is as defined in the Controlled Waste (England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990.
- 1.6.3 A detailed breakdown of the waste types allowed for acceptance at the site will be shown in the environmental permit. No hazardous, clinical or liquid wastes will be accepted at the site.
- 1.6.4 The throughput of the site is limited to <250,000 tonnes per annum. Table 1.1 provides the type and volume of all wastes to be stored on site (and is also clearly outlined on Drawing No. 1537-DEE-MAP-03) with residence times for each waste type.
- 1.6.5 If the maximum storage capacity of the site is reached then no further waste will be accepted until waste can be removed from the site and taken to a suitably permitted or exempt site.
- 1.6.6 Stockpiling of waste will be limited to the height of 4m for combustible wastes.

Table 1.1 - Waste storage table

Plan Ref	Brief Description	Storage form	Length / Width (m)	Height (m)	Approx. Area (m ²)	Volume (m ³)	Max Duration of storage
1A	Vehicle trailer for baled plastics	Processed (baled) in articulated trailer	10 x 2	2	20	40	<2 weeks
1B	2 x 40yd ³ skips for the storage of textiles and metals	Separated and loose in 40yd ³ skips	N/A	2.2	N/A	62	<2 weeks
2A	Baled paper/card	Processed (baled) / free standing bale stack	20 x 10	3	200	600	<2 months
3A	Mixed recyclables for separation (picking line feed pile)	Loose / mixed / free standing pile	6 x 6	3	36	35	<72 hours
3B	Separated recyclables	Processed / loose / free-standing in 2-sided bay	5 x 5	2	25	17	<1 week
3C	Separated recyclables	Processed / loose / free-standing in 2-sided bay	5 x 4	2	20	13	<1 week
3D	Ferrous metals removed from overband magnet	Processed / loose / free-standing in 2-sided bay or in a skip	5 x 2	2	10	7	<1 week
3E	Separated recyclables	Processed / loose / free-standing in 2-sided bay	5 x 3	2	15	10	<1 week
4A	Baled paper/card	Processed (baled) / concrete block wall bay	20 x 10	4	200	800	<2 months
5A	Baled paper/card	Processed (baled) / concrete block wall bay	20 x 10	4	200	800	<2 months
6A	Baled paper/card	Processed (baled) / concrete block wall bay	12 x 10	4	120	480	<2 months
7A	Loose paper/card	Loose awaiting separation and grading	15 x 6	3	90	178	<2 weeks
8A	UPW reel reception area	Unprocessed / free standing in 2-sided bay	8 x 7	2	56	75	<48 hours
9A	UPW reel bales	Processed (baled) / free standing	10 x 5	2	50	140	<1 week
9B	UPW reel (loose)	Processed / free standing in 2-sided bay	12 x 7	2	84	112	<48 hours

Plan Ref	Brief Description	Storage form	Length / Width (m)	Height (m)	Approx. Area (m2)	Volume (m3)	Max Duration of storage
10A	Loose magazines	Unprocessed / concrete block wall bay	20 x 10	4	200	533	<1 week
11A	Loose shredded pams	Processed (shredded) / concrete block wall bay	20 x 10	4	200	533	<1 week
12A	Loose news and pams	Unprocessed / concrete block wall bay	19 x 10	4	190	507	<1 week
13A	Loose news and pams	Processed / free standing	10 x 5	3	50	133	<48 hours
14A	Baler feed pile (sorted recyclables)	Unprocessed / concrete block wall bay (2-sided)	14 x 6	2	84	112	<48 hours
15A	Loose/baled recyclables storage	Processed (baled) / free standing	14 x 8	3	112	112	<1 week
16A	Mixed paper	Unprocessed / free standing	17 x 8	4	136	363	<1 week
17A	Cardboard	Processed / concrete block wall bay	5 x 4	3	20	40	<1 week
18A	Mixed paper and card	Unprocessed / concrete block wall bay	20 x 9	4	180	480	<1 week
19 A	Baler feed pile comprising paper and cardboard or plastics	Unprocessed / free standing in 2-sided bay	6 x 6	2	36	24	<1 week
20 A	Holding bay for separated recyclables awaiting baling	Unprocessed / free standing	7 x 5	2	35	23	<1 week
21 A	Baled recyclables	Processed (baled) / free standing bale stack	10 x 10	4	100	400	<1 week
22 A	4 x 40yd3 skips of separated recyclables	Sorted / 40 cubic yard containers	N/A	2	N/A	124	<1 week
23 A	Mixed general waste reception bay	Unprocessed / concrete block wall bay	12.8 x 10	3	128	255	<72 hours
24 A	RDF/SRF output bay (shredded)	Processed (shredded) / concrete block wall bay	12.8 x 10	3	128	255	<72 hours
25 A	Baled recyclables	Processed (baled) / free standing bale stack	20 x 10	2.6	200	520	<1 week

1.7 Exempt activities

- 1.7.1 Activities which are outside the scope of the EP for the site (listed in Schedule 3 of The Environmental Permitting (England and Wales) Regulations 2016) may be carried out at the recycling centre and the relevant details would be registered with the NRW prior to commencement.
- 1.7.2 Registration - Current and future exemption notifications and register entries are held in the site office. Registered exemptions are valid for a period of 3 years. If the activity is to be carried on after 3 years, a renewal will be submitted to the NRW.
- 1.7.3 Wastes brought onto site as part of any exempt waste activities will be kept clearly segregated and identified from those wastes imported for the specified waste management operations as shown on Drawing No. 1537-DEE-MAP-03.

1.8 Staffing and management

- 1.8.1 The table below details the staff structure of the site when operating at full capacity. Positions in bold italic print below are the minimum staff requirements when the site is open for the reception of waste.

Table 1.2 - Staffing Levels

Position	Employees	Responsibilities
Site manager / Technically Competent Manager	2 <i>(1)</i>	Ensuring that the site is being operated in accordance with the Environmental Permit and in-line with attendant regulations
Administrative Staff	5 <i>(1)</i>	Office / administrative duties
Machine / Plant Operator	15 <i>(3)</i>	Waste handling/processing, reception and plant operation
General Operatives	30 <i>(5)</i>	Waste sorting, maintenance and tidying.

1.9 Health and safety

- 1.9.1 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.

1.10 Fit and proper persons

- 1.10.1 The site will assign a Technically Competent Manager (TCM) who provide the required attendance time at the facility as required by guidance periodically issued by the NRW. A copy of the appointed TCM's Certificate of Technical Competence (COTC) will always be made available in the site office.
- 1.10.2 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 NRW will be informed of the change and the relevant details of the replacement as soon as possible.

1.11 Convictions

- 1.11.1 At the time of application, neither Parry & Evans Ltd nor any of the relevant people within the company had been convicted of a relevant offence.

2 Site Engineering and Infrastructure

2.1 Site description

- 2.1.1 The site is located as shown on Drawing Nos. 1537-DEE-MAP-01 and 1537-DEE-MAP-02 and access). The site benefits from a number of parking spaces for staff, visitors, HGV's and trailers, as shown on Drawing No. 1537-DEE-MAP-03.

2.2 Access and parking

- 2.2.1 The site is accessed from Drome Road and parking is also available on site as shown on Drawing Nos. 1537-DEE-MAP-03.

2.3 Site office

- 2.3.1 The site office will be located as shown on Drawing No. 1537-DEE-MAP-03. 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 (NRW agreed document) Current site diary (to record all inspections/visitors to the site) Natural Resource Wales inspection (CAR) forms In-house inspection sheets/recording forms Duty of care transfer notes (for 2 years minimum) Hazardous waste consignment notes (kept for 3 years) Waste delivery tickets Accident book (& 1st aid kit)

2.4 Notice board and signs

2.4.1 A notice board is erected at the site entrance displays the following information:

- The site name and address.
- The name of the permit holder and operator.
- The Environmental Permit number and accompanying statement stating that the site is permitted by the Natural Resources Wales.
- Natural Resource Wales contact details, Emergency No. 0800 80 70 60 and
- General Enquires No. 0300 065 3000.
- Operator's "out of hours" emergency contact details (telephone number).
- Operating hours.

2.4.2 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.

2.5 Site security

2.5.1 The site boundary is secured as follows:

- a) The northern-facing boundary is comprised of 2.4-metre-high galvanised steel palisade fencing.
- b) The eastern-facing boundary is secured by way of a section of 2.4-metre-high galvanised steel palisade fencing with two sets of security gates constructed of the same. Part of this boundary is also comprised of the large Belfast Hangar building which is shown on Drawing No. 1537-DEE-MAP-03 as Building 1. In the southern section of the site (comprising the new extension area) the eastern-facing boundary is comprised of a 3.6 metre concrete panel fence.
- c) The southern-facing boundary of the site is largely 2.4-metre-high galvanised steel palisade fencing with a 55-metre-long section of 3.6 metre concrete panel fencing.
- d) The western-facing boundary is entirely comprised of 2.4-metre-high galvanised steel palisade fencing.

- 2.5.2 All site access gates are of steel construction and are lockable should the site be left unmanned at any time, to prevent unauthorised vehicular or pedestrian access.
- 2.5.3 The site benefits from 24hr operations and, as such, there will be permanent onsite representation by employees of Parry & Evans Ltd. The site also has CCTV fitted with full site coverage with both on and off-site supervision.
- 2.5.4 The site security measures will be inspected on a daily basis and any defects which impair the effectiveness of the security will be repaired by the end of the working day. If this is not possible, temporary measures will be put in place to ensure no unauthorised access to the site can be gained until the proper repairs can be carried out as soon as practicably possible.
- 2.5.5 If unauthorised access becomes apparent as a problem at the site the security measures will be reviewed and improvements implemented.

2.6 Fuel storage

- 2.6.1 Fuel tanks are stored externally onsite as shown on Drawing No. 1537-DEE-MAP-03. Fuel tanks which are stored on site are surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.
- Tanks will be surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.
 - All pipework and associated infrastructure will be enclosed within the bund.
 - A lock will be fitted to the tank valve to prevent unauthorised operation.
 - All valves and gauges on the bund will be constructed to prevent damage caused by frost.
 - No combustible waste will be stored within 6 metres of the tank.
- 2.6.2 The tank will be clearly marked showing the product within and also its capacity.

2.7 Rejected Waste

- 2.7.1 Any waste which is rejected will be stored in a quarantine skip with a maximum capacity of 2.5 tonnes and removed from the site whenever the skip container is full. The location of this skip has not been included on Drawing No. 1537-DEE-MAP-03 as the skip's location may vary as operating conditions permit (i.e. to permit the loading of rejected wastes but clear labelling and management control will ensure its use as specified).

2.8 Drainage

- 2.8.1 See Drawing No. 1537-DEE-MAP-03 for the location of the key drainage features.
- 2.8.2 If there is any deviation from the current drainage arrangement, an amended FPMP will be submitted for approval by the NRW and FRS.
- 2.8.3 The integrity of the concrete pad and drainage system will be inspected daily and the interceptor is alarmed and will be emptied when full.

2.9 Vehicles, plant and equipment

- 2.9.1 Waste will be handled using the plant listed on the next page. Only trained operators will be permitted to drive/operate the plant listed below. Any changes to the list will be notified to the NRW prior to implementation.

Table 2.1 - Plant & Equipment

Item	Number	Function
Loading shovel	3	Loading/unloading/movement/sorting
360° excavator / crane grab	4	Loading/unloading/movement/sorting
Forklift	6	Loading/unloading/movement/sorting
Weighbridge	3	Determine load weights in/out
Picking Line	2	Sorting/storage of waste
Shredder	2	Shredding/size reduction of waste
Baler	2	Baling/compaction of waste
Trommel	1	Size reduction of waste

Note: The plant/equipment on site may vary and additional equipment may be hired-in to cope with busy periods, larger jobs or jobs with specific requirements.

2.9.2 For maintenance of the plant; please refer to Sections 2.4 and 2.5 of the FPMP.

3 Site Operations

3.1 Preliminary procedures

- 3.1.1 Guidance will be given by the site management to all employees, sub-contractors, other waste carriers and customers regarding the waste types and operations which are acceptable at the site i.e. a copy of Appendix III of this document. The site will be used for the acceptance, storage and processing of waste using Parry & Evans Ltd's own vehicles/contracts and also for third-party users/hauliers whose details would be checked prior to the delivery/collection of waste.
- 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

- 3.2.1 All incoming vehicles are required to report to the site office. The details of the load will be recorded and the transfer note and company documentation will be further checked by the operator to ensure that the load is acceptable at the site. The weight of all loads will be recorded using the weighbridge or agreed WRAP conversion weights for loads where the weight is not known upon receipt at the site. Any deviation from these procedures or problems with any loads will be reported to the site manager.
- 3.2.2 All vehicle drivers must report to the site/weighbridge office upon arrival at the site. Each load will be weighed, recorded and its contents inspected. All waste accepted on site will be directed to the appropriate reception area.
- 3.2.3 Once a load has been accepted the driver will be asked to unsheet the vehicle (if it is sheeted) and a visual inspection of the contents will be carried out to ensure that the material complies with the EP. If non-compliant waste is discovered before deposit, the load will not be accepted and disposed of at an approved facility. In cases where the presence of unauthorised waste is likely to lead to a breach of permit conditions, the NRW will be contacted immediately to agree a course of action.
- 3.2.4 Each load is assessed for visual signs of contamination such as plastic, glass or metal within the material. If a load is deemed unacceptable for purposes of creating quality aggregate then it will be returned to its source.
- 3.2.5 Loads are also examined at the point of unloading. If they are found to be unacceptable at this point the load will be reloaded and returned to source. If small levels of contamination are noted they are handpicked and reject material placed in a skip for safe disposal.
- 3.2.6 If hazardous waste or suspected hazardous waste is deposited on the site the material will be left alone with precautions taken to absorb any spillages and the area cordoned off. The NRW will be contacted as a matter of urgency and the material left in situ until removed under the NRW's instruction.

3.3 Waste acceptance procedure

- 3.3.1 For the protection of the operator and site supervisor, any loads containing material from an industrial site/area must be accompanied by written documentation to demonstrate that it is not contaminated to ensure that only clean loads are accepted. The operator reserves the right to refuse such loads and contact the NRW where necessary (prior to acceptance of the loads) to ensure that the load is acceptable.
- 3.3.2 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 General household, commercial and industrial waste handling procedure

- 3.4.1 Waste will be delivered in fixed body tippers, skips, RELs, FELs, RCVs, etc. Once a load has been accepted by the operator the contents of the delivery vehicles is discharged into the mixed/general waste reception area in Building 4 in accordance with the following procedures:
- a) Mixed waste will be unloaded directly into the tipping/sorting area.
 - b) An initial pick of waste will be undertaken by hand or using a 360° loader to remove recyclable wastes such as wood, metal, plastics, textiles and also to remove any oversized waste items which would not be suitable for the trommel and shredding plant.
 - c) The waste will be loaded into the feed hopper of the trommel using a 360° tracked excavator or a 4-wheel loading shovel equipped with a bucket. This process will then separate and reduce the size of the waste.

- d) The remaining material will be then be conveyor-fed directly into the shredder. The shredder is designed to reduce the size of materials for removal from site or for further processing / energy recovery. Heavy items slide to the bottom and lighter materials are moved to the top of the grilles.
- e) The processed material will either be sent to one of the balers to be compacted into bales or removed from site for further processing at a suitable permitted energy recovery facility as RDF/SRF.

3.5 MRF waste handling procedure

- 3.5.1 The MRF process will predominantly be used for the sorting, separation and recycling of paper and cardboard into various sub-categories to increase either the recycling potential of the waste output or increase market/export rates at the gates of reprocessors. In addition to the main paper/cardboard waste stream Parry & Evans Ltd have the capability to reconfigure the materials recycling equipment (either in part, or in its entirety) to target different recyclable wastes such as plastics, glass, cans/foil, food/drinks cartons and other subcategories within these waste streams. For the purpose of explanation of the waste processes undertaken at the site, paper/cardboard will be described.
- 3.5.2 Once a load of such material has been accepted by the operator the contents of the delivery vehicle is discharged into the appropriate bay or storage area in the building in accordance with the following procedures:
 - a) All mixed loads are deposited in the mixed paper/cardboard bay and loaded into the hopper of the pre-sorting machine (Star Screen) to separate two grades of cardboard from the mixed paper.
 - b) Those wastes in bulkier/baled form may be shredded using the shredding plant to facilitate processing via the main materials recycling plant.
 - c) The resultant cardboard can then be baled in the baling press and stored to await removal from site.

- d) The mixed paper can then be assessed for further processing and, in most cases, will then be fed into the feed hopper and conveyor of the infra-red Titech screens which separate non-target wastes by type/density.
- e) The residual feed which emerges from the Titech screens will then be fed by conveyor into the picking line where the materials will be further sorted/separated by operatives into target types and grades of paper.
- f) The resultant material from the mechanical processing plant will be predominantly newspapers and pamphlets which can then be baled for storage prior to removal.
- g) Wastes not suitable for further recycling will be separated for disposal or taken to another facility for further refinement (if economically viable).
- h) All grades of recycled paper will then be stored in appropriate bays to await baling or onward distribution in loose form to reprocessing facilities.

3.6 MRF picking line and general baling of recyclable waste products

3.6.1 Some loads of comingled recyclables will be sorted using the picking line in Building 5 for separation into different waste fractions for baling, thus:

- a) The material will consist of comingled recyclable wastes. The picked material would be dropped below into a holding bay below.
- b) The separated material will then be taken to the appropriate holding bay for one of the two the balers available on site in Building 1 or Building 3, ready for subsequent processing which will compact and wrap the recycled wastes to allow easier transportation to a suitably permitted facility.
- c) The bales will be moved to one of the relevant storage areas and held in accordance with the timescales specified in Table 1.1 before being loaded into the articulated trailer using a forklift and removed from the site.
- d) Non-recycled material will be bulked up, loading into a skip wagon/container and removed off site to a suitably permitted facility.

3.7 Record keeping

- 3.7.1 Parry & Evans Ltd may use their own documentation or online format for keeping records of waste inputs/outputs etc. The details below are an advisory for Parry & Evans Ltd to ensure the correct information is logged in order for inspections from authorities.
- 3.7.2 Records will be kept mainly in electronic format with paper documentation accompanying where necessary i.e. transfer/duty of care notes or weighbridge tickets.
- 3.7.3 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 person's producing/accepting/inspecting/carrying the waste.
 - 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) Waste hierarchy declaration.
 - xi) Information on previous treatment of the waste e.g. manual or mechanical.
- 3.7.4 The following details will be recorded for all deposits of non-conforming waste at the site and will be forwarded to NRW, 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.

3.7.5 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.

3.7.6 A summary of waste types and quantities deposited at and removed from the site and origin and destination details are then forwarded to the NRW using the standard Generic Operator Returns electronic spreadsheet(s), with submission due within one month of the end of each quarter as below:

- a) Quarter 1: January to March (due on or before 30th April)
- b) Quarter 2: April to June (due on or before 31st July)
- c) Quarter 3: July - September (due on or before 31st October)
- d) Quarter 4: October - December (due on or before 31st January of the following year)

3.7.7 Outcomes of inspections of waste types, transfer/treatment areas, storage areas, drainage channels, etc., will be recorded on-site inspection form and detailed comments will be entered into the site diary (including action taken or proposed). PEL/RF/4 (or similar) is included as an advisory.

3.7.8 Visitors to the site will sign the visitor's book upon arrival and exit stating the purpose of their visit and whom they represent using PEL/RF/5 or similar form.

- 3.7.9 Complaints will be recorded; PEL/RF/7 is included as an advisory. Section 4.9 demonstrates further action on the event of any complaints received.

3.8 Weighing and categorising loads

- 3.8.1 It is proposed the weight of each load into and out of the site will be weighed using one of the 3 weighbridges on site to obtain accurate data for the purposes of providing waste returns and tracking the annual throughput of waste.

3.9 Management techniques

- 3.9.1 All measures necessary to achieve a high level of protection of the environment and to ensure that the site is operated in accordance with the various management systems and permit conditions will be strictly adhered to.
- 3.9.2 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 ensures:
- 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 dispatch 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.

3.10 Site closure plan

- 3.10.1 In the event that the site ceases to operate as a materials recycling/waste transfer facility as set out in the site's EP, the following steps will be followed to achieve site closure:
- a) Contact the NRW 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 NRW for determination.

4 Environmental Control, Monitoring and Reporting

4.1 Breakdowns and spillages

- 4.1.1 In the event of breakdown of the loading plant, an alternative machine will be brought on site until it is repaired. If an alternative machine cannot be used then waste will be stored securely until the plant is repaired. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages.
- 4.1.2 All site surfaces will be inspected daily when the site is in operation. Debris will be swept as required and placed in a skip for disposal to a suitably permitted site.
- 4.1.3 Any spillages of fuel/oil will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will be placed in a skip to be taken to a suitably permitted site for disposal. All spillages of waste and windblown litter will be cleared by the end of the working day in which they occur. Spillage clearance procedures are detailed in Section 5.3.
- 4.1.4 All wastes liable to give rise to contamination will be removed from the site if the site is not secure or if operations cease or are temporarily suspended.
- 4.1.5 The relevant procedure for handling spillages of waste containing asbestos are described below:
- a) All vehicles carrying waste containing asbestos will be equipped with a Type H asbestos vacuum on board.
 - b) If any spillage of asbestos waste occurs during the movement of the waste additional warning signs will be placed around the spill area and the debris will be vacuumed immediately with the use of the Type H vacuum in the van.
 - c) Once the debris has been vacuumed the area will be wiped using damp rags.
 - d) Any spillages of asbestos waste (however small) should be recorded in the site diary.

4.2 Site inspections and maintenance

- 4.2.1 The inspection frequencies for maintenance/housekeeping are listed on record form PEL/RF/4. The inspection form will be completed by a person who is familiar with the requirements of the EMS and EP for the site. All details of defects, problems and repairs carried out will be recorded on the form on the day that each event occurs. Detailed comments may also be recorded in the site diary. All repairs will be carried out within 5 working days unless agreed otherwise with the NRW.
- 4.2.2 All repairs to site security will be made within 5 working days of the discovery of the damage and the site will be made secure until the repair has been carried out.
- 4.2.3 Any major defects found during the daily site inspection which are likely to lead to a breach of permit conditions will be repaired by the end of the working day in which they are found, where possible. If a repair is not possible by the end of the working day and a potential breach of permit conditions may occur, the NRW will be contacted to agree a suitable timescale for repair.
- 4.2.4 All defects and problems likely to give rise to pollution will be recorded on the form PEL/RF/4 with repairs/solutions being carried out immediately.
- 4.2.5 Essential spares for plant maintenance are kept on site in the workshop which is located at the Parry & Evans Ltd operating hub site to the south of the site (i.e. not within the permitted site).

4.3 Control of mud and debris

- 4.3.1 Vehicles will be visually inspected before exit to check that loads are safe and that no mud is carried out onto the site's access road or onto Drome Road and the A494 on the wheels or bodies of HGVs. Visual inspections of the vehicle running surfaces at the site will be carried out daily (see PEL/RF/4), however, staff will report any problems with mud or debris on the site roads immediately to the site manager.

4.3.2 The deposit of material on the access road 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.

4.3.3 The site benefits from a vehicle wash bay which will clean the wheels and bodies of all vehicles leaving the site to ensure that no mud or debris is transported onto the surrounding highways.

4.4 Control of dust

4.4.1 Due to the waste types handled on site, the sites proximity to receptors and the operation of the mechanical treatment plant being housed within buildings dust is very unlikely to become a problem at the site.

4.4.2 The measures of dust levels at the site are managed appropriately by identifying the likely sources arising from the development; and, the actions to be taken / procedures to be followed or planned in order to prevent or minimise levels.

4.4.3 A number of dust mitigation measures are implemented on site including:

- sheeting of vehicles delivering waste to the site (if necessary);
- sheeting of vehicles transporting potentially dusty loads off site;
- stockpiles will be kept to a minimum as operating conditions allow;
- drop heights **ALWAYS** minimised to prevent dust emissions;

4.4.4 **Emergency:** In the event of severe weather conditions i.e. high winds or long periods of dry weather, waste will be reduced or removed off site if complaints are received by receptors.

4.5 Odour control

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

4.6 Litter control

- 4.6.1 Given the nature of wastes accepted at the site and the waste types stored externally comprising baled wastes within bays, the risk of litter escaping the site boundary is deemed very low/negligible.
- 4.6.2 The greatest risk of litter would be during windy conditions. The site will be operated to a lesser degree during these conditions giving due regard to the potential effects of windblown litter.
- 4.6.3 Regular (minimum daily) inspections of the site boundary will be carried out for the presence of windblown litter and operatives will be instructed to collect the litter and place it in a skip for disposal/recovery before the end of the working day. In any event, all light waste will be placed in skips before the end of the working day. Staff carrying out litter picking duties will record their findings on PEL/RF/4 and report to the site manager.

4.7 Control of pests, birds and other scavengers

- 4.7.1 It is unlikely that vermin will present a problem, due to the waste types handled at the site, but a recognised pest control contractor will be brought in within 48 hours if any problems are encountered. The site will be inspected daily for the presence of vermin and the results of the inspection noted in the site diary or site inspection form.

4.8 Control and monitoring of noise & vibration

- 4.8.1 The location, surrounding industrial uses and the enclosed nature of all treatment plants at the site means noise associated with the operations will not greatly increase the existing noise level in the surrounding area. The waste operations will be carried out using the best practicable means at all times.
- 4.8.2 The likely sources of noise arising from the development; and, the actions to be taken / procedures to be followed or planned in order to prevent or minimise levels.

Table 4.1 - Noise Management Table

Potential Noise Source	Action to be taken to prevent or minimise noise
HGVs travelling to and from the site for delivery /collection of wastes /products.	<ul style="list-style-type: none"> • Management will ensure that all site vehicles operated by Parry & Evans Ltd are functioning suitable i.e. vehicles must be well maintained and operated with silencers and moving parts to be regularly lubricated. • A maximum speed limit of 5mph will be maintained. • Drivers will be informed to turn off engines when the vehicle is not in use and no revving of engines will be permitted at the site. • All vehicles will benefit from white noise reverse alarms.
Loading/unloading of waste delivery vehicles	<ul style="list-style-type: none"> • Drop / loading heights will be kept to a minimum to prevent excessive noise. • Only one vehicle will be loaded at a time. • Plant operatives will be instructed / trained to not scrape or bang the loading shovel bucket on the floor creating noise/vibration prior to deposit. • The waste / product will be stored within bays along the site boundaries to a maximum height of between 5m, this will provide screening to the activities and reduce the amount of noise leaving the site.
Operation of treatment plant	<ul style="list-style-type: none"> • Any malfunctions in plant i.e. missing screws/bolts which result in excessive noise will be de-commissioned until an alternative part of the plant is sourced or repaired. • Drop heights into the feed hopper will be reduced to a minimum. • The treatment plant will be operated within buildings which will screen the site activities and reduce the amount of noise leaving the site. • The plant will only operate during working hours.
Operation of loading plant (i.e. telehandler/360)	<ul style="list-style-type: none"> • Drop heights will be kept to a minimum to reduce noise / vibration. • Management will ensure that all loading plant operated by Parry & Evans Ltd is functioning suitably i.e. moving parts to be regularly lubricated. • Operatives will be informed to turn off engines when the plant is not in use and no revving of engines will be permitted at the site. • Any malfunctions in plant i.e. missing screws/bolts which result in excessive noise will be decommissioned until an alternative loading plant sourced.

Potential Noise Source	Action to be taken to prevent or minimise noise
Small vehicles travelling to and from the site (e.g. staff and visitor's cars, courier van deliveries etc.)	<ul style="list-style-type: none">• All those working on and visiting the site to be made aware of need for considerate driving and keeping vehicles well maintained.• Small vehicles will arrive marginally earlier than the main site operating hours.

4.9 Complaints procedure

- 4.9.1 All complaints are recorded on form PEL/RF/7 and will include a record of the complaint, particulars of the complainant and details of any action taken to alleviate the problem.

5 Emergency Procedures

5.1 General

- 5.1.1 In addition to obligations imposed by RIDDOR '13 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) the permit holder will notify the NRW of any serious injuries to employees of Parry & Evans 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 The site will be operated in accordance with an approved Fire Prevention Plan (FPMP) which is a stand-alone document dealing with the prevention, mitigation and handling of any fires on site (please refer to Document Reference 1537-DEE-MAP-B). Please refer to this FPMP as the main site management document pertaining to fire-related issues and management, control and emergency procedures for fires on site.

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

5.3 Spillages

- 5.3.1 All fuel stored on site is banded to contain any fuel leaks. If any oil and vehicle maintenance chemicals are kept on site, they will be stored securely. If any spills occur 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 landfill. No chemical leaks are expected in the waste handling area but should they occur the procedures outlined in Section 5.4 will apply.
- 5.3.2 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 Breakdowns

- 5.4.1 In the event of plant breakdowns, alternative plant will be sourced until the existing plant is repaired to prevent potential over stockpiling of waste. If an alternative plant cannot be used then waste will be stored securely until the plant is repaired and if necessary, waste will be diverted to an alternative site. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages; most likely on the concrete surface.
- 5.4.2 Essential spares for plant maintenance are kept on site to ensure a repair can be carried out efficiently.

5.5 Drums

- 5.5.1 The deposit of drummed waste will not be allowed at the site. If a drum is concealed within a skip and is not observed until the skip is deposited in the waste transfer area then the following procedure will apply:
- a) The staff member will visually check the condition of the drum from a safe distance, noting any labels referring to the possible contents or hazards.
 - b) The site manager will be contacted to verify the observations and to decide on further action.
 - c) The producer of the waste and the NRW will be contacted for advice and further information if necessary and both will be informed that a breach of the Duty of Care and site permit conditions has occurred as the result of the unauthorised deposit.
 - d) No further waste will be deposited until the emergency has been dealt with.
 - e) All spillages will be cleared using a spill containment kit and all contaminated absorbents placed in a skip for disposal to a suitably permitted waste management site.
 - f) If the deposit results in serious reactions with other waste or harmful emissions or the drum contents cannot be identified, then the emergency services and/or specialist waste contractors will be brought in to assist. If necessary, staff will be evacuated from

the site or to a safe area within the site and all occupants of neighbouring properties will be informed.

5.6 Adverse reactions

- 5.6.1 No wastes are accepted which will react to present such a hazard. If unauthorised waste is found in a skip and does present such a hazard the same procedures as for the deposit of drums (above) shall apply.

5.7 Staff shortages

- 5.7.1 In the event of unforeseen staff shortages arising from illness, suspension or no shows, the operator will make a judgement whether to reduce the number of incoming loads and divert material to an alternative site. The operator will then seek further employment within a timely manner to ensure the site can continue to operate at its required capacity.

5.8 Adverse weather conditions

- 5.8.1 **High winds** - There will be no sorting, processing or treatment of any wastes which are likely to be blown around during conditions of high winds. Vehicles leaving the site will be sheeted to comply with the requirements of the Duty of Care legislation.
- 5.8.2 **Poor visibility** - The site will not operate in conditions of poor visibility such as dense fog to reduce the risk of vehicle collision.
- 5.8.3 **Droughts / warm weather** – There are procedures set out in the operator’s FPMP which detail stock rotation procedures and how waste will be monitored during these events. The site would also 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 there is a low-negligible risk of mud tracking off site. Vehicles will undergo a stringent check and vehicle

chassis would be sprayed using hoses to reduce the risk of mud tracking off site. If 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 using the NRW's or EA's public register to search for alternative sites who could take this material and then contact the destination site. The operator has more than one contract set up for outlets of material to plan for this event.

5.10 Operational failure

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

5.11 Bomb scare

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

6 Training for Site Staff

6.1 Training needs assessment

- 6.1.1 All new and existing site staff are subject to a specific training regime based on their responsibilities at the site to ensure all operations are carried out without harm to the environment or amenity of the surrounding area. Training in all aspects of the site and waste operations at the site with regard to the individual responsibilities of the site staff will help to prevent incidents occurring which may have an adverse impact on the environment and/or the employees and their co-workers.
- 6.1.2 An employee training record (i.e. PEL/RF/6 in Appendix II) shall provide a comprehensive checklist for the training needs of all new site staff and also serves as a training review for existing site staff which will be carried out annually or a period set at the operator's preference.

6.2 Site rules and infrastructure training

- 6.2.1 This information is provided to all employees, visitors and contractors with a full understanding of the site's conditions of use, which is communicated and documented at induction for all staff with specific induction for visitors and contractors.
- 6.2.2 Competency should be demonstrated within this field to ensure the employee is fully aware of the site's surroundings and operations to ensure their safety and compliance with specific operating conditions at the site.

6.3 Emergency procedures training

- 6.3.1 All employees are required to be familiar with the Environmental Controls 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 as detailed in the site's Fire Prevention & Mitigation Plan (FPMP).
- 6.4.2 Emergency procedures detailing what measures employees should adopt should a fire occur at the site are also detailed in Section 5.2 and are covered by the 'emergency procedures' training (see Section 6.3).
- 6.4.3 Regular fire drills are undertaken by site management to ensure proper procedures are followed by employees in the unlikely event that a fire incident occurs. These will be unannounced drills and will not form part of the induction or review training as specified in Section 6.1.

6.5 Recognition of waste types training

- 6.5.1 All employees are given induction training and subsequent regular training to identify those waste types which are permitted for acceptance at the site under the site's EP and those wastes which are not. This will include specific training to identify those common wastes which may be found following deposit and are not permitted at the site and will also include more obscure wastes and how to handle these wastes safely. All employees are advised that they should refer any unrecognisable or unknown wastes to senior management, who should, in turn, follow procedures outlined in the EMS and/or contact the NRW to agree a suitable method for removal.

- 6.5.2 Training is provided to all site users who handle waste on site and those in charge of administration and reporting. In-depth training will also be provided to drivers responsible for collecting wastes from the site of production in accordance with Section 3.0. They will be trained to identify any wastes not covered by the EP for the site and inform the producer that an alternative facility must be sought for any non-compliant wastes.

6.6 Storage areas / limits training

- 6.6.1 Those employees who carry out their responsibilities at the site and those in senior posts must be trained to identify appropriate waste storage areas to ensure that waste storage operations comply with the requirements of the EP for the site.
- 6.6.2 Employees in these roles must also be trained to recognize storage limits to ensure that they are in accordance with those specified in Section 1.6.

6.7 Vehicle / plant preventative maintenance training

- 6.7.1 This training is provided specifically for the vehicle and plant operators in order to ensure that all plant and machinery is checked regularly to prevent any occurrences which may lead to any adverse impacts on the environment or human health.
- 6.7.2 Training will be in accordance with Section 3.5 of this document and will be based on the preventative maintenance schedule supplied by the plant/equipment manufacturer.
- 6.7.3 The same training will be provided to senior management enabling a dual-level maintenance programme.

6.8 Duty of care training

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

6.9 Plant operation training

- 6.9.1 Any employees who are required to operate loading or treatment plant for the movement or processing of waste will be required to undertake the necessary qualifications for the operation of the specific item of plant in question. This will be required prior to operating the plant and will be obtained through necessary external certification programmes.
- 6.9.2 Regardless of general plant operation certification, all operatives will be fully inducted in the operation of the specific make and/or model of plant used on site.

6.10 Permit / Management System / Fire Prevention & Mitigation Plan training

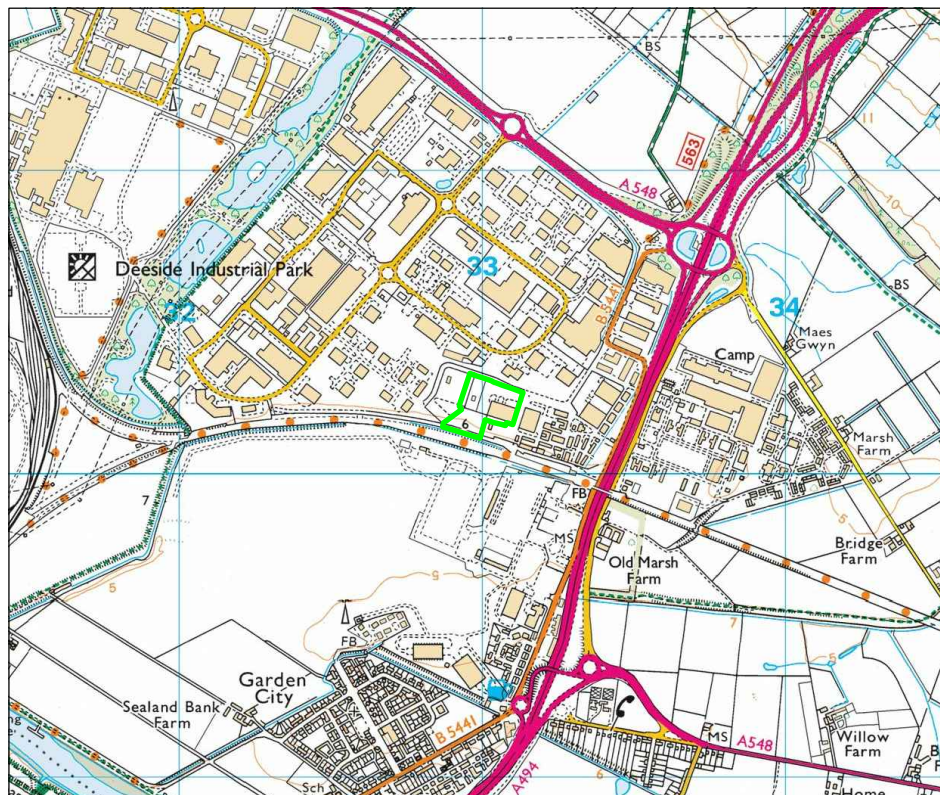
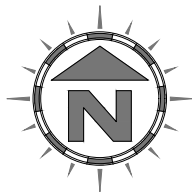
- 6.10.1 All employees will be inducted into the operating conditions as prescribed in the EP for the site. Whilst much of the above training will provide specific guidance on many aspects of these documents, all employees will be made aware of the location of the EP and EMS in the site office. All managerial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

6.11 Training for contractors

- 6.11.1 General site training will be provided to any contractors who are working on the site on a temporary basis as described in Sections 6.2, 6.3 and 6.4 above.
- 6.11.2 Additional training will be provided to contractors in their area of expertise. If they are dealing with specific items of plant/machinery, site operating conditions and a general understanding of the EP conditions will be provided to prevent any adverse impacts on the environment.

Appendix I

Drawings



Scale Bar (1:25,000)

0 km 1 km 2 km

NOTES

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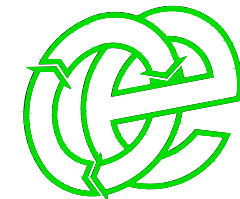
REVISION HISTORY

Rev	Date	Init:	Description:
-	17.12.19	RS	Initial drawing

KEY:

— Site location

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
SITE LOCATION MAP

CLIENT
Parry & Evans Ltd

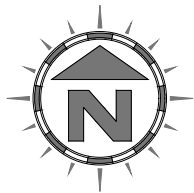
PROJECT/SITE
Unit 103, Zone 1, Deeside Industrial Park,
Flintshire CH5 2LR

SCALE @ A4	JOB NO	CLIENT NO
1:25,000	002	1537

DRAWING NUMBER	REV	STATUS
1537-DEE-MAP-01	-	Issued

DRAWN	CHECKED	DATE
RS	RS	17.12.19

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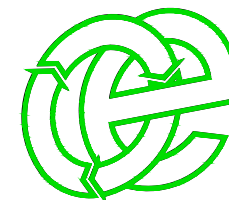
REVISION HISTORY

Rev	Date	Init:	Description:
-	17.12.19	RS	Initial drawing

KEY:

— Permit boundary

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
PERMIT BOUNDARY PLAN

CLIENT
Parry & Evans Ltd

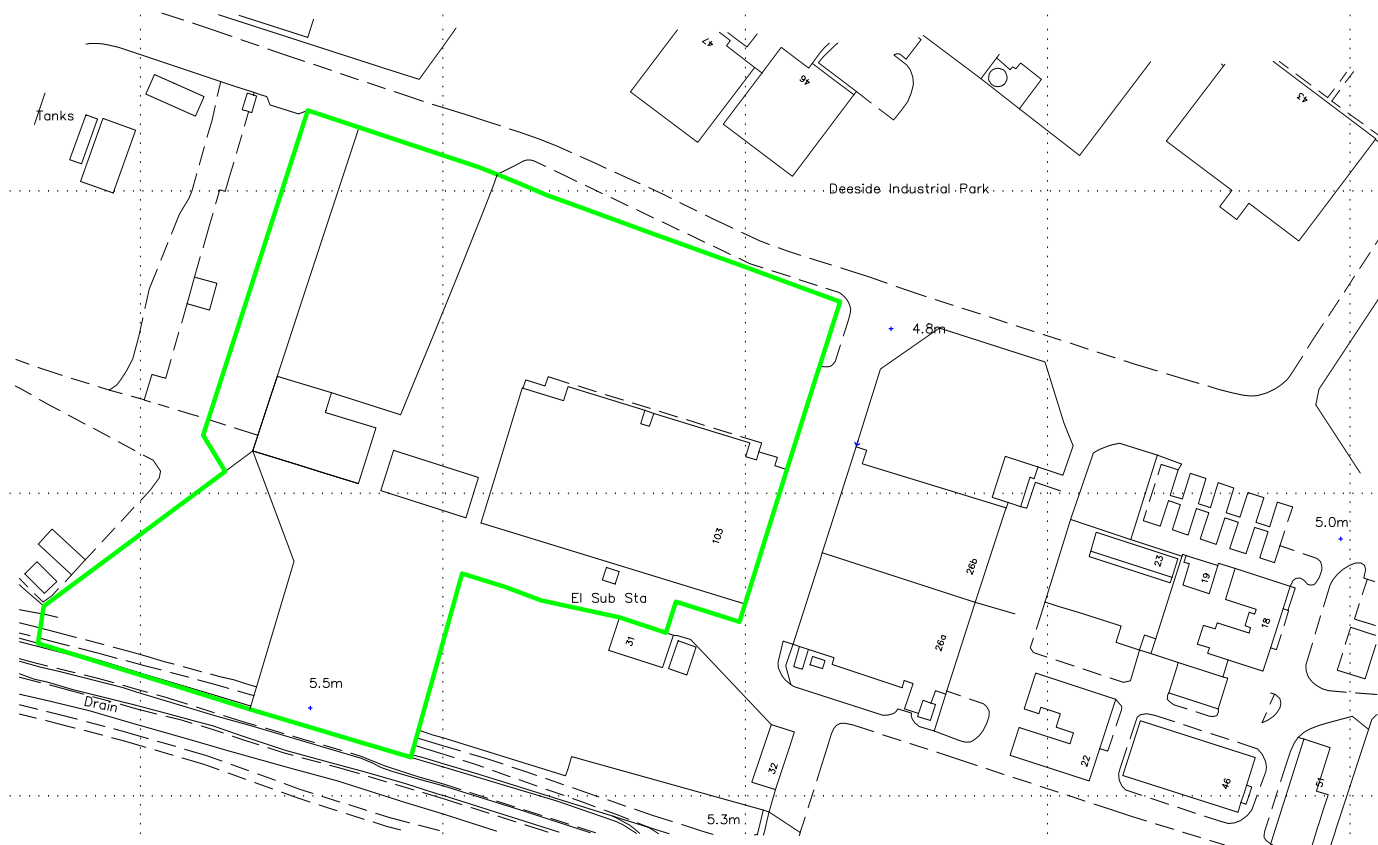
PROJECT/SITE
Unit 103, Zone 1, Deeside Industrial Park,
Flintshire CH5 2LR

SCALE @ A4	JOB NO	CLIENT NO
1:25,000	002	1537

DRAWING NUMBER	REV	STATUS
1537-DEE-MAP-02	-	Issued

DRAWN	CHECKED	DATE
RS	RS	17.12.19

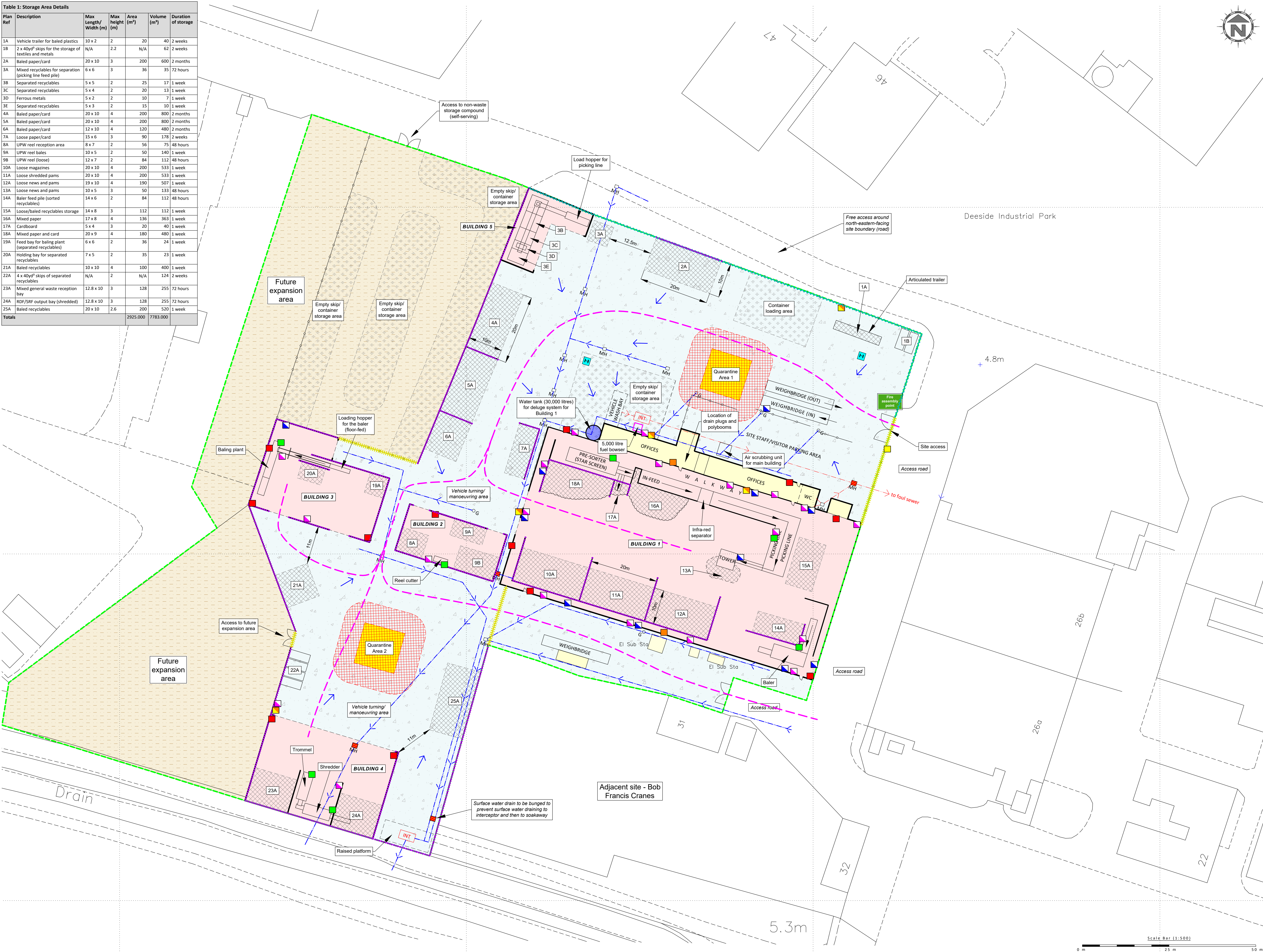
Lime House, Road Two, Winsford, Cheshire, CW7 3QZ
t: 01606 558833 | e: sales@oaktree-environmental.co.uk



Scale Bar (1:2,500)

0 m 100 m 200 m

Table 1: Storage Area Details					
Plan Ref	Description	Max Length/Width (m)	Max height (m)	Area (m²)	Volume (m³)
1A	Vehicle trailer for baled plastics	10 x 2	2	20	40
1B	2 x 40yd³ skips for the storage of textiles and metals	N/A	2.2	N/A	62
2A	Baled paper/card	20 x 10	3	200	600
3A	Mixed recyclables for separation (picking line feed pile)	6 x 6	3	36	35
3B	Separated recyclables	5 x 5	2	25	17
3C	Separated recyclables	5 x 4	2	20	13
3D	Ferrous metals	5 x 2	2	10	7
3E	Separated recyclables	5 x 3	2	15	10
4A	Baled paper/card	20 x 10	4	200	800
5A	Baled paper/card	20 x 10	4	200	800
6A	Baled paper/card	12 x 10	4	120	480
7A	Loose paper/card	15 x 6	3	90	178
8A	UPW reel reception area	8 x 7	2	56	75
9A	UPW reel bales	10 x 5	2	50	140
9B	UPW reel (loose)	12 x 7	2	84	112
10A	Loose magazines	20 x 10	4	200	533
11A	Loose shredded pams	20 x 10	4	200	533
12A	Loose news and pams	19 x 10	4	190	507
13A	Loose news and pams	10 x 5	3	50	133
14A	Baler feed pile (sorted recyclables)	14 x 6	2	84	112
15A	Loose/baled recyclables storage	14 x 8	3	112	112
16A	Mixed paper	17 x 8	4	136	363
17A	Cardboard	5 x 4	3	20	40
18A	Mixed paper and card	20 x 9	4	180	480
19A	Feed bay for baling plant (separated recyclables)	6 x 6	2	36	24
20A	Holding bay for separated recyclables	7 x 5	2	35	23
21A	Baled recyclables	10 x 10	4	100	400
22A	4 x 40yd³ skips of separated recyclables	N/A	2	N/A	124
23A	Mixed general waste reception bay	12.8 x 10	3	128	255
24A	RDF/SRF output bay (shredded)	12.8 x 10	3	128	255
25A	Baled recyclables	20 x 10	2.6	200	520
Totals				2925.000	7783.000

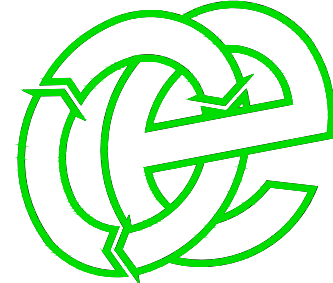


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REVISION HISTORY			
Rev	Date	Init	Description
-	21.1.19	RS	Initial Drawing

- Key:
- Permit boundary
 - Storage areas (see Table 1 for full details)
 - Other (non-waste operational/storage areas)
 - Sealed buildings
 - Concreted areas
 - Stone surface (free-draining)
 - Other buildings (offices, etc.)
 - Quarantine area (with 6m buffer zone)
 - MH Manhole (surface and foul)
 - INT Interceptor
 - G Gully
 - Mains water / hose reel
 - Spill kit
 - Fire fighting equipment (extinguishers, etc.)
 - Main electrics shut off
 - Access routes for emergency vehicles
 - Fire alarm
 - Surface water drainage
 - Foul water drainage
 - Concrete firewall
 - Concrete kerbing (min 150 mm)
 - Polyboom deployment locations (150 mm)
 - Manholes/drainage to be plugged in the event of a fire incident
 - Plant electric control boxes
 - Drainage fall direction
 - Emergency box location

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
LAYOUT & FIRE PLAN

CLIENT
Parry & Evans Ltd

PROJECT/SITE
Unit 103, Zone 1, Deeside Industrial Park, Flintshire CH5 2LR

SCALE @ A1
1:500

JOB NO
002

CLIENT NO
1537

DRAWING NUMBER
1537-DEE-MAP-03

REV
-

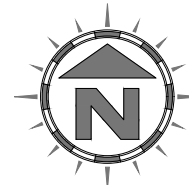
STATUS
Issued

DRAWN
RS

CHECKED
RS


DATE
17.12.19

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



-

Compass Wind Rose for Station at
Hawarden (EGNR) Period 2000-2010

 <p>Oaktree Environmental Ltd Waste Management and Environmental Consultants Lime House 2 Road Two Winsford Industrial Estate Winsford, Cheshire CW7 3QZ Tel: 01606 558833 E-mail: sales@oaktree-environmental.co.uk</p>	Client: Parry & Evans Ltd		Notes: (1) Boundaries are shown indicatively. (2) Wind rose data shows the prevailing wind direction to be WSW.	Revision Details:			
	Site: Unit 103, Zone 1, Deeside Industrial Park, Flintshire CH5 2LR			Rev:	Description:	Date:	
	Date: 17 December 2019			Printed At: A3	-	Initial drawing	17/12/19
	Title: RECEPTORS PLAN	Scale: 1:10,000		Revision: -	Drawn By: RS		
Drawing No: 1537-DEE-MAP-04	Client No: 1537	Job No: 002	Checked: -				

Appendix II

Record Keeping Forms

PARRY & EVANS LTD

WASTE INPUT RECORD FORM - PEL/RF/1

DATE:

TIME	PRODUCER/ SOURCE	WASTE TYPE	QUANTITY (TONNES/ m ³)	NAME OF CARRIER	DRIVERS NAME	DRIVERS SIGNATURE	VEHICLE REG. NO.	WASTE ACCEPTED/ INSPECTED BY
TOTAL FOR THIS SHEET								
TOTAL FROM PREVIOUS SHEET				SHEET No. OF . CHECKED.....				
TOTAL WASTE DEPOSITED								

PARRY & EVANS LTD
REJECTED WASTE - RECORD FORM PEL/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	

PARRY & EVANS LTD

WASTE AND PRODUCT OUTPUT RECORD FORM - PEL/RF/3

MONTH.....

DATE	TIME	WASTE TYPE	QUANTITY (TONNES)	DESTINATION SITE	NAME OF CARRIER OR EMPLOYEE REMOVING WASTE	VEHICLE REG. NO.
TOTAL FOR THIS SHEET						
TOTAL FROM PREVIOUS SHEET				SHEET No. OF . CHECKED.....		
TOTAL WASTE EXPORTED						

SITE INSPECTION FORM (DAILY INSPECTIONS) – PEL/RF/4

Appendix II

PARRY & EVANS LTD

EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - PEL/RF/6

EMPLOYEE NAME					DATE					
POSITION					REVIEW DUE					
TRAINING CARRIED OUT BY										
POSITION										
TRAINING REQUIRED	GENERAL OPERATIVES		HGV DRIVER		PLANT OPERATOR		YARD MANAGER		TECHNICALLY COMPETENT MANAGER	
CARRIED OUT?	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE
SITE RULES AND INFRASTRUCTURE										
EMERGENCY PROCEDURES										
FIRE SAFETY/ FIRE FIGHTING										
RECOGNITION OF WASTE TYPES										
STORAGE AREAS/LIMITS										
RECORD KEEPING										
VEHICLE CHECKS (Preventative Maintenance)										
PLANT CHECKS (Preventative Maintenance)										
DUTY OF CARE WASTE TRANSFER NOTES										
PLANT OPERATION - LOADING PLANT										
PLANT OPERATION - TREATMENT PLANT										
MANAGEMENT SYSTEM & PERMIT										
OTHER 1 (PLEASE SPECIFY)										
OTHER 2 (PLEASE SPECIFY)										

PARRY & EVANS LTD
COMPLAINTS REPORT FORM (PEL/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 PEL/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 NRW 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.

Measuring and Monitoring Equipment Register

Reviewed date (IMS management Meeting): 2.4.2019 Updated: 20.11.2019 - Issue: 3

Calibrated Equipment - These items of measuring equipment will be calibrated in accordance with the manufacturer's recommendations and relevant sector scheme documents.

Equipment	Serial / ID number	Purchase Spec	Control	Frequency	Method	Calibration date
<u>Gravimetric Scales</u> (Deeside specific)	11011453	British Standard	Pre use inspection for damage of defect(s). Documentation controlled by Depot Management.	In use check & Annual re calibration	Use of Approved Service Provider	24.10.2019
<u>Weighbridge</u> <i>Deeside Depot.</i>	T07310155 T15310199	British standard	Control & damage check by user. Documentation controlled by Depot Management.			<u>Deeside</u> 13.11.2019
<u>Weighbridge</u> <i>Welshpool Depots.</i>	89123855					<u>Welshpool</u> 13.11.2019
<u>300kg Scales</u> <u>'Crane' make</u> <i>Deeside Depot.</i>	PAE S1	British standard	Pre use inspection & testing, Documented controlled by Depot Management			<u>Deeside</u> Purchased new 2.19
<u>300kg Scales</u> <u>'Crane' make</u> <i>Welshpool Depots.</i>	PAE S2					<u>Welshpool</u> Purchased new 2.19
<u>Radiation Meters</u> <u>'Radex' make</u> <i>Deeside Depots.</i>	PAE R1	British standard	Pre use inspection & testing, Documented controlled by Depot Management	In use check SELF CALIBRATING EQUIPMENT	If defective repair or replace	<u>N/A</u>
<u>Radiation Meters</u> <u>'Radex' make</u> <i>Welshpool Depots.</i>	PAE R2					
<u>Laser Digital Thermometer</u> <i>Deeside depot</i>	141021545 PAE L1					

Measuring and Monitoring Equipment Register

Reviewed date (IMS management Meeting): 2.4.2019 Updated: 20.11.2019 - Issue: 3

Equipment	Serial / ID number	Purchase Spec	Control	Frequency	Method	Calibration date
<u>Calibrated digital Thermometer</u> for checking water temperatures <i>Deeside Depot</i>	PAE T1	British standard CE	Pre use inspection & testing, Documented controlled by Depot Management	In use check & Annual re calibration or replacement with calibrated one.	If defective repair or rep	<u>Due</u> <u>15.8.2020</u>

'Indication Only' equipment - These items of measuring equipment are used for estimate measures and invoicing purposes and are not quality critical and used for indication purposes only and as appropriate are marked with the words 'INDICATION ONLY'

Equipment	Serial / ID number	Purchase Spec	Control	Frequency	Method	Calibration date
Steel rule	N/A	British Standard	Pre use inspection check for damage or defect(s)	Each time used and during use	Visual inspection	N/A
Steel tape						
Spirit Level						

Maintenance Matrix

Maintenance Role						
Maintenance OP	Yard OP	Team Leader	Cleaner	Line Leader/Picker	Contractor	Warehouse OP
Sorting System						
Daily	Weekly	Monthly	3 Monthly	6 Monthly	12 Monthly	
Safety Fencing checked if defective follow defect process	Chains and conveyors – Lubricated and greased	Regulators Air Lines and service	Bearings lubricated		Change Motor & Gearbox Oil	
Electrical Cabinet check is it clean or defective if defective follow defect process	Motors Check oil grease check for leaks	RPM Calibration on Acceleration belts	Flights & Carriers checked			
Clean Paddles of any build-up of debris around shaft and surrounding areas	Visual Check of all Machine		Electrical cabinets checked & Cleaned internally			
Visual check of emergency stops test one per day	Check Emergency stops		Chain Inspection Links bolts and nuts tension belt			
Light system lights and lenses checked	Check condition of paddles any build-up of wire around shaft		Rollers Checked			
Motors – Cleaned Visual Check	Clean All discharge chutes		Clean vent plug on motor gearbox			
Jet Clean & Filters Checked Air Pressure	Remove guarding clean under Titech Conveyors					
Under Cages picking line conveyors cleaned	Electrical cabinet cleaned internally					
	Side Panels and safety fencing inspect					

Maintenance Matrix

Maintenance Role						
Maintenance OP	Yard OP	Team Leader	Cleaner	Line Leader/Picker	Contractor	Warehouse OP
Starscreen						
Daily	Weekly	Monthly	3 Monthly	6 Monthly	12 Monthly	
Safety Fencing checked if defective follow defect process	Chains & Bearings Lubricated		Flights & Carriers Checked		Change Motor & Gearbox oil	
Electrical Cabinet check is it clean or defective if defective follow defect process	Motor check oil greased check for leaks		Rollers checked			
Visual check of emergency stops test one per day	Conveyor belt greased free from debris		Chain inspected nuts bolts links			
Motors cleaned visual check	Electrical cabinet cleaned internally		Tension belt & Bolts			
	Side Panels safety fencing inspected		Clean vent plug motor & Gearbox			

Maintenance Matrix

Maintenance Role						
Maintenance OP	Yard OP	Team Leader	Cleaner	Line Leader/Picker	Contractor	Warehouse OP
Baler Site 1 & Site 2						
Daily	Weekly	Monthly	3 Monthly	6 Monthly	12 Monthly	
Safety Fencing checked if defective follow defect process	Chains lubricated links nuts & Bolts Conveyor belt checked		Flights & Carriers checked		Change Motor & Gearbox oil	
Electrical Cabinet check is it clean or defective if defective follow defect process	Motor Check		Side panels checked		Change pressure filter elements - Service	
Visual check of emergency stops test one per day	Electrical Cabinet cleaned internally		Rollers checked head and tail shaft sprockets checked			
Motors cleaned visual check	Emergency stops checked		Inspect impact bed and rails			
Steps access ladders hopper doors working correctly			Tension Belt & Tension bolts			
Machine clean under conveyors & internally						
Radiator checked and blown out						

Maintenance Matrix

Maintenance Role						
Maintenance OP	Yard OP	Team Leader	Cleaner	Line Leader/Picker	Contractor	Warehouse OP
Compressors						
Daily	Weekly	Monthly	3 Monthly	6 Monthly	12 Monthly	
Air filters checked	Clean Radiator					Service
Intake filters checked						
Radiator Checked						
Coolant checked						
Guards Checked						
Compressor room floor cleaned						

Maintenance Matrix

[illegible]

Maintenance Matrix

Maintenance Role						
Maintenance OP	Yard OP	Team Leader	Cleaner	Line Leader/Picker	Contractor	Warehouse OP
Coil Cutting Machine						
Daily	Weekly	Monthly	3 Monthly	6 Monthly	12 Monthly	
Visual Check of connections – Electrical panels clear of dust	General Cleaning of machine	Greasing of main axle	Check of cuts disk adjustments		Motor Rota Check	
Switches and controls in place safe to use	Dust extraction system cleaned	Tighten & Line up feeder	Check chain rivets & Skates lateral guides			
Guarding in place machine in good condition	Cleaning and greasing of feeder chains					
Dust extraction clean extraction bag clean	Checking greasing of electrical motor bearings					
Visual inspection of disc cutter / Condition fit for use						
Feeder Chains						
Emergency stops working						
Loading/Existing benches fit for purpose						

Maintenance Matrix

[illegible]

Parry and Evans Ltd INTEGRATED BUSINESS SYSTEMS PROCEDURE Authorised for issue by : Managing Director	PEP 122 Monitoring & Measuring Resources	
	Page: 1 of 3	
	Date: 02/04/2019	Issue 3
	Uncontrolled Document when Printed	

1.0 Introduction

To define the requirements and responsibilities for:

- a. Identification
- b. Calibration
- c. Maintenance of Monitoring and Measuring Equipment

2.0 Scope

This procedure applies to all equipment used to monitor or measure product or processes for verification of product conformity conducted for the company at their various sites and locations.

3.0 References

Integrated management system manual

ISO 9001:2015 – Clause 7.1.5 - ISO 14001:2015 – clause 9.1.1 – ISO 45001:2018 - clause 9.1.1

F072 Calibration Equipment Register

4.0 Responsibilities

Senior Management will provide the necessary resources (equipment) required to ensure valid and reliable monitoring and measuring results. These resources will be suitable to meet the Organization's monitoring and measuring requirements and will be maintained to ensure their continued fitness for purpose.

Senior Management will allocate responsibility for verifying the status of measuring and monitoring equipment prior to using the tool and submit equipment requiring calibration to the appropriate body by the calibration due date or when necessary.

Senior Management will allocate responsibility for maintaining calibration records, scheduling and coordinating calibrations both internally and with external Suppliers.

Allocated responsibilities are defined.

Supplier – Refers to the outside supplier responsible for calibrating equipment.

5.0 Procedure

5.1 Requirements and Selection of Monitoring and Measurement Equipment

5.1.1 Identification of measurements to be made and required tolerances are documented in drawings, specifications, inspection and testing procedures.

Parry and Evans Ltd INTEGRATED BUSINESS SYSTEMS PROCEDURE Authorised for issue by : Managing Director	PEP 122 Monitoring & Measuring Resources	
	Page: 2 of 3	
	Date: 02/04/2019	Issue 3
	Uncontrolled Document when Printed	

5.1.2 The Management are responsible for selecting appropriate measuring and monitoring equipment.

5.2 Calibration

5.2.1 The Management are responsible for maintenance, calibration and control of all inspection, measuring and test of equipment on loan/hire.

5.2.2 All calibrations, whether completed externally or internally, will be traceable to international or national standards, or, when such standards are not practicable, the basis for calibration will be documented.

5.2.3 When calibration is completed by an outside subcontractor, The Management will schedule pickup/delivery, verify the identity of all equipment transferred to and received from the service, and verify all appropriate records are completed and received.

5.2.4 All calibration subcontractors will be selected and qualified based on their ability to meet company requirements for calibration. Performance of subcontractors will be monitored to ensure effectiveness.

5.2.5 In-house measuring equipment is calibrated in accordance with written instructions or other controlled documentation.

5.2.6 The Management is responsible for protecting calibrated equipment from damage and deterioration and for submitting the equipment to the relevant department when scheduled for calibration. The relevant department manager also ensures that suitable calibrated replacement measuring equipment is used whenever a primary piece of equipment is out of service for calibration.

5.2.7 Calibrated equipment is labelled with a sticker indicating the due date of the next calibration. Equipment that is past due shall be deemed out of tolerance and must not be used and shall be reported to the Management immediately.

5.2.8 All measurement standards used in the calibration system shall be supported by certificates and calibration records.

5.2.9 The Management are to maintain Calibration Register. The Register contains the following information:

- a. Item description

Parry and Evans Ltd INTEGRATED BUSINESS SYSTEMS PROCEDURE Authorised for issue by : Managing Director	PEP 122 Monitoring & Measuring Resources	
	Page: 3 of 3	
	Date: 02/04/2019	Issue 3
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- b. Make
- c. Model
- d. Equipment N^o.
- e. Method of calibration
- f. Calibration interval
- g. Last calibration
- h. Next calibration date
- i. Comments

6.0 Out of Tolerance

- 6.1.1 Monitoring and measuring equipment found to be “Out-of-Tolerance”
Must be brought into tolerance or should be clearly labelled as unusable and disposed of.
- 6.1.2 Management may initiate a Corrective Action if necessary.
- 6.1.3 Identification of such equipment and the impact of its use are reported using the relevant form.
- 6.1.4 Where production may have been affected, previous results will be reviewed and appropriate corrective actions taken. Clients will be notified if product quality or safety has been impacted.
- 6.1.5 Equipment not requiring calibration should be clearly marked as such.

Appendix III

Environmental Permit Including Accepted Waste Types

***to be included upon completion of EP variation**

Appendix IV

Health & Safety – Conditions of Site Use

Health and Safety

Information for Visitors / Contractors



SITE SAFETY

- 5 m.p.h. speed limit
- NO SMOKING INCLUDING E-CIGARETTES
- Safety footwear and High Visibility vest/jacket MUST be worn on Site - NO Shorts or ¾ length trousers.
- Please observe all company Health, Safety and Environmental notices and Instructional signage.



LICENCES AND CERTIFICATES

- All vehicle / plant drivers/operators shall hold an appropriate, valid licence/certification for the class of vehicle/plant they are driving/operating and be available for inspection.
- Lifting equipment / accessories used in depots shall be such a way as the user can identify that its certification is valid.



TRAFFIC MANAGEMENT

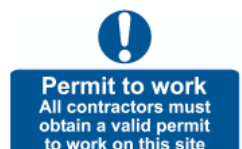
- A Banksman /Spotter system operates on site to assist vehicle movement.
- DO NOT stand or walk behind plant or vehicles
- Use designated walkways.
- Visitors to remain with your host at all times.
- Repairs to plant will be carried in designated safe area.
- Where possible engines shall be switched off when vehicle, plant or equipment is not in use and the key removed to prevent unauthorised use.



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PERMIT TO WORK PROCESS

- **Permit to Work is required for: Work at Height – Hot work
Work in confined spaces – General Work where 'Lock Out' machinery is required. This is a guide only.**
- **CHECK WITH YOUR HOST IF YOU ARE IN ANY DOUBT THAT YOU REQUIRE A PERMIT TO WORK.**



Health and Safety

Information for Visitors / Contractors

ENTERING BUILDINGS

- You must not enter any building or part of building or warehouse unless you have been authorised to do so or you are accompanied by your host.



EQUIPMENT

- You must ensure that the equipment/machinery being used is maintained in appropriate manner and compliant to Regulatory requirements, tested and in good working order. Suitable and sufficient for the task being undertaken.
- All equipment is to be inspected prior to use, DO NOT use defective equipment.
- Anyone found using equipment that is not fit for purpose will be stopped and work will be suspended and could lead to you being removed from site.



FIRE SAFETY

- Fire Alarm Tested every Friday 6 a.m.
- Fire assembly point is located grass verge outside main gates.
- If you discover a fire, raise the alarm immediately and leave by nearest Fire Exit.
- Do not re-enter the site until instructed to do so.



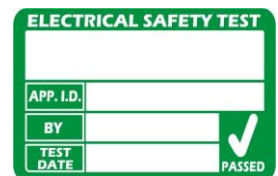
FIRST AID

- All accidents, incidents, near misses and dangerous occurrences must be reported immediately to Parry and Evans and your own company. First Aid is available from the Weighbridge office.



ELECTRICAL SAFETY

- Electrical equipment must be inspected and tested to ensure it is safe to use.
- All equipment to be used shall have the required testing certification (i.e. P.A.T. test).
- All electrical equipment to have pre use inspection do not use faulty or defective equipment.



Health and Safety

Information for Visitors / Contractors

WASTE DISPOSAL

Please ensure that you dispose of YOUR waste in the appropriate manner. If in any doubt please ask your host if your waste can be disposed of on site or requires removal from site by yourself.

(Note: waste oils are to be removed from site by contractor).



PERSONAL PROTECTIVE EQUIPMENT(PPE) -



**Minimum PPE for Visitors / Contractors going on site is –
Safety footwear & High Visibility Vets / coat.**



- Additional PPE or RPE (Respiratory Protective Equipment) is to be worn specific to the task or roll being undertaken and identified within risk assessment. If you require any additional P.P.E. Or RPE please speak to your host.
- Personnel requiring to handle or use articles and substances on site and wear the appropriate PPE / RPE.
- Appropriate PPE for specific tasks, as specified by risk assessment, shall be worn i.e. ear defenders, goggles, Fall arrester equipment etc.



PPE must be worn beyond this point

We all have a duty to ensure the safety of ourselves and others and be aware that people can be affected by what we do or don't do. If you have a problem or query whilst on site please consult a member of the management team.

Thank you for taking the time to read this document. We hope you enjoy your time with us.

STOP – THINK – ACT

HEALTH AND SAFETY - CONDITIONS OF SITE USE

The following guidelines apply to all site personnel, contractors and visitors using the site (where applicable).

- 1) The site is covered by the Health and Safety at Work Act 1974 and its associated regulations and all users must abide by any relevant provisions. Any person found to be in contravention of the requirements of this Health and Safety Statement will be asked to leave the site.
- 2) All visitors and contractors must sign the visitor's book upon entry to and exit from the site. All vehicle drivers must report to the office and await instruction from the site manager/deputy before proceeding to deposit waste at the site.
- 3) All accidents, diseases, injuries or dangerous occurrences shall be reported to the site manager. All instructions issued by the site manager in respect of health and safety at the site must be followed by all site users.
- 4) A first aid box (including eye-wash bottles) is kept in the site office. If you are injured on site please alert a member of staff/trained first-aider for assistance.
- 5) All persons must wear the appropriate PPE on site including high visibility jackets and hard hat.
- 6) Safety boots must be worn by all persons in the waste treatment/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 Parry & Evans Ltd unless alternative instructions are given by the site manager. Access to fire exits and firefighting equipment must be kept clear at all times. When the fire alarm sounds please follow instructions and leave the site in an orderly fashion.
- 10) Persons who are suspected to be under the influence of drugs or alcohol will be removed from the site.
- 11) Smoking is not permitted on the site.
- 12) Observe and follow all traffic directions and traffic/safety signs.
- 13) Drivers must comply with all safety instructions given by the site manager or appointed deputy.
- 14) All drivers are responsible for ensuring that their vehicle is safely loaded. Unsafe loads will not be accepted at the site and will not be allowed to leave the site until they have been made safe.
- 15) Drivers waiting to tip at the recycling centre shall follow the instructions of the operator and shall only tip in the designated area, unless advised otherwise. No tipping shall take place over sorted stockpiles.
- 16) Drivers must remain in the cab or stand well clear of the vehicle during loading or tipping. Once the vehicle has been loaded it must be securely sheeted (if necessary) before leaving the site. When sheeting and unsheeting the vehicle ensure that the engine is switched off, the ignition key removed and the parking brake is on. Do not gain access using the mudguards and wheels. Ensure that your ropes, hooks and sheets are in good condition.
- 17) Never travel with the vehicle body raised. Ensure you know the maximum height of the raised body of your vehicle.

Declaration: To be completed by site users

I have read and understand the conditions of use for this site and agree to comply with them at all times. I accept that neither Parry & Evans 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.