

ENVIRONMENTAL MANAGEMENT SYSTEM

Plot 10, Gaerwen Industrial Estate, Gaerwen, Anglesey, LL60 6HR

Green Skips (Environmental) Ltd

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Appendix II - Record Keeping Forms

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

Appendix III - Modern Permit Variation

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Site Information & Key Contacts List

Site Address:	Plot 10, Gaerwen Industrial Estate, Gaerwen, Anglesey, LL60 6HR		
Site Operator:	Green Skips (Environmental) Ltd	National Grid Ref:	SH 47664 71480

CONTACT	DESCRIPTION	OFFICE HOURS	OUT OF HOURS
Kevin Davies	Site Manager& TCM	01248 421526	07900492723
Ysbyty Cefni (Hospital) Llangefni, Anglesey, LL77 7PP	Main NHS Hospital	03000 850016	999 or 112
	Accident & Emergency (A&E) – 12-hour service	999	999 or 112
Bronllys Surgery Gaerwen, Ynys Môn, LL60 6JN	Local Doctor Surgery (GP)	01248 421645	999 or 112
Gorsaf Heddlu Llangefni. Llangefni Police Station Llangefni, Ynys Mon, LL77 7EN	Local Police Non- Emergency	999 or 112	999 or 112
	Police Emergency	999 or 112	999 or 112
North Wales Fire & Rescue Service (Llangefni Fire Station) Isgraig, Lon Newydd LL77 7PT	Fire and Rescue Service (in Emergency Dial 999)	01248 750110	999 or 112
Natural Resources Wales (Bangor) Maes y Ffynnon, Bangor LL57 2DW	Local NRW Office	0300 065 3000	0300 065 3000
Isle of Anglesey County Council Council Offices, Llangefni Anglesey, LL77 7TW	Council General Enquiries	01248 750057	999 or 112
Oaktree Environmental Ltd Lime House, 2 Road Two, Winsford, Cheshire, CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	999 or 112

1 General Considerations

1.1 Site operator/permit type

1.1.1 Green Skips (Environmental) Ltd is the permit holder and operates an A11: Household, Commercial & Industrial Waste Transfer Station Environmental Permit (EP) predominantly involving the reception, storage and treatment of HIC and CDE wastes.

1.2 Relevant contacts

1.2.1 The contact details for site management are as follows:

Green Skips (Environmental) Ltd	Contact:	Kevin Davies
Plot 10, Gaerwen Industrial Estate	Position:	Site Manager
Gaerwen	Tel:	01248 421526
Anglesey		
LL60 6HR		

1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for Green Skips (Environmental) 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 The document was prepared by Oaktree Environmental Ltd. The Contact details are as follows:

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

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

1.3 Site information and locality

1.3.1 The site is located at Plot 10, Gaerwen Industrial Estate, Gaerwen, Anglesey, LL60 6HR as shown on Drawing Nos. GIE/209/01 & 02. The national grid reference for the site is SH 47664 71480.

1.4 Permit area/waste management operations

1.4.1 The permit boundary is outlined in green on Drawing No. GIE/209/02. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant and equipment.

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

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

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

Table 1.1 -Permitted Operations

Description of activities for waste operations	Limits of activities
<p>D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced)</p> <p>R13: Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)</p> <p>D14: Repackaging prior to submission to any of the operations numbered D1 to 13</p> <p>D9: Physico-chemical treatment not specified elsewhere in Annex IIA which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D8 and D10 to D12</p> <p>R3: Recycling/reclamation of organic substances which are not used as solvents</p> <p>R4: Recycling/reclamation of metals and metal compounds</p> <p>R5: Recycling/reclamation of other inorganic materials</p>	<p>Treatment consisting only of manual sorting, separation, screening, baling or compaction of waste into different components for disposal, (no more than 50 tonnes per day) or recovery.</p>

1.5 Hours of operation

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

Monday to Friday	07:30 – 18:00
Saturday	08:00 – 18:00
Sunday / Bank holidays	CLOSED

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

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

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

1.6 Waste Storage, Types and Quantities

1.6.1 The locations of the operational and storage areas are shown on Drawing No. GIE/209/03. and on Table 1.2 on the next page. The nature of operations at waste facilities means that certain operational areas may change depending on processing requirements.

1.6.2 The waste types handled on site will consist of dry, inert and non-hazardous construction, demolition and excavation waste as defined in the Controlled Waste (England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990. A detailed breakdown of the waste types allowed for acceptance at the site will be shown in the EP which will appear in Appendix III of this document.

1.6.3 The site will accept a maximum of 25,000 tonnes per annum and; it is proposed the site could store a maximum of 1,000 tonnes of waste material based on the current site plan.

Table 1.2- Waste Storage Area Details Table

Plan Ref	Description	Storage type	Containment	Height / width of firewall	Max Length (m)	Max Width (m)	Height (m)	Approx. Area (m2)	Conversion factor	Volume (m3)	Tonnage (approx.)	Max Duration of storage
AREA 1	Mixed wood waste	Unprocessed/sorted	3-sided concrete block storage bay	3.2m / 0.8m	10	9	2	75	0.666	100	50	<7 days
AREA 2	Trommel fines overflow bay	Unprocessed/sorted	As above	As above	10	7	2	55	0.666	73	73	<7 days
AREA 3	Green waste	Unprocessed/sorted	As above	As above	10	5	2	40	0.666	53	64	<7 days
AREA 4A	Inert & excavation waste pile i.e. soils/stones	Unprocessed	As above	As above	11.5	11	2	120	0.666	160	192	<14 days
AREA 4B	Inert & excavation waste pile i.e. soils/stones	Unprocessed	As above	As above	11.5	11	2	130	0.666	173	208	<14 days
AREA 5	Various sorted wastes i.e. metal, plastic, plasterboard etc.	Unprocessed/sorted inside 40 cubic yard skips	Part contained in concrete block storage bay	As above	6.1 per skip	2.4 (per skip)	2.5	15 per skip	1	15 x 3 = 45	40 - 60	<14 days
AREA 6	Waste reception area	Free-standing/unprocessed	N/A - Area clear out-of-hours	N/A	5	10.5	3	50	0.666	99.9	100	<12 hours
AREA 7	Fines beneath the trommel	Processed	Free standing pile / 3-sided bay	2.5m / 0.15m	6	2	2.5	20	0.666	33.3	33	<72 Hours
AREA 8	Lights cage i.e. paper/plastic/residual	Sorted/blown	Free-standing inside steel cage	As above	6	2	2.5	20	0.666	33.3	10	<72 Hours
AREA 9	Waste wood	Hand-picked	Free standing pile / 3-sided bay	As above	3	2	2.5	6	0.666	10	3	<72 Hours
AREA 10	Residual waste	Hand-picked	Free standing pile / 3-sided bay	As above	3	2	2.5	6	0.666	10	3	<72 Hours
AREA 11	Scrap metal	Sorted by magnet	3 no. sealed, locked 10 cubic yard skips	As above	6.1	2	1.2	15	1	18	18	<72 Hours

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 site 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 Any waste which is stored under exemptions will be clearly labelled on the site plan and kept separate from those wastes on site which are permitted.

1.8 Staffing and management

- 1.8.1 The site will open for the deposit of waste or for other essential operations during the hours listed in Section 1.5. The table below details the staff required when the site is operating at full capacity.

Table 1.3 - Staffing numbers and responsibilities

Position	Employees	Responsibilities
Site manager & TCM	1	Overall management of the site
Machine / Plant Operator's / General Operatives	3	Waste handling/processing, reception, plant operation and general housekeeping
Office / Admin	2	General administration

1.8.1 Health and safety

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

1.9 Fit and proper persons

1.9.1 Kevin Davies is the site's Technically Competent Manager (TCM) and 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.

1.9.2 The company, through the TCM, will ensure that a nominated deputy is sufficiently trained and familiar with the EP and this EMS document in addition to all relevant company procedures who, in the absence of the TCM, will act the competent person. If either the TCM or deputy is changed or absent from the site, the NRW will be informed of the change and the relevant details of the replacement as soon as possible.

1.10 Convictions

1.10.1 Green Skips (Environmental) Ltd nor any of the relevant people within the company have been convicted of a relevant offence.

1.11 Waste carriers

1.11.1 Green Skips (Environmental) Ltd hold an upper tier waste carrier; Ref. CBDU4845

2 Site Engineering and Infrastructure

2.1 Site location

2.1.1 The operation is located at Plot 10, Gaerwen Industrial Estate, Gaerwen, Anglesey, LL60 6HR as shown on Drawing Nos. GIE/209/01 and GIE/209/02. The National Grid Reference of the site is SH 47664 71480.

2.2 Site description

2.2.1 The site is located within an industrial area, which contains a number of other waste management facilities. The surrounding land use is industrial, with the site in close proximity to the A5 (450m north of the site). The nearest residential properties are approximately 400m north-east of the application site.

2.3 Access and parking

2.3.1 Access to the site is gained from Lon Groes to the north, as shown on Drawing No. GIE/209/02. Lon Groes is approximately 230m north of the site.

2.3.2 Ample parking will be available adjacent to the main office for Green Skips (Environmental) Ltd.

2.4 Site office

2.4.1 The site office is located on the adjacent operating centre. 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)
NRW inspection (CAR) forms
In-house inspection sheets/recording forms
Duty of care transfer notes (for 2 years minimum)
Duty of care product notes [(aggregates (for 2 years minimum))]
Hazardous waste consignment notes (rejected waste, etc., kept for 3 years)
Waste delivery tickets
Accident book (& 1st aid kit)

2.5 Weighing and categorising loads

2.5.1 There is a weighbridge available at the site. The weight of each load into and out of the site will be weighed using the weighbridge to obtain accurate data for the purposes of providing waste returns and tracking the annual throughput of waste.

2.6 Notice board and signs

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

- The site name and address.
- The name of the permit holder and operator.
- The Environmental Permit number and accompanying statement stating that the site is permitted by the 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.

2.6.2 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.

2.7 Site security

2.7.1 The site will benefit from lockable access gates and 2.4m high chain link fencing topped with barbed wire. The site security infrastructure is clearly shown on Drawing No. GIE/209/03 which is considered suitable to prevent any unauthorised access.

2.7.2 The site security will be inspected on a daily basis and any defects which impair the effectiveness of the security will be repaired to the same or better standard within a suitable timescale. All repairs will be noted on the site diary repaired as soon as practically possible. The checklist in Appendix II provides further information.

2.8 Fuel storage

2.8.1 The site will not store gas cylinders or aerosols and there will be no chemicals present on site.

2.8.2 The site will have a fuel / oil tank stored on site as shown Drawing No. GIE/209/03 and the following procedures will apply:

- The containers used for the storage of hazardous fluids 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.
- Any storage of oil will comply with the Control of Pollution (Oil Storage) (England) Regulations 2001 SI No.2954 or any subsequent legislation.
- All valves and gauges on the tank will be constructed to prevent damage caused by frost.
- The tanks will be clearly marked showing their capacity and product within.

2.9 Rejected Waste

2.9.1 Any waste which is rejected will be stored in a rejected waste skip and removed from the site the skip container is full. The location of this skip may vary as operating conditions permit (i.e. to permit the loading of rejected wastes but clear labelling and management control will ensure its use as specified). Rejected waste will be recorded on form GSE/RF/2 or similar.

2.10 Drainage

2.10.1 The drainage for the site is clearly shown on Drawing No. GIE/209/03 and in summary:

- The surface drainage system of the waste storage and treatment area consists of an impermeable concrete pad measuring approximately 1,550m² which is sealed around north, west and south by a 3m high solid concrete walls concrete kerb. The southern part of the pad will have a drainage channel cut into the concrete approximately 0.15m deep and the pad is engineered to fall towards this channel which will drain into a 30,000 sealed underground tank.
- Areas of the site which do not store and treat waste i.e. the transfer building roof water will be collected into storage tanks and used for active suppression or cleaning of plant and equipment.
- Hardstanding areas comprising crushed stone/aggregate will naturally soakaway or surface water will evaporate.

2.10.2 Inspection of the above drainage system are carried out throughout the day using inspection forms by site staff who will check for cracks in the concrete, drainage channels are clear and the capacity of the tank will be checked monthly or weekly in the event of heavy rainfall events. The contents of the storage tank will be collected and disposed of by a suitably permitted tanker company.

2.10.3 The integrity of the tank will be checked annually by a suitably permitted drainage consultant or other reputable company who can remove the manhole and submerge

camera into the tank to ensure there are no leaks. The tank will be constructed of hard plastic or fibre glass as it is considered these two properties will not decay or rust over time. The installation of the tank will be overseen by a suitable construction company to ensure the material situated above the tank is load bearing so vehicles travelling over the tank do not compromise the integrity of it.

2.11 Vehicles, plant and equipment

2.11.1 Waste will be handled using the plant listed in the table below. 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
360 ^o excavator	2	Loading/unloading/movement of waste
Loading Shovel	2	Loading/unloading/movement of waste
Mechanical Trommel / Picking Line	1	Separation of wastes

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

2.12 Preventative maintenance (plant & equipment)

2.12.1 All items of plant and equipment listed in Section 2.11 (and any additional items of plant which may be hired in to cover busier periods) are subject to preventative maintenance checks to ensure their safe operation and to prevent any potential situations which may give rise to faults or malfunction. A preventative maintenance checklist for details of checking procedures is shown in Appendix II for reference.

2.12.2 Much of the plant and equipment on site and all vehicles in the fleet are subject to annual 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 i.e. daily, before, during and at the end of each working day to ensure (where possible) the machinery is mechanically sound. These checks will be carried out using a preventative maintenance checklist shown in Appendix II or similar internal version and any results which are flagged as needing attention will also be recorded in the site diary.

3 Site Operations

3.1 Preliminary procedures

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

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/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).

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 office weighbridge where their credentials can be checked prior to tipping. 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 relevant tipping area shown on Drawing No. GIE/209/03. Any deviation from the procedures or problems with any loads will result in tipping facilities being suspended for the offending company. Loads which are not acceptable within the above terms will be rejected and returned to the producer.

3.2.2 Once a load has been accepted the driver will be asked to unsheet the vehicle (if it is sheeted) and a visual inspection of the contents will be carried out to ensure that the material complies with the EP. If non-compliant waste is discovered before deposit, the load will not be accepted, the driver will be informed to leave the site and dispose of the material at alternative facility. In cases where the presence of unauthorised or unusual waste is discovered during initial inspection, the EA will be contacted immediately to agree a course of action.

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

3.3 Waste acceptance procedure

3.3.1 All incoming vehicles upon arrival are required to report to the person in charge of waste acceptance at the site. The details of the load will be recorded and the duty of care note/company documentation will be further checked by the operator to ensure that the load is acceptable at the site, including a visual check prior to the vehicle proceeding to the tipping area. Any deviation from the procedures or problems with any loads will result in tipping facilities being suspended for the offending company. Loads which are not acceptable within the above terms will be rejected.

3.4 Waste deposit & handling

3.4.1 Once a load has been accepted by the operator, the contents will be discharged into the appropriate reception areas; or if the waste has been pre-segregated at the site of production it will be discharged/transferred directly into any storage areas/containers as shown on Drawing No. GIE/209/03.

3.5 General household, commercial and industrial waste procedure

3.5.1 Once a load has been accepted by the operator the contents of the delivery vehicles is discharged into **Area 6** in the reception area in accordance with the following procedures:

- a) All mixed loads will be deposited in the mixed waste reception area (**Area 6**) and crudely sorted by hand into recyclable materials such as paper/ cardboard, plastics, wood/timber, metals and green waste and transferred into the appropriate recycling skips.
- b) Loads which are delivered to the site and known to contain predominantly inert waste are directed to **Areas 4A and 4B** for storage prior to removal.
- c) The pre-sorted material is then transferred and loaded into the hopper using the loading shovel or 360° grab for mechanical sorting.
- d) The waste then transfers directly into a trommel where fines are separated in the trommel and discharged via conveyor to the ground (**Area 7**). The larger material then travels along a conveyor where the light waste is transferred to a steel cage via a fan blower (**Area 8**).
- e) The resultant material then continues along the conveyor where recyclables are hand-picked via a picking line and deposited into a bay below (**Areas 9-10**).
- f) The remaining waste should then consist of either bulky waste or scrap metal. Scrap metal will be collected via an overband magnet and deposited in the bay below (**Area 11**) and the bulky/inert waste will drop off at the end of the conveyor (**Area 11**).
- g) Any sorted material which is contaminated with other wastes will be fed back through the start of the plant.

- h) Recyclable wastes following deposit in the bays will then be transferred to larger storage bays or containers (**Areas 1 - 5**) to await onward distribution to an appropriate recycling/recovery facility

3.6 Waste/product removal and export

- 3.6.1 When a collection vehicle arrives at the site to remove waste material or product, the driver will be instructed to report to the site office to confirm their identity. All relevant documentation will be completed and the vehicle will be passed to pick up the load and take it to the designated recycler/disposal site (if the outgoing material has not been fully recovered on site). The product or waste will then be loaded using the loading shovel.
- 3.6.2 The operational outputs and residues produced by the site and the disposal or recovery routes envisaged are detailed as follows:
 - a) Brick/rubble –sent to suitably permitted site for crushing/screening for production of secondary aggregate.
 - b) Soils - used on site for site restoration works or blend with compost for topsoil creation for re-sale.
 - c) Metals – metals removed from the overband magnet will be taken to a suitably permitted site for further recovery
 - d) Rejected material will be removed from site as detailed in Section 2.6.
 - e) Other wastes will be stored prior to being sent to a suitably permitted site.

3.7 Record keeping

3.7.1 Green Skips (Environmental) Ltd records will be kept mainly in electronic format with paper documentation accompanying where necessary i.e. transfer/duty of care/product notes to ensure compliance with the Waste Duty of Care Code of Practice - March 2016 (Section 34(9) of the Environmental Protection Act 1990).

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

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

3.7.3 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.

3.7.4 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.

3.7.5 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, 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)

3.7.6 Outcomes of inspections of waste types, transfer/treatment areas, storage areas, drainage, infrastructure etc., will be recorded on-site inspection form and detailed

comments will be entered into the site diary (including action taken or proposed).
GSE/RF/4 (or similar).

3.7.7 Visitors to the site will sign the sites visitor's book located in the site office upon arrival stating the purpose of their visit and whom they represent.

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

3.8 Management techniques

3.8.1 All measures necessary to achieve a high level of protection of the environment and to ensure that the site is operated in accordance with this EMS and EP conditions will be strictly adhered to.

3.8.2 The manner in which the facility is managed is a critical element in ensuring emissions from the site operations are minimised. Therefore, management of this facility will ensure:

- a) staff are competent to manage and operate the facility i.e. fit and proper persons;
- b) waste acceptance procedures are in place;
- c) appropriate storage and handling procedures are in place;
- d) waste/product despatch procedures are in place;
- e) procedures and control techniques in place to minimise potential emissions to air, land and water;
- f) there is an EMS, i.e. this document, in place to ensure standards are maintained, including incidents and complaints management procedures;
- g) a communication programme is in place; and,
- h) a health and safety programme is in place and is coherently conveyed to all staff and rigorously enforced throughout the whole of the organisation.

3.9 Site closure plan

3.9.1 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 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 Site inspections and maintenance

4.1.1 The type and inspection frequencies for maintenance/housekeeping are listed on record form GSE/RF/4 as an advisory. The inspection form will be completed by a person who is familiar with the requirements of the EMS and EP for the site. All details of defects, problems and repairs carried out will be recorded on the form on the day that each event occurs. Detailed comments may also be recorded in a site diary. All repairs will be carried out as soon as practically possible.

4.1.2 All repairs to site security will take place as soon as practically possible and the site will be made secure until the repair has been carried out. Any major defects found during the daily site inspection will be repaired as soon as practically possible.

4.2 Control of mud and debris

4.2.1 The 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.

4.2.2 As there is considerable distance between the site and the public highway; including adjacent areas of the site comprising the same running surface, it is considered that there is no requirement for the site to comprise a wheelwash or further prevention measures.

4.3 Control of dust

4.3.1 A constant supply of mains water is available for dust suppression during periods of windy and dry weather conditions.

4.3.2 A number of dust mitigation measures will be implemented on site including:

- sheeting of vehicles delivering waste to the site (if necessary);
- sheeting of vehicles transporting potentially dusty loads off site;
- use of a mobile bowser on site (if necessary) to damp down stockpiles, vehicle running surfaces, vehicle loads and processing areas
- stockpiles will be kept to a minimum as operating conditions allow;
- drop heights **ALWAYS** minimised to prevent dust emissions.
- Stockpiles of 'dusty' waste below the height of site infrastructure

4.3.3 Site operatives will continuously monitor dust emissions whilst the site is in operation and will report back to the site supervisor for advice if required. The site supervisor will make a formal visual inspection of dust emissions throughout the day. Results of monitoring will be entered into the site diary/record forms.

4.4 Odour control

4.4.1 The site would not routinely accept and store odourous wastes as they would generally come in as part of a mixed load but any putrescible/food waste will be stored in a sealed skip which will be covered and removed from site within 24 hours. An Odour Management Plan Ref. GIE-209-J should be read in conjunction with this EMS.

4.5 Litter control

4.5.1 Given the nature of wastes accepted at the site (i.e. light wastes including paper/cardboard), there is a risk of litter. The highest risk will be from the external operations which are limited to loading and/or unloading and storage of wastes.

- 4.5.2 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.
- 4.5.3 All treatment of any light waste is carried out indoors at the site and, therefore, the building will act as a windbreak for all light wastes, preventing them from escaping. The building is open fronted but adjacent perimeters benefit from 5m high netting to prevent escape of windblown litter.
- 4.5.4 The highest risk of litter from the activities carried out at the site is from the physical sorting and separation operations (including the loading of hoppers and plant/equipment). As all activities described will be undertaken in the building this will significantly reduce the risk.
- 4.5.5 For the activities undertaken in the external yard areas of the site, the following procedures and measures will be carried out:
- a) Where possible, external loading/unloading operations will be carried out during calm conditions.
 - b) If loading/unloading during windy conditions:
 - c) attempt closer to / inside the building where operating conditions permit;
 - d) where possible, attempt to load/unload from the lee side of the delivery/collection vehicle with respect to the prevailing wind;
 - e) load/unload directly from/to high-sided container respectively;
 - f) ensure loading plant doesn't break or compromise the integrity of wastes through piercing, mishandling, etc.;
 - g) do not leave delivery/collection vehicle unsheeted for any prolonged periods of time (e.g. lunchtimes);
 - h) Always use the litter netting installed at the site.
- 4.5.6 As discussed above, the litter netting provides containment of any potential windblown litter. In addition, and as part of the daily checks/inspection routine, operatives are instructed to collect the litter from within the site and beyond the site boundary and place

it in a skip for disposal/recovery before the end of the working day. Staff carrying out litter picking duties will record their findings on GSE/RF/4 and report to the site manager.

4.6 Control of pests, birds and other scavengers

4.6.1 As per the above section, the containment of waste within bays 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.

4.7 Control and monitoring of noise & vibration

4.7.1 A site-specific Noise Management Plan has prepared as part of this EMS and is shown in table 4.1overleaf. These measures will ensure the noise levels at the site are managed appropriately by identifying: the likely sources of noise arising from the development; and, the actions to be taken / procedures to be followed or planned in order to prevent or minimise levels.

Table 4.1 - Noise Management Table

Potential Noise Source	Action to be taken to prevent or minimise noise
HGVs travelling to and from the site for delivery /collection of wastes/products.	<ul style="list-style-type: none"> • Management will ensure that all site vehicles operated by Green Skips (Environmental) 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.
Operation of mechanical treatment plant i.e. trommel, hopper, overband magnet and conveyors)	<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 use of the Trommel will be between the hours 08:00 - 18:00 Monday – Friday & 08:00 – 12:00 Saturday.
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 Green Skips (Environmental) 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.
Small vehicles travelling to and from the site (e.g. staff and visitor's cars, courier van deliveries etc.)	<ul style="list-style-type: none"> • All those working on and visiting the site to be made aware of need for considerate driving and keeping vehicles well maintained. • Small vehicles will arrive marginally earlier than the main site operating hours.

4.8 Complaints procedure

4.8.1 All complaints are recorded on form GSE/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 & Contingency Procedures

5.1 General

5.1.1 In addition to obligations imposed by RIDDOR '13 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) the permit holder will notify NRW of any serious injuries to employees of Green Skips (Environmental) Ltd, other site users or members of the public arising as a result of operations on site. Minor injuries such as cuts and grazes etc. will be recorded in the accident book on site. Separate procedures will be used for different types of emergency. An emergency at the site is defined by the site management as follows:

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

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

5.2 Fire

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

5.2.2 The following actions will be taken when fire is detected or suspected (Site operatives):

- a) DON'T PANIC
- b) RAISE THE ALARM (IF NOT DONE SO ALREADY)
- c) NOTIFY THE SITE MANAGER (IF SAFE TO DO SO)
- d) DO NOT TRY TO TACKLE THE FIRE YOURSELF UNLESS YOU ARE TRAINED IN DOING SO AND YOU ARE SURE OF THE NATURE AND SOURCE OF THE FIRE
- e) LEAVE THE SITE USING THE MAIN ACCESS GATES AS QUICKLY AND AS ORDERLY AS POSSIBLE
- f) ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT WHICH IS LOCATED BY THE SITE ACCESS GATES.
- g) THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON "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 NRW
- j) DO NOT RETURN TO THE SITE UNTIL YOU HAVE BEEN GIVEN THE ALL CLEAR BY THE EMERGENCY SERVICES AND THE SITE MANAGER

5.3 Breakdowns

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

5.4 Spillages

- 5.4.1 The operator will store fuels/oils on site; it will be contained within a bunded receptacle/container to contain any primary leaks. In the event of a spillage a spill containment kit (absorbent pads, booms or granules) will be used to prevent further spillage and the contaminated absorbents placed in a skip for disposal to a suitably permitted facility.
- 5.4.2 All site surfaces will be inspected daily for the presence of spillages when the site is in operation. Debris will be swept as required and placed in a skip for further processing on site and sent to a suitably permitted site.
- 5.4.3 All wastes liable to give rise to contamination will be removed from the site within an NRW agreed timescale.

5.5 Drums

- 5.5.1 The deposit of drummed waste will not be allowed at the site. If a drum is concealed within a skip and is not observed until the skip is deposited in the waste reception area then the following procedure will apply:

- a) The staff member will visually check the condition of the drum from a safe distance, noting any labels referring to the possible contents or hazards.
- b) The site manager will be contacted to verify the observations and to decide on further action.
- c) The producer of the waste and the 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 load and does present such a hazard the same procedures as for the deposit of drums (above) shall apply.

5.7 Staff shortages

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

5.8 Adverse weather conditions

- 5.8.1 **High winds** - There will be no sorting, processing or treatment of any wastes which are likely to be blown around during conditions of high winds. Vehicles leaving the site will be sheeted to comply with the requirements of the Duty of Care legislation.
- 5.8.2 **Poor visibility**- The site will not operate in conditions of poor visibility such as dense fog to reduce the risk of vehicle collision.
- 5.8.3 **Droughts / warm weather** – There are stock rotation procedures which detail 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 hardstanding and concrete surface there is a low- 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 these measures aren’t ample following inspections or complaints, the operator would source a road sweeper to clear the mud/debris from the road until weather conditions improve.
- 5.8.5 The operator will set up a notification alert with the Met Office to receive prior notifications of the above unforeseen adverse weather conditions to ensure mitigation can be put in place prior to the event. The site may be forced to close during events which could cause a significant risk to staff, human health or the environment.

5.9 Closure of destination sites

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

5.10 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 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 GSE/RF/6 is provided in Appendix II which details a list of 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 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 3.9 of this document and will be based on the preventative maintenance schedule supplied by the plant/equipment manufacturer.

6.7.3 The same training will be provided to senior management enabling a dual-level maintenance programme.

6.8 Duty of care training

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

6.9 Plant operation training

6.9.1 Any employees who are required to operate loading or treatment plant for the movement or processing of waste will be required to undertake the necessary qualifications for the operation of the specific item of plant in question. This will be required prior to operating the plant and will be obtained through necessary external certification programmes.

6.9.2 Regardless of general plant operation certification, all operatives will be fully inducted in the operation of the specific make and/or model of plant used on site.

6.10 Permit / Management System training

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

6.11 Training for contractors

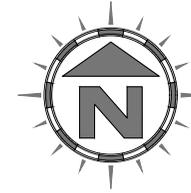
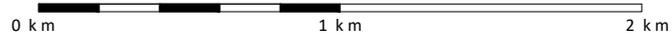
6.11.1 General site training will be provided to any contractors who are working on the site on a temporary basis as described in Sections 6.2, 6.3 and 6.4 above.

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

Appendix I

Drawings

Scale Bar (1:25,000)



NOTES

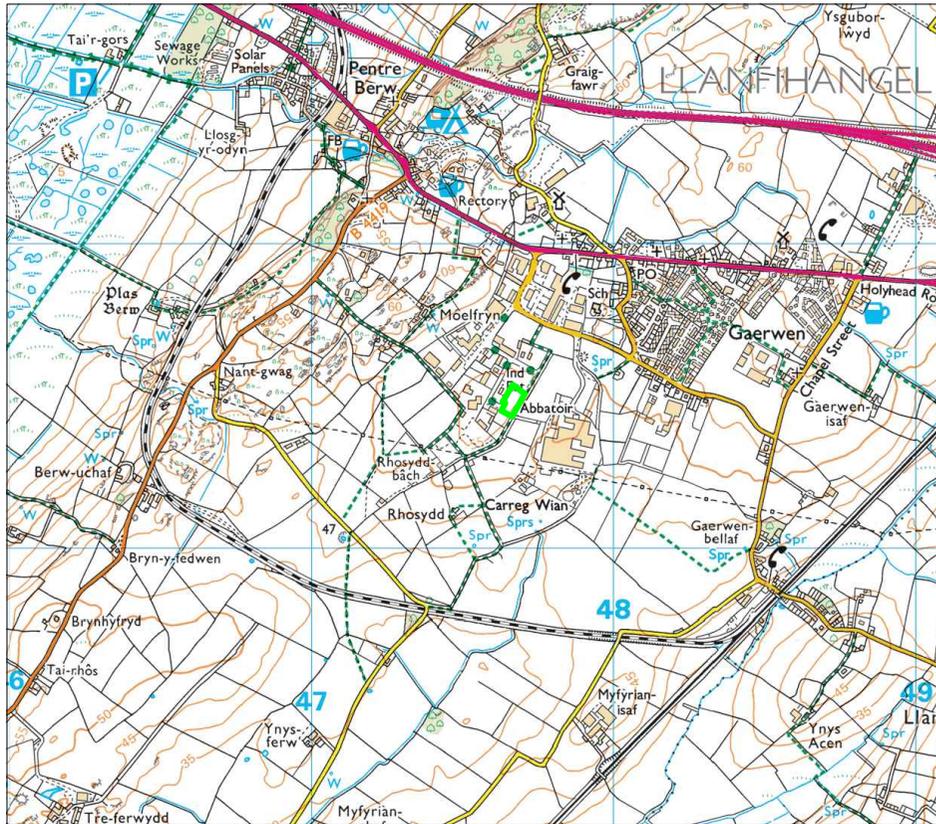
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REVISION HISTORY

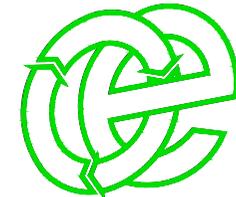
Rev	Date	Init:	Description:
-	02.4.20	CP	Initial Drawing

KEY:

Permit boundary



Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
SITE LOCATION MAP

CLIENT
Green Skips (Environmental) Ltd

PROJECT/SITE
Gaerwen Industrial Estate, Gaerwen,
Ynys Mon LL60 6HR

SCALE @ A4	JOB NO	CLIENT NO
1:25,000	4011	209

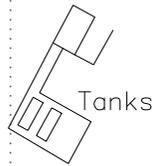
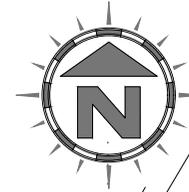
DRAWING NUMBER	REV	STATUS
GIE/209/01	-	Issued

DRAWN	CHECKED	DATE
CP	--	02.04.20

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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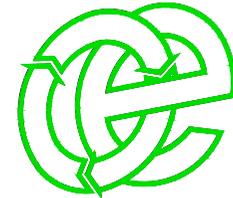
REVISION HISTORY

Rev	Date	Init:	Description:
-	09.3.20	CP	Initial Drawing

KEY:

 Permit boundary

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
PERMIT BOUNDARY PLAN

CLIENT
Green Skips (Environmental) Ltd

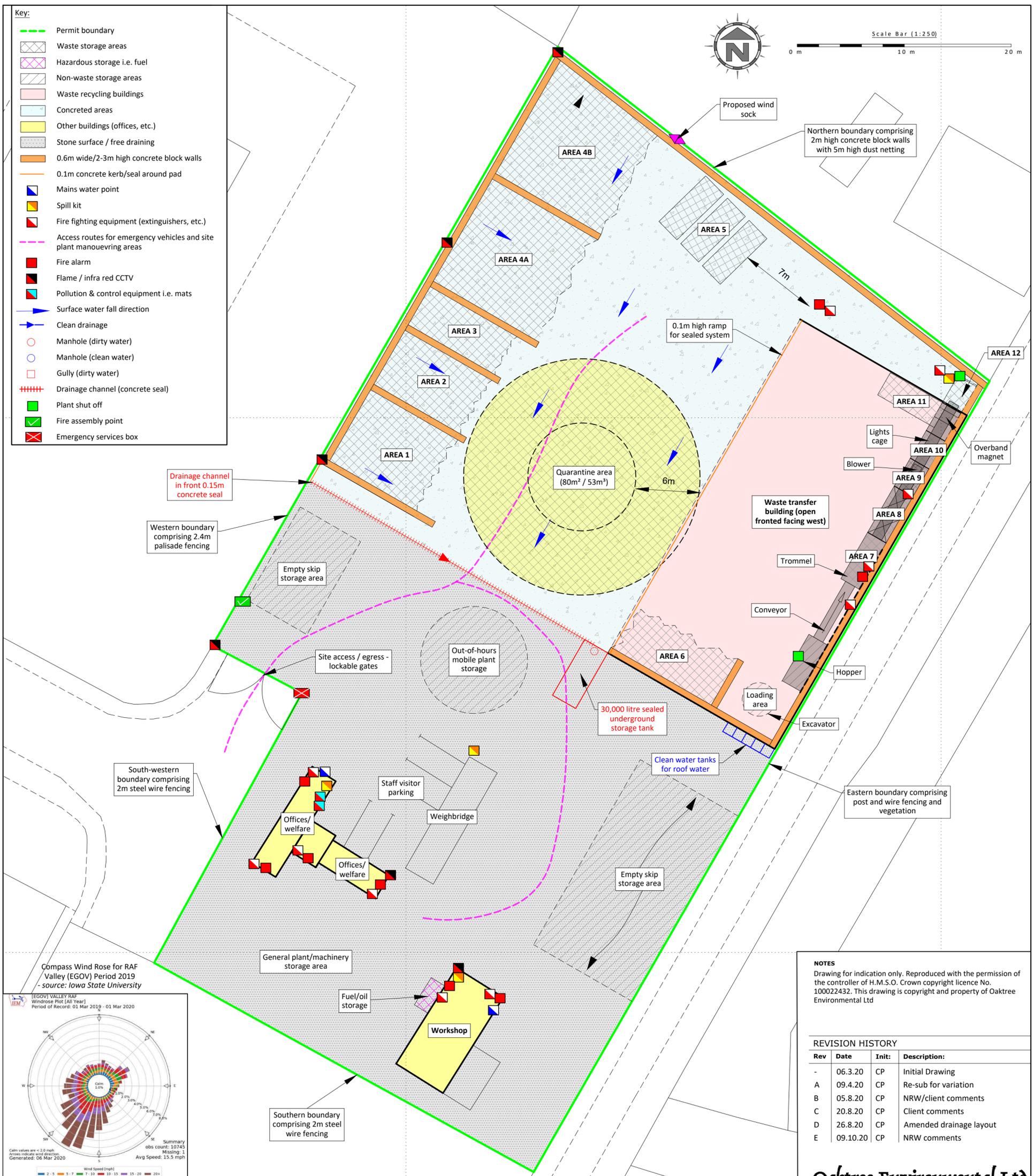
PROJECT/SITE
Gaerwen Industrial Estate, Gaerwen,
Ynys Mon LL60 6HR

SCALE @ A4	JOB NO	CLIENT NO
1:1,250	4011	209

DRAWING NUMBER	REV	STATUS
GIE/209/02	-	Issued

DRAWN	CHECKED	DATE
CP	--	09.03.20

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

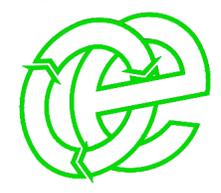


NOTES
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REVISION HISTORY

Rev	Date	Init	Description:
-	06.3.20	CP	Initial Drawing
A	09.4.20	CP	Re-sub for variation
B	05.8.20	CP	NRW/client comments
C	20.8.20	CP	Client comments
D	26.8.20	CP	Amended drainage layout
E	09.10.20	CP	NRW comments

Oaktree Environmental Ltd
Waste, Planning and Environmental Consultants



DRAWING TITLE
SITE LAYOUT & FIRE PLAN

CLIENT
Green Skips (Environmental) Ltd

PROJECT/SITE
Gaerwen Industrial Estate, Gaerwen, Ynys Mon LL60 6HR

SCALE @ A2 1:250 **JOB NO** 4011 **CLIENT NO** 209

DRAWING NUMBER GIE/209/03 **REV** E **STATUS** Issued

DRAWN CP **CHECKED** -- **DATE** 09.10.20

Lime House, Road Two, Winsford, Cheshire, CW7 3QZ
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Waste Storage Area Details

Plan Ref	Description	Storage type	Containment	Height / width of firewall	Max Width (m)	Max Length (m)	Height (m)	Approx. Area (m2)	Conversion factor used	Volume (m3)	Tonnage (approx)	Max Duration of storage
AREA 1	Mixed wood waste	Unprocessed/sorted	3-sided concrete block storage bay	3.2m / 0.8m	10	9	2	75	0.666	100	50	<7 days
AREA 2	Trommel fines overflow bay	Unprocessed/sorted	As above	As above	10	7	2	55	0.666	73	73	<7 days
AREA 3	Green waste	Unprocessed/sorted	As above	As above	10	5	2	40	0.666	53	64	<7 days
AREA 4A	Inert & excavation waste pile i.e.	Unprocessed	As above	As above	11.5	11	2	120	0.666	160	192	<14 days
AREA 4B	Inert & excavation waste pile i.e.	Unprocessed	As above	As above	11.5	11	2	130	0.666	173	208	<14 days
AREA 5	Various sorted wastes i.e. metal, plastic, plasterboard etc..	Unprocessed/sorted inside 40 cubic yard skips	Part contained in concrete block storage bay	As above	6.1 per skip	2.4 (per skip)	2.5	15 per skip	1	15 x 3 = 45	40 - 60	<14 days
AREA 6	Waste reception area	Free-standing/unprocessed	N/A - Area clear out-of-hours	N/A	5	10.5	3	50	0.666	99.9	100	<12 hours
AREA 7	Fines beneath the trommel	Processed	Free standing pile / 3 sided bay	2.5m / 0.15m	6	2	2.5	20	0.666	33.3	33	<72 Hours
AREA 8	Lights cage i.e. paper/plastic/residual	Sorted/blown	Free-standing inside steel cage	As above	6	2	2.5	20	0.666	33.3	10	<72 Hours
AREA 9	Waste wood	Hand-picked	Free standing pile / 3 sided	As above	3	2	2.5	6	0.666	10	3	<72 Hours
AREA 10	Residual waste	Hand-picked	Free standing pile / 3 sided	As above	3	2	2.5	6	0.666	10	3	<72 Hours
AREA 11	Scrap metal	Sorted by magnet	3 no. sealed, locked 10 cubic yard skips	As above	6.1	2	1.2	15	1	18	18	<72 Hours

Conversion factors for waste piles are worked out using the following methods set out by Natural Resources Wales)
Conversion of 1 for materials stored within containers, area of storage in stackable containers and waste/bale stacks
Conversion of 0.66 for waste stored within a bay
Conversion of 0.33 for waste stored in a free-standing stockpile
For areas containing skips, conversion is calculated by volume of each skip x number of skips

Appendix II

Record Keeping Forms (Advisory as information only)

**GREEN SKIPS (ENVIRONMENTAL) LTD
REJECTED WASTE - RECORD FORM GSE/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	

GREEN SKIPS (ENVIRONMENTAL) LTD

SITE INSPECTION FORM - MINIMUM ONCE DAILY - TO BE REFERENCED THROUGHOUT THE DAY

		DAY→					
TYPE OF INSPECTION ↓	TIME OF INSPECTION (START)						
	TIME OF INSPECTION (FINISH)						
EMERGENCY ACCESS							
WEATHER TEMPERATURE							
SECURITY - GATES							
SECURITY - FENCING							
SITE ROADS / SURFACES (CLEAR FROM HAZARDS)							
WASTE STORAGE							
WASTE TYPES - COMPATIBILITY							
FIRE FIGHTING EQUIPMENT E.G. FIRE EXTINGUISHERS, HOSE REEL							
SITE SURFACES ACCEPTABLE							
SITE DRAINAGE FUNCTIONING							
STORAGE TANK CAPACITY & INTEGRITY							
NO SMOKING SIGNS IN PLACE							
REJECTED WASTE SKIP INTEGRITY							
WELFARE / OFFICE FACILITIES							
LITTER (I.E. LOOSE COMBUSTIBLE WASTE MATERIALS)							
REJECTED WASTE TYPES / STORAGE							
FIRES (ANY INCIDENTS REPORTED)							
PLANT/EQUIPMENT MAINTENANCE CHECKS							
DUST							
NOISE							
OTHER (SEE NOTES BELOW)							
INSPECTION CARRIED OUT BY							
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):							
CHECKED BY		SIGNATURE					
POSITION		DATE					
<i>Sheet</i>		<i>of</i>					

**GREEN SKIPS (ENVIRONMENTAL) LTD
EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - GSE/RF/6**

EMPLOYEE NAME				DATE COMPLETED			
POSITION				REVIEW DUE			
TRAINER				OUTCOME	PASSED		
POSITION					FURTHER TRAINING REQUIRED		
CARRIED OUT /SIGN OFF >	Y/N	SIGNED BY EMPLOYEE	SIGNED BY TRAINER		Y/N	SIGNED BY EMPLOYEE	SIGNED BY TRAINER
ENVIRONMENTAL PERMIT				FIRE PREVENTION & 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:							

**GREEN SKIPS (ENVIRONMENTAL) LTD
COMPLAINTS REPORT FORM (GSE/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 GSE/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

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 must sign the visitor's book upon entry to and exit from the site. All vehicle drivers must report to the office and await instruction from the site manager/deputy before proceeding to deposit waste at the site.
- 3) All accidents, diseases, injuries or dangerous occurrences shall be reported to the site manager. All instructions issued by the site manager in respect of health and safety at the site must be followed by all site users.
- 4) A first aid box (including eye-wash bottles) will be kept in the site office. If you are injured on site please alert a member of staff/trained first-aider for assistance.
- 5) All persons must wear the appropriate PPE on site including high visibility jackets and hard hat.
- 6) Safety boots must be worn by all persons in the waste processing/storage areas.
- 7) Protective gloves must be worn for any operations which present a hazard of puncture to or laceration of the skin or for any manual handling work carried out on site.
- 8) Ear defenders, safety helmets (hard hats) and eye protection will be issued when deemed necessary and must be worn by all employees and contractors where required by the site manager or other site representatives.
- 9) Fire extinguishers are kept on site to deal with any fires - fires shall only be dealt with by employees of Green Skips (Environmental) Ltd unless alternative instructions are given by the site manager. Access to fire exits and firefighting equipment must be kept clear at all times. If a fire alarm sounds please follow instructions and leave the site in an orderly fashion.
- 10) Persons who are suspected to be under the influence of drugs or alcohol will be removed from the site.
- 11) Smoking is not permitted on the site.
- 12) Observe and follow all traffic directions and traffic/safety signs.
- 13) Drivers must comply with all safety instructions given by the site manager or appointed deputy.
- 14) All drivers are responsible for ensuring that their vehicle is safely loaded. Unsafe loads will not be accepted at the site and will not be allowed to leave the site until they have been made safe.
- 15) Drivers waiting to tip at the site will follow the instructions of the operator and only tip in the designated area, unless advised otherwise. No tipping will take place over sorted stockpiles.
- 16) Drivers must remain in the cab or stand well clear of the vehicle during loading or tipping. Once the vehicle has been loaded it must be securely sheeted (if necessary) before leaving the site. When sheeting and unsheeting the vehicle ensure that the engine is switched off, the ignition key removed and the parking brake is on. Do not gain access using the mudguards and wheels. Ensure that ropes, hooks and sheets are in good condition.
- 17) Never travel with the vehicle body raised and ensure the maximum height of the raised body the vehicle is known.

Declaration: To be completed by site users

I have read and understand the conditions of use for this site and agree to comply with them at all times. I accept that neither Green Skips (Environmental) 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.