

ENVIRONMENTAL MANAGEMENT SYSTEM

Unit 27, Castle Park Industrial Estate, Flint, Flintshire, CH6 5XA

New Horizon Plastics Co Ltd

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Site Information & Key Contacts List

Site Address:	Unit 27, Castle Park Industrial Estate, Flint, Flintshire, CH6 5XA		
Site Operator:	New Horizon Plastics Co Ltd	National Grid Ref:	SJ 24398 73554

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Philip Thomas	Director / Site Manager	07730 402400	07730 402400
Yang Liu	Director / Site Manager	07792 482757	07792 482757
Yang Liu	Technically Competent Manager	07792 482757	07792 482757
<u>Hollywood Community Hospital</u> Halkyn Road, Holywell, CH8 7TZ	Local NHS Hospital (Main)	03000 850008	999
	Accident & Emergency (A&E)	999	999
<u>Eyton Place Surgery</u> Flint Health and Wellbeing Centre, Earls Street, Flint, Flintshire, CH6 5ER	Local Doctor Surgery (GP)	0117 9661412	999 or 112
<u>North Wales Police</u> 26 Wepre Drive, Connah's Quay, Deeside, CH5 4HA	Local Police Non-Emergency	01275 818340	999 or 112
<u>North Wales Fire & Rescue Service</u> Gorsaf Dân (Flint) Fire Station, Chester Street, Flint, Flintshire, CH6 5DH	Fire and Rescue Service (in Emergency Dial 999)	01352 732777	999 or 112
<u>Natural Resources Wales (Nearest Office)</u> Chester Road, Buckley, CH7 3AG	Environmental Regulator	0300 065 3000	0300 065 3000
<u>Flint Town Council</u> Council House, Victoria Square, Birmingham B1 1BB	Local General Enquiries	01352 734414	999 or 112
<u>Flintshire County Council</u> County Hall, Mold, Flintshire, CH7 6NF	Local General Enquires	01352 703234	999 or 112
<u>Dwr Cymru (Welsh) Water</u>	Mains water and sewerage supplier	0800 052 0130	0800 783 4444
<u>Oaktree Environmental Ltd</u> - Lime House, 2 Road 2, Winsford, Cheshire CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	999 or 112 or

1 General considerations

1.1 Site operator/permit information

- 1.1.1 New Horizon Plastics Co Ltd are applying for a bespoke environmental permit for the keeping and treatment of waste on land at Unit 27, Castle Park Industrial Estate, Flint, Flintshire, CH6 5XA.
- 1.1.2 This Environmental Management System (EMS) represents the site operations and will be subject to a detailed annual review from the date of issue and every year thereafter. This review does not preclude periodic updates that may arise from experience of operating the site as it is a living document and may be updated at any time.
- 1.1.3 Developments in legislation such as 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. The new plastics sorting and treatment plant will enable more recyclable materials to be removed from the waste input thus complying with local, regional and national targets. New Horizon Plastics Co Ltd prides itself on the quality of material it purchases, processes and exports. We aim for 100 % conformity so that our end customers can be assured of quality materials at all times. New Horizon Plastics Co Ltd has a stringent quality process across its business structure to ensure these standards are achieved.
- 1.1.4 The site will receive waste from in-house collection operations and a number of other carriers from surrounding areas, delivering pre-selected waste from customers.
- 1.1.5 The recycling centre will allow for the sorting, storage and treatment of predominantly plastic waste. Recycled product will consist of baled, pellets or flaked plastic for export as product in the manufacturing industry. Residual waste will be sent to an appropriately permitted landfill site or suitably permitted facility. The site will not be open to the general public for the deposit of waste.

- 1.1.6 The EP will be regulated by the NRW under the Environmental Permitting (England & Wales) Regulations 2016.
- 1.1.7 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 Registered office details for the operator are as follows:

New Horizon Plastics Co Ltd
91 Solo Hill
Birmingham
United Kingdom
B19 1AY

Contact: Philip Thomas / Yang Liu
Position: Directors

- 1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for New Horizon Plastics Co Ltd to assist in the preparation of this Environmental Management System (EMS). This EMS has been prepared to meet the requirements of The Environmental Permitting (England and Wales) Regulations 2016 and the Natural Resources Wales Guidance: *“how to comply with your environmental permit”*.

- 1.2.3 Contact details for Oaktree Environmental Ltd are as follows:

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

Contact: Chris Parry
Position: Senior Consultant
Tel: 01606 558833
E-mail: chris@oaktree-environmental.co.uk

1.3 Site location

- 1.3.1 The site is located on Unit 27, Castle Park Industrial Estate, Flint, Flintshire, CH6 5XA as shown on Drawing Nos. CAS/2570/01 & 02. The national grid reference for the site is SJ 24398 73554

- 1.3.2 The site is predominantly located in an industrial area; immediately south of the site is Unnamed Road with numerous industrial premises; east and north of the site are industrial/commercial premises and west is the site's nearest sensitive receptor i.e. River Dee Estuary. The nearest residential receptor is south east of the site on Castle Dyke Street.

1.4 Permit area/waste management operations

- 1.4.1 The permit boundary is outlined in green on Drawing No. CAS/2570/02. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant and equipment.

- 1.4.2 The Environmental Permit is required for the storage (keeping) prior to removal, and treatment (all types of handling/processing) of waste. Waste treatment processes to be carried out on site may include the following, as authorised by Table S1.1 in the permit and are limited to non-hazardous wastes:

- Compaction using 360° excavator.
- Manual sorting/separation with loading shovel, 360° excavator or by hand.
- Mechanical sorting/separation/screening by using appropriate mechanical screening plant and equipment)
- Crushing by using appropriate mechanical plant
- Drying using dehydrator
- Washing, shredding, granulation (by mechanical equipment)
- Baling (by use of balers)

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

R3: Recycling or reclamation of organic substances.

R4: Recycling or reclamation of metals and metal compounds.

R5: Recycling or reclamation of other inorganic materials.

R12: Exchange of waste.

R13: Storage of waste pending recovery.

1.5 Hours of operation

1.5.1 The site will be open for the delivery and receipt of waste on site and for all processing operations according to the hours specified below:

- Monday to Friday: 24-hour operations
- Saturday: 24-hour operations
- Sundays, Bank/Public holidays: 24-hour operations

1.5.2 In the event that the site is closed or not in operation for any reason, the gates will be locked and secured to prevent unauthorised vehicular and/or pedestrian access and a 24-hour security presence will be maintained to monitor waste and product stocks.

1.6 Waste types and quantities

1.6.1 The waste types handled on site will consist of dry non-hazardous household, commercial and industrial waste arising's as defined in the Controlled Waste (England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990. Although the permit allows a wide range of wastes to be accepted the majority of inputs consist of hard and soft plastics from post-consumer and manufacturing sources.

1.6.2 A detailed breakdown of the waste types accepted at the site will be included in Appendix III of this EMS as part of the EP. No hazardous, clinical, sludge or liquid wastes will be accepted at the site. The main waste codes accepted will be plastics, metals and comingled recyclables i.e.

- 15 01 02 plastic packaging
- 15 01 06 mixed packaging
- 17 02 03 plastic

- 19 12 04 plastic and rubber
- 20 01 39 plastics

1.6.3 The throughput of the site will be limited to <150,000 tonnes per annum.

1.6.4 Notwithstanding the daily limit the limits outlined in Table 1.1 below will apply to other waste types. and the table below details the waste to be stored at the site, storage time and estimated volumes.

Table 1.1 - Waste Storage Times / Quantities

Waste Storage Information						
Plan Ref	Description	Approx. Area (m2)	Volume (m3)	Tonnes (approx.)	Operational storage hours	Max Duration of storage (worst case scenario)
AREA 1	Plastic tipping, bulking and sorting area	100	150	50 - 100	<1 hour	<72 hours
AREA 2	Plastic tipping, bulking and sorting area (Overflow Bay)	100	150	50 - 100	<1 hour	<72 hours

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.

1.7 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 - Future exemption notifications and register entries are/will be 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 exempt waste activities will be kept clearly segregated and identified from those wastes imported for the specified waste management operations.

1.8 Waste/Stock rotation

- 1.8.1 Drawing No. CAS/2570/03 details the waste/stock storage areas and demarcation of stockpiles. To enable the stockpiles to be accurately located to comply with the FPMP requirements all storage areas will be line marked on the ground with an identifying number i.e. the boundary of the stockpile area with a number clearly marked in line marking paint to prevent weathering. The numbering and line marking will be maintained so that it facilitates the stock management procedures set out below.
- 1.8.2 Temperature monitoring is periodically carried out using a thermal imaging camera during daily inspections. Should any stock areas be found to be in excess of the agreed trigger temperature, the whole stockpile will be cleared.

1.9 Staffing and management

- 1.9.1 The site will open for the deposit of waste or for other essential operations during the hours listed in Section 1.5. Table 1.2 below details the staff structure of the site 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 (TCM)	1 <i>(1)</i>	Overseeing all activities which take place at the site
Admin / Office Staff	2 <i>(1)</i>	Managing site administration
Machine / Plant Operator / General Operatives	12 <i>(1)</i>	Waste handling/processing, reception and plant operation

1.10 Health and safety

- 1.10.1 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.

1.11 Fit and proper persons

- 1.11.1 The site's Technically Competent Manager (TCM) will be Yang Liu who will provide the required attendance time at the facility as required by guidance periodically issued by the NRW. A copy of TCM's Certificate of Technical Competence (COTC) will always be made available in the site office.
- 1.11.2 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.
- 1.11.3 At the time of this EMS production, none of the relevant people associated with the operator had been convicted of a relevant offence.

2 Site engineering and infrastructure

2.1 Site description

- 2.1.1 The recycling centre will comprise of an impermeably concrete surfaced sealed building for the processing of waste plastic into pellet or flake; a large external yard area to the north comprising the waste acceptance, storage and bulking area for waste plastic including areas for plant/equipment storage and to the north is the main offices and staff / visitor car parking areas.

2.2 Access and parking

- 2.2.1 The site is accessed off an Unnamed Road on Castle Park Industrial Estate which is accessed via Castle Dyke Street. The site will have a dedicated staff and visitor car park as shown on Drawing No. CAS/2570/02.

2.3 Site office

- 2.3.1 The site office is shown on Drawing No. CAS/2570/02 and the list below details the relevant site documentation which will be kept in the site office.

Documents to be retained in site office
The Environmental Permit (original & any subsequent variations)
This Environmental Management System (NRW agreed document)
Fire Prevention & Mitigation Plan (NRW agreed document)
Current site diary (to record all inspections/visitors to the site)
Natural Resources Wales inspection (CAR) forms
In-house inspection sheets/recording forms
Duty of care transfer notes (for 2 years minimum)
Hazardous waste consignment notes (rejected waste, etc., kept for 3 years)
Waste delivery tickets
Accident book (& 1st aid kit)

2.4 Weighbridge

- 2.4.1 It is proposed there will be a weighbridge on site for accurately weighing all incoming/outgoing loads of waste; however, the weight of each load into and out of the site will also be estimated using the standard EA/WRAP agreed volume-to-weight conversion factors.

2.5 Notice board and signs

- 2.5.1 A notice board will be erected at the site entrance displays the following information:
- The site name and address.
 - The name of the permit holder and operator.
 - The Environmental Permit number and accompanying statement stating that the site is permitted by the NRW.
 - NRW contact details, Emergency No. 0300 065 3000 and
 - General Enquires No. 0300 065 3000.
 - Operator's "out of hours" emergency contact details (telephone number).
 - Operating hours.
- 2.5.2 Additional signs will be displayed around the site for operational / health & safety purposes. All staff and visitors will be required to comply with the requirements of all signs whilst on site.

2.6 Site security

- 2.6.1 The site's security measures are shown on Drawing No. CAS/2570/03.
- 2.6.2 The site itself will also benefit from a 24-hour CCTV system on and off-site supervision and remotely accessible.

2.7 Fuel storage

2.7.1 There is a 3,000 litre red diesel situated on site as shown on Drawing No. CAS/2570/03 and the following ensure tanks do not cause a fire risk at the site:

- Tanks are surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.
- All pipework and associated infrastructure will be enclosed within the bund.
- A lock will be fitted to the tank valve to prevent unauthorised operation.
- All valves and gauges on the bund will be constructed to prevent damage caused by frost.
- The tank is stored 6m away from any waste processing equipment.

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

2.8 Rejected / quarantined waste

2.8.1 Clearly labelled enclosed skips/containers will be provided for the deposit of rejected waste which cannot be removed from the site immediately. The location may be varied as operating conditions permit (i.e. to permit the loading of rejected wastes) but clear labelling and management control will ensure its use as specified.

2.9 Drainage

2.9.1 All wastes are stored in either the building or on an impermeable concrete surface with sealed drainage site.

2.9.2 All surface water where waste is being stored on site is engineered to fall towards the centre of the external yard to the and into the U-channel drain where into will enter the existing surface water drainage system after being treated by a Klargester NSFA040 Full Retention Separator. The surface water drainage system then discharges into the Dee Estuary to the west of the site.

2.9.3 Although NRW's preferred option of site discharge would be to the foul sewer in terms of risk levels, it is considered the risk would be managed appropriately due to the following:

- The site will only be accepting one main waste stream consisting of plastic packaging and due to the requirement of producing PRN's the incoming waste must not contain high levels of contamination therefore it is considered there would be nothing in the plastic which would compromise the proposed drainage system. Strict waste acceptance procedures are shown in Section 3 of this EMS.
- Although a smaller bypass interceptor would be appropriate for this type of site, the operator is committed to installing a full retention interceptor which are usually installed in petrol stations where there is a high risk of oils, hydrocarbons being discharged.
- The concrete pad has an approximate surface area of 1,200m² and the proposed interceptor is suitable for an area of 2,225m² which is nearly double the required capacity. This will ensure the drainage system will not be compromised during heavy rainfall events.
- The interceptor will be fitted with a penstock valve which can shut off the discharge to the surface water sewer system immediately in the event of an emergency situation i.e. a fire to contain the water on site.
- The interceptor will be fitted with an alarm which will alert the operator by automated notification when it is at 80% capacity to ensure it can be serviced and emptied by a suitably permitted drainage company.
- A minimum 12 monthly contract will be set up with a suitably qualified drainage / sewerage company to ensure the interceptor is serviced.
- Discharging to the Dee Estuary will allow for a continuous flow of water and would not lead to back up which could occur if the site was draining to foul sewer and there was an issue with a pump station.
- Inspections of the surface water drainage system would be daily and would consist of ensuring all drains are not blocked and functioning correctly. If drains are blocked which due to the waste types accepted may occur, the operator will source a road sweeper and also contact their qualified drainage contractor (Lanes Group PLC) to vacuum the drains.

- 2.9.4 Clean water from roofs or from areas of the site which do not store and treat waste also discharge to the existing surface water system. Any foul water i.e. from toilets or welfare directly discharges into the existing foul sewer system. There are no external gully's which connect to the foul sewer system.
- 2.9.5 The main recycling building (where the main mixed plastic waste treatment activities are undertaken) and storage building on site is sealed and contained to prevent ingress of water and egress of any fluids i.e. spillages.
- 2.9.6 All other unsurfaced areas which are not used for the storage and processing of waste will drain naturally or into the existing surface water sewage system by gully's.
- 2.9.7 The above is demonstrated on Drawing No. CAS/2570/03.

2.10 Vehicles, plant and equipment

- 2.10.1 Waste will be handled using the plant listed in the table below. Additional plant will be hired to cover any very busy periods. Only trained operators will be permitted to drive/operate the plant listed below. Any changes to the list will be notified to the NRW prior to implementation. The minimum requirements when the site is operational are shown in bold italic print.

Table 2.1 - Plant & Equipment

Item	Number	Function
Fork lift	2	Loading/unloading/movement/sorting
Weighbridge	1	Determine load weights in/out
Picking Line	1	Sorting, separation of materials
Treatment Plant comprising hopper, shaker screen, dehydrator, shredder and crusher	5	Shredding/crushing/size reduction of waste
Shredder	1	Shredding/size reduction of waste
Baler	1	Compaction of waste/products

- 2.10.2 **Note:** The plant/equipment on site will vary depending on the amount of waste accepted at the site.

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 waste collection by New Horizon Plastics Co Ltd's own operations and for waste from third-party users, whose details will be checked prior to delivery of waste to the site. The procedures below are followed prior to the receipt of waste on site.
- 3.1.2 For in-house collections, the driver employed by the permit holder will arrive at the waste producer's premises he/she will inspect the load for conformity with relevant regulations and safety procedures.
- a) If the load is satisfactory the driver will sign the relevant paperwork (Duty of Care transfer note/delivery ticket) and remove the load from the premises.
 - b) If the waste does not meet the description stated on the controlled waste transfer note the customer is advised to check the note and give a more detailed description of the waste.
 - c) If the more detailed description of the waste reveals that the waste is not permitted at the recycling centre then the customer is advised that the waste must be taken to another site which is appropriately permitted to accept the waste(s).
 - d) If further instructions are needed the driver may also report back to the site manager.
 - e) Where it is suspected that the details given on the transfer note are incorrect the NRW may be contacted for advice.
- 3.1.3 Site management i.e. the TCM, site manager or operations manager will have significant responsibilities in respect of incoming material as their role is to select material of the best quality.

- 3.1.4 Materials are subject to pre-collection inspection by site management. Only our experienced buyers/sellers are authorized to approve quality and any uncertainties are discussed with the senior management team.
- 3.1.5 Site management will ensure that a purchase order is raised detailing the grades and quantities of material that is being acquired.
- 3.1.6 If the material is rejected under quality or contamination grounds this will be reported via email detailing the full facts to the senior management team. Photographic evidence will be taken in all instances of material rejection.
- 3.1.7 Site management will conduct periodic material audits on their suppliers to ensure quality standards are adhered too and on materials arriving at the site to ensure quality standards are adhered too.

3.2 Checking in & inspection of loads

- 3.2.1 All incoming vehicles are required to site management who will instruct the driver to waste reception area in the external yard. The details of the load will be recorded and the Duty of Care transfer note and company documentation will be further checked by the operator to ensure that the load is acceptable at the site. Any deviation from these procedures or problems with any loads will be reported to the site manager.
- 3.2.2 Once a load has been accepted by the operator, the driver will be asked to unsheet the vehicle (if it is sheeted) and a visual inspection of the contents will be carried out to ensure that the waste types comply with the EP. The amount of waste in the vehicle makes full inspection difficult until the load is deposited. If rejected waste is discovered before deposit, the load will remain on the delivery vehicle and will be returned to the producer if possible or disposed of at an approved facility.
- 3.2.3 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.

3.3 Weighing and categorising loads

- 3.3.1 The weight of each load into and out of the site will be weighed using the site's weighbridge to obtain accurate data for the purposes of providing waste returns and tracking the annual throughput of waste.
- 3.3.2 Should the weighbridge be off-line for any reason (fault/maintenance/failure/etc.), the weights of loads will be estimated using the standard NRW and WRAP agreed volume-to-weight conversion factors as found in Table 3.1 below:

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

Waste type	Conversion Factors	
	Tonnes/m ³	Tonnes/yd ³
Waste packaging/containers	0.20	0.15

3.4 Waste deposit

- 3.4.1 The majority of loads are delivered in curtain sided vehicles and once the vehicle curtains have been opened yard staff assess the material. If there is a problem with the material a supervisor or manager in charge will be called immediately and unloading will cease until further instructions are received. If the material shows signs of rodent or other pest activity then the vehicle curtains will be closed immediately and a member of the management team will be informed.
- 3.4.2 If the material is acceptable, staff will take a picture of the vehicle registration number followed by at least four pictures of the material for our records. If the material is unsuitable additional photographs will be taken clearly showing the contamination and the matter will be raised with the weighbridge staff and a member of the senior management team.
- 3.4.3 FLT drivers will unload the materials carefully to avoid damage to the fork truck or trailer and taking care not to leave bales left out of place or in mixed rows, which wastes time and causes double handling. The material will be unloaded directly into the appropriate area to

avoid double handling. Bales will be stacked carefully to avoid them falling and will not be stacked too close to a wall. Bales will not be dragged across the floor.

- 3.4.4 Yard staff will ensure reduction of litter and debris by adhering to handling procedures and will clear any fallen materials immediately to avoid mixing and will salvage all good materials where possible. Drivers will not be permitted to sweep material onto the floor.
- 3.4.5 When a trailer is empty the driver will be given the drivers a cage or bag to sweep into. The waste reception area is shown on Drawing No. CAS/2570/03. If part or the whole load is unacceptable after deposit it will be loaded back onto the delivery vehicle, or stored until it can be taken to an approved facility to be disposed of. Otherwise, NRW will be contacted and the load will be taken to a suitably permitted or exempt site.
- 3.4.6 Once a load has been deposited in the waste reception bay, it will be subject to the processing procedures in this EMS.
- 3.4.7 Non-conforming wastes rejected at any stage in the process will be deposited in the skip provided for non-conforming wastes. Where necessary, particularly where the rejected waste discovered would be classed as a difficult, hazardous or clinical waste, the NRW will then be contacted to agree a course of action. The contents of the rejected waste skips/containers will be recorded in the site diary.
- 3.4.8 Incoming loads will be taken to appropriate site areas based on their content and in accordance with the procedures stated below.

3.5 **Waste treatment (Plastic Processing)**

- 3.5.1 The layout of the waste treatment process is shown on Drawing No. CAS/2570/03. A summary of the process is presented below:
- 3.5.2 **Waste Reception** – Waste will be brought onto site and directed to the tipping area to remove minor non-conforming materials i.e. plastic films, paper, and card etc. which are collected for further recycling or disposal. The remaining material is then transferred and fed the shred feed pile.
- 3.5.3 **Shredder** – Material stored in the oversized shred pile will be loaded into the shredder which is designed to shred i.e. reduce the size of the materials for further processing through the mechanical treatment plant. Heavy items slide to the bottom and lighter materials are moved to the top of the grilles.
- 3.5.4 **Friction cleaner** – The shredded material will be transferred to the friction cleaning device which will clean and reduce the moisture content of the plastics. The material will either be transferred directly into the processing treatment plant or taken to the baling area where the plastic is baled into a product and stored pending exportation outside of the UK.
- 3.5.5 **Processing Treatment Plant** – The materials will be loaded onto the conveyor where the materials are bagged and transferred into the crusher to reduce the particle size of the materials further.
- 3.5.6 This remaining material will then pass through the primary and Onix (secondary) shredder where material is shredded to reduce the size of the material further. The material will be fed into the dehydrator which will reduce the moisture content of the material before it passes through to the shaker screen which will reduce the size of the materials further to produce the final product i.e. pellets.
- 3.5.7 The product will be bagged, weighed and labelled for despatch. The materials will be held on site until a sample and analysis of the material is taken and completed.

- 3.5.8 New Horizon Plastics Co Ltd have a fully equipped lab with roasting oven, scales, sieves, moisture analyser and other required equipment to facilitate the testing of every bag produced. The results of the sampling and analysis are recorded on site internal forms. Following receipt of the output material the customer sends declaration and NHPC claim PRNs via NPWD.
- 3.5.9 **NIR detector.** Five NIR (near infrared spectroscopy) detectors are used to separate plastics into specific grades for discharge to a third picking line for a quality inspection. Rejected materials are put back through the separation process. A summary of the NIRs is below:
- NIR1 – PET and mixed colours
 - NIR2 – As NIR1 but processes colour HDPE.
 - NIR3 – Natural HDPE
 - NIR4 - Mixed colour PP
 - NIR5 - Further refines mixed colour PP
- 3.5.10 The process detailed above will have separated the various materials into their separate bunkers or containers for baling or washing (predominantly PP).

3.6 Waste removal & export

- 3.6.1 For outward consignments of wastes produced on site, the driver of the collection vehicle will be instructed to report to the site office and the machine/plant operator. All relevant documentation will be completed and the vehicle will be passed to pick up the load and take it to the designated recycler/disposal site.
- 3.6.2 Once a batch of PE pellets have been loaded into the container they will be weighed and sealed before being transported.
- 3.6.3 Prior to loading operational staff will check the material to be loaded and will seek assistance from a member of the senior management team if they require assistance. The yard staff will select a safe area to load near to where the material is stored to reduce the risk of spillage. The loading ramp will be placed as near to the material as possible allowing

for space to manoeuvre safely and avoid damage to the fork truck, ramp and container. Fallen materials will be cleared immediately to avoid mixing.

3.6.4 Yard staff will take a photograph of the vehicle registration number, container details and photographs as they are completed. Yard staff will ensure that all materials loaded are clean.

3.6.5 The container weight will be checked using the weighbridge to meet the weight required for removal. The appropriate paperwork will be placed inside the container (duty of care and/or Annex VII) and will be photographed prior to closing and sealing the doors.

3.7 Sampling and analysis

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

3.8 Record keeping

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

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

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

- i) SIC code of the premises which produced the waste.
- j) Waste hierarchy declaration.

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

- a) Date and time of deposit.
- b) A description of the waste.
- c) The quantity of waste (in tonnes or cubic metres).
- d) Name, address and telephone No. of waste producer.
- e) The carrier's name, registration number and vehicle registration.
- f) Reason for the rejection of waste and action taken.

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

- a) The date and time of removal.
- b) The type and quantity of waste (in tonnes or cubic metres).
- c) The destination waste management site or exempt facility.
- d) The name and registration No. of the carrier or employee removing the waste (if applicable) and vehicle registration number.
- e) Signature or initials of persons i.e. transferor, transferee and carrier of the waste.
- f) SIC code of the premises transferring the waste.
- g) Waste hierarchy declaration.

3.8.5 A summary of waste types and quantities deposited at and removed from the site and origin and destination details are then forwarded to the 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)

- 3.8.6 Outcomes of inspections of waste types, hardstanding areas, transfer/treatment areas, storage areas, drainage channels, etc. are recorded using the site inspection form NHP/RF/4 or similar document and detailed comments are entered into the site's diary (including action taken or proposed).
- 3.8.7 Visitors to the site are made to sign the visitor's book upon arrival and exit stating the purpose of their visit and whom they represent.

3.9 Preventative maintenance

- 3.9.1 All items of plant and vehicles are subject to preventative maintenance checks to ensure their safe operation and to prevent any potential situations which may give rise to adverse impacts on the environment.
- 3.9.2 Much of the plant and equipment on site and all vehicles in the fleet are subject to periodic manufacturer maintenance to ensure proper working order in the form of service contracts. Site management will undertake or delegate additional preventative maintenance checks on a more frequent basis to ensure, where possible, the machinery is mechanically sound. These checks will be carried out using a preventative maintenance checklist and any results / defects will be recorded in the site diary and actioned immediately and, in any event, prior to operational use.
- 3.9.3 As part of the preventative maintenance work two operatives are engaged to constantly clean the areas around the conveyors and plant to reduce the build-up of debris which may attract flies or present a fire risk.
- 3.9.4 The preventative maintenance schedule also includes a monthly visual inspection of the drainage manholes and drainage channels.
- 3.9.5 As stated above the record form NHP/RF/4 will be used to document all maintenance inspections. Each item of plant has its own maintenance schedule which is held in the site office for inspection if required. The checks will be carried out by the site manager or

appointed deputy trained to carry out the checks. Any defects found will be repaired in accordance with the procedures in Section 4.

3.10 Site closure plan

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

- a) Contact the NRW to advise the Environment Officer(s) that the site is planned to cease / has ceased the acceptance of wastes under the EP.
- 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 The site will have 5 treatment processing plants to process the plastics; so in the event that one breaks down the remaining plant will be used whilst the other is repaired ensuring that there is always available plant on site to carry out the process.
- 4.1.3 All site surfaces will be inspected daily when the site is in operation. Debris will be swept as required and placed in a container/skip for disposal to a suitably permitted site.
- 4.1.4 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/container 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.
- 4.1.5 All wastes liable to give rise to contamination will be removed from the site if the site is not secure or if operations cease or are temporarily suspended.

4.2 Site diary / inspection form

A site diary for the purpose of recording site activities will be maintained in addition to record form NHP/RF/4. The diary will also be used to record any other information relevant to the working of the site. The following information will be recorded in the diary/record forms required by the EP:

- i) The identity of the signature of the inspection personnel;
- ii) The date and time of the inspection (or event);
- iii) The inspection details and any actions taken; and,
- iv) The name of the nominated deputy in the absence of the site manager.

4.3 Security monitoring

- 4.3.1 As the site has security infrastructure in terms of gates/fencing, CCTV and alarms; no further monitoring i.e. security guard patrols will be carried out.

4.4 Control of mud and debris

- 4.4.1 Although unlikely to present a problem, due to the nature of the waste accepted at the site, visual inspections of the site will be carried out daily (see NHP/RF/4). However, staff will report any problems with mud or debris at the site immediately to the site manager.

4.5 Control of dust

- 4.5.1 The containment of waste within the site and the nature of the wastes accepted at the site (plastics) present a very low risk of dust. If dust were to become a problem at the site, a permanent water supply is available on site in all climatic conditions to ensure that the dust suppression can function effectively. Any external water pipes will be lagged to prevent frost damage during winter months.

4.6 Odour control

- 4.6.1 Strict turnaround times for any wastes which could give rise to odours will mean the site will present a low risk of odour nuisance. If malodorous waste is deposited on site it will be consigned to the skip/container for rejected waste or removed from the site immediately.
- 4.6.2 Odour checks will be carried out daily and results recorded on the inspection form for the site (i.e. record form NHP/RF/4 or the operators own recording form). Any wastes identified as giving rise to odour will be quarantined, where possible, and removed from site immediately, where practicable.
- 4.6.3 The site will have a complaints procedure similar to the information shown in NHP/RF/7 and will be rigorously enforced should a third-party complaint be received from a public or private source.

4.7 Litter control

- 4.7.1 Given the nature of wastes accepted at the site there is a risk of litter from the site and therefore careful management is required to reduce the risk to low/negligible.
- 4.7.2 The tipping and containment of all waste inside the external storage and quick turnaround of waste minimises the risk of litter escaping the site. Daily inspections for litter will be carried out for the presence of windblown litter and operatives will be instructed to collect the litter and place it in a skip for disposal/recovery before the end of the working day. In any event, all light waste will be placed in skips before the end of the working day. Regular checks of the areas immediately beyond the site boundary will be carried out by site operatives.
- 4.7.3 All vehicles which either deposit or remove light waste will be sheeted.

4.8 Control of pests, birds and other scavengers

- 4.8.1 As per the above section, the containment of waste inside the building reduces the risk of vermin, pests and strict turnaround of waste which could attract such presence. The site will be inspected daily for the presence of vermin and the results of the inspection noted in the site diary or site inspection form. If any occurrences are noted, a pest controller will be called to site to eradicate the problem.

4.9 Control and monitoring of noise & vibration

- 4.9.1 The location of the site means noise associated with the proposed operations will not greatly increase the existing noise level in the surrounding area. The waste operations will be carried out inside a building and using the Best Practicable Means at all times.
- 4.9.2 A site-specific Noise Management Plan has prepared as part of this EMS and is shown in Table 4.1 overleaf. These measures will ensure the noise levels at the site are managed appropriately by identifying:

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

Table 4.1 - Noise Management Table

Potential Noise Source	Action to be taken to prevent or minimise noise
HGVs travelling to and from the site for delivery/collection of wastes/products.	<ul style="list-style-type: none"> - All vehicles are required to be driven onto and off site with due consideration for neighbouring premises. - HGV movements will be spread out evenly throughout the day.
Loading/unloading of waste delivery vehicles	<ul style="list-style-type: none"> - Vehicles must be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around the site (5mph site speed limit). - Engines to be switched off when not in use. - Reversing alarms to be preferentially fitted with white noise alarms to minimise impacts on neighbouring sites. - No shaking of vehicle bodies whilst raised.
Operation of loading plant (i.e. telehandler/360)	<ul style="list-style-type: none"> - Drop heights to be kept to a minimum, particularly when loading empty tipper wagon/skip/container to minimise noise/vibration. - Engines to be switched off when not in use. - Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around site. - Loading plant/machinery will only be operated at ground level, i.e. never on stockpiles.
Operation of treatment plant (i.e. shredder, crusher, granulator etc.)	<ul style="list-style-type: none"> - Drop heights to be kept to a minimum, particularly when loading into plant to minimise noise/vibration. - Plant/Engines to be switched off when not in use. - Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around site. - Only operated during operational hours.

4.10 Complaints procedure

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

5 Emergency procedures and contingencies

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 New Horizon Plastics Co 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 have an NRW approved FPMP (Document Ref. CAS-2570-B) which all staff are required to be familiar with and know of its location i.e. in the site office.
- 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 bunded to contain any fuel leaks. If oil and vehicle maintenance chemicals are kept on site these 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. 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 Drums

5.4.1 The deposit of drummed waste will not be allowed at the site. If a drum is concealed and is not observed until the waste 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 Natural Resources Wales 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.

5.5 Adverse reactions

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

5.6 Staff shortages

- 5.6.1 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.

5.7 Adverse weather conditions

- 5.7.1 **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.
- 5.7.2 **Poor visibility** - The site will not operate in conditions of poor visibility such as dense fog to reduce the risk of vehicle collision.
- 5.7.3 **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.
- 5.7.4 **Long periods of rainfall or flood events** – Due to the site's hardstanding surface there is risk of pooling water and litter being tracked off site. During these conditions, all vehicles will undergo a more stringent check and vehicle chassis will be inspected to ensure they do not carry litter off site. If this isn't suitable, the operator would source a road sweeper until weather conditions improve. The site is situated in an area that is at a low risk of flooding and benefits from flood defences.
- 5.7.5 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.

5.8 Closure of destination sites

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

5.9 Operational failure

- 5.9.1 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.

5.10 Bomb scare

- 5.10.1 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. 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 will be available at the site detailing information similar to NHP/RF/6 in Appendix II and shall provide a comprehensive checklist for the training needs of all new site staff and also serves as a training review for existing site staff which will be carried out annually or a period set at the operator's preference.

6.2 Site rules and infrastructure training

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

6.3 Emergency procedures training

- 6.3.1 All employees are required to be familiar with the Environmental Controls in Section 4.0 and the Emergency Procedures as detailed in the Section 5.0.

- 6.3.2 In addition to normal operating conditions as specified in the site rules, employees must also be trained in dealing with eventualities which may occur outside the scope of normal operating conditions, so they are aware of how to deal with these situations in advance of an occurrence.

6.4 Fire safety / firefighting training

- 6.4.1 Management must provide all employees with appropriate fire safety training with regard to their individual responsibilities.
- 6.4.2 Emergency procedures detailing what measures employees should adopt should a fire occur at the site are detailed in Section 5.2 and are covered by the 'emergency procedures' training (see Section 6.3).
- 6.4.3 Regular fire drills are undertaken by site management to ensure proper procedures are followed by employees in the unlikely event that a fire incident occurs. These will be unannounced drills and will not form part of the induction or review training as specified in Section 6.1.

6.5 Recognition of waste types training

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

- 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.

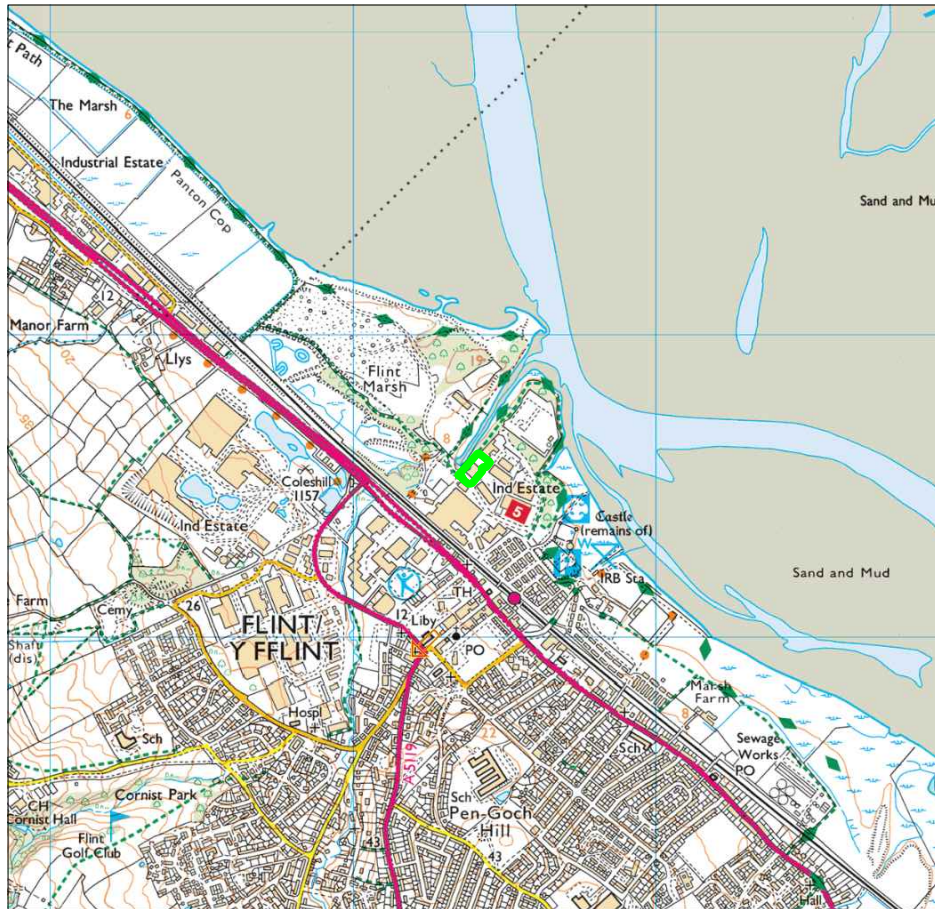
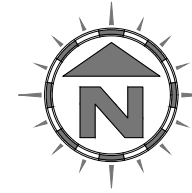
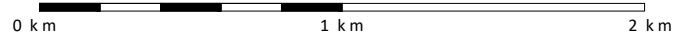
6.11 Training for contractors

- 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/equipment/machinery, site operating conditions and a general understanding of the EP conditions will be provided to prevent any adverse impacts on the environment.

Appendix I

Drawings

Scale Bar (1:25,000)



NOTES

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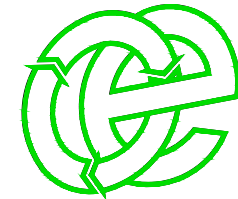
REVISION HISTORY

Rev	Date	Init:	Description:
-	05.12.19	CP	Initial Drawing

KEY:

— Permit boundary

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
SITE LOCATION MAP

CLIENT
New Horizons Plastic Co Ltd

PROJECT/SITE
Unit 27, Castle Park Industrial Estate,
Flint, CH6 5XA

SCALE @ A4	JOB NO	CLIENT NO
1:25,000	4082	2570

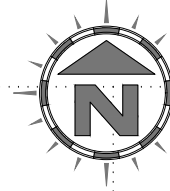
DRAWING NUMBER	REV	STATUS
CAS/2570/01	-	Issued

DRAWN	CHECKED	DATE
CP	--	22.11.19

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

Scale Bar (1:1,250)

0 m 50 m 100 m



NOTES

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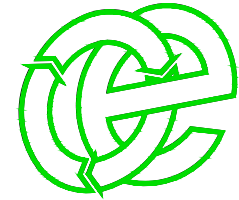
REVISION HISTORY

Rev	Date	Init:	Description:
-	21.11.19	CP	Initial Drawing

KEY:

— Permit boundary

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
PERMIT BOUNDARY PLAN

CLIENT
New Horizons Plastic Co Ltd

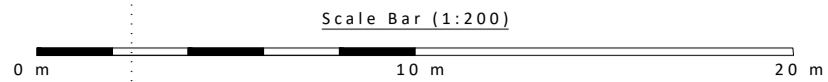
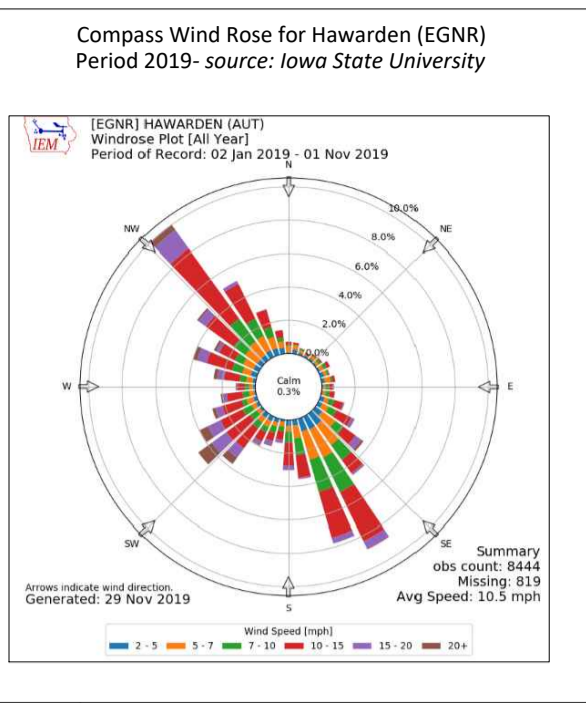
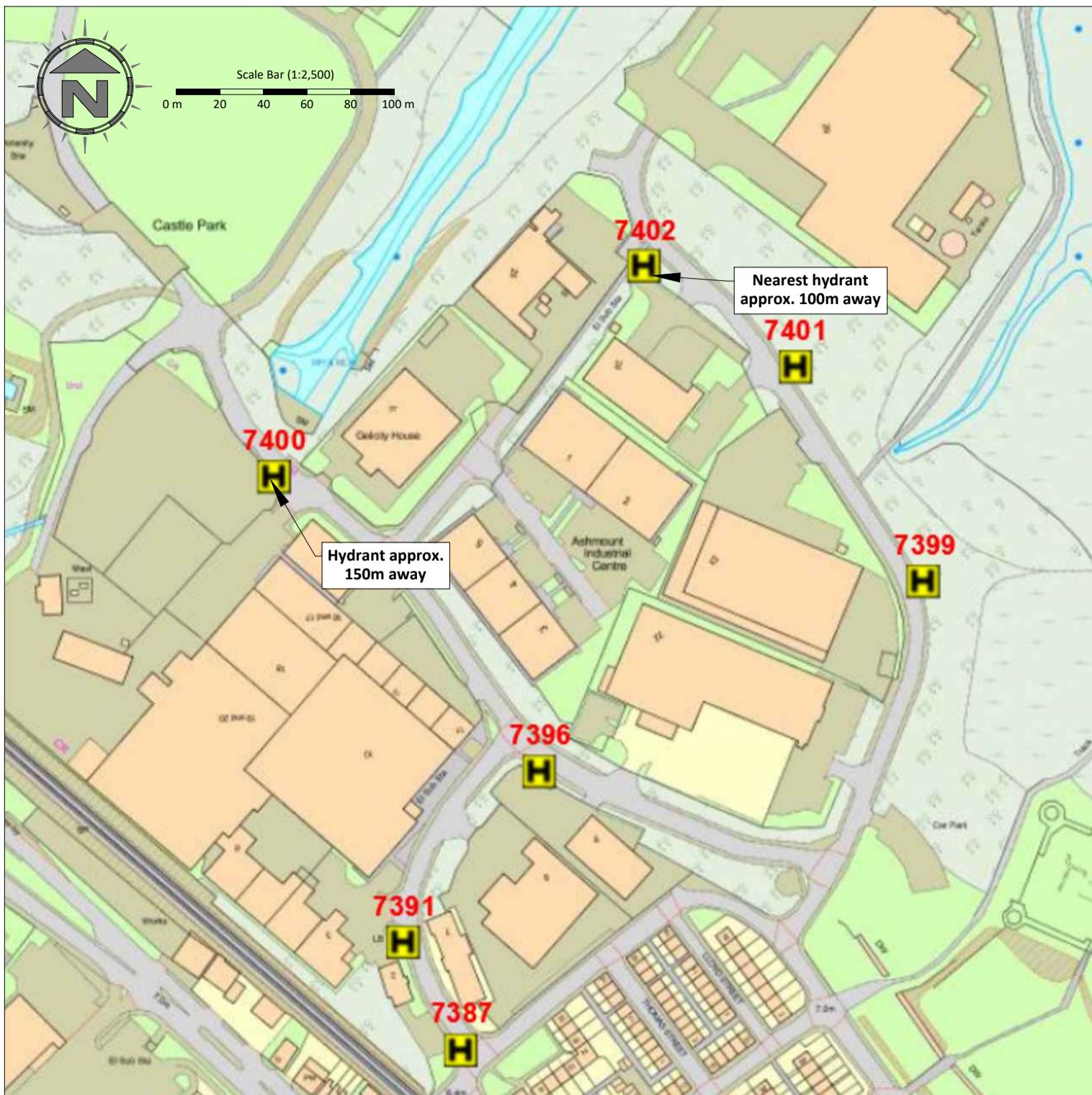
PROJECT/SITE
Unit 27, Castle Park Industrial Estate,
Flint, CH6 5XA

SCALE @ A4 1:1,250	JOB NO 4082	CLIENT NO 2570
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DRAWING NUMBER CAS/2570/02	REV -	STATUS Issued
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DRAWN CP	CHECKED --	DATE 22.11.19
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REVISION HISTORY

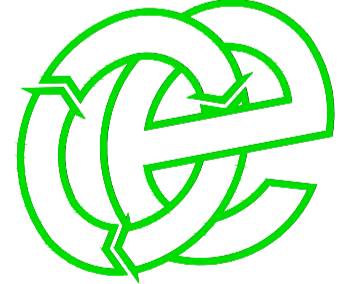
Rev	Date	Init	Description:
-	28.11.19	CP	Initial Drawing
A	29.11.19	CP	Client comments & re-issue
B	14.04.20	CP	NRW comments & re-issue
C	07.05.20	CP	NRW comments; amended site drainage

Key:

- Permit boundary
- Combustible waste storage areas
- Plant loading areas
- Product storage non-waste
- Waste recycling buildings
- Concreted areas
- Other buildings (offices, etc.)
- Stone surface / free draining
- Landscaped/grass areas
- Minimum 0.6m firewalls
- Mains water point
- Spill kit
- Fire fighting equipment (extinguishers, etc.)
- Fire water containment equipment i.e. booms, drain mats, drain plugs etc.
- Access routes for emergency vehicles and site plant manoeuvring areas
- Fire alarm
- Surface water fall direction
- Foul water drainage
- Surface water drainage
- Foul/surface gully's
- Foul/surface manholes
- Plant shut off
- Fire assembly point
- Fire door
- CCTV cameras (indicative)
- Infrared/heat detection cameras
- Emergency services box



Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
SITE LAYOUT & FIRE PLAN

CLIENT
New Horizons Plastic Co Ltd

PROJECT/SITE
Unit 27, Castle Park Industrial Estate,
Flint, CH6 5XA

SCALE @ A1
1:200

JOB NO
4082

CLIENT NO
2570

DRAWING NUMBER
CAS/2570/03

REV
C

STATUS
Draft

DRAWN
CP

CHECKED
NHP

DATE
07.05.20

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Appendix II

Record Keeping Forms

NEW HORIZON PLASTICS CO LTD
WASTE INPUT RECORD FORM - NHP/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								

NEW HORIZON PLASTICS CO LTD
REJECTED WASTE - RECORD FORM NHP/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	

NEW HORIZON PLASTICS CO LTD

WASTE AND PRODUCT OUTPUT RECORD FORM - NHP/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						

NEW HORIZON PLASTICS CO LTD								
SITE INSPECTION FORM (DAILY INSPECTIONS) – NHP/RF/4								
WEEK STARTING								
TYPE OF INSPECTION		DAY						
		M	T	W	T	F	S	S
SITE ENTRANCE/NOTICE BOARD								
SECURITY - GATES								
SECURITY - FENCING								
SITE ROADS (CLEAR FROM HAZARDS)								
WASTE TRANSFER BUILDING - SIDES/ROOF								
IMPERMEABLE CONCRETE AREAS (INTEGRITY)								
DRAINAGE – GULLY’S, MANHOLES								
INTERCEPTOR								
WASTE CONTAINERS & BAY WALLS								
WASTE STORAGE LIMITS	PLASTIC							
WASTE STORAGE LIMITS	REJECTED WASTE							
REJECTED WASTE TYPES / STORAGE								
NOISE LEVELS								
FIRES (ANY INCIDENTS REPORTED)								
QUARANTINE SKIP								
NO SMOKING SIGNS IN PLACE								
FIRE FIGHTING EQUIPMENT								
PLANT/EQUIPMENT MAINTENANCE CHECKS								
SPILL KITS								
OFFICE/WELFARE FIRE RISKS CHECKED								
FUEL TANK/BUND								
LITTER								
DUST								
ODOUR								
VERMIN								
RECORDS								
WEATHER I.E. HEAVY RAINFALL, HIGH WINDS								
COMPLAINTS RECEIVED								
OTHER (SEE NOTES BELOW)								
INSPECTION CARRIED OUT BY								
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):								
CHECKED BY			SIGNATURE					
POSITION			DATE					
Sheet			of					

NEW HORIZON PLASTICS CO LTD - EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW

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

NEW HORIZON PLASTICS CO LTD
COMPLAINTS REPORT FORM (NHP/RF/6)

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

COMPLAINT RECORDING PROCEDURE:

Any complaints received will be recorded on form NHP/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.

Appendix III

Copy of Issued Environmental Permit

Appendix IV

Health & Safety – Conditions of Site Use

HEALTH AND SAFETY - CONDITIONS OF SITE USE

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

- 1) The site is covered by the Health and Safety at Work Act 1974 and its associated regulations and all users must abide by any relevant provisions. Any person found to be in contravention of the requirements of this Health and Safety Statement will be asked to leave the site.
- 2) All visitors and contractors must sign the visitor's book upon entry to and exit from the site. All vehicle drivers must report to the office and await instruction from the site manager/deputy before proceeding to deposit waste at the site.
- 3) All accidents, diseases, injuries or dangerous occurrences shall be reported to the site manager. All instructions issued by the site manager in respect of health and safety at the site must be followed by all site users.
- 4) A first aid box (including eye-wash bottles) is kept in the site office. If you are injured on site please alert a member of staff/trained first-aider for assistance.
- 5) All persons must wear the appropriate PPE on site including high visibility jackets and hard hat.
- 6) Safety boots must be worn by all persons in the waste sorting/storage areas.
- 7) Protective gloves must be worn for any operations which present a hazard of puncture to or laceration of the skin or for any manual handling work carried out on site.
- 8) Ear defenders, safety helmets (hard hats) and eye protection will be issued when deemed necessary and must be worn by all employees and contractors where required by the site manager or other site representatives.
- 9) Fire extinguishers are kept on site to deal with any fires - fires shall only be dealt with by employees of New Horizon Plastics Co 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 New Horizon Plastics Co 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.