

Appendix 2

Environmental Management System

Northern Welsh Recycling Ltd
Environmental Management System
April 2017 (version 2)

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Llechwedd Waste Transfer Station

Environmental Management System (EMS)

This Environmental Management System has been developed by Northern Welsh Recycling Ltd as part of the Llechwedd Waste Transfer Station Management System and in response to the requirement of its Environmental Permit reference number

A copy of the site permit is included as Appendix A.

In addition to the requirements noted in the permit, the following guidance documents have been referred to whilst producing this EMS.

1. How to comply with your Environmental Permit Version 6 June 2013
2. Horizontal Guidance Note H6 - Environmental Management Systems April 2011
3. TGN M17 - Version 2 - Monitoring Particulate Matter in Ambient Air around Waste Facilities - October 2014

Copies of the above documents are in hard copy format held on file at the site office.

This EMS will remain a live document and be updated continually to reflect changes and improvements to site operations. It will be formally reviewed every 2 years.

2. Management

Site Details

The site name and address:

Llechwedd Slate Quarry

Blaenau Ffestiniog

Gwynedd

LL41 3NB

National Grid Reference: SH 71106 47653

Name and address of Operator

The site is operated by:

Northern Welsh Recycling Ltd

Llechwedd Quarry

Blaenau Ffestiniog

Gwynedd

LL41 3NB

All records will be held at this address

Site Management and Personnel

The site Manager is Andy Carson and can be contacted at the site on 01766 830995.

The Technically Competent Manager (TCM) for the site is Steven Edwards who has achieved WAMITAB Level 4 TSNH Transfer – Non Hazardous Waste and WAMITAB Level 4 TMH Transfer – Hazardous Waste. He can be contacted on 07591 277069.

Copy certification shown in Appendix B

1. Environmental Policy

Under development

Site Procedures

The current operational procedures applicable to the site is listed and copied in Appendix C. All site staff will be trained and be fully conversant with these procedures and receive regular refresher training.

Site Plant

Refer to appendix D for a current list of plant and equipment employed to undertake site activities.

Site Security

The site is located within a current operational slate quarry and the entrance fitted with two sets of secure lockable gates

A site notice board is displayed at the entrance to the site and includes the following information:

1. Site Name
2. Name of permit holder
3. Permit number
4. Site operator details
5. Opening Hours
6. Emergency Contact (out of hours) telephone numbers
7. CNC/NRW contact details
8. The words: NO UNAUTHORISED TIPPING
9. Operations

Inert Waste Transfer Station

The permit allows the operator to carry out the activities specified in schedule Table on the permit.

Other permitted associated activities include

The Site

The site is located 1.5 km north of Blaenau Ffestiniog at National Grid Reference SH 70267 47060. The site entrance is served by the A470 trunk road.

The site location is shown on Appendix E

Site Details

The site covers an area of approximately 3.5 ha. The site comprises the weighbridge, site office and welfare facilities, waste storage and processing areas, product storage areas, quarantine area.

The site layout is shown on Appendix F

The site is located within a current operational slate quarry and is bordered by slate bunding and slag heaps, the nearest residential property is located some 1200m away to the west.

Inert waste materials will be stored and processed on permeable but engineered hardstanding ground. The activity will not give rise to any effluent. Therefore, there will be no point source discharge of emissions either to surface waters or ground water.

There are no groundwater source protection zones within 3 kilometres of the site.

3. Operating Techniques

The site will be operated in line with The Quality Protocol for producing Aggregates from Inert Waste. The management is fully committed to this approach and believes it vital in order to provide market confidence in the quality of products made from waste and to encourage greater recovery and recycling.

A copy of the QP is included in Appendix G

Services

Electricity	The site has mains electricity supply via overhead powerlines and some underground cables.
Water	The site has mains water supply
Sewerage	Waste water and sewage from the site discharges directly to mains sewer
Telecomms	The site office has a fixed telephone line providing phone, fax, e-mail and internet access
Firefighting	Fire extinguishers are provided at strategic points to aid rapid response to fires
Weighbridge	The site is equipped with a 7m weighbridge complete with display facility at the adjacent weighbridge office. It is intended to be linked to a computerised system to provide a digital print out.
Fuel oil	Fuel used by site plant is securely stored within a bunded tank inside a locked building.
Offices	The site office is located immediately outside the Mill on floor 7 and is sited in direct view of the weighbridge. The Mill itself houses all welfare facilities for site staff.

4. Waste Acceptance

The permit (Ref) allows up to 75,000 tonnes per annum to be treated.

Waste types listed in table 2.3 within the permit restrict the storage to 40,000 tonnes in total at any one time

Waste types listed in table 2.4 within the permit restrict the storage to 10,000 tonnes in total at any one time

The waste acceptance procedure applicable to the site is described in operational procedure note LLECH-0010 in Appendix C. They include for initial inspection of load and documentation at the weighbridge and a more thorough check upon discharge at the tipping location.

Any non-compliant waste found will either be reloaded on to the vehicle before leaving or moved to the designated quarantine area pending removal. Detailed procedure is specified in LLECH- 006 in Appendix C

5 Emissions and monitoring

The day to day activities on site will to some degree give rise to emissions of dust and noise. Operational procedures are in place to manage these emissions, refer to LLECH-009 within Appendix C for detail.

All equipment used on site will be fitted with effective operational dust suppression systems, regularly maintained to prevent the emission of dust into the atmosphere. All loaded vehicles leaving the site shall be sheeted or so treated as to prevent the emission of dust into the atmosphere.

It is not considered that site operations will give rise to odour issues.

6 Records and reporting

All records associated with site operations shall be retained for a minimum of 6 years.

Natural Resources Wales will receive within one month of the end of each quarter a list of all wastes received / removed from site during the previous quarter.

Appendix A

Copy Permit Number

Appendix B

WAMITAB Certification for TCM



Certificate No. CCC14018

Continuing Competence Certificate

This certificate confirms that

Steven Edwards

Has met the relevant requirements of the Continuing Competence scheme for the following award(s) which will remain current for two years from 23/11/2016

TSH Transfer - Hazardous Waste
TMNH Treatment - Non Hazardous Waste

Awarded: 23/11/2016



Authorised

WAMITAB Chief Executive Officer

CIWM Chief Executive Officer



**The Chartered Institution
of Wastes Management**



00092063

NORTHERN WELSH RECYCLING LTD
LLECHWEDD WASTE TRANSFER STATION

LLECH - 001

Site Rules

Vehicle Rules

Site speed limit once arrived at the weighbridge is 5 m.p.h. Please obey all signs displayed on site.

Please report and STOP at the weighbridge.

Please ensure all loads are adequately sheeted prior to leaving the site.

Passengers are to remain in the vehicle at all times.

If a beacon is fitted to your vehicle please use it whilst on site.

Take special care when reversing – watch out for other people, vehicles and obstructions.

P.P.E.

The following equipment must be worn at all times whilst on site.

Hard Hat High Visibility Waistcoat Steel toe caped/midsole boots

The wearing of protective gloves may also be required for some tasks and dust masks during dry dusty conditions

Smoking

Smoking is not permitted on site.

Accidents

All accidents or damage to property must be reported to a member of site staff prior to leaving the site.

First aid facilities are available at the weighbridge and main site office.

Other Rules

No children or animals are permitted on site.

Under no circumstances is waste to be removed from the site other than by approved contractors.

Report any concerns you have concerning Health and Safety on the site to the site manager.

Appendix C

Site Operational Procedures

NORTHERN WELSH RECYCLING LTD
LLECHWEDD WASTE TRANSFER STATION

LLECH - 001

Site Rules

Sign and date this table when you have read and understood this procedure note. Ask if you require clarification. A copy of this procedure will always be available for inspection at the site office.

Name						
Signature						
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NORTHERN WELSH RECYCLING LTD
LLECHWEDD WASTE TRANSFER STATION

LLECH - 002

Re-fuelling procedure

Refuelling of all site vehicles should be done with due care and attention. Do not leave the nozzle delivering fuel unattended at any time.

When a vehicle requires refuelling –

1. Remove all possible ignition sources – Strictly no smoking.
2. In the event of a spillage use the spill kit located at the workshop.
3. Appropriate P.P.E. must be worn at all times by those involved in the refuelling of vehicles. Disposable nitrile gloves are recommended while refuelling.
4. Follow the procedure noted below to deliver fuel from the main diesel tank :
 - Turn the electrical isolator switch to ON on the diesel tank
 - Lift the nozzle and deliver the fuel – taking appropriate action if a spillage occurs
 - Replace the nozzle and turn off the electrical isolator switch
 - Record the quantity of fuel delivered on the record sheet.
 - A spill kit is located in the workshop.
5. Follow the procedure noted below to deliver fuel to plant and machinery from the dump-truck when work is being carried out in remote areas of the site
 - Ensure the dump-truck has sufficient fuel in its tank.
 - Park the dump-truck as close as possible to the plant item. Switch off the engine.
 - Insert pipe from the plant item fuel pump into the dump-truck fuel tank
 - Switch on the pump and deliver the fuel – taking appropriate action if a spillage occurs. Refer to operational procedure ref NWQ - 003
 - Switch off the pump and remove the fuel pipe with care as to not cause a spillage
 - Estimate the quantity of fuel delivered to the plant item and record it on the record sheet
6. Always follow the site safety rules.

NORTHERN WELSH RECYCLING LTD
LLECHWEDD WASTE TRANSFER STATION

LLECH - 002

Re-fuelling procedure

Sign and date this table when you have read and understood this procedure note. Ask if you require clarification. A copy of this procedure will always be available for inspection at the site office.

Name						
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Date						

Name						
Signature						
Date						

NORTHERN WELSH RECYCLING LTD
LLECHWEDD WASTE TRANSFER STATION

LLECH - 003

Dealing with a Spillage

This procedure note outlines what to do in the event of an oil / lubricant spillage on site:

1. Remove all possible ignition sources – Strictly no smoking.
2. ALL spillages must be dealt with immediately.
3. Appropriate P.P.E. (hi-viz clothing, overalls and gloves) must be worn at all times by those involved in dealing with a spillage.
4. Spill kits containing absorbent mats, booms and granules are stored in the workshop.
5. All absorbent materials used to treat a spill must be bagged and placed in a leak proof container or securely positioned within a building. These must be disposed of by an approved contractor.
6. Always follow the site safety rules.

Sign and date this table when you have read and understood this procedure note. Ask if you require clarification. A copy of this procedure will always be available for inspection at the site office.

Name						
Signature						
Date						

Name						
Signature						
Date						

NORTHERN WELSH RECYCLING LTD
LLECHWEDD WASTE TRANSFER STATION

Weekly Check Sheet

LLECH 004

Environmental Checks

- 1 Have **all areas** of the site been checked for litter?
- 2 Are all waste storage areas clean and tidy?
- 3 Has site fence been checked?
- 4 Does the yard need dust suppression?
- 5 Check the oil storage tank
Is it secure?
- 6 Check all storage containers for leaks or damage?
- 7 Are all operating procedures being complied with?
- 8 Have all spillages been dealt with?

Risk Management

- 9 Are all risk arrangement procedures being complied with?
- 10 Is everyone on site wearing P.P.E?
- 11 Have all mobile plant daily checks been carried out?
- 12 Is all mobile plant being operated by competent person:
- 13 Have all temporary staff been inducted?
- Are they wearing appropriate P.P.E?
- 14 Have all visitors signed the visitors book?
- 15 Are all contractors working safely and in accordance with site
operating procedures?
- 16 Are all wagon drivers and visitors complying with site ru

Completed by

Signed

Date

NORTHERN WELSH RECYCLING LTD
LLECHWEDD WASTE TRANSFER STATION

LLECH - 003

Dealing with a Spillage

This procedure note outlines what to do in the event of an oil / lubricant spillage on site:

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2. ALL spillages must be dealt with immediately.
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4. Spill kits containing absorbent mats, booms and granules are stored in the workshop.
5. All absorbent materials used to treat a spill must be bagged and placed in a leak proof container or securely positioned within a building. These must be disposed of by an approved contractor.
6. Always follow the site safety rules.

Sign and date this table when you have read and understood this procedure note. Ask if you require clarification. A copy of this procedure will always be available for inspection at the site office.

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NORTHERN WELSH RECYCLING LTD
LLECHWEDD WASTE TRANSFER STATION

LLECH - 005

Fitness to work

This procedure note outlines the responsibility of all staff to report to site management about their fitness to work:

1. The site manager should be informed immediately of:
 - Any illness that is notifiable to the DVLA
 - Any medication they have been prescribed which may impair their ability to work / safely operate machinery
 - Any referral to an optician or doctor to see an eye specialist
 - Any other condition likely to affect your ability to carry out normal duties
2. As with most industrial sites and in particular those involved in waste operations the three main diseases to be aware of are:
 - Hepatitis B
 - Leptospirosis
 - Tetanus

The risks of the above 3 diseases can be greatly reduced by:

- Immunisation jabs are kept up to date
 - Wearing gloves
 - Maintaining a high standard of personal hygiene
 - Obtaining first aid for cuts / abrasions
3. Always follow the site safety rules.

Sign and date this table when you have read and understood this procedure note. Ask if you require clarification. A copy of this procedure will always be available for inspection at the site office.

Name						
Signature						
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Name						
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NORTHERN WELSH RECYCLING LTD
LLECHWEDD WASTE TRANSFER STATION

LLECH - 006

Non-Compliant Waste

This procedure note outlines the responsibility of all staff to be vigilant about the waste types received on site.

It is of vital importance in order to comply with the requirements outlined in the site's Environmental Permit Ref

1. The site manager should be informed immediately of any non-conforming wastes.
2. For the purpose of staying vigilant to potential non-compliant wastes this procedure note concentrates on the main INERT waste types to be received on site. These are:

Soil, stones, gravel, bricks, sand, clay, concrete, tiles, ceramics, road base and plainings

In order to keep matters simple and avoid confusion; site staff are required to report to the site manager / weighbridge office any waste types not included in the above list. Guidance will be given by the site manager on how to deal with each and every occurrence.

3. The site is permitted to receive other waste types from various industrial processes such as waste from wood processing, waste from thermal processes, waste packaging, waste from waste treatment plants and waste from municipal sources. The full detailed list is available to view in the site office. These waste types will be received by prior arrangements and will be communicated to all members of staff prior to arrival on site.
4. Always follow the site safety rules.

Sign and date this table when you have read and understood this procedure note. Ask if you require clarification. A copy of this procedure will always be available for inspection at the site office.

Name						
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NORTHERN WELSH RECYCLING LTD
LLECHWEDD WASTE TRANSFER STATION

LLECH - 007

Dealing with a fire on site

This procedure note covers what to do in the event of a fire on site

1. Activate the fire bell / air horn to warn site staff to evacuate the immediate vicinity. Advise the weighbridge office not to allow any more vehicles onto site.
2. The site manager should be informed immediately
3. If safe to do so, and only if you have received training, attempt to extinguish the fire. Fire extinguishers are strategically placed around the site.
4. Assess the possible spread of the fire and dial 999 and contact the relevant emergency services. The site details are:

Llechwedd Quarry, Blaenau Ffestiniog, Gwynedd. LL41 3NB
5. One person will be sent to the site entrance to await the arrival of the emergency services and provide direction to them when they arrive. He will be responsible for managing traffic movement in and around the site entrance and keep the access clear.
6. The fire assembly point is located at THE WEIGHBRIDGE OFFICE
7. Always follow the site safety rules.

Sign and date this table when you have read and understood this procedure note. Ask if you require clarification. A copy of this procedure will always be available for inspection at the site office.

Name						
Signature						
Date						

Name						
Signature						
Date						

NORTHERN WELSH RECYCLING LTD
LLECHWEDD WASTE TRANSFER STATION

LLECH - 008

Dealing with a serious accident on site

This procedure note covers what to do in the event of a serious accident and injury on site

1. Dial 999 and contact the relevant emergency services. The site details are:
Llechwedd Quarry, Blaenau Ffestiniog, Gwynedd. LL41 3NB
2. Inform the site manager immediately
3. Depending on the advice of the site manager and seriousness of the incident, the site may need to stop receiving vehicles on site, the site manager will confirm this with the weighbridge office.
4. If safe to do so, go to the injured person's assistance without putting yourself in any danger. Assess the situation before rushing in, try to stay calm and reassure the injured person help is on its way. Be vigilant to the cause of the accident.
5. Contact the site first aider, they are trained and will know the best course of action to be taken. The first aid kit is located at the weighbridge and site office.
6. One person will be sent to the site entrance to await the arrival of the emergency services and provide direction to them when they arrive. He will be responsible for managing traffic movement in and around the site entrance and keep the access clear.
7. Leave the site of the accident undisturbed until clearance and confirmation has been received by the emergency services or the site manager.
8. Always follow the site safety rules.

Sign and date this table when you have read and understood this procedure note. Ask if you require clarification. A copy of this procedure will always be available for inspection at the site office.

Name						
Signature						
Date						

Name						
Signature						
Date						

NORTHERN WELSH RECYCLING LTD
LLECHWEDD WASTE TRANSFER STATION

LLECH - 009

Dust Control

This procedure note covers the management and control of dust in and around the site. Control of dust is necessary to limit nuisance and to minimise impacts on neighbouring land and the wider environment. Dust control is a specific requirement of the site permit.

1. Dust inspections will mainly be necessary during periods of dry weather. Dust monitoring will be undertaken by the site manager and will be a subjective issue, dust problems will generally be anticipated before they arise and remedial measures implemented.
2. During dry periods a water spray will be used to wet the ground to prevent fugitive dust being generated by vehicles, plant and machinery.
3. The site speed limit of 5mph is considered slow enough to not aggravate the generation of excessive dust.
4. The unsurfaced haul roads will be subject to regular inspection to ensure maintenance is effective. Inspections will consider the formation of potholes or other areas where silty water may accumulate giving rise to dust when dry.
5. Vehicles delivering waste to site or removing product from site must be properly sheeted at all times. Vehicles / drivers not adhering to this rule will be noted and repeat offenders refused permission to use the facility.
6. Waste loads of a dusty nature will where necessary be sprayed with water during unloading, levelling and processing and subsequent reloading onto vehicles.
7. Site staff working in dusty conditions must always be wearing a face mask.
8. Always follow the site safety rules.

Sign and date this table when you have read and understood this procedure note. Ask if you require clarification. A copy of this procedure will always be available for inspection at the site office.

Name						
Signature						
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Name						
Signature						
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NORTHERN WELSH RECYCLING LTD
LLECHWEDD WASTE TRANSFER STATION

LLECH - 010

Waste Acceptance

This procedure note covers the receipt and acceptance of waste at the Llechwedd Waste Transfer Station. Staff working at the site are aware of the need to check all waste delivered (refer to LLECH-006) to site in order to comply with the site permit.

Each load delivered must be accompanied by the correct documentation.

1. The duty of care documentation must be checked when a vehicle carrying waste destined for disposal on site arrives at the weighbridge.
2. Question the driver about the waste carried out to ascertain its correct description and European waste code, confirm the waste source.
3. Visually inspect the load if possible before the vehicle leaves the weighbridge.
4. Establish whether the waste is of an acceptable type; refer to the list of permitted waste types within the permit.
5. If the waste carried is not permitted advise the site manager immediately. A waste rejection record will be made in the site diary to include waste type, vehicle registration and as much detail of haulier / producer of the waste as possible. The information will be made available to Natural Resources Wales
6. If upon initial inspection the waste is of permitted type advise the driver of the site rules and direct towards the appropriate discharge area depending on the waste type carried.
7. Contact the machine operator at the discharge area to advise of the vehicle and the waste type being carried. The machine operator is responsible for thoroughly checking the waste while unloading takes place for potential non-compliant waste; any found at this point will be reloaded into the vehicle and the weighbridge office advised. A record will be made in the site diary.
8. Any non-compliant waste found after the vehicle has left site will be removed and placed within the quarantine area.
9. Always follow the site safety rules.

NORTHERN WELSH RECYCLING LTD
LLECHWEDD WASTE TRANSFER STATION

LLECH - 010

Waste Acceptance

Sign and date this table when you have read and understood this procedure note. Ask if you require clarification. A copy of this procedure will always be available for inspection at the site office.

Name						
Signature						
Date						

Name						
Signature						
Date						

Appendix D

Site Plant and Equipment

NORTHERN WELSH RECYCLING LTD
LLECHWEDD WASTE TRANSFER STATION

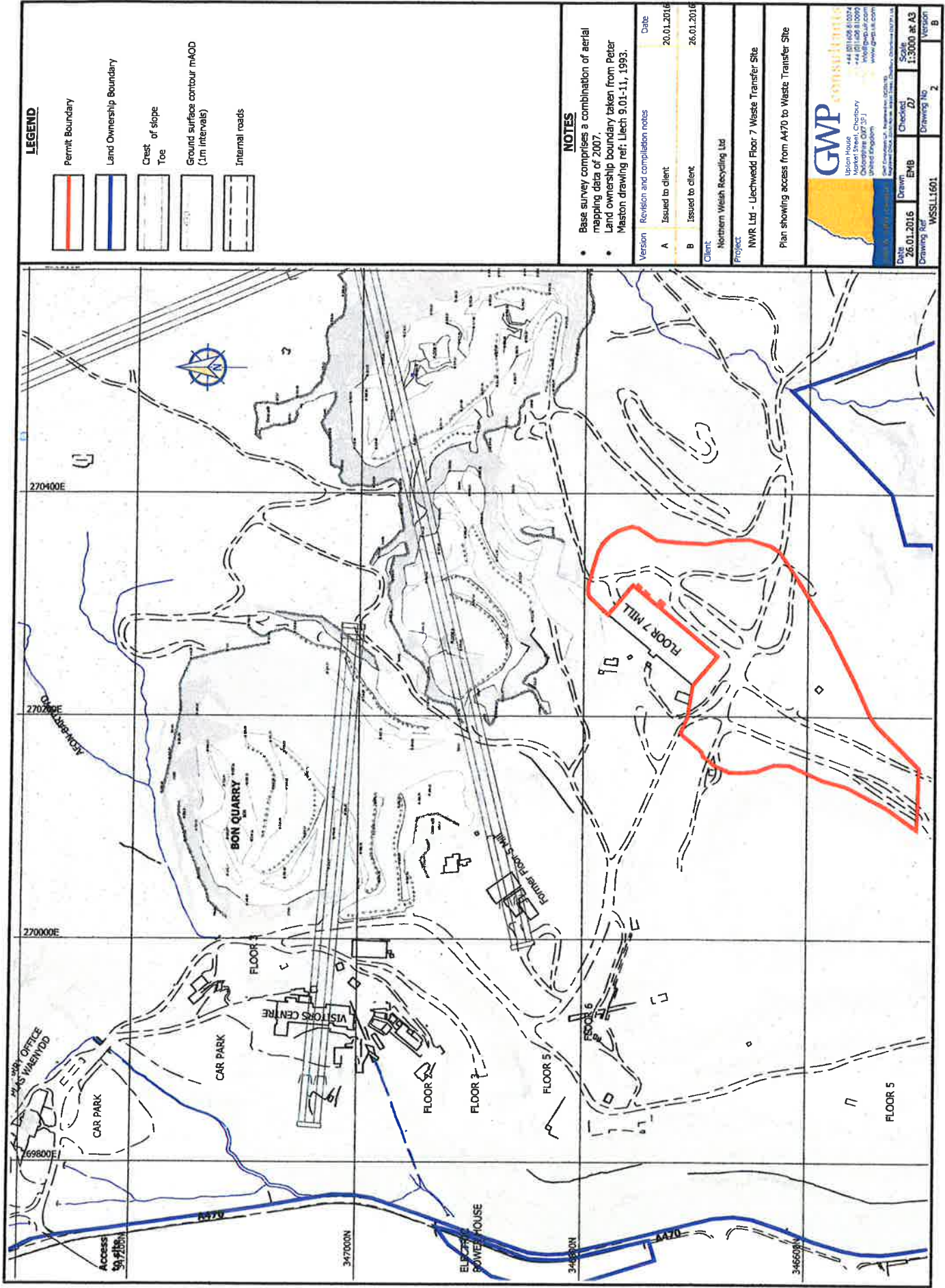
Site Plant & Equipment

1. Loading Shovel - Volvo 180E
2. Telehandler - JCB 5m
3. Screen - Powerscreen 1400
4. Screen - Powerscreen 2100
5. Crusher - Sandvick 341
6. Dump Truck - Komatsu HM300

Detailed specification sheets attached

Appendix E

Site location



LEGEND

- Permit Boundary
- Land Ownership Boundary
- Crest of slope
- Toe
- Ground surface contour mAOOD (1m intervals)
- Internal roads

NOTES

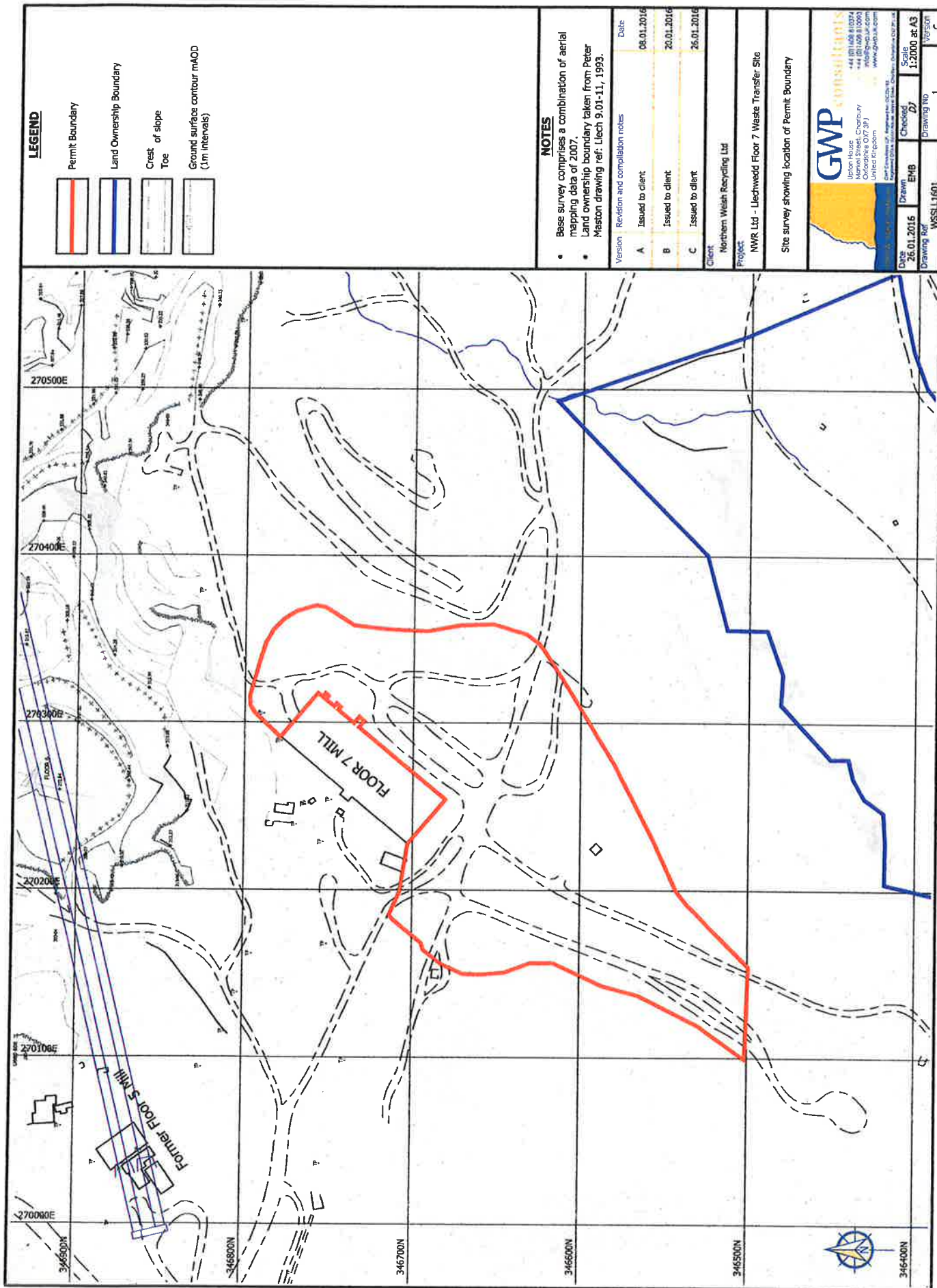
- Base survey comprises a combination of aerial mapping data of 2007.
- Land ownership boundary taken from Peter Mason drawing ref: Llech 9.01-11, 1993.

Version	Revision and compilation notes	Date
A	Issued to client	20.01.2016
B	Issued to client	26.01.2016

Client	Northern Welsh Recycling Ltd
Project	NWR Ltd - Llechweidd Floor 7 Waste Transfer Site
Plan showing access from A470 to Waste Transfer Site	

GWP CONSULTING
Upson House
Market Street, Chichester
West Sussex PO19 1UG
United Kingdom
Tel: 01243 810024
Fax: 01243 810099
Email: gwp@wpconsulting.co.uk
www.gwpconsulting.co.uk

Date	26.01.2016	Drawn	EWB	Checked	DJ	Scale	1:3000 at A3
Drawing Ref	WSSL1601	Version	B	Drawing No	2		



LEGEND

	Permit Boundary
	Land Ownership Boundary
	Crest of slope
	Toe
	Ground surface contour mAOD (1m intervals)

NOTES

- Base survey comprises a combination of aerial mapping data of 2007.
- Land ownership boundary taken from Peter Mason drawing ref. Uech 9.01-11, 1993.

Version	Revision and compilation notes	Date
A	Issued to client	08.01.2016
B	Issued to client	20.01.2016
C	Issued to client	26.01.2016

Client
Northern Welsh Recycling Ltd

Project
NWR Ltd - Llechweidd Floor 7 Waste Transfer Site

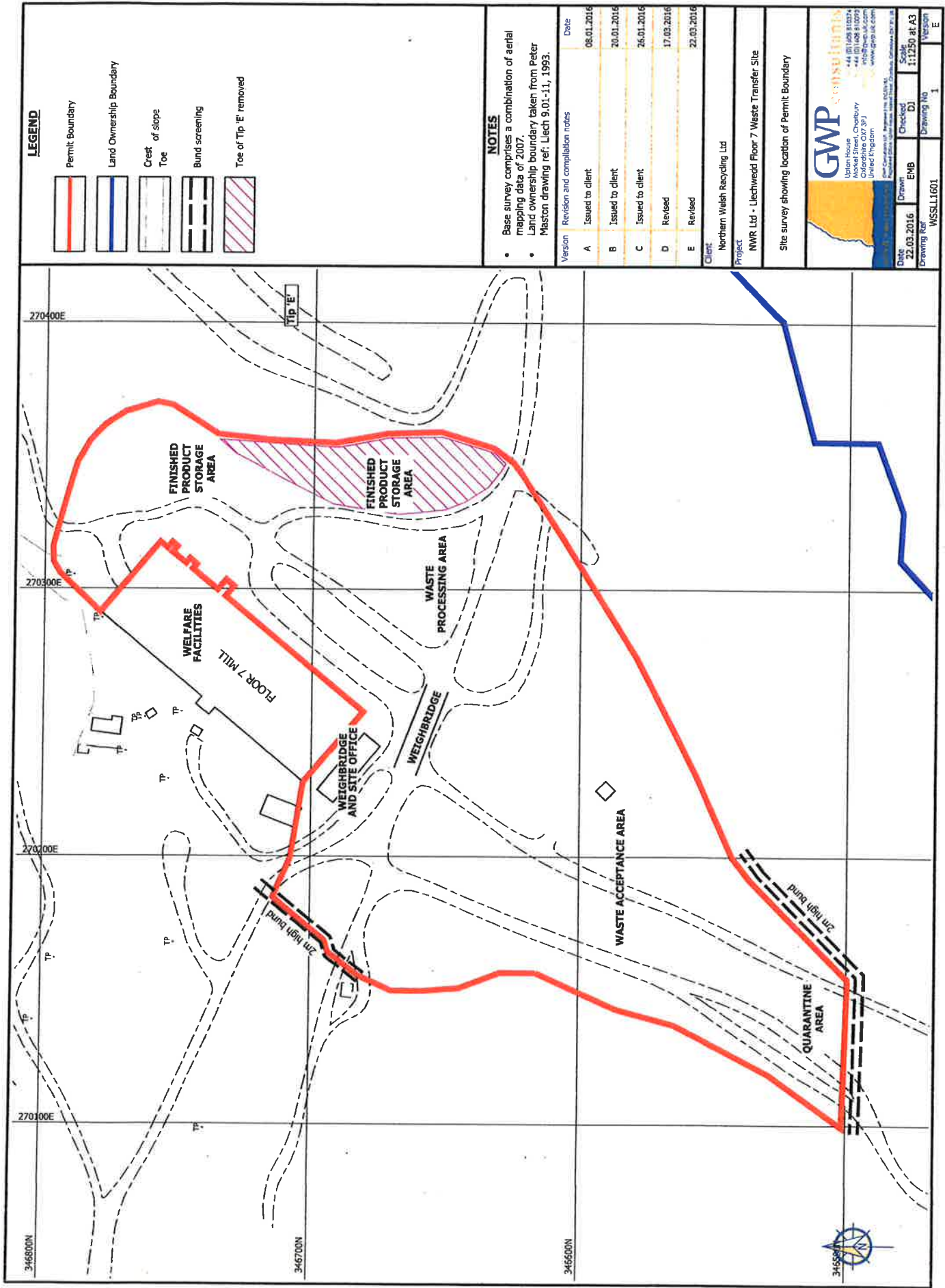
Site survey showing location of Permit Boundary

GWP consultants
Union House
Market Street, Cheshire
M1 1JG, Cheshire, UK
Tel: 0161 275 1000
www.gwp.co.uk

Date	26.01.2016	Checked	DF	Scale	1:2000 at A3
Drawing ref	WSSL1601	Drawn	EMH	Drawing No	1
				Version	C

Appendix F

Site layout



LEGEND

- Permit Boundary
- Land Ownership Boundary
- Crest of slope
- Bund screening
- Toe of Tip 'E' removed

NOTES

- Base survey comprises a combination of aerial mapping data of 2007.
- Land ownership boundary taken from Peter Maston drawing ref: Liech 9.01-11, 1993.

Version	Revision and compilation notes	Date
A	Issued to client	08.01.2016
B	Issued to client	20.01.2016
C	Issued to client	26.01.2016
D	Revised	17.03.2016
E	Revised	22.03.2016

Client
Northern Welsh Recycling Ltd

Project
NWR Ltd - Llechwedd Floor 7 Waste Transfer Site

Site survey showing location of Permit Boundary

GWP CONSULTANTS

Upton House
Mokel Street, Chorbury
Wrexham, Wrexham, UK
Wrexham, Wrexham, UK

Scale
1:1250 at A3

Version
E

Drawn
EMB

Checked
DJ

Date
22.03.2016

Drawing Ref
WSSL1601

Appendix G

The Quality Protocol