

**AWD ENVIRONMENTAL LTD
MANAGEMENT
SYSTEM
(EMS)**



**Operator: AWD (Group) Ltd
Facility: Byass Works, The Docks, Port Talbot, SA13 1RS
Permit reference: EPR/AB3895CN
Waste returns reference: EPR/AB3895CN**

EMS Version	Date	Author	Checked	Revision
DRAFT	July 2018	Geotechnology	AWD	

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1 INTRODUCTION

AWD Recycling Ltd (AWD) recycles waste at Byass Works, Briton Ferry (see Figures 1 and Figure 2). The operation involves the processing of hard plastics, UPVC and general skip waste to enable recovery of plastics, glass, wood, cardboard and scrap metal. The operation is permitted under a Permit issued by the waste regulator Natural Resources Wales (NRW). The waste permit is Permit number EPR/AB3895CN. One of the conditions of holding such a Permit is that a written environmental management system (EMS) must be in place. This is the current EMS for the operation.

An Environmental Management System (EMS) is a structured system which, once implemented, helps an organisation to identify the environmental impacts resulting from its business activities. It also helps manage and reduce those impacts, so that the environmental performance of the organisation is improved. An EMS should provide a methodical approach to planning, implementing and reviewing an organisation's environmental management.

Under the Environmental Permitting Regulations, AWD is required to have an appropriate EMS in place while it is holding a Permit. The EMS must set out in detail how all the activities relating to the Permit, and specifically waste management and pollution control, will be managed.

Central to the EMS is a set of Procedures and Standard Forms which will assist with the operational performance and recording of waste processing and environmental protection. Ultimately, these records may be used to support Permit surrender.

The procedures and forms included in this EMS are listed in Table 1-1 and Table 1-2 and provided in Appendix 1 and Appendix 2.

- Throughout the document the relevant Procedures and Forms are signposted for ready reference using this style of bullet point.

Table 1-1 List of Procedures

Procedure	Title
P001	Waste Acceptance
P002	Discovery of Suspicious Item in Waste
P003	Undertaking a Fire Drill
P004	Spillage/Leakage Response
P005	Preventing Pollution of Surface Water and Groundwater
P006	Response to Flooding of Site
P007	Preventing Noise and Vibration Causing Nuisance
P008	Preventing Dust Problems
P009	Dealing with Litter
P010	Dealing with Mud on Roads
P011	Dealing with Pests
P012	Dealing with Odour Problems
P013	Investigating Near Misses and Accidents
P014	Reporting Environmental Incidents
P015	Managing Complaints

Table 1-2 List of Forms

Form	Title
SF01	Record of Waste Deliveries
SF02	Recording Non-Compliant Wastes
SF03	Preventative Maintenance Programme
SF04	Training Record
SF05	Training Matrix
SF06	Fire Drills
SF07	Daily Site Inspection Form
SF08	Accident and Incident Record
SF09	Recording Complaints
SF10	Customer Complaint Log
SF11	Non-Conformance Corrective Action Report
SF12	Preventative Action
SF13	Audit Programme
SF14	Audit Report

2 COMPANY ENVIRONMENTAL POLICY

AWD is one of the leading independent companies focussed on the recycling of plastic in the UK. AWD is committed to prevention of pollution and continual improvement.

The company is committed to:

- Maintaining an Environmental Management System.
- Recognising and meeting relevant legislation, regulations and other requirements.
- Operating in a way that prevents pollution.
- Providing appropriate environmental training to its employees.

The responsibility for implementation of the Environmental Management system ultimately lies with the Managing Director of AWD.

Signed For and on behalf of the Board of Directors



Eifion Davies

July 2018

This Policy will be reviewed no later than 12 months from this date

Other company policies are provided in Appendix 3.

3 SITE DETAILS

3.1 Permit

The waste permit is Permit number EPR/AB3895CN. A copy of the Permit is attached in Appendix 4.

3.2 Site Location

The site is located between the residential populations of Aberafan and Port Talbot. Aberavon is some 200m to the west and Port Talbot 250m to the east. Between the site and the residential areas are a range of industrial and commercial operations, main roads and the main Swansea to London railway. The M4 motorway is to the north of Port Talbot and 900m from the site. The River Afan runs north to south past the site approximately 100m northwest.

The site is adjoined to other industrial units that are currently vacant.

Key features are shown on following aerial photograph.



3.3 Site Access

The site is accessed along a tarmacadam road off the A4241. The road is shared with other industrial units. The access route is shown on the aerial image.

3.4 Operational Hours

Planned hours of operation will be:

Monday to Friday – 07:00 to 17:00 hours

Saturday - 0700 to 12:30 hours

3.5 Environmental Setting

3.5.1 Climate

Rainfall totals are approximately 1000mm per annum.

Dominant wind direction is from the southwest.

3.5.2 Ground Conditions

No site specific investigation has been undertaken but it is considered likely that the site is underlain by made ground overlying natural alluvium deposits associated with the river Afan. Beneath these layers are the Llynfi beds comprising sandstones and coals seams.

3.5.3 Surface Water

The River Afan flows north to south 100m northwest of the site.

3.5.4 Groundwater

Groundwater is likely to be perched in any made ground beneath the development platform and classified as a secondary aquifer in the underlying bedrock. This means that the ground water will provide base flow to the adjacent River Afan.

3.5.5 Flooding

The site is located in a Zone 2 flood risk area. This means that the site is considered by NRW to have a 1000 to 1 chance of flooding in any year which they consider a low risk.

3.5.6 Air Quality

The site is not in an Air Quality Management Area (AQMA) but the Port Talbot AQMA is approximately 350m to the east.

3.5.7 Human Receptors within 1km

Specific potentially sensitive human receptors within approximately 1km of the site are listed in Table 3-1. Others also exist. Key infrastructure is listed in Table 3-2.

Table 3-1 Potential Human Receptors within 1km of site

Receptor	Details	Contact Information	Direction from site
St Joseph's Infant School	20 Norman St, Port Talbot SA12 6EL	Tel: 01639 882579	200m North
Residential areas, shops, playing fields and open areas			Aberavon 150m north/northwest Port Talbot 300m northeast
Port Talbot Bus Station	Port Talbot SA13 1HE	First: 01792 572255	200m north northeast
Industrial units	LBS: Unit 5, Cramic Way, Port Talbot SA13 1RU	LBS Tel: 01639 884433	200m northeast, south
Court buildings	Harbourside Road, Port Talbot SA13 1SB	Tel: 01639 642267	200m east
Chemical laboratories and testing facilities	Harbourside Industrial Estate		200m east

Table 3-2 Key Infrastructure within 1km of site

Receptor	Direction from site
A4241	100m south and north
A48	200m north
M4	900m north
Port Talbot Parkway Railway station	400m east
Swansea - London railway line	300m northeast

3.5.8 Environmental Receptors within 1km

Key environmental receptors within approximately 1km of the site are listed in Table 3-3.

Table 3-3 Environmental Receptors within 1km of site

Receptor	Direction from site
River Afan	100m northwest

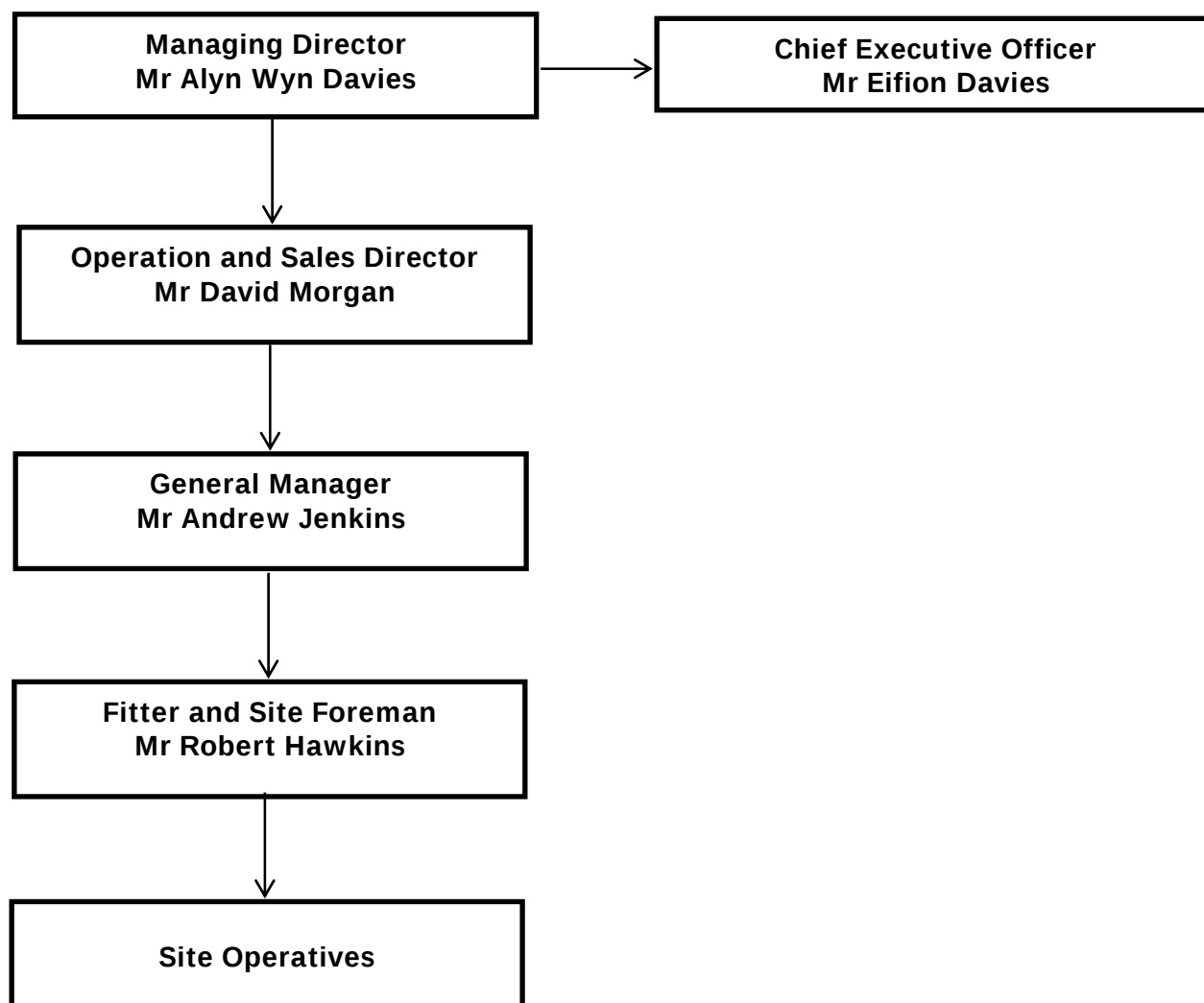
4 MANAGEMENT, COMPETENCE AND TRAINING

AWD recognises that an EMS should not be viewed in isolation as many aspects of the business can impact on the successful implementation of the EMS. AWD also recognises that the role of the management representative is not to undertake all of the work required to implement the EMS. For this reason, AWD will document the roles and responsibilities for all personnel. Key authorities and responsibilities will be defined, documented and communicated to all employees.

The current company structure is shown below.

Operations Director Mr Philip Edwards will be the management representative appointed to implement the EMS.

Flowchart 4-1 Current Company Structure



All employees will be made aware of their responsibility in achieving conformance with the environmental policy and the requirements of the EMS. Table 4-1 summarises the basic requirements for different levels of employees.

Table 4-1 Minimum expectations for AWD Personnel

Title	Responsibility
Top Management	Define and approve issue of the environmental policy Nominate an environmental management representative Review the EMS at set intervals
Management	Provide sufficient resources essential to the implementation and control of the EMS
Management Representative	Ensure establishment of EMS and reporting on performance to the top management
Site personnel	Responsibilities are dependent upon their role

4.1 Operator Competence

AWD recognises that to operate under a Permit, trained and competent staff are required. On this basis, AWD employee Mr Philip Edwards has been assigned as the Technically Competent Person (TCP). The TCP will coordinate compliance with the Permit, implementation of the EMS and coordinate new procedures when required.

The TCP is not the sole individual responsible for ensuring compliance with the Permit or implementing the EMS as this requires input from the company and all relevant personnel involved with the permitted activities.

4.2 Relevant Training

All relevant staff working on the permitted activities will be trained on the requirement of the Permit and the EMS. To assist with management of training records and needs, AWD will regularly undertake analysis to identify skill gaps and record all training on the relevant forms in Appendix 2.

➤ See Training Forms SF04 and SF05 in Appendix 2

AWD will ensure that all relevant staff are:

- trained in aspects that can lead to pollution and the measures to be taken to prevent that pollution.
- trained to deal with accidents.
- aware of responsibilities under the Permit.
- aware of the importance of equipment and plant maintenance.
- competent to operate machinery and provided with safe operating instructions for that equipment or activity.
- appropriately inducted, including contractors.

Records of training will be maintained by AWD.

➤ See Training Forms SF04 and SF05 in Appendix 2

The management of AWD is fully committed to protecting the environment and demonstrating continual environmental improvement. Through effective training, communication and delegation, AWD will encourage all employees to be committed to the full implementation of this EMS.

5 INFRASTRUCTURE AND EQUIPMENT

5.1 Notice Board

AWD will display a clear Site Notice Board at the entrance to the site.

The board shall contain the following information:

- Company Name
- Permit Holder's Name
- Emergency Contact Name
- Permit Holder's Telephone Number
- Statement that the site is permitted by Natural Resources Wales
- The Permit Number
- NRW National Numbers
- Any other NRW Telephone Number required

If damaged, the board shall be repaired or replaced within five working days.

5.2 Security

The site is surrounded by security fence and also monitored by 24hr CCTV.

5.3 Site Surfacing and Drainage

All areas of waste storage and processing occur inside a building and on an engineered impermeable surface comprising reinforced concrete.

Under normal operating conditions all of the wastes typically accepted and processed at the site are dry and clean. This is because they have largely been segregated at source.

The only potential exception to this is the general skip waste which could potentially include free liquids. For this reason, the area of the site where the skip waste is to be processed will be provided with a sealed sump.

5.4 Fuel Storage

Any fuel tanks which are located on site will be contained by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank or consist of double skinned tanks. All pipework and associated infrastructure will be enclosed within the bund. A lock will be fitted to the tank valve to prevent unauthorised operation. All valves and gauges on the bund will be constructed to prevent damage caused by frost. The tank will be clearly marked showing the product within and also its capacity. Doubled bunded storage tanks have been installed on site for both red diesel and white diesel for use in plant operating on site. Checks are made of all bunds / fuel stores as part of the Weekly Checklist.

All fuels and oils will be stored in double-lined bunded tanks.

Delivery of fuels and oils will be supervised by a responsible member of staff.

5.5 Oil Storage

Drums and cans containing oil will be located on drip trays (where appropriate) or in bunds capable of containing a minimum of 110% of the volume of stored oil.

5.6 Plant and Equipment

The waste operation uses the following plant and equipment:

- Shredder
- 2 x 360 Excavators
- Telhandler in Bucket
- 2 x Forklifts
- 2 x Telehandlers with Modified Buckets (for plastics)
- Telehandler with Forks
- Generator
- Baler
- Picking Line and Sorting Conveyors

6 WASTE MANAGEMENT

The processing of the three main waste types accepted at the site are described in this section.

6.1 Permitted Operations

The site is permitted to undertake the activities listed in the Permit as summarised in Table 6-1.

Table 6-1 Permitted Activities

Description of activities	Limits of activities
D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced) 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) D14: Repackaging prior to submission to any of the operations numbered D1 to 13 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 R3: Recycling/reclamation of organic substances which are not used as solvents R4: Recycling/reclamation of metals and metal compounds R5: Recycling/reclamation of other inorganic materials	Treatment consisting only of manual sorting, separation, screening, baling, shredding, crushing or compaction of waste into different components for disposal, (no more than 50 tonnes per day) or recovery. No more than a total of 50 tonnes of intact and shredded waste vehicle tyres (waste codes 16 01 03 and 19 12 04) shall be stored at the site.

6.2 Permitted waste types

Non-hazardous waste shall only be accepted if it is a type, quantity and description specified in the Permit.

- See the Permit in Appendix 4 for full list of accepted wastes.

Wastes that are not listed in the Permit should be considered as non-conforming and dealt with appropriately.

- See Procedure P001

The Permit allows for many wastes to be potentially accepted at the site. Day-to-day operation of the site is, however, focussed on three main waste streams:

1. Clean dry UPVC plastics
2. Clean dry hard plastics
3. General skip waste

6.3 Waste Acceptance

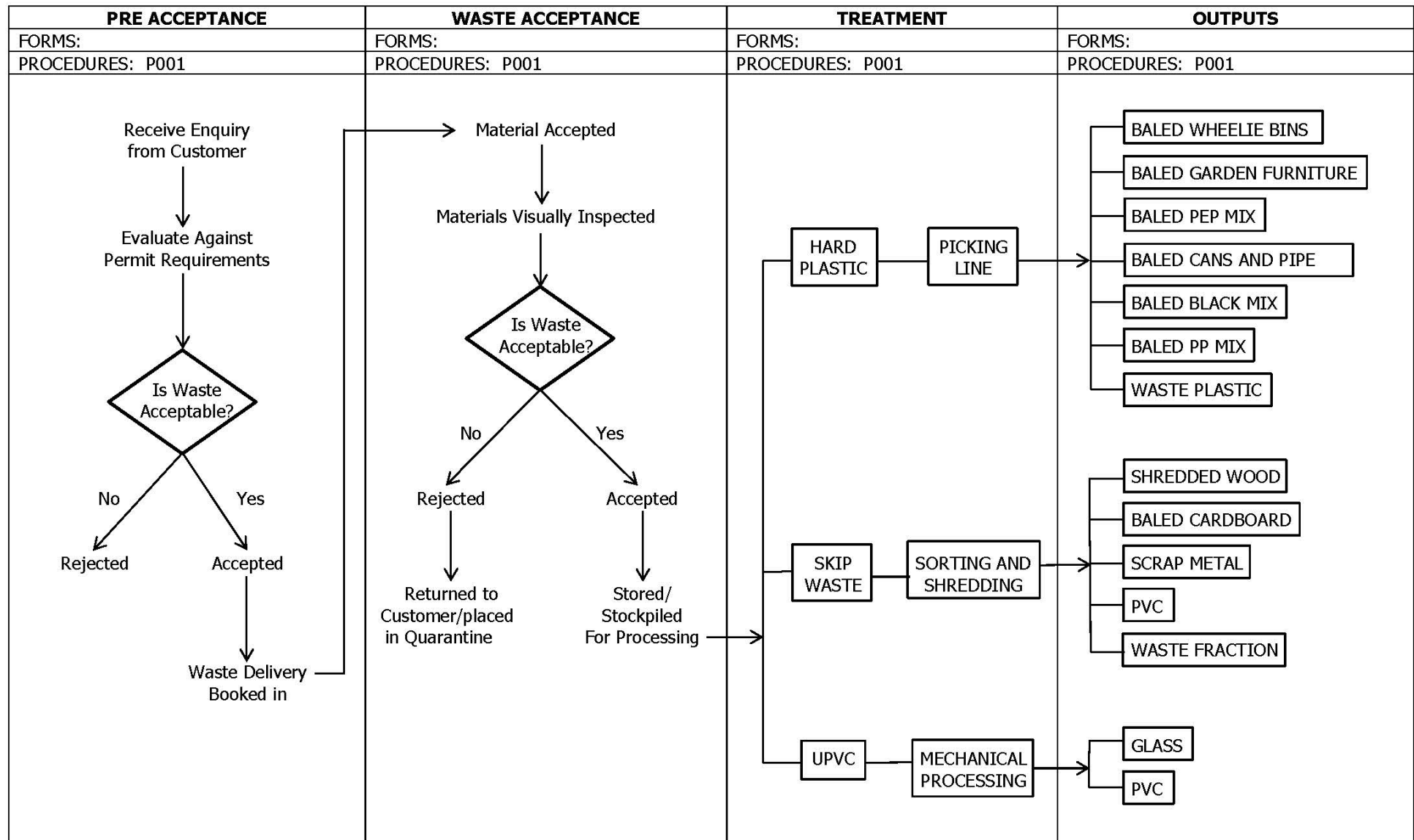
AWD recognise that waste acceptance is key to commercial success and environmental performance. A dedicated procedure is in place that details the overall waste acceptance procedure from initial enquiry through to waste placement into dedicated storage areas. The overall process is summarised in Flowchart 6-1.

- See Procedure P001 in Appendix 1
- See Forms SF01 and SF02 in Appendix 2

Procedures are also in place for dealing with suspicious items

- See Procedure P002

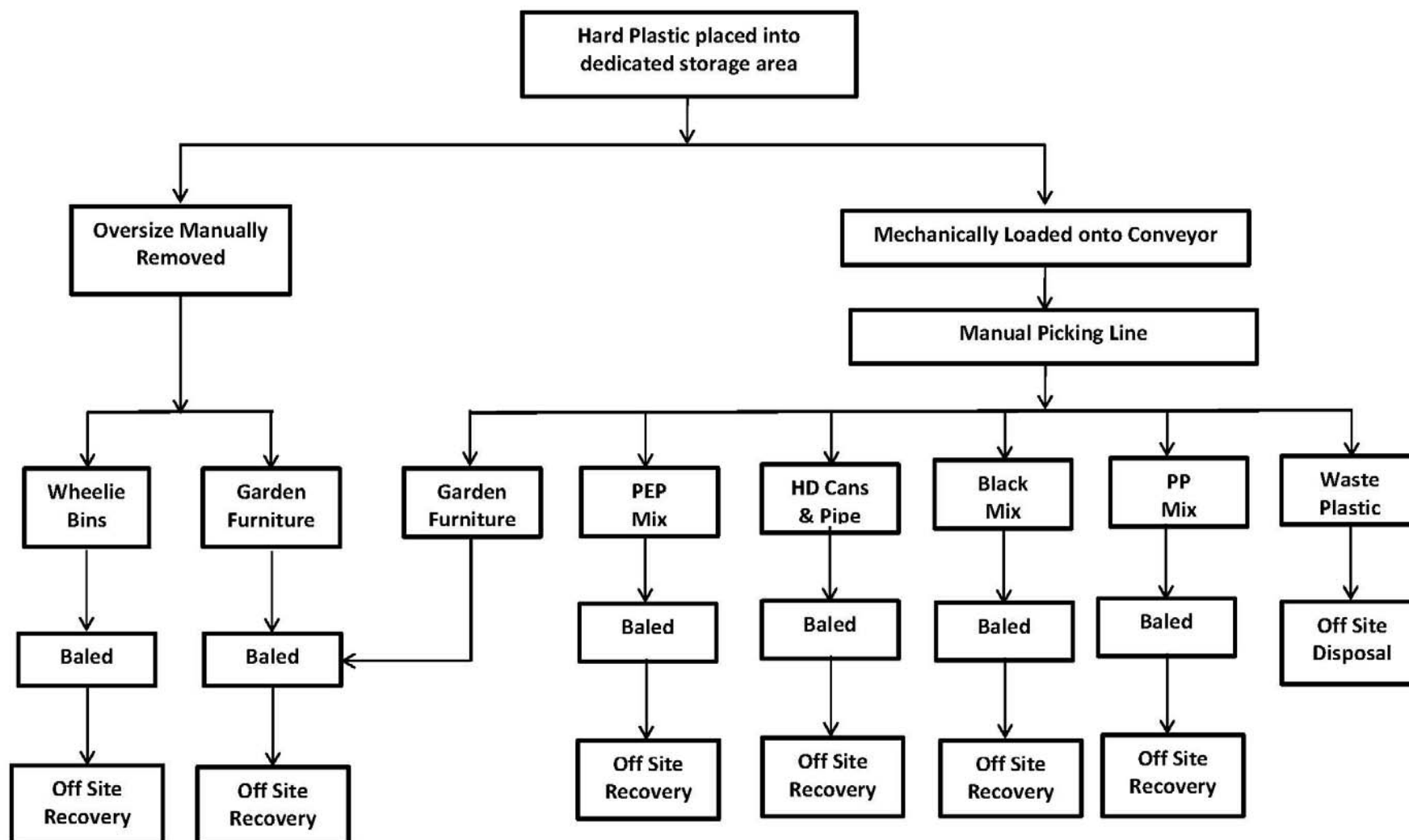
Flowchart 6-1 Overview of Waste Management



6.4 Hard Plastics Processing

Dry and clean hard plastics from other recycling centres and local authority civic amenity sites are processed through manual separation to enable distinct waste fractions to be separated. Prior to off-site recovery the plastics are baled and temporarily stored. The overall process is summarised in Flowchart 6-1.

Flowchart 6-2 Processing of Hard Plastics

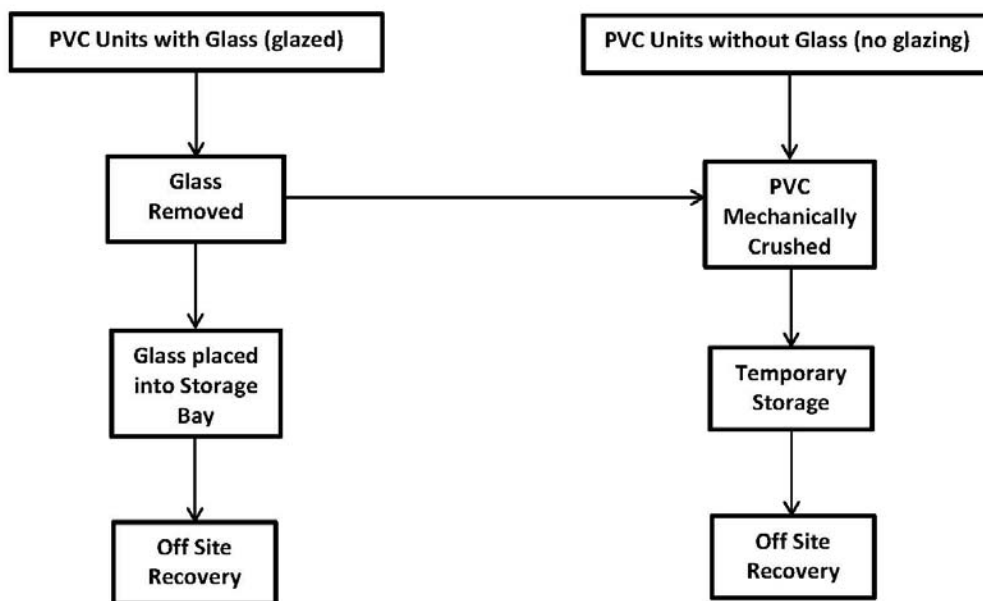


6.5 UPVC Processing

Dry and clean UPVC window and door frames are received at the site from local construction sites and UPVC manufacturers. These may be glazed or unglazed and intact or broken. At the site the waste is mechanically separated to enable the glass and plastic to be separated.

The overall process is summarised in Flowchart 6-2.

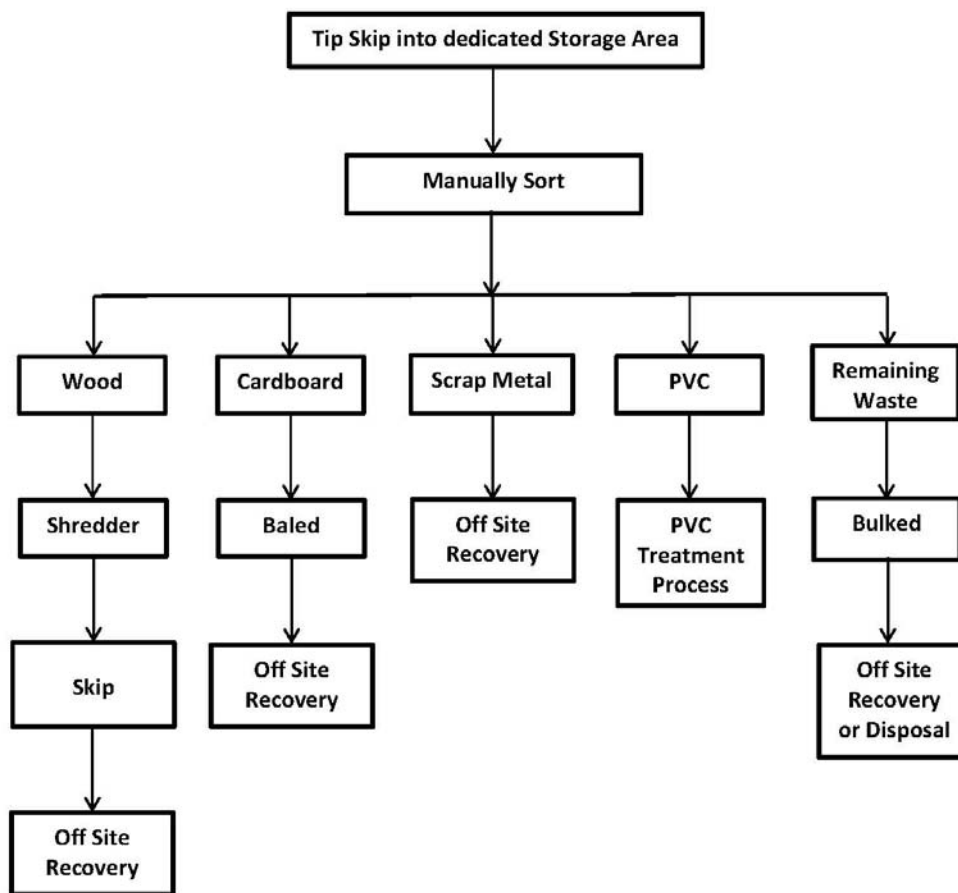
Flowchart 6-3 Processing of UPVC



6.6 General Skip Waste Processing

Approximately 5-10 skips per day arrive at the site from local construction sites. The waste is manually and mechanically sorted to enable recovery of useful materials (wood, cardboard and scrap) and disposal of the remaining fraction. The overall process is summarised in Flowchart 6-3.

Flowchart 6-4 Processing of Skip Waste



6.7 Waste Handling and Storage

All wastes are handled in a way that minimises environmental emissions such as dust and noise. Each waste is stored in dedicated site areas as shown on Figure 3.

7 ENVIRONMENTAL RISK ASSESSMENT

The environmental risk assessment for the operation is provided in Appendix 5. This will be reviewed annually to ensure the findings remain applicable.

7.1 Pollution Prevention Measures

The risk assessment is underpinned by the following aspects:

- Quantity of waste accepted at the facility: <75,000 tonnes per annum.
- The quantity of tyres stored at the facility shall not be more than 50 tonnes.
- All wastes shall be bulked, transferred or treated inside a building, except for specified low-risk waste which may be bulked, transferred or treated outside. However, specified low risk waste must be treated inside a building if the activities are being carried out within an Air Quality Management Area (AQMA) designated for particulate matter in the form of PM10.
- All waste shall be stored in a building or outside within a secure container, except for specified low-risk waste which may be stored outside without using containers.
- All waste shall be stored and treated on an impermeable surface with sealed drainage system, except for specified low-risk waste which may be stored and treated on hard standing.

7.2 Exposure Pathways and Pollution Controls

The environmental risk assessment indicates that the proposed operations will not significantly adversely impact the environment provided the site is operated in accordance with a documented EMS. Some activities have the potential to impact the environment. Each of these activities will be provided with a procedure and associated form. The current procedures and forms are provided in Appendix 1 and Appendix 2.

The control measures identified in the risk assessment are embedded into the day-to-day operation of the site and this EMS.

7.3 Awareness of Legal and Other Requirements

AWD will consider all legislative requirements that have been identified as being applicable to the sites environmental aspects, and will ensure that all relevant aspects of the business are aware of the legislative responsibilities and requirements.

7.4 Environmental Objectives & Targets

AWD is committed to continual environmental improvement. To achieve this goal, AWD will set key environmental objectives and targets that are directly linked to the environmental risk assessment aspects and environmental policy and that are achievable and, where practicable, may be quantified.

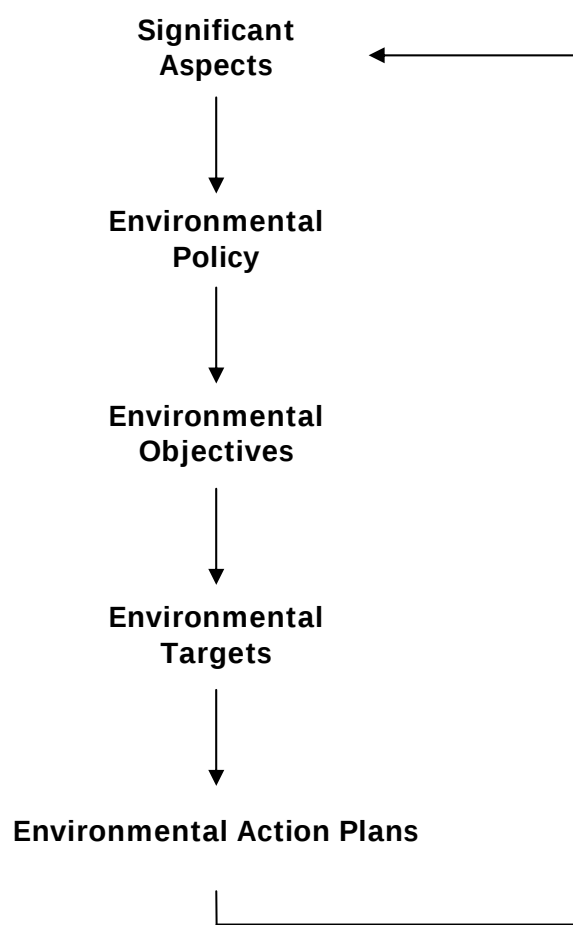
Objectives will be identified and defined as part of the ongoing evaluation of the sites environmental performance, legal requirements and Permit requirements. Implementation of the objectives and targets will be monitored by the environmental management

representative, ideally on a monthly basis, to ensure acceptable progress and to help identify any additional resources or inputs that may be required.

AWD recognises that the main way in which environmental improvements will be achieved and implemented is if their progress is planned and sufficient and timely resources are committed. Every environmental objective will have a documented programme behind it.

Each action plan will be assigned to designated personnel and clearly documented. The overall process to identify action plans is summarised below:

Flowchart 7-1 Links between Significant Aspects and Action Plans



Action plans may be documented in different ways depending upon the type of objective, the range of personnel involved and its complexity. The environmental management representative will track the performance of the implementation of the objectives.

7.5 New Objectives

AWD recognises that the processes used to treat waste at the site could change over time as the business develops and in response to external drivers. Should new waste types, new plant, equipment, processes and buildings be required, the environmental management representative will undertake a review of the planned changes and identify the environmental aspects that will require management during all phases of development and implementation. Such changes will likely result in new action plans being developed and possibly also Variations to the Permit.

8 AMENITY MANAGEMENT

8.1 Routine Site Inspections

The Site Manager is responsible for carrying out site inspections. Inspection will allow environmental protection measures to be inspected and provide a mechanism to assess whether site operations are being carried out in accordance with the EMS. The inspections will be recorded:

- Use Form SF07 for recording site inspections

8.2 Fire Prevention Management Plan

AWD has prepared and maintains an FPMP. A copy of this is retained in the site office. All personnel will be trained in the measures to follow during identification of a fire.

- See FPMP and fire drill Procedure P003.

8.3 Site Emergency Plans

AWD has prepared series of procedures for dealing with incidents / accidents that have the potential to cause pollution.

Summary emergency details for the site are provided in Table 8-1.

Table 8-1 Emergency Contact Details

SITE DETAILS			
Location:	Byass Works, The Docks, Port Talbot		
Postcode:	SA13 1RS		
Site Access Grid Reference:	SS 75938 89637		
SITE CONTACTS	Name	Office Hours (specify)	Out of hours
Managing Director:	Alyn Wyn Davies		
General Manager:	David Morgan		
Site Manager:			
Site Supervisor:			
Security Contact:			
Landowner / Agent:			
EMERGENCY SERVICES	Office Hours		Out of hours
Fire Rescue Service	999		999
Ambulance	999		999
Police	999		999
Fire: South Wales Fire and Rescue (non-emergency)	01443 232000		
REGULATORS	Office Hours		Out of hours
Health and Safety Executive (HSE)	0345 300 9923		0151 922 935
Local Authority:			
Natural Resources Wales (Local)	01792 32 6450		
Natural Resources Wales (24hr emergency)			
UTILITY/KEY SERVICES	Name	Office Hours	Out of hours
Water undertaker:	Dwr Cymru	0800 052 0130	0800 052 0130
Sewerage undertaker:	Dwr Cymru	0800 052 0130	0800 052 0130
Electricity supplier:	SSE	0345 026 2658	0800 052 0400
Fuel supplier:	Oils for Wales	01267 275 777	
Oil spill contractor:			
Maintenance contractor:			
Electrician:			
Plumber:			
Locksmith:			
Joiner:	Gareth Cavanagh	07800 646452	
OTHER KEY CONTACTS	Name	Office Hours	Out of hours
Head Office:			
Adjacent landowners:			
Neighbours:			
Specialist advisors:		01639 775293 / 07970 890195	07970 890195

8.4 Procedures for Management of Environmental Risks

In accordance with the Permit, AWD will ensure that emissions of substances not controlled by emission limits (excluding odour) shall not cause pollution. If notified by NRW that the activities are giving rise to pollution, AWD will submit to NRW an emissions management

plan. This plan will be implemented from the date of approval, unless otherwise agreed in writing by Natural Resources Wales.

8.4.1 Spills and Leaks

Procedures detailing the steps to take to prevent and deal with spillages are included in Procedure P004.

- See Procedure P004

8.4.2 Prevention of Controlled Water Pollution

Procedure P005 is in place to limit the possibility of either surface water or groundwater pollution.

- See Procedure P005

8.4.3 Flooding

Over-bank flow of the River Afan 100m to the west could result in site flooding.

In the event of a flood the permitted waste types that may be washed off site would add to the volume of the post-flood clean-up workload, rather than the hazard.

Procedure P006 has been developed to deal with a potential flood event.

- See Procedure P006
- See Procedure P005 for preventing surface water and groundwater pollution

8.4.4 Noise and Vibration

A procedure outlining the steps AWD will take to minimise the possibility of site noise and vibration causing nuisance to off-site receptors is included in Appendix 1.

- See Procedure P007

8.4.5 Release of Dusts, Fibres and Particulates

Measures that will be embedded by AWD into the day-to-day operation of the site to reduce the possibility of dust and particulates being released are summarised in Procedure P008.

- See Procedure P008

8.4.6 Litter escape

Procedure P009 details the steps to be taken should litter on site roads and external areas be identified.

- See Procedure P009

8.4.7 Mud and Debris on Roads

Procedure P010 details the steps to be taken should mud and debris on site roads and external areas be identified.

- See Procedure P010

8.4.8 Nuisance from Pests

The steps details in Procedure P011 should be followed for identifying and managing pests.

- See Procedure P011

8.4.9 Nuisance Odour

Odorous waste should be evaluated and dealt with in accordance with Procedure P012.

- See Procedure P012

9 WASTE MANAGEMENT

Ensuring that the waste accepted at the site is in accordance with the Permit is fundamental to the operation of the site. The procedures to be followed during waste acceptance are set out in Procedure P001 and P002

- See Procedure P001
- See Procedure P002

10 PLANNED PREVENTATIVE MEASURES

10.1 Maintenance

AWD recognises that many pollution incidents are a consequence of a maintenance failure. To avoid such incidents, a Planned Preventative Maintenance programme will be in place. The Plan will include routine checks of plant, machinery and site infrastructure that could influence the environment. The Plan will be directly linked to the Environmental Risk Assessment.

AWD will investigate malfunctions, breakdown or failure of plant and equipment, techniques and near misses, releases to the environment, or impacts on the local amenity.

The Plan will be documented using Form SF03 in Appendix 2.

- Use Form SF03 for implementing preventative maintenance programme

10.2 Pollution Prevention

AWD will ensure that all aspects of site development are undertaken in accordance with the current Pollution Prevention Guidance issued by NRW. An independent fire risk assessment will also be commissioned.

11 INCIDENTS & EMERGENCIES

11.1 Accidents and Near Misses

AWD recognises that accidents and near misses can cause pollution. For this reason each incident or near miss will be managed and recorded in accordance with Procedure P013 and P014 and Form SF08.

- Use Procedure P013 and P014 for recording accidents and near misses
- Use Form SF08 for recording Incidents

11.2 Fire Prevention and Management Plan

A separate Fire Prevention and Management Plan (FPMP) has been developed in accordance with the requirements of the Permit.

11.3 Planning

AWD will assess the potential for negative environmental impacts to arise out of abnormal operating and emergency conditions using a systematic process underpinned by risk assessment. From this assessment, AWD will identify and document significant aspects to enable environmental action plans to be developed. This assessment will be reviewed at least annually and will be based on the procedures and forms included in Appendix 1 and 2.

Reviews will also be undertaken following any accidents and emergencies and in response to any employee reporting a hazard.

AWD recognises that causes of environmental incidents are varied but could include:

- delivery and use of materials.
- overfilling containment vessels.
- plant or equipment failure.
- containment failure.
- fires, explosions or failure to contain firefighting water.
- incompatible materials coming in contact.
- uncontrolled reactions.
- Vandalism.
- flooding.

Any of these incidents could affect:

- drainage systems, surface waters, aquatic ecosystems, groundwater and soil.
- air quality by producing toxic fumes and airborne pollutants which may damage human health, wild and domestic animals and ecosystems.
- thermal radiation which can harm people and the environment.

11.4 Testing of Emergency Preparedness

AWD will periodically test all procedures where practicable, based on the drills included in Appendix 1. The results of the tests will be documented.

- Use Procedure P003 for emergency drills

12 COMMUNICATION AND COMPLAINTS

12.1 Internal Communication

AWD is committed to ensuring that the requirements of the Permit and the EMS will be fully implemented. One of the key ways of achieving this is through clear communication with all employees to ensure that the requirements are understood, available and fully integrated to routine site work. This will be achieved by various means including signage, meetings, environmental awareness training sessions, tool-box talks, inductions and posters. Particular attention will be paid to ensure that sub-contractors are aware of the relevant requirements.

12.2 External communications

Dialogue with external parties may include submittal of information to external parties, receipt of requests for information, receipt of complaints and dialogue with NRW. In the majority of cases, the Technically Competent Person (TCP) or Site Manager will be the initial point of contact. All communication will be documented.

Specific measures for dealing with complaints will be based on those detailed in Procedure P015 in Appendix 1.

- Use Procedure P015 for dealing with complaints

AWD takes complaints seriously and will take the necessary actions to investigate the complaint. If a complaint is valid AWD will:

- identify the cause.
 - minimise the impact of the activity causing the problem.
 - investigate the root cause of the problem.
 - take steps to ensure the problem is not repeated.
 - record the complaint and what actions were taken to investigate and resolve it.
 - amend the EMS if necessary.
- All complaints will be recorded on Forms SF09 and SF10.

13 MONITORING AND MEASUREMENT

13.1 Proof of Control

AWD recognises that a key aspect of any EMS is to document the operation of the EMS so that its effectiveness can be scrutinised and any shortcomings identified. This will be achieved through thorough relevant training and routine assessment of working instructions and records for both employees, contractors and suppliers. Such records will be recorded using the forms in Appendix 2.

13.2 Monitor and Measure

AWD will document implementation of the proposed waste operation and pollution control measures using the forms in Appendix 2. Records shall include waste acceptance, waste delivery and preventative maintenance programmes.

14 INTERNAL AND EXTERNAL

14.1 Internal EMS Audits

The environmental management representative will establish a rolling audit programme that ensures each aspect of the EMS is audited at least annually. More frequent audits will be undertaken on the more sensitive procedures and aspects. The principle aim of the audit will be to determine whether or not the EMS conforms to planned expectations and is being effectively implemented and maintained. The environmental management representative will provide feedback regarding the audit process to management. The audit findings will be recorded.

- Form SF13 will be used for planning the audit programme and Form SF14 for recording the findings. Form SF11 will be used for documenting non-conformances and SF12 for documenting any preventative actions implemented.

14.2 External Audits of EMS

Ultimately, AWD plan on integrating the activities at Byass Works into an ISO based system which will involve external audit.

15 NON-CONFORMANCE, CORRECTIVE & PREVENTIVE ACTION

15.1 Continual Improvement

Through monitoring of performance, AWD will seek to identify non-conformance issues requiring action to ensure continued environmental performance and full implementation of the EMS. AWD will seek to identify non-conformance issues through a variety of means including outcomes of audits, incident reports, reviews of legislation requirements and complaints.

- Form SF11 shall be used for recording such non-conformances.

15.2 Investigation of Failings

Following identification of non-conformance issues, the environmental management representative will lead an investigation into the root causes and identify ways in which the issues can be avoided in the future. The review will also aim to identify any ways in which the EMS may be improved. This may require specialist input from internal and external parties. This process will lead to corrective and preventative action plans being developed and tracked.

- Form SF12 shall be used for recording preventative actions

16 RECORDS, REPORTING AND NOTIFICATIONS

The Permit will require records to demonstrate that the activities are in compliance with the EMS.

16.1 Controlled documents

This EMS details the relevant procedures and forms that will be required to document the proposed waste activity. All documents will be controlled and issued by the Technically Competent Person (TCP). One of the responsibilities of the environmental management representative is the maintenance of this documentation.

16.2 Location of documents

All relevant documents will be available on site and routinely backed up.

16.3 Review, Update and New Documentation

AWD will periodically review the EMS. Only authorised personnel are able to make amendments to documentation in consultation with the TCP Environmental management. All employees will, however, be encouraged to provide feedback regarding the documentation to ensure it remains fit for purpose.

16.4 Document Issue and Removal

AWD will ensure that all current versions of the documentation are reviewed, updated and issued to all the relevant parties. Any documentation not required will be clearly identified through the use of an obsolete records system.

16.5 Document and Record Retention

AWD will ensure that all documentation will:

- be legible.
- be made as soon as reasonably practicable.
- if amended, be amended in such a way that the original and any subsequent amendments remain legible or are capable of retrieval.
- be retained for at least 6 years unless they relate to off-site environment effects or matters relating to the condition of the land, groundwater and surface water, in which case they will need to be retained until the Permit is surrendered.

16.6 Reporting to NRW

AWD will report relevant waste records to NRW at the required intervals set out in the Permit.

16.7 Notifying NRW

AWD shall notify NRW without delay the detection of:

- any malfunction, breakdown or failure of equipment or techniques, accident or emission of a substance not controlled by an emission limit which has caused, is causing or may cause significant pollution.
- the breach of a limit specified in the Permit.
- any significant adverse environmental effects.

Written confirmation of actual or potential pollution incidents and breaches of emission limits shall be submitted to NRW within 24 hours.

AWD will notify NRW within 14 days of the occurrence of the following matters:

- any change in the operator's trading name, registered name or registered office address.
- any steps taken with a view to the operator going into administration, entering into a company voluntary arrangement or being wound up.

17 PERMIT SURRENDER

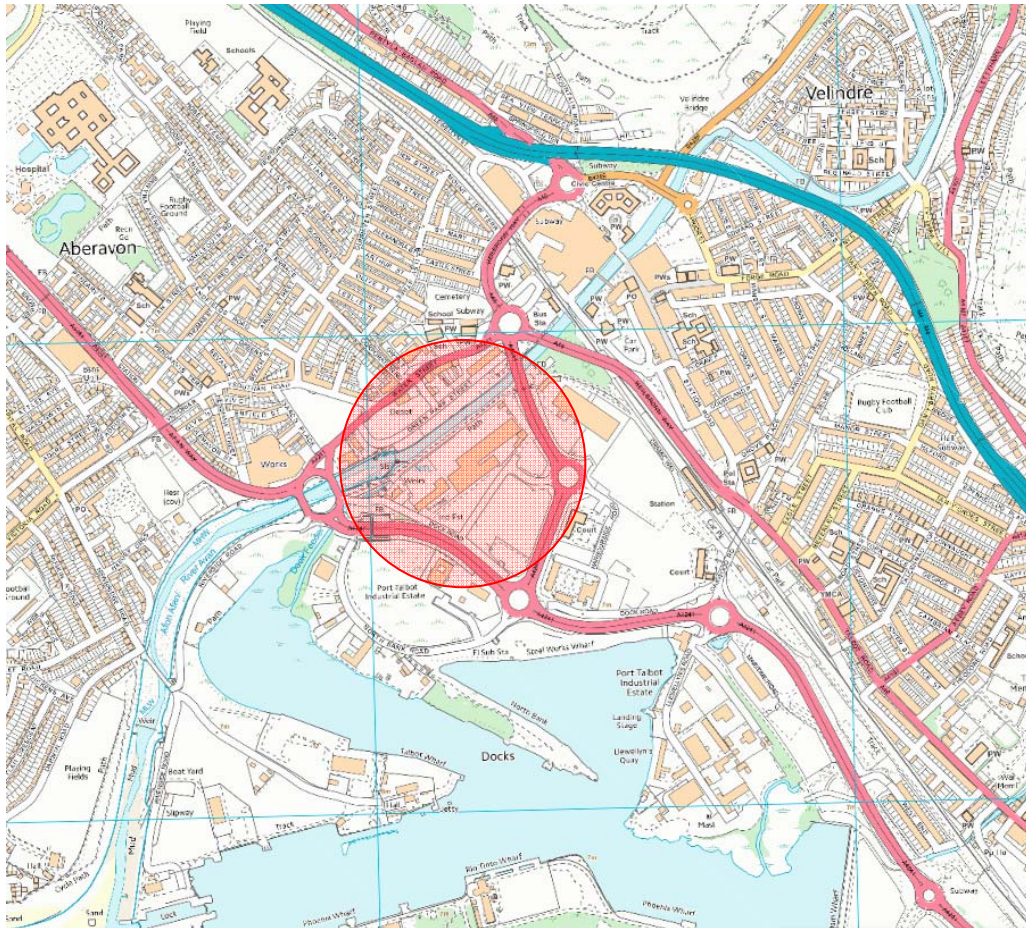
Should AWD wish to surrender the Permit at some point, NRW will need to be convinced that necessary measures to avoid any pollution risk resulting from the waste activities have been taken.

The legal test for surrender is – “that the necessary measures have been taken:–

- (a) to avoid a pollution risk resulting from the operation of the regulated facility; and
- (b) to return the site of the regulated facility to a satisfactory state, having regard to the state of the site before the facility was put into operation.”

Provided the site is operated in accordance with the Permit and records are maintained that show waste acceptance and pollution control measures have been implemented, the land quality should not be altered. This may mean that a ‘Basic Surrender’ will be feasible. During operations, AWD will ensure that the relevant records are maintained. This will ensure that several lines of evidence demonstrating the legal test has been satisfied are gathered during operations.

Figure 1 Site Location Plan



Reproduced from the Ordnance Survey Land Ranger Map
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Figure 2 Permitted Site Boundary

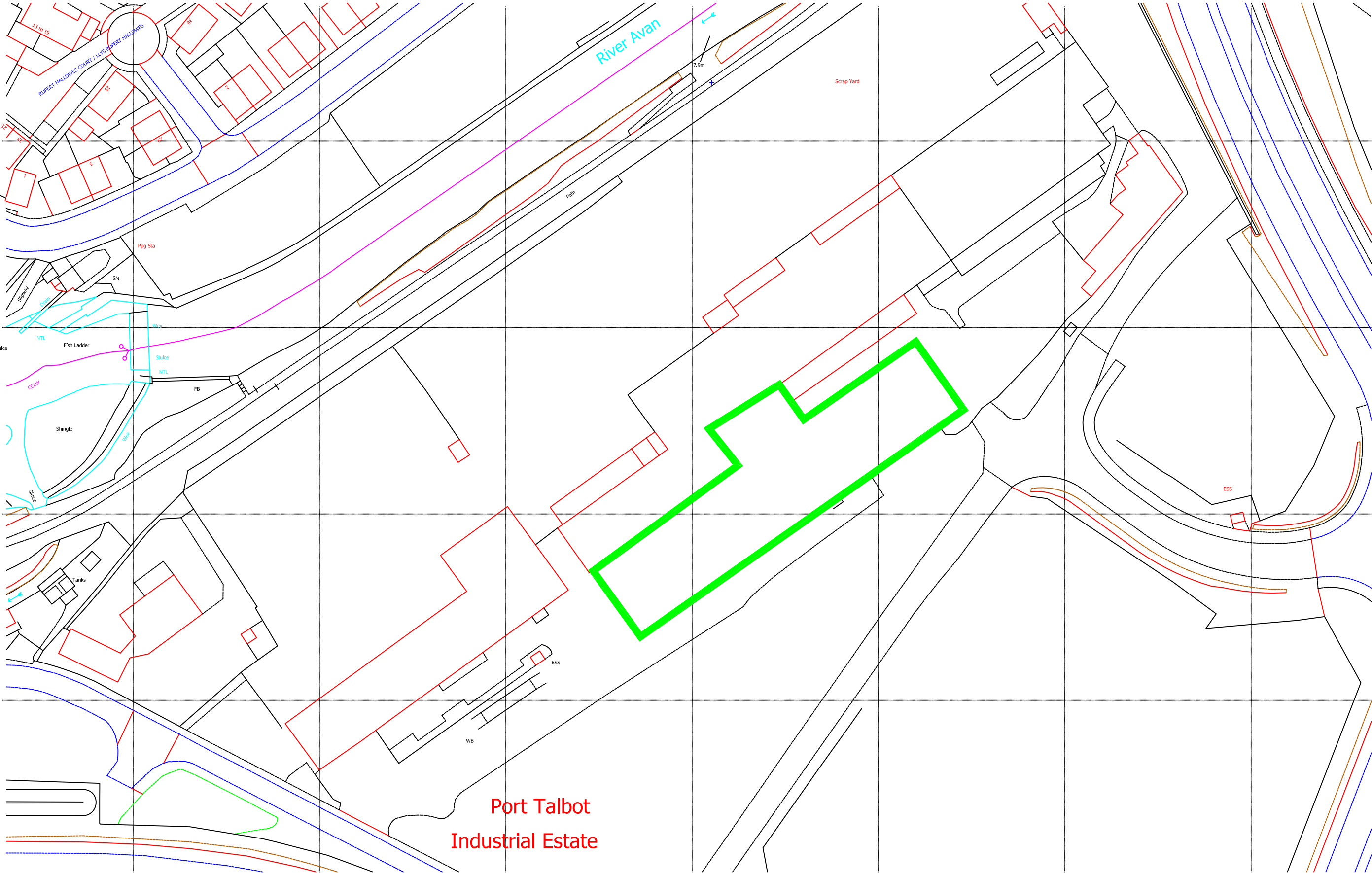
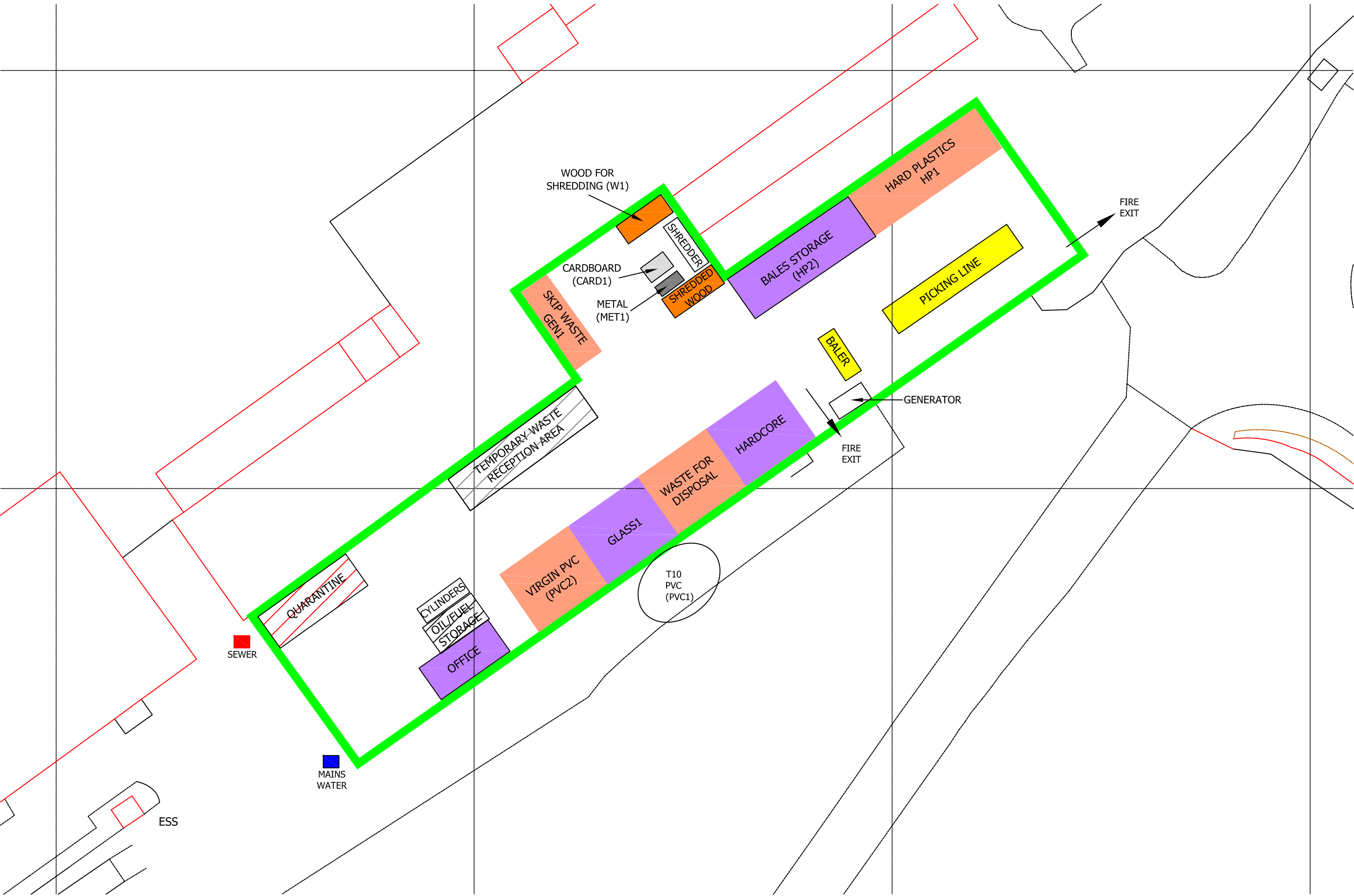


Figure 3 Site Layout



**AWD ENVIRONMENTAL LTD
MANAGEMENT
SYSTEM
(EMS)**



**Operator: AWD (Group) Ltd
Facility: Byass Works, The Docks, Port Talbot, SA13 1RS
Permit reference: EPR/AB3895CN
Waste returns reference: EPR/AB3895CN**

**Appendix 1
Procedures**



AWD Group Ltd EMS

PROCEDURE TITLE	Waste Acceptance
Version	
Date	July 2018
Owner	

Link to Environmental Aspects Assessment

Environmental Aspect Ref:	Aspect Description	Link to Aspect & Impact Assessment
All aspects	All aspects of environmental risk assessment	Waste acceptance has potential to impact all risks at the site

Overview & Scope

Description
Actions to be followed during acceptance and inspection of waste

Legal & Other Requirements

Requirement	Description
Permit condition 2.2	Waste acceptance procedures to be in place
Permitting guidance	

Responsible Persons

Responsibility	AWD Responsible Person	Contact No (if applicable)
Procedure owner		
Implementation of procedure		
Responsibility	Other Responsible Person (e.g. Sub-contractor)	Contact No



Procedure

Steps to be taken
Pre-acceptance checks Pre-acceptance checks will be carried out to limit the opportunity of non-confirming wastes being delivered. This will most likely be done via telecommunication or email and will be aimed at ensuring that only suitable waste is accepted for treatment. The checks will be made with the customer (typically either a waste producer or waste carrier) as part of the booking process for waste collection or delivery. The following information will be requested from all customers prior to booking in for acceptance: • EWC code and details of process of production • Quantity of waste • The physical form of the waste material e.g. loose, baled Only when the customer has provided sufficient information will AWD schedule for the waste for collection or delivery. The potential exception to this approach may be small one off loads. These will be evaluated on a case by case basis. Waste Acceptance 1. Ideally, a minimum of 24 hours notification (or less by arrangement) of waste being delivered to site shall be implemented, particularly if the waste is arising from a site where AWD does not have control over the waste or its transportation. Prior to any waste leaving for delivery to the site, AWD will ensure that the Waste Producer is aware of their Duty of Care requirements, the limitations of the site Permit and a pre-acceptance check has been made 2. Prior to the waste being brought to the site the waste must be classified by the Waste Producer. The producer must provide information with respect to the waste's relevant EWC code, appearance and process applied to create the waste. 3. On delivery, the waste carrier shall present a Duty of Care certificate/ Waste Transfer Note (WTN) at the weighbridge. This is to be compared against the initial enquiry and the Waste Producers waste classification. If they are unable to produce valid certification, the waste may be rejected and the incident recorded in the site diary. 4. If the waste is NOT as described or is not accepted within the terms of the Permit it shall be deemed to be NON-COMPLIANT. All non-compliant wastes shall be rejected and the incident recorded on Form F002 NON-COMPLIANT WASTE FORMS. ➤ Use Form F002 for recording non-compliant waste 5. If valid certificates are produced and have been reviewed, a visual inspection of the waste should be undertaken. This is to ensure the waste is in compliance with the Transfer Note, the Permit and the driver's description. 6. All NEW waste carrier drivers are to undergo site induction. 7. If the waste IS acceptable, the following information shall be recorded on Form F001 RECORD OF WASTE DELIVERIES RECORD FORM held at the site office: a) Weight of waste in the vehicle b) Category/EWC Code of the waste c) Time of delivery d) Vehicle Registration e) Site address of waste f) Name of waste carrier ➤ Use Form F001 for recording waste deliveries



Waste Inspection and Weighing

On acceptance of the waste at the weighbridge the waste shall be weighed at the weighbridge by the operator (gross weight) and the value recorded. The empty waste vehicle shall be re-weighed on exit (net weight) and the value recorded. The weight of the waste will be GROSS minus NET weights. The weight of the waste delivered is to be recorded on Form F001 REGISTER OF WASTE DELIVERIES FORM.

Waste Delivery to Working Area

1. Following weighing, the driver shall be given directions to the waste reception point
2. If any new drivers are unsure of the correct location, the Operations manager and the operating staff will ensure the waste lorry arrives at its correct destination.
3. The operational staff will guide the waste lorry driver to the correct area for controlled discharge.
4. The waste receiving areas will be clearly marked with a sign to ensure no cross-contamination of waste streams.

Identification and Management of Non-conforming Wastes

Following tipping/delivery of the waste into the correct storage area the waste will be visually inspected whilst the delivery driver is still present. Particular attention will be paid to identifying wastes that could increase the site fire risk such as Lithium batteries.

If non-compliant wastes are identified the load will be rejected and sent back to the waste producer where it originated from. The occurrence of such wastes will be recorded on Form F002 NON-CONFORMANCE WASTE FORM. A comment may also be made in the Site Diary. The information to be recorded will include:

- a) Date and Time
- b) Description of Waste
- c) Details of Non-compliant waste
- d) Details of action taken
- e) Name and address of Waste producer
- f) Vehicle Type
- g) Vehicle Registration
- h) Waste Carrier Details
- i) Waste Transfer Note Number
- j) Details of final waste destination

➤ Use Form F002 for recording non-conformance wastes

If, in the interests of the environment, it would be best to allow the load to be stored on site, then the waste shall be retained on site in the quarantine area.

If necessary, NRW shall be informed by telephone immediately and a record kept of the conversation and with whom.

Steps taken to safely dispose of the waste (after liaison with NRW) should be documented– typically this will involve returning it to the waste producer.

Method Statement of Treatment

1. All operational staff are to be fully trained in the waste recycling operations including:
 - a) Location of different wastes to be treated
 - b) Types of waste to be treated
 - c) Treatment processes
 - d) Storage of treated waste

	The areas of untreated waste and treated waste will be clearly marked with signs.
2.	Operational staff will be informed by the plant foreman or the managing director of the plant equipment to use to treat the waste
3.	The recycling process will involve the operation of dedicated equipment. Records of maintenance of these pieces of equipment will be kept in accordance with MAINTENANCE RECORDS. ➤ Use Form F003 for recording preventative maintenance checks
4.	Relevant operational staff will be trained in the operation of the plant and a record of this training kept at the site office in accordance with TRAINING RECORDS. ➤ Use Form F004 for recording training

Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance

Measure	Target / Requirement
Waste fraction not recycled	Zero waste to landfill

Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Form F001 Record of Waste Deliveries	Office
Form F002 Non-conforming wastes	Office



AWD Group Ltd EMS

PROCEDURE TITLE	Discovery of Suspicious Item in Waste
Version	
Date	July 2018
Owner	

Link to Environmental Aspects Assessment

Environmental Aspect Ref:	Aspect Description	Link to Aspect & Impact Assessment
All aspects	All aspects of environmental risk assessment	Waste acceptance has potential to impact all risks at the site

Overview & Scope

Description
Actions to be followed if suspicious item discovered in waste following acceptance

Legal & Other Requirements

Requirement	Description
Permit condition 2.2	Waste acceptance procedures to be in place
Permitting guidance	

Responsible Persons

Responsibility	AWD Responsible Person	Contact No (if applicable)
Procedure owner		
Implementation of procedure		
Responsibility	Other Responsible Person (e.g. Sub-contractor)	Contact No



Procedure

Steps to be taken
If a suspicious item is discovered the following procedures will be adopted. • Stop work and make others working nearby aware of discovery • Move all personnel away from area to muster point • Inform site foreman / Senior Manager immediately. • Inform Emergency services using 999 • Site to remain under the control of the senior emergency officer until the emergency/incident is over. ➤ Use Form F002 to record non-compliant wastes

Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance

Measure	Target / Requirement
Record of non-compliant wastes	Zero non-compliant wastes each year

Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Form F002 Non-compliant wastes	Office



AWD Group Ltd EMS

PROCEDURE TITLE	Undertaking a Fire Drill
Version	
Date	July 2018
Owner	

Link to Environmental Risk Assessment Aspects

Environmental Aspect Ref:	Aspect Description	Link to Aspect & Impact Assessment
ASP11, 12	Fire risk	Fire drills will enable site to be prepared for potential fire

Overview & Scope

Description
Steps to be followed during a fire drill

Legal & Other Requirements

Requirement	Description
Permit condition 3.4	Operate site in accordance with Fire Prevention Plan
Permitting guidance	

Responsible Persons

Responsibility	AWD Responsible Person	Contact No (if applicable)
Procedure owner		
Implementation of procedure		
Responsibility	Other Responsible Person (e.g. Sub-contractor)	Contact No

Procedure

'Normal & Abnormal' Operating Conditions (overview of standard operations)			
A fire drill is intended to ensure, by means of training and rehearsal, that in the event of fire: - The people who may be in danger act in a calm and orderly manner. Where necessary those designated carry out their allocated duties to ensure the safety of all concerned. - The means of escape are used in accordance with a pre-determined and practised plan. - If evacuation of the building becomes necessary, staff should be aware of what to do. Where there are alternative means of escape the drill should be based on the assumption that one or more of the escape routes cannot be used because of a fire. During these drills a member of staff who is told of the supposed outbreak should operate the fire alarm and, thereafter, the fire routine should be rehearsed as circumstances allow. This may raise some difficulties where members of the public are present, but such a procedure is still desirable. It should also be remembered that regular fire drills test the procedures and training that you have put in place for the safe and effective evacuation of disabled and infirm employees and visitors. British Standard 5588 Part 8 Code of Practice for means of escape for disabled people gives guidance on this matter. . In cases where there are profoundly deaf people employed, then an alternative alarm may need to be in place. Technical advice on such alarms can be obtained from the Royal National Institute for the Deaf, 105 Gower Street, London WC1E 6AH. Conducting a Fire drill Normally advance warning should not be given of the fire drill. However, you can individually warn anyone who may need to know in advance. . Every opportunity should be taken to learn lessons from the drill and to reinforce staff training where gaps are identified. It is good practise to appoint a small number of people, usually safety representatives or managers to observe the drills and highlight areas of concern. It is important that all managers are aware of the procedures, as employees will naturally look towards them in an emergency.			
No.	Check List	Yes/No/NA	Comments
1	Agree the scenario, extent and aim of the exercise with senior management.		
2	Assemble a multi-disciplinary exercise planning team and agree the objectives for each area to be exercised.		
3	Sketch out and then develop the main events of the exercise and associated timetables.		
4	Determine and confirm the availability of the outside agencies to be involved, such as the media or voluntary agencies.		
5	List the facilities required for the exercise and confirm their availability e.g. transport, buildings and equipment.		
6	Ensure that all communications to be used during the exercise have been tested at some stage prior to the exercise.		
7	Check that Umpires for each stage of the exercise are clearly identified and properly briefed.		
8	Ensure that directing staff are clearly identified and properly briefed, and have good independent communications with "exercise control" throughout the exercise.		
9	If the exercise links a number of activities or functions which are dependent on each other, confirm that each has been individually tested beforehand.		
10	Ensure that all participants have been briefed.		
11	Ensure that all players are aware of the procedures to be		

	followed if a real emergency occurs during the exercise.		
12	If spectators are to be invited, including the media, ensure that they are clearly identified and properly marshalled, and arrange for them to be kept informed of the progress of the exercise. Ensure their safety.		
13	For the longer exercise, arrange catering and toilet facilities.		
14	Ensure that where appropriate outside agencies are indemnified in the event of exercise accident.		
15	Warn the local media, emergency services switchboards / controls and any neighbours who might be worried or affected by the exercise. Position Exercise in Progress signs if appropriate.		
16	Ensure that senior management, directing staff, Umpires and key players are aware of the time and location for the "hot" debrief, and circulate a timetable for a full debrief.		
17	Agree and prepare a detailed set of recommendations, each one accompanied by an action addressee and timescale.		
18	Prepare a clear and concise summary report of the exercise to distribute to all organisations and groups which took part, together with major recommendations.		
19	Discuss with senior management the outcome of the exercise and agree the future exercise programme.		
20	Thank all personnel and outside agencies which took part.		

➤ **Use Form F006 to record the findings of the drill**

Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance

Measure	Target / Requirement
Time taken to evacuate all personnel	3 minutes

Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Form F006 for recording findings of fire drill	Office



AWD Group Ltd EMS

PROCEDURE TITLE	Spillage/Leakage Response
Version	
Date	July 2018
Owner	

Link to Environmental Aspects Assessment

Environmental Aspect Ref:	Aspect Description	Link to Aspect & Impact Assessment
ASP13	Spillage posing risk to controlled water	Spillages could impact surface water and groundwater

Overview & Scope

Description
Actions to be undertaken in response to spillage or leakage

Legal & Other Requirements

Requirement	Description
Permit condition 3.1	Control of emissions that may give rise to pollution
Permitting guidance	

Responsible Persons

Responsibility	AWD Responsible Person	Contact No (if applicable)
Procedure owner		
Implementation of procedure		
Responsibility	Other Responsible Person (e.g. Sub-contractor)	Contact No



Procedure

Steps to be taken if safe to do so
Pollution may result from accidental leaks or spillages from waste, plant and vehicles or from liquid wastes discovered in loads and destined for quarantine as an unacceptable waste. Spillage / Leakage – Steps to be taken The following procedure is adopted for all accidental spillages of liquids whether inside buildings or in yard areas. Responsibility for any spillage lies with the first person noticing or finding the spill and they must take steps to contain it by taking action as follows: If there is a fire or medical attention needed, contact emergency services on 999. Attend to any people who may be contaminated. Contaminated clothing should be removed immediately and the skin flushed with copious amounts of water until emergency assistance arrives. Take advice from 999 call handler where relevant. If a volatile, flammable material is spilled, immediately warn everyone, control sources of ignition and ventilate the area. Personal Protective Equipment to be used as appropriate to the Hazards. Refer to the Material Safety Data Sheet or other references to information. If safe to do so, stop the spill / leak if still occurring: - Block off any local discharge points using sand bags / spill booms / spill mats e.g. drains and other routes of liquid escape - Area surrounding spillage to be isolated by application of absorbent granules or clean sand to prevent vehicles or personnel from passing over the area and thus spreading the spilled liquid. Apply the loose spill control materials working from the outside, circling to the inside. This reduces the chances of splash or spread of the spilled chemical. When spill materials have been absorbed use brush and scoop to place materials in appropriate container. Polyethylene bags may be used for small spills. 5 gallon drums or 20 gallon drums with polyethylene liners may be appropriate for larger quantities. - Site manager notified as soon as possible - Spill mats and spill kits, including absorbent granules, are to be spread on the spilled liquid until all is absorbed. - When all the liquid is absorbed, the contaminated spill kits will be loaded into a suitable drum for removal by a suitably licensed carrier to a licensed disposal or recovery facility. Decontaminate the surface where the spill occurred using suitable detergents and water, when appropriate. - Every instance of spill MUST be recorded and investigated as an accident or incident. Ongoing leakage – Steps to be taken In addition to the above procedures, if a leakage is ongoing and the valve cannot be closed arrangements will be made to have the contents transferred or captured to an alternative container. Spillage from a vehicle – Steps to be taken In the event of a Spillage or leak that may occur from a vehicle during carriage or when stationary, the members of the vehicle crew shall take the following actions where safe and practicable to do so: Apply the braking system, stop the engine and isolate the battery by activating the master switch where available Avoid sources of ignition, in particular, do not smoke or switch on any electrical equipment Inform the appropriate emergency services, giving as much information about the incident and substances involved as possible.



Put on warning vest and place the self-standing warning signs as appropriate;
 Keep transport documents readily available for responders on arrival.
 Do not walk into or touch spilled substances and avoid inhalation of fumes, smoke, dusts and vapours by staying up wind;
 Where appropriate and safe to do so, use on-board spill kit equipment to prevent leakages into aquatic environment or the sewage system and to contain spillages;
 Remove any contaminated clothing and used contaminated protective equipment and dispose of it safely;
 Move away from the vicinity of the spillage, advise other persons to move away and follow the advice of the emergency services.

Practice Spill Drills

Spill drills should be performed to check the effectiveness of procedures, equipment and personnel and to identify improvements.

➤ Use Form F013 for recording spill drills

'Emergency' Operating Conditions (System out of control)

In the event of a major spillage implement as much as possible of the measures identified above but focus on the safety of personnel and do not implement any steps if there is a risk to human health.

Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance

Measure	Target / Requirement
Check for presence of spill kits Check liquids are provided with correct bunding Check liquid transfer techniques are working correctly	Weekly

Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Form F007 Inspection sheet	Office
Form F003 Preventative Maintenance Programme	Office
Form F004 Spill Kit training records	Office
Form F013 Spill Drill	Office



AWD Group Ltd EMS

PROCEDURE TITLE	Preventing Pollution of Surface Water and Groundwater
Version	
Date	July 2018
Owner	

Link to Environmental Aspects Assessment

Environmental Aspect Ref:	Aspect Description	Link to Aspect & Impact Assessment
ASP11 – ASP17	Protection of controlled water	Liquids issuing from the site could impact surface water and groundwater

Overview & Scope

Description
Actions to be undertaken to protect surface water and groundwater

Legal & Other Requirements

Requirement	Description
Permit condition 3.1	Control of emissions that may give rise to pollution
Permitting guidance	

Responsible Persons

Responsibility	AWD Responsible Person	Contact No (if applicable)
Procedure owner		
Implementation of procedure		
Responsibility	Other Responsible Person (e.g. Sub-contractor)	Contact No



Procedure

Steps to be taken if safe to do so
Pollution may result from accidental leaks or spillages from waste, plant and vehicles or from liquid wastes discovered in loads and destined for quarantine as an unacceptable waste. ➤ Use Procedure P004 for dealing with spillages and leaks. To ensure site containment and drainage systems are functioning as intended they will be inspected weekly. The results of each site inspection shall be recorded on the site inspection form. ➤ Use Form F007 for recording Site Inspections Any maintenance and repair works will be carried out at the earliest opportunity. As the processing of dry waste occurs indoors there is a very low risk of pollution impacting surface water or groundwater. The area where the general skip waste is processed is however provided with a sealed sump and this will be emptied when required and inspected. The external areas of the site and surface drains will be inspected. The focus will be on identifying aspects that could influence the behaviour and flow directions of potential spills and leaks. Storage of all liquids covered by COSHH should be assessed. ➤ Use Form F014 for COSHH assessment

'Emergency' Operating Conditions (System out of control)

Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance

Measure	Target / Requirement
- Check for presence of spill kits - Check liquids are provided with correct bunding - Check liquid transfer techniques are working correctly	Weekly

Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure



Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Site Inspection sheets (Form 007)	Office
Preventative Maintenance Programme (Form F003)	Office
Spill Kit training records (Form FF004)	Office
COSHH assessment (Form F014)	Office



AWD Group Ltd EMS

PROCEDURE TITLE	Response to Flooding of Site
Version	
Date	July 2018
Owner	

Link to Environmental Aspects Assessment

Environmental Aspect Ref:	Aspect Description	Link to Aspect & Impact Assessment
ASP9	Flooding of site	Flooding could mobilise waste from the site

Overview & Scope

Description
Actions to take if flooding is expected or expected to occur

Legal & Other Requirements

Requirement	Description
Permitting guidance	Planning for emergencies

Responsible Persons

Responsibility	AWD Responsible Person	Contact No (if applicable)
Procedure owner		
Implementation of procedure		
Responsibility	Other Responsible Person (e.g. Sub-contractor)	Contact No



Procedure

Steps to be taken
The site is at risk from surface water flooding if the adjacent River Afan flows over its banks. Such an event could occur during prolonged heavy periods of rainfall. If the site was to flood some of the hazardous fluids such as fuel and oils could pose a risk to the environment. This procedure is aimed at limiting the risks to land and water. Natural Resources Wales and the Met Office provide flood warnings up to five days in advance. If a severe weather or flood warning is issued for the River Afan the following actions should be undertaken: Hazardous materials either secured or moved to a suitable and safe location where they cannot be affected by flood water. • Drains and pipes checked and cleared of any debris to aid flow of water. • Plant and machinery moved off-site where relevant • Move any waste off-site where possible e.g. temporarily return to customer or move to another recycling facility • Place sand bags around sensitive areas. • Electricity supply turned off if water levels increase or likely to increase to a dangerous level. If a flood does occur: • Electricity to site turned off, if safe to do so, and staff instructed to stay away from electrical outputs and devices. • Site evacuated and staff to report to assembly point at Site entrance • Visitor's books and employee clock in reports checked to ensure everyone is off site and at the assembly point. • Emergency services and Natural Resources Wales notified. Before site re-occupation, potential hazards and issues will be identified and guidance from Natural Resources Wales and Local Emergency Services will be sought.

'Emergency' Operating Conditions (System out of control)

If the situation is too dangerous to prepare the site for flooding then evacuate all personnel and inform Emergency Services and NRW.

Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance

Measure	Target / Requirement
Spill Kit checks	Weekly
Visual tank & bund inspection by Stores attendant	Weekly
Bund integrity test & inspection	Annually



Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Inspection sheets (Form F007)	Office
Env Incidents (Form F008)	Office
Spill Kit training records (Form F003)	Office



AWD Group Ltd EMS

PROCEDURE TITLE	Preventing Noise and Vibration causing Nuisance
Version	
Date	July 2018
Owner	

Link to Environmental Aspects Assessment

Environmental Aspect Ref:	Aspect Description	Link to Aspect & Impact Assessment
ASP6	Release of noise from site	Noise can cause nuisance off-site

Overview & Scope

Description
Actions to be undertaken to prevent off-site nuisance from noise and vibration

Legal & Other Requirements

Requirement	Description
Permit condition 3.1	Control of emissions that may give rise to pollution
Permitting guidance	

Responsible Persons

Responsibility	AWD Responsible Person	Contact No (if applicable)
Procedure owner		
Implementation of procedure		
Responsibility	Other Responsible Person (e.g. Sub-contractor)	Contact No



Procedure

Steps to be taken if safe to do so
Noise is only likely to occur as a result of the movement of plant and vehicles on site or during use of recycling equipment. There are few receptors in close proximity that could be affected by these activities and the site is located in an industrial estate. All vehicles and plant used at the facility will be well maintained and subject to a preventative maintenance programme. The Site Manager will carry out noise inspections each day. Changes and increases in noise levels could be indicative of problems with plant and equipment. The following measures will be taken to minimise the risk of noise and vibration: • All plant machinery will be subject to regular inspection and maintenance; • Equipment shall be switched off when not in use; and • Treatment operations shall be arranged in such a way as to minimise noise production as far as possible.

Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance

Measure	Target / Requirement
Complaints related to noise and vibration	Zero complaints each year

Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Form F007 Site Inspection sheets	Office
Form F003 Preventative Maintenance Programme	Office
Form F004 Spill Kit training records	Office



AWD Group Ltd EMS

PROCEDURE TITLE	Preventing dust problems
Version	
Date	July 2018
Owner	

Link to Environmental Aspects Assessment

Environmental Aspect Ref:	Aspect Description	Link to Aspect & Impact Assessment
ASP1	Release of particulate matter	Dust and other airborne particulates can cause nuisance and impact environment

Overview & Scope

Description
Actions to be undertaken in response to dust problems

Legal & Other Requirements

Requirement	Description
Permit condition 3.1	Control of emissions that may give rise to pollution
Permitting guidance	

Responsible Persons

Responsibility	AWD Responsible Person	Contact No (if applicable)
Procedure owner		
Implementation of procedure		
Responsibility	Other Responsible Person (e.g. Sub-contractor)	Contact No



Procedure

Steps to be taken if safe to do so
As all of the waste processing is to be undertaken indoors there is little prospect of dust being released to the environment from the permitted activities. To ensure dust generation remains a low risk the following measures will be taken: • Minimising drop heights of potential dusty wastes when transferring and loading • Sweeping of indoor work areas and site yards. • Visually checking loads leaving the site for dust generating materials • Minimising vehicle speeds in the yard Where airborne material is persistently observed to be a problem the following actions will be considered: • Use of dust suppression comprising of a hose spray within the yard area; and • Sweeping of the site to remove dust or mud.

'Emergency' Operating Conditions (System out of control)
In the event of a major incident focus on the safety of personnel and do not implement any steps if there is a risk to human health

Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance

Measure	Target / Requirement
Complaints received in relation to dust	Zero complaints related to dust

Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Site Inspection sheets (Form F007)	Office
Preventative Maintenance Programme (Form F003)	Office
Spill Kit training records (Form F004)	Office



AWD Group Ltd EMS

PROCEDURE TITLE	Dealing with litter
Version	
Date	July 2018
Owner	

Link to Environmental Aspects Assessment

Environmental Aspect Ref:	Aspect Description	Link to Aspect & Impact Assessment
ASP3	Litter released from site	Litter can cause nuisance and impact off-site environment

Overview & Scope

Description
Actions to be undertaken in response to litter problems

Legal & Other Requirements

Requirement	Description
Permit condition 3.1	Control of emissions that may give rise to pollution
Permitting guidance	

Responsible Persons

Responsibility	AWD Responsible Person	Contact No (if applicable)
Procedure owner		
Implementation of procedure		
Responsibility	Other Responsible Person (e.g. Sub-contractor)	Contact No



Procedure

Steps to be taken if safe to do so
As all of the waste processing is to be undertaken indoors there is little prospect of litter being directly released to the environment from the permitted activities. To ensure litter generation remains a low risk the following measures will be taken: • Light waste fractions will be stored correctly and away from drafts and site entry / exit points • If litter is found on the site yard or immediate access road the following measures will be implemented where appropriate: • Litter collected either for recycling or disposal.

'Emergency' Operating Conditions (System out of control)
In the event of a major incident focus on the safety of personnel and do not implement any steps if there is a risk to human health.

Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance.

Measure	Target / Requirement
Complaints received in relation to litter	Zero complaints related to litter

Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Weekly Inspection sheets	
Preventative Maintenance Programme	
Spill Kit training records	

Record / Document Description	Location of Records / Evidence
Inspection sheets (Form F007)	Office
Env Incidents (Form F008)	Office
Spill Kit training records (Form F003)	Office



AWD Group Ltd EMS

PROCEDURE TITLE	Dealing with mud on roads
Version	
Date	July 2018
Owner	

Link to Environmental Aspects Assessment

Environmental Aspect Ref:	Aspect Description	Link to Aspect & Impact Assessment
ASP4	Release of mud from site	Mud on roads can cause nuisance, impact road safety and impact the environment

Overview & Scope

Description
Actions to be undertaken in response to problems with mud on roads

Legal & Other Requirements

Requirement	Description
Permit condition 3.1	Control of emissions that may give rise to pollution
Permitting guidance	

Responsible Persons

Responsibility	AWD Responsible Person	Contact No (if applicable)
Procedure owner		
Implementation of procedure		
Responsibility	Other Responsible Person (e.g. Sub-contractor)	Contact No



Procedure

Steps to be taken if safe to do so
The site is largely laid to concrete, tarmac or hardstanding and is located on an industrial estate. This results in limited opportunity for mud generation. If mud on site roads is a significant problem mechanical sweeping will be undertaken.

'Emergency' Operating Conditions (System out of control)
In the event of a major incident focus on the safety of personnel and do not implement any steps if there is a risk to human health.

Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance.

Measure	Target / Requirement
Complaints received in relation to mud on roads	Zero complaints related to mud on road

Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Weekly Inspection sheets (Form F007)	Office
Preventative Maintenance Programme (F003)	Office



AWD Group Ltd EMS

PROCEDURE TITLE	Dealing with pests
Version	
Date	July 2018
Owner	

Link to Environmental Aspects Assessment

Environmental Aspect Ref:	Aspect Description	Link to Aspect & Impact Assessment
ASP7	Accepting wastes that encourage pests	Pests can cause on-site and off-site nuisance

Overview & Scope

Description
Actions to be undertaken in response to problems with pests

Legal & Other Requirements

Requirement	Description
Permit condition 3.1	Control of emissions that may give rise to pollution
Permitting guidance	

Responsible Persons

Responsibility	AWD Responsible Person	Contact No (if applicable)
Procedure owner		
Implementation of procedure		
Responsibility	Other Responsible Person (e.g. Sub-contractor)	Contact No



Procedure

Steps to be taken if safe to do so
The nature of the waste and the inspection procedures in place will limit the possibility of animal by-products and food waste that attract pests being received at the site. The following measures will be taken to minimise the risk of pests: • Waste inspected before tipping to identify potential contaminants; • Quarantine non-conforming putrescible wastes and removal off-site within 72 hours; • Visual monitoring for pests/vermin performed daily including inspections for evidence of droppings, damage to property/plant or ground disturbance e.g. burrow, nests and excessive infestation present; and • Good housekeeping and regular inspection of mess facilities. In the event of a pest infestation being detected the following measures will be implemented: • Suitable treatment will be implemented either by employees or by suitable contractors, this may involve the application of insecticides or the setting of traps and poisons, or other measures as appropriate; • Any waste identified as attracting scavengers shall be isolated and removed from site.

'Emergency' Operating Conditions (System out of control)
In the event of a major incident focus on the safety of personnel and do not implement any steps if there is a risk to human health.

Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance.

Measure	Target / Requirement
Complaints received in relation to pests	Zero complaints related to pests

Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Form F007 Site Inspection Form	



AWD Group Ltd EMS

PROCEDURE TITLE	Dealing with odour problems
Version	
Date	July 2018
Owner	

Link to Environmental Aspects Assessment

Environmental Aspect Ref:	Aspect Description	Link to Aspect & Impact Assessment
ASP5	Release of odour from site	Odour can cause nuisance

Overview & Scope

Description
Actions to be undertaken in response to problems with odour

Legal & Other Requirements

Requirement	Description
Permit condition 3.2	Emissions from the activities shall be free from odour at levels likely to cause pollution outside the site, as perceived by an authorised officer of Natural Resources Wales.
Permitting guidance	

Responsible Persons

Responsibility	AWD Responsible Person	Contact No (if applicable)
Procedure owner		
Implementation of procedure		
Responsibility	Other Responsible Person (e.g. Sub-contractor)	Contact No

Procedure

Steps to be taken if safe to do so
The nature of the waste and the inspection procedures in place will limit the possibility of odorous wastes being received at the site. The following measures will be taken to minimise the risk of odour: - Waste inspected before tipping to identify potential contaminants; - Quarantine odorous wastes and removal off-site within 72 hours; - Sniff monitoring for odour performed daily - Good housekeeping and regular inspection of mess facilities. In the event of an odour problem the following measures will be implemented: - Suitable treatment will be implemented either by employees or by suitable contractors - Any waste identified as generating the odour shall be isolated and removed from site.
'Emergency' Operating Conditions (System out of control)
If Natural Resources Wales considers that the activities are giving rise to pollution outside the site due to odour an odour management plan will be developed and implemented.

Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance

Measure	Target / Requirement
Complaints received in relation to odour	Zero complaints related to odour

Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Site Inspection Form (Form F07)	Office
Preventative Maintenance Programme (Form F003)	Office

AWD Group Ltd EMS

PROCEDURE TITLE	Investigating near misses and accidents
Version	
Date	July 2018
Owner	

Link to Environmental Aspects Assessment

Environmental Aspect Ref:	Aspect Description	Link to Aspect & Impact Assessment
All Aspects	Near misses, accidents and incidents	Near misses, accidents and incidents have potential to cause pollution

Overview & Scope

Description
Actions to be undertaken in response to near miss or accident

Legal & Other Requirements

Requirement	Description
Permit condition 3.1	Control of emissions that may give rise to pollution
Permitting guidance	

Responsible Persons

Responsibility	AWD Responsible Person	Contact No (if applicable)
Procedure owner		
Implementation of procedure		
Responsibility	Other Responsible Person (e.g. Sub-contractor)	Contact No

Procedure

Steps to be taken if safe to do so
Immediately inform the site manager of the occurrence of a near miss or accident. If necessary, contact Emergency services on 999 If injury requiring medical treatment has occurred, contact appointed First Aider, or where necessary immediately dial 999. If necessary, refer to other procedures for dealing with emergencies: ➤ Use Procedure P003 for identification of suspicious items ➤ Use Procedure P004 for dealing with spillages ➤ Use FPMP for fires The Site Manager will investigate the near miss / accident and compile a report using Form XX. The aim of the investigation should be to identify the root cause and to prevent the same thing happening again. Use Form F008 for recording and investigating near misses and accidents. Undertake a review of the near miss and accident procedure, and update training requirements if necessary.

'Emergency' Operating Conditions (System out of control)
In the event of a major incident focus on the safety of personnel and do not implement any steps if there is a risk to human health.

Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance.

Measure	Target / Requirement
• Check for presence of spill kits • Check liquids are provided with correct bunding • Check liquid transfer techniques are working correctly	• Weekly

Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Form F007 Site Inspection sheets	Office
Form F003 Preventative Maintenance Programme	Office
Form F004 Spill Kit training records	Office
Form F008 for Recording near misses, accidents and incidents	Office

AWD Group Ltd EMS

PROCEDURE TITLE	Reporting Environmental Incidents
Version	
Date	July 2018
Owner	

Link to Environmental Aspects Assessment

Environmental Aspect Ref:	Aspect Description	Link to Aspect & Impact Assessment
All	Documenting environmental incidents	Records of actions taken during an incident need to be maintained for NRW and insurance purposes

Overview & Scope

Description
Actions to be followed if there is an actual or potential pollution incident

Legal & Other Requirements

Requirement	Description
Permit condition 4.3	Notification of NRW of actual or potential pollution incident
Permitting guidance	

Responsible Persons

Responsibility	AWD Responsible Person	Contact No (if applicable)
Procedure owner		
Implementation of procedure		
Responsibility	Other Responsible Person (e.g. Sub-contractor)	Contact No



Procedure

Steps to be taken
All employees are responsible for reporting environmental incidents to the Site Manager. The Permit requires actual or potential pollution incidents to be reported to NRW within 24 hrs. Incident Report template (Form F008) as soon as possible after the verbal report has been made. Incidents could include: - Actual or imminent risk of significant environmental pollution. - Breach of statutory limits or Site Licence Conditions. - Any incident that must be reported to the enforcing authorities. - Deposit of significant amounts of a non-permitted waste in skips or directly at the site. - Any incident that could foreseeably lead to serious public complaint or media enquiries. - Major damage to plant, equipment, premises including fires on-site. - Severe injury of the public. - Serious near-misses which could have foreseeably lead to any of the above. A central file containing all Incident Reports will be maintained and will be reviewed at regular intervals to identify whether any trends or patterns can be discerned. Where an incident is required to be reported to the enforcing authorities, the Site Manager must ensure that this report has been made within the required time period and in the specified format.

Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance

Measure	Target / Requirement

Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Form F008 Incident Report Form	



AWD Group Ltd EMS

PROCEDURE TITLE	Managing Complaints
Version	
Date	July 2018
Owner	

Link to Environmental Aspects Assessment

Environmental Aspect Ref:	Aspect Description	Link to Aspect & Impact Assessment
All aspects	Many parts of site activity could be cause of complaint	Recording complaints enables improvements to be made

Overview & Scope

Description
Actions to be followed upon receipt of complaint

Legal & Other Requirements

Requirement	Description
Permit condition 1.1.1	Written management system that identifies and minimises risks of pollution, including those drawn to the attention of the operator as a result of complaints.
Permitting guidance	

Responsible Persons

Responsibility	AWD Responsible Person	Contact No (if applicable)
Procedure owner		
Implementation of procedure		
Responsibility	Other Responsible Person (e.g. Sub-contractor)	Contact No



Procedure

Actions to be taken
On receipt of a complaint, the recipient shall enter the relevant details onto Complaint Record Form FR2. ➤ Use Forms F009 for F010 for recording and logging complaints The Site Manager should be informed immediately and should be responsible for working out the next steps depending upon the nature of the complaint. The proposed next steps should be communicated to the person who has made the complaint. The Site Manager will identify if other personnel need to be involved with investigating the source of the complaint or fixing the identified problem. An immediate visual site inspection and/or sniff test will be Conducted where relevant. The aim will be to identify any issues of concern. Emergency procedures within the Environmental Management System Plan or relevant procedure shall be initiated immediately if a verified event is in progress and that it is determined to be arising as a result of the company's operations. For all complaints, reference will be made to the site activities at the time of the complaint and further onsite investigations conducted to determine whether any abnormal operations are/were occurring. Actions required to prevent the problem re-occurring will be worked out. These will be recorded on a Corrective Action Form ➤ Use Form F011 and F012 for recording non-conformances and managing Preventative Actions The person who made the complaint should be provided with an update on the steps To be taken. Within 28 days of the complaint a short factual report should be submitted to Natural Resources Wales by the Site Manager. The report should explain the situation and the actions taken to solve the problem. All complaints should be logged on the Customer Complaint Log form. ➤ Use Form F010 for logging complaints

Acceptable Performance Criteria

A measure of compliance (legal & other requirements) is to routinely assess against defined criteria using the conditions as described above - this is also a useful tool when conducting audits. To this end, the table below broadly summarises what is required to remain in compliance



Measure	Target / Requirement
Number of complaints	Zero complaints each year

Training

Who	Requirement
All responsible persons	All those listed to be familiar with this procedure

Records & Associated Documentation

Record / Document Description	Location of Records / Evidence
Form F009 Customer Complaint form	Office
Form F010 Customer Complaint Log	Office

**AWD ENVIRONMENTAL LTD
MANAGEMENT
SYSTEM
(EMS)**



**Operator: AWD (Group) Ltd
Facility: Byass Works, The Docks, Port Talbot, SA13 1RS
Permit reference: EPR/AB3895CN
Waste returns reference: EPR/AB3895CN**

**Appendix 2
Forms**

AWD Group Ltd EMS

FORM TITLE	Record Of Waste Deliveries
Version	
Date	July 2018
Owner	

Link to Procedures:

Procedure Ref:	Procedure description

[illegible]

AWD Group Ltd EMS

FORM TITLE	Recording Non-Compliant Wastes
Version	
Date	July 2018
Owner	

Link to Procedures

Procedure Ref:	Procedure description

Date and Time:	Reason for non-compliance e.g. odour, visual contamination, too wet etc.
Waste Description:	Action Taken:
Name and Address of Waste Producer	Waste Carrier Details, Vehicle Type and Vehicle Registration
Waste Transfer Note Number	Final Waste Destination
NRW Contacted?	

AWD Group Ltd EMS

FORM TITLE	Preventative Maintenance Programme
Version	
Date	July 2018
Owner	

Link to Procedures

Procedure Ref:	Procedure description

Preventative maintenance is regularly performed to reduce the likelihood of the item failing or requiring unplanned replacement or maintenance. Preventative maintenance is performed while the equipment is still working, so that it does not break down unexpectedly.

The maintenance schedule below outlines the frequency that key parts of the site and items of plant and equipment are to be checked and maintained. Each item will be provided with a bespoke detailed checklist in accordance with the manufacturer's instructions, where relevant. At all times however consideration should be given to: **level of wear and tear, the need for lubrication, signs of overheating and performance of silencers.**

IF ANY DEFECTS ARE NOTED THAT POSE A RISK TO HUMAN HEALTH OR THE ENVIRONMENT SENIOR MANAGEMENT SHOULD BE INFORMED IMMEDIATELY

Item of Plant/ Part of site	Detailed Checklist Reference	Daily	Weekly	Monthly	Quarterly	Six monthly	Annually

Item / part of site:		Frequency of checks:
Completed on	Completed by	Comments e.g. work completed, repairs required,

AWD Group Ltd EMS

FORM TITLE	Training Record
Version	
Date	July 2018
Owner	

Link to Procedures:

Procedure Ref:	Procedure description
Training	Documenting personnel training

Name	Date employment commenced
	Job Title

Induction Training

Course Title	Authorisation by Line manager	Date of Authorisation	Date training Completed	Initialled by trainer

Qualifications gained in this employment and Expiry Date

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Training requirements

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AWD Group Ltd EMS

FORM TITLE	Training Matrix
Version	
Date	July 2018
Owner	

Link to Procedures:

Procedure Ref:	Procedure description
Training	Planning training needs

[illegible]

**AWD Group
Ltd EMS**

FORM TITLE	Fire Drills
Version	
Date	July 2018
Owner	

Link to Procedures

Procedure Ref:	Procedure description
P003	Documenting fire drills

A drill is intended to ensure, by means of training and rehearsal, that in the event of fire:

The people who may be in danger act in a calm and orderly manner. The appointed personnel undertake their key tasks

The means of escape are used in accordance with a pre-determined and practised plan. If evacuation becomes necessary, staff should be aware of what to do.

Normal, advance warning should **not** be given of the fire drill.

Every opportunity should be taken to learn lessons from the drill and to reinforce staff training where gaps are identified.

It is good practise to appoint a small number of people to observe the drills and highlight areas of concern. It is important that all managers are aware of the procedures, as employees will look towards them in an emergency.

FIRE EVACUATION LOG SHEET

Date:	Reason for Evacuation:
Time of Alarm:	
Time Taken To Evacuate:	
Time Taken To Conduct Roll Call:	
Anyone unaccounted for:	
Were any escape routes blocked?	
If yes, with what?	
Was all machinery switched off?	
If not, why?	
Fire alarm reset?	
Feedback from employees?	

Fire evacuation drills should be carried out at least once in every period of 6 months, unless otherwise specified.

**AWD Group
Ltd EMS**

FORM TITLE	Daily Site Inspection Form
Version	
Date	July 2018
Owner	

Link to Procedures

Procedure Ref:	Procedure description
Site Inspection	Documenting Site Inspections

**DAILY SITE INSPECTION
FORM**

Use this form each day, at any time, to record the performance of the site. Completion of this form on a regular basis will assist with early identification of aspects requiring improvement and potentially prevent incidents occurring. Taking photographs on a regular basis will also help assess site conditions.

**IF ANY ASPECT IS OF THE SITE OPERATION IS FOUND TO BE POSING A RISK TO
HUMAN HEALTH OR THE ENVIRONMENT THEN A MANAGEMENT REPRESENTATIVE
SHOULD BE INFORMED IMMEDIATELY**

Date:	Inspected By:	Outdoor Weather:
What activities are occurring during the inspection? e.g. processing / not processing, waste being delivered		
Observations and actions required should be recorded below. If there are no issues of concern 'OK' can be used.		
Before completing this form please review the previous inspection record to check if any actions should have		
Area of Site Inspected	<u>ISSUES OF CONCERN:</u> Important factors to consider during the visual inspection of any part of the site should include: security, vandalism or damage, odours, leaks, presence of nuisance dust and noise, presence of pests such as vermin/birds/insects, litter, fire hazards, integrity of drainage systems, safety of traffic movements and maintenance requirements.	
Site Exterior including roof structure and surface water drainage		
Access and Exit Points		
Waste Receipt Area		
Sealed drainage system		
Fire Fighting Equipment		
<u>Actions Required or Additional Notes:</u>		

AWD Group Ltd EMS

FORM TITLE	Accident and Incident Record
Version	
Date	July 2018
Owner	

Link to Procedures

Procedure Ref:	Procedure description

Date and time of the incident	
What happened, what was it about?	
Was anyone else aware of this – other witnesses? If so who?	
What caused it?	
What action did you take to fix the problem? Were external agencies involved?	
What have you done to make sure that it does not happen again?	
Was there any significant pollution – for example: oil entering a surface water drain. If so what?	
If there was then you must notify the Environment Agency on 0800 807060 ASAP. Have you done so?	Yes/No/not applicable Time: Date: E.A Incident number:
Please print your name and sign	

AWD Group Ltd EMS

FORM TITLE	Recording Complaints
Version	
Date	July 2018
Owner	

Link to Procedures:

Procedure Ref:	Procedure description
P015	Dealing with complaints

Information to be recorded:

Name and Address:		Tel:	
		Fax:	
		E-Mail:	
		Mobile:	
Date Complaint Received	Written or Verbal	Date Complaint Rectified	Written or Verbal
Nature of Complaint			
Remedial Action			
All Complaints Should Be Discussed At The Next Management Review Meeting			
Review Meeting Date	Complaint Discussed	Action Agreed	Signed (Meeting Rep.)
Comments			

AWD Group Ltd EMS

FORM TITLE	Customer Complaint Log
Version	
Date	July 2018
Owner	

Link to Procedures:

Procedure Ref:	Procedure description
P015	Dealing with complaints

[illegible]

AWD Group Ltd EMS

FORM TITLE	Non-conformance Corrective Action Report
Version	
Date	July 2018
Owner	

Link to Procedures

Procedure Ref:	Procedure description
Audits	Recording non-conformances

Non Conformance No:	Raised by:	Position:	Date:
Details :			
Agreed corrective/preventive action			
Completed by		Date	
Management comments			
Signed		Date	
All Non-conformances Should Be Discussed At The Next Management Review Meeting			
Review Meeting Date	Non Conformance discussed	Action Agreed	Signed (Meeting Rep.)
Comments			

AWD Group Ltd EMS

FORM TITLE	Preventative Action
Version	
Date	July 2018
Owner	

Link to Procedures

Procedure Ref:	Procedure description
Audits	Preventing future non-conformances

[illegible]

AWD Group Ltd EMS

FORM TITLE	Audit Programme
Version	
Date	July 2018
Owner	

Link to Procedures

Procedure Ref:	Procedure description
Audits	Scheduling Audits

[illegible]

AWD Group Ltd EMS

FORM TITLE	Audit Report
Version	
Date	July 2018
Owner	

Link to Procedures:

Procedure Ref:	Procedure description
Audit	Documenting audits of procedures

Procedure Audited: Title.....			
Audit Report No.....	Conducted By.....	Date.....	
Audit Summary : Procedure has been audited and its application reviewed. The applied procedure IS/IS NOT complied with (see separate non-conformance reports)			
Audit Report : a) Is current revision in use? b) Is it a controlled copy? c) Is it easily accessible? d) Is it correctly applied? e) Does it need changing?	Y	N	Remarks
Examples of Documents and Records reviewed and comments on use : 			
Reviewed By : (Management Representative) Date : Comments : 			

**AWD ENVIRONMENTAL LTD
MANAGEMENT
SYSTEM
(EMS)**



**Operator: AWD (Group) Ltd
Facility: Byass Works, The Docks, Port Talbot, SA13 1RS
Permit reference: EPR/AB3895CN
Waste returns reference: EPR/AB3895CN**

**Appendix 3
Company Policies**



GENERAL STATEMENT OF POLICY OF AWD GROUP LTD

General Statement of Policy

AWD Group acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.

It is the intent of the above company to provide safe and healthy working conditions for all our employees by: -

- providing and maintaining safe plant and equipment
- providing safe systems of work
- providing a safe place of work and safe access and egress
- providing for the safe use, handling, storage and transport of all particles and substances providing a safe working environment
- providing adequate and sufficient information, instruction, training and supervision

It is also the intent of AWD Group to enlist the support of all employees towards achieving the safest possible working conditions and to encourage consultation on all health and safety matters. Support, co-operation and consultation will also be sought from clients, other contractors and any other persons who might reasonably be expected to be included in such discussions. To this end, regular health and safety discussions will be held.

AWD Group accepts its responsibility for the health and safety of other people who may be affected by our activities including clients' employees, other contractors and members of the public. The Company also accepts responsibility for any affects our activities may have on the environment.

The allocation of duties for safety matters and the arrangements which will be made to implement this policy are set out in this document.

This Policy will be kept up to date particularly as regards any changes in activities or the nature or size of the business and will be reviewed annually.

Signed:

A handwritten signature in black ink, appearing to read 'Alun Wyn Davies', written over a horizontal line.

Date:

23/4/18

Name: Alun Wyn Davies

Position: Managing Director



Environmental Policy Statement

AWD Group LTD> The Company provides a comprehensive waste & environmental management service through a nation-wide network of approved service providers.

AWD Group Ltd recognize its responsibility towards the protection of the environment and issues this policy as a statement of the commitment of both management and employees to preventing pollution and minimizing the environmental impact of its operations. In order to ensure effective management of activities with the potential to affect environment the company will:

- Comply with and where possible exceed relevant environmental and operational legislative requirements in relation to the company's activities and their environmental aspects.
- Encourage our customers and suppliers to subscribe to our environmental principles and evaluate their environmental performances.
- Review our environmental policy annually and if necessary update it to take account of new developments. It is available to the public on request.
- To communicate our environmental policy to those working for, and/or on behalf of AWD Group Ltd.
- Set up procedures to assess the environmental impact of our operations and develop programs, which will enable the Company to continually improve its environmental performance through using the best practical environmental options for established annual priorities.
- Where feasible prevent pollution through setting objectives and targets that focus on waste, energy consumption, raw material uses and transport.
- Inform and train our employees to take account of environmental issues in their areas of work to assist them with their specific environmental responsibilities.
- To control the waste management and recycling activities of national accounts through the developments of Waste management policies and procedures to ensure that all wastes will be disposed of in a safe and responsible manner.
- Minimize health and safety risks to employees and communities in which it operates.
- Develop and implement programs to enable environmental objectives to be realized
- Regularly review both environmental performance and effectiveness of the environmental management system.
- Respond promptly and effectively to environmental incidents and implement appropriate corrective actions.
- Ensure that new processes or change to existing operations are assessed and approved prior to introduction, to take into account environmental effects and to minimize their impact.

Signed & dated by Eifion Wyn Davies
For AWD Group Ltd

A handwritten signature in black ink, appearing to be 'Eifion', is written over a horizontal line that serves as a signature line.



GENERAL STATEMENT OF POLICY OF AWD GROUP LTD

Head of AWD Group: - Mr Alun Wyn Davies (MD)

AWD Groups Managing Director has overall responsibility for health and safety within the company, and will:

☑ Ensure suitable financial provision is made for health & safety obligations

Provide appropriate information and instruction to employees

Ensure work is planned to consider health & safety issues

Ensure that staff at all levels receive appropriate training

Monitor and assess risk to health and safety

Understand the company policy for health and safety and ensure it is readily available for employees

Set a personal example when visiting site by wearing appropriate protective equipment

Actively promote at all levels the company's commitment to effective health and safety management

Health and Safety Co-ordinator / Representative

The person responsible for H&S is Eifion Wyn Davies

Health and Safety Experience / qualifications of above person is NEBOSH accredited.

The Health and Safety Co-ordinator / Representative will undertake and be responsible for:

☑ Monitoring the implementation of the health and safety policy throughout the company and reviewing its appropriateness by regular safety audits/inspections carried out in various workplaces

Investigating accidents and implementing corrective action

Reviewing health and safety legislation and implementing any new requirements pertaining to the company's undertaking



GENERAL STATEMENT OF POLICY OF AWD GROUP LTD

Liaising with managers, employees, sub-contractors and specialists as and when appropriate

Collating and reporting any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.) 2013

Employees

Section 7 of the Health and Safety at Work Act 1974 states the following:

It shall be the duty of every employee while at work -

(A) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and

(B) As regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.

For all employees to comply with their legal duties, they will undertake and be responsible for:

Reading and understanding the Company's health and safety policy and carry out their work safely and in accordance with its requirements

Ensuring that all protective equipment provided under a legal requirement is properly used in relation to any instruction / training given and in accordance with this health and safety policy

Reporting any defects to work equipment immediately to the Site Supervisor

Reporting to the management any incidents, which have led or might lead to injury or damage

Reporting any accidents or near misses however minor to the Site Supervisor

Using the correct tools and equipment for the job in hand and in accordance with training and instructions

Co-operating with any investigation, which may be undertaken with the objective of preventing reoccurrence of incidents.

Communication/Consultation

To meet the legal requirements of the Safety Representatives and Safety Committees Regulations and the Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

The content of this policy

Any rules specific to a site or job

Changes in legislation or working best practice

The planning of Health and Safety training



GENERAL STATEMENT OF POLICY OF AWD GROUP LTD

Staff Welfare

Wherever possible arrangements will be made with the Client and/or Principal Contractor for the use of Welfare facilities at sites under their management. As a minimum the following requirements will be adhered to:

☒ Toilet/washing facilities accessible on site

☒ Eating/rest facilities accessible on site

Where these facilities are not provided by the Client or Principal contractor, the company will provide suitable welfare facilities

Work Equipment

All work equipment (including electrical equipment) used at work, as part of the Company's undertaking will comply with the Provision and Use of Work Equipment Regulations (P.U.W.E.R.).

Before new equipment is introduced into the working environment, an assessment will be made by Eifion Wyn Davies to ascertain that the equipment is suitable for its intended use.

No employee will use work equipment for which they have not received specific training.

No employee will knowingly misuse work equipment or remove any guards that are in place to minimise a specified risk.

All work equipment will be maintained and inspected at suitable intervals either internally by a competent person or by specialist external companies. The frequency of work equipment maintenance or inspection will be based on manufacturer's guidance and industry best practice. Any maintenance / inspections undertaken on company equipment will be formally recorded with a hard copy left on file.

If any faults or damage are found on any equipment, stop using the work equipment and report the fault to your Supervisor.

Personal Protective Equipment (PPE)

Appropriate personal protective equipment will be issued to employees as and when necessary for work activities.

Training will be provided for employees on the safe use, storage and maintenance of the relevant equipment before issue, and a written record detailing what PPE has been issued will be signed by the employees on receipt of the equipment and the hard copy kept on file. Employees have a legal duty to wear PPE as specified in relevant site rules, risk assessments and method statements.

Any defects or malfunction of PPE must be reported to; Eifion Wyn Davies.



GENERAL STATEMENT OF POLICY OF AWD GROUP LTD

Co-operation and Coordination

Employees will always familiarise themselves with client procedures when first attending site, general site access, emergency procedures and high-risk work activities including permit to work systems. Clients site procedures and specific instructions will be followed always. Before commencing work, the site supervisor will attend any site meetings or inform other trades working in the direct vicinity of the activities of the company of the specific risks and requirements of the work being undertaken.

Health Surveillance:

All employees of insert your name here are encouraged to carry out and record weekly personal health checks. Any problems reported will be dealt with in a personal and confidential manner by senior management. Should Lightning Protection Services Leeds have any concerns regarding the well being of any employee they may request a referral to a professional occupational health provider and or on request of an employee in matters relating to work related ill health issues Lightning Protection Services Leeds will pay for conducting relevant medical surveillance were appropriate

Risk Assessments

The Health and Safety Co-ordinator / Representative will carry out and record formal risk assessments. In addition, risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimize the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the H&S Co-ordinator / Representative if required. The head of the Company ensures operators are provided with appropriate instruction and training on risk assessments.

PAT Testing

All portable electrical appliances will be tested on an annual cycle, in accordance with HSE guidelines and statutory requirements.

The following types of modified appliances must NOT be used until tested:

- ☒ Hand tools and any associated leads
- ☒ Cleaning equipment and any associated leads
- ☒ Equipment manufactured or modified on site or at a similar establishment

Due to the negligible failure rates for all other new equipment, they may be used without testing until that type of equipment is next due for testing.



GENERAL STATEMENT OF POLICY OF AWD GROUP LTD

First Aid and Accident Reporting

Adequate first aid provision will be made at every place of work occupied by the Company. Each first aid box shall be suitably marked and be easily accessible to all employees always when they are at work.

On Project Sites – wherever possible arrangements are made with clients/principle contractors to use their first aid facilities. Where this is not possible, a member of the project team will be nominated as the appointed person for first aid and a first aid box supplied, which will contain adequate supplies for the total number of employees on site.

Head Office – the first aid box is located at reception

The Qualified First Aider / Appointed Persons: - John Davies or Andrew Jenkins.

All accidents MUST be reported to your Site Supervisor and the details recorded in the accident book (held at the main office). Serious accidents where hospital treatment is required must be reported to the Health and Safety Advisor as soon as possible after the incident.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R.): Certain accidents are reportable to the HSE's Incident Contact Centre. The Health and Safety Co-ordinator must be notified as soon as practicable after incidents causing the following injuries:

any work-related injury that leads to an employee being absent from work for more than 7 working days

fracture other than to fingers, thumbs or toes;

amputation;

dislocation of the shoulder, hip, knee or spine;

loss of sight (temporary or permanent);

chemical or hot metal burn to the eye or any penetrating injury to the eye;

injury resulting from an electric shock or electrical burn leading to

unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;

any other injury: leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

All accidents / incidents will be investigated by senior management and/or the Health and Safety Co-ordinator / Representative with the following objectives;

To determine the cause(s) with a view to preventing a recurrence

To gather information for use in any criminal or civil proceedings



GENERAL STATEMENT OF POLICY OF AWD GROUP LTD

To confirm or refute a claim for industrial injury benefit

To prepare notification to be made to the Health and Safety Executive

The degree of investigation will be dependent on the seriousness of the accident. The aim of the investigation will be to seek to answer the following questions;

WHAT caused the accident?

WHO was involved?

WHEN did it occur?

WHY did it occur?

HOW could it have been prevented?

HOW can a recurrence be prevented?

Hazardous Substances (COSHH)

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH). Alternative less harmful substances will be used wherever possible.

Assessments will consider storage, handling, aspects of use, exposure, PPE requirements, workers' health, and emergency actions. Supervisors will brief staff on any hazard or substance precautions, with written records being in an accessible location within each department.

An inventory of all substances and materials hazardous to health is held at head office.

Manual Handling

Manual handling operations will be risk assessed to determine suitable control measures for the management of risk and the company will endeavour to eliminate manual handling operations where practicable with any remaining risks being controlled by;

- ☑ reducing weights
- ☑ reducing the frequency of manual handling

the use of additional manpower

through the provision of suitable equipment to assist in the operation

the selection of persons to carry out manual handling or lifting tasks will be based on the training given, age, physique etc.



GENERAL STATEMENT OF POLICY OF AWD GROUP LTD

The introduction or alteration of new work equipment or technology his communication and consultation will take place directly with the employees via regular safety meeting, tool-box talks, e-mails and memos posted on the staff notice board.

Training

All employees are given training appropriate to their responsibilities in accordance with the Management of Health and Safety at Work Regulations. Training will be provided for the following situations:

Induction training for new employees (Health and safety awareness, company procedures etc)

The introduction or modification of new/existing machinery or technology

A change in employee position/work activity or responsibility.

Training is also specifically provided for work with hazardous substances, use of PPE and manual handling. Any training provided by the company will be formally recorded with a hard copy kept on file.

A programme of refresher training will be undertaken to keep employees up to date with legislation and industry best practice.

Emergencies

It is the Company's policy to take account of fire hazards in the workplace. All employees have a duty to conduct their operations in such a way as to minimize the risk of fire. This involves compliance with the Company's no smoking policy, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Site Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

ACTION TO BE TAKEN UPON DISCOVERING A FIRE

Do not try to tackle the fire yourself (unless trained to do so)

Activate the nearest fire alarm to raise the alarm

Leave the building by the nearest fire exit and proceed to the muster point

Do not re-enter the building for any purpose until the all clear has been given

ACTION UPON HEARING THE FIRE ALARM

Stop working and calmly leave the building by the nearest fire exit

Go directly to the muster point and await instructions

Do not leave the muster point until the all clear is given

Do not re-enter the building for any purpose until the all clear is given



GENERAL STATEMENT OF POLICY OF AWD GROUP LTD

Monitor / Audit / Review

Policy review

This policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has implemented will be reviewed every year. In addition, reviews of risk and COSHH assessments and site safety inspections etc will take place from time to time. Work activities will periodically be audited and reviewed as required.

**AWD ENVIRONMENTAL LTD
MANAGEMENT
SYSTEM
(EMS)**



**Operator: AWD (Group) Ltd
Facility: Byass Works, The Docks, Port Talbot, SA13 1RS
Permit reference: EPR/AB3895CN
Waste returns reference: EPR/AB3895CN**

**Appendix 4
Permit**

Company Secretary
AWD (Group) Ltd
1 Picton Lane
Swansea
SA1 4AF

Our ref: EPR/AB3895CN/A001

Date: 04/06/2018

Dear Company Secretary,

Your new environmental permit

Permit reference: EPR/AB3895CN

Waste returns reference: EPR/AB3895CN

Operator: AWD (Group) Ltd

Facility: Byass Works, The Docks, Port Talbot, SA13 1RS

Our determination of your application for a permit is complete. We're satisfied that you can carry out your activities in accordance with the enclosed permit, without harm to the environment or human health. I enclose your new permit. Please keep it in a safe place.

This letter contains web links to other documents. If you aren't able to access these phone our Customer Services Centre on 0300 065 3000 for help.

You need to read our document 'How to comply with your environmental permit'. This will help you understand what you need to do to meet the conditions of your permit. You can find this on our web page at:

<http://naturalresources.wales/media/2110/how-to-comply-with-your-environmental-permit.pdf>

Please look at the table below and note any of the things that apply to your permit.

If...	then...
you plan to keep your records at a site other than where the activity takes place	you need to let us know within 20 working days of receiving this letter.
your permit includes pre-operational or improvement conditions	check the deadlines for completing measures and make sure you carry them out by the times stated
your permit requires you to operate in accordance with an odour management plan or a fire prevention and mitigation plan	this should already be in place for your site, and be supplied upon request. The odour management plan guidance can be found on our website: https://naturalresources.wales/permits-and-permissions/environmental-permits/horizontal-guidance/?lang=en The fire prevention and mitigation plan guidance can be found on our website: https://naturalresources.wales/permits-and-permissions/environmental-permits/guidance-to-

Ffôn/Tel 0300 065 3433

Ffacs/Fax 0300 065 3001

Ebost/Email magda.leonowicz@cyfoethnaturiolcymru.gov.uk
magda.leonowicz@naturalresourceswales.gov.uk

Gwasanaeth Trwyddedu, Cyfoeth Naturiol Cymru, Tŷ Cambria, 29 Heol Casnewydd, Caerdydd. CF24 0TP
 Permitting Service, Natural Resources Wales, Cambria House, 29 Newport Road, Cardiff. CF24 0TP

Gwefan/Website www.cyfoethnaturiolcymru.gov.uk
www.naturalresourceswales.gov.uk

Croesewir gohebiaeth yn y Gymraeg a'r Saesneg
 Correspondence welcomed in Welsh and English

	help-you-comply-with-your-environmental-permit/?lang=en
you are carrying out a waste operation or activity and need to submit quarterly or annual waste returns on waste movements	The waste return template is available to download on our website along with supporting Information on deadlines and guidance to assist with completing waste returns: https://naturalresources.wales/guidance-and-advice/environmental-topics/waste-management/new-wales-operator-waste-return-and-deadlines-for-returns/?lang=en When you complete your return use the waste returns reference above and submit to: waste.returns@cyfoethnaturiolcymru.gov.uk
you need to submit other returns	send these to your area office. Speak to your area officer to check local arrangements.

There is an annual subsistence charge for your permit unless your permit is only for mobile plant, where instead we will charge for each deployment.

The annual charge is due on demand in the year that we issue the permit and then on 1 April each year. The charge starts from the date we authorise the permit. If you need to know more about the subsistence charge, please look at the charging guidance on our website at <http://naturalresources.wales/about-us/what-we-do/how-we-regulate-you/our-charges/?lang=en>

Rights of appeal

If you're not happy with any permit condition that has been imposed by the permit you may appeal to Welsh Ministers. You must make your appeal no later than six months after the permit issue date. Further information about making an appeal and the forms you will need are available from the Planning Inspectorate website or from the contact details below.

The Planning Inspectorate, Crown Buildings, Cathays Park, Cardiff, CF10 3NQ.

Phone: 029 2082 3866 / 389, Fax: 029 2082 5150 **Email:** wales@pins.gsi.gov.uk

You must send written notice of the appeal and the documents listed below to the Welsh Ministers to the respective Planning Inspectorate address above. At the same time you must send us a copy of the notice and documents to

Centre Manager, Permitting Service (Cardiff), Natural Resources Wales, Cambria House, 29 Newport Road, Cardiff. CF24 0TP
Phone: 0300 065 3000

The documents are:

- a statement of the grounds of appeal;
- a copy of any relevant application;
- a copy of any relevant environmental permit;
- a copy of any relevant correspondence between the appellant and the regulator;
- a copy of any decision or notice which is the subject matter of the appeal; and
- a statement indicating whether you wish the appeal to be in the form of a hearing or dealt with by way of written representations.

You may withdraw an appeal by notifying the Welsh Ministers in writing and sending a copy of that notification to us.

If you have any questions about this permit please phone our Customer Services Centre on 0300 065 3000. They will put you in touch with a local area officer.

Yours sincerely

Magdalena Leonowicz
Permitting Officer

Permit

The Environmental Permitting (England & Wales) Regulations 2016

AWD (Group) Ltd

Byass Works

The Docks

Port Talbot

SA13 1RS

Permit number

EPR/AB3895CN

Permit

The Environmental Permitting (England and Wales) Regulations 2016

Permit number

EPR/AB3895CN

The Natural Resources Body for Wales (“Natural Resources Wales”) authorises, under regulation 13 of the Environmental Permitting (England and Wales) Regulations 2016

AWD (Group) Ltd (“the operator”),

whose registered office is

1 Picton Lane

Swansea

City & County of Swansea

SA1 4AF

company registration number **09374296**

to operate waste operations at

Byass Works

The Docks

Port Talbot

SA13 1RS

to the extent authorised by and subject to the conditions of this permit.

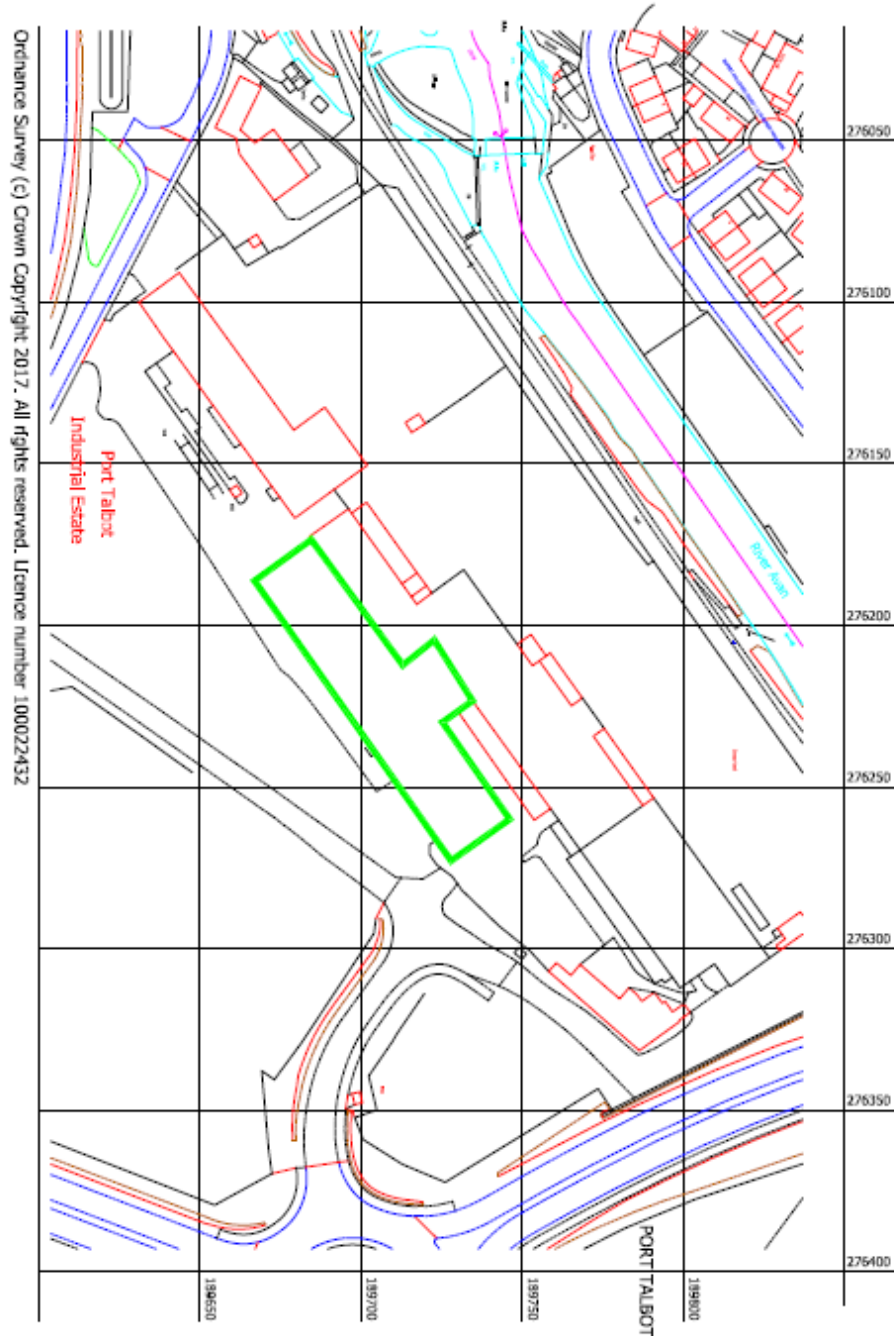
Under regulation 27(2) of the Regulations, standard rules **SR2008No3** are conditions of this permit.

Name	Date
Huw Davies	04 / 06 / 2018

Authorised on behalf of Natural Resources Wales

Schedule 1 - Site plan

This is the plan referred to in the standard rules SR2008No3



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END OF PERMIT

Standard rules

Chapter 4, The Environmental Permitting
(England and Wales) Regulations 2016



Standard rules SR2008 No3 - household, commercial and industrial waste transfer station with treatment

Introductory note

This introductory note does not form part of these standard rules

When referred to in an environmental permit, these rules will allow the operator to operate a Household, Commercial and Industrial Waste Transfer Station with waste treatment at a specified location, provided that the permitted activities are not carried out within 500 metres of a European Site¹, Ramsar site or a Site of Special Scientific Interest (SSSI); or within 50m of any well, spring or borehole used for the supply of water for human consumption. This must include private water supplies. Furthermore, specified waste cannot be treated outside a building within a specified Air Quality Management Area (AQMA)².

Permitted wastes are limited to non-hazardous wastes and do not include hazardous wastes such as asbestos. The total quantity of waste that can be accepted at a site under these rules must be less than 75,000 tonnes a year. With the exception of specified waste, all bulking, transfer or treatment of non-hazardous waste must be carried out inside a building. Wastes can be bulked up for disposal or recovery elsewhere and can also be treated by sorting, separation, screening, baling, shredding, crushing and compaction. These rules will not permit the burning of any wastes, either in the open, inside buildings or in any form of incinerator.

These rules do not allow any point source emission into surface waters or groundwater. However, under the emissions of substances not controlled by emission limits rule:

- Liquids may be discharged into a sewer subject to a consent issued by the local water company.
- Liquids may be taken off-site in a tanker for disposal or recovery.
- Clean surface water from roofs, or from areas of the site that are not being used in connection with storing and treating waste, may be discharged directly to surface waters, or to groundwater by seepage through the soil via a soakaway.

¹ A candidate or Special Area of Conservation (cSAC or SAC) and proposed or Special Protection Area (pSPA or SPA) in England and Wales.

²An Air Quality Management Area which has been designated due to concerns about particulate matter in the form of PM₁₀.

End of introductory note

Rules

1 – Management

1.1 General management

- 1.1.1 The operator shall manage and operate the activities:
- (a) in accordance with a written management system that identifies and minimises risks of pollution, including those arising from operations, maintenance, accidents, incidents, non-conformances, closure and those drawn to the attention of the operator as a result of complaints; and
 - (b) using sufficient competent persons and resources.
- 1.1.2 Records demonstrating compliance with rule 1.1.1 shall be maintained.
- 1.1.3 Any persons having duties that are or may be affected by the matters set out in these standard rules shall have convenient access to a copy of them kept at or near the place where those duties are carried out.
- 1.1.4 The operator shall comply with the requirements of an approved competence scheme.

1.2 Avoidance, recovery and disposal of wastes produced by the activities

- 1.2.1 The operator shall take appropriate measures to ensure that:
- (a) the waste hierarchy referred to in Article 4 of the Waste Framework Directive is applied to the generation of waste by the activities; and
 - (b) any waste generated by the activities is treated in accordance with the waste hierarchy referred to in Article 4 of the Waste Framework Directive; and
 - (c) where disposal is necessary, this is undertaken in a manner which minimises its impact on the environment.
- 1.2.2 The operator shall review and record at least every four years whether changes to those measures should be made and take any further appropriate measures identified by a review.

2 – Operations

2.1 Permitted activities

- 2.1.1 The operator is only authorised to carry out the activities specified in table 2.1 below ("the activities").

Table 2.1 activities	
Description of activities	Limits of activities
D15: Storage pending any of the operations numbered D1 to D14 (excluding temporary storage, pending collection, on the site where it is produced) 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) D14: Repackaging prior to submission to any of the operations numbered D1 to 13 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 R3: Recycling/reclamation of organic substances which are not used as solvents R4: Recycling/reclamation of metals and metal compounds R5: Recycling/reclamation of other inorganic materials	Treatment consisting only of manual sorting, separation, screening, baling, shredding, crushing or compaction of waste into different components for disposal, (no more than 50 tonnes per day) or recovery. No more than a total of 50 tonnes of intact and shredded waste vehicle tyres (waste codes 16 01 03 and 19 12 04) shall be stored at the site.

2.2 Waste acceptance

2.2.1 Waste shall only be accepted if:

- (a) it is of a type and quantity listed in table 2.2 below; and
- (b) it conforms to the description in the documentation supplied by the producer and holder.

Table 2.2. Waste types and quantities	
Maximum Quantities	
The total quantity of waste accepted at the site shall be less than 75,000 tonnes a year.	
Exclusions	
Wastes having any of the following characteristics shall not be accepted:	
- Consisting solely or mainly of dusts, powders or loose fibres - Wastes that are in a form which is either sludge or liquid.	
Waste Code	Description

Table 2.2. Waste types and quantities	
01	WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING, AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS
01 01	wastes from mineral excavation
01 01 01	wastes from mineral metalliferous excavation
01 01 02	wastes from mineral non-metalliferous excavation
01 03	wastes from physical and chemical processing of metalliferous minerals
01 03 06	tailings other than those mentioned in 01 03 04 and 01 03 05
01 03 09	red mud from alumina production other than the wastes mentioned in 01 03 07
01 04	wastes from physical and chemical processing of non-metalliferous minerals
01 04 08	waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	waste sand and clays
01 04 11	wastes from potash and rock salt processing other than those mentioned in 01 04 07
01 04 12	tailings and other wastes from washing and cleaning of minerals other than those mentioned in 01 04 07 and 01 04 11
01 04 13	wastes from stone cutting and sawing other than those mentioned in 01 04 07
02	WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING
02 01	wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing
02 01 03	plant-tissue waste
02 01 04	waste plastics (except packaging)
02 01 07	wastes from forestry
02 01 10	waste metal
02 02	wastes from the preparation and processing of meat, fish and other foods of animal origin
02 02 03	materials unsuitable for consumption or processing
02 03	wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco preparation and processing; conserve production; yeast and yeast extract production, molasses preparation and fermentation
02 03 04	materials unsuitable for consumption or processing
02 04	wastes from sugar processing
02 04 01	soil from cleaning and washing beet
02 04 02	off-specification calcium carbonate
02 05	wastes from the dairy products industry
02 05 01	materials unsuitable for consumption or processing
02 06	wastes from the baking and confectionery industry
02 06 01	materials unsuitable for consumption or processing
02 06 02	wastes from preserving agents
02 07	wastes from the production of alcoholic and non-alcoholic beverages (except coffee, tea and cocoa)
02 07 01	wastes from washing, cleaning and mechanical reduction of raw materials
02 07 02	wastes from spirits distillation
02 07 04	materials unsuitable for consumption or processing
03	WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND CARDBOARD
03 01	wastes from wood processing and the production of panels and furniture
03 01 01	waste bark and cork
03 01 05	sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04

03 03	wastes from pulp, paper and cardboard production and processing
03 03 01	waste bark and wood
03 03 07	mechanically separated rejects from pulping of waste paper and cardboard
03 03 08	wastes from sorting of paper and cardboard destined for recycling
03 03 10	fibre rejects, fibre-, filler- and coating-sludges from mechanical separation
04	WASTES FROM THE LEATHER, FUR AND TEXTILE INDUSTRIES
04 01	wastes from the leather and fur industry
04 01 08	waste tanned leather (blue sheetings, shavings, cuttings, buffing dust) containing chromium
04 01 09	wastes from dressing and finishing
04 02	wastes from the textile industry
04 02 21	wastes from unprocessed textile fibres
04 02 22	wastes from processed textile fibres
06	WASTES FROM INORGANIC CHEMICAL PROCESSES
06 09	wastes from the MSFU of phosphorous chemicals and phosphorous chemical processes
06 09 02	phosphorous slag
06 09 04	calcium-based reaction wastes other than those mentioned in 06 09 03
06 11	wastes from the manufacture of inorganic pigments and opacifiers
06 11 01	calcium-based reaction wastes from titanium dioxide production
07	WASTES FROM ORGANIC CHEMICAL PROCESSES
07 02	wastes from the MFSU of plastics, synthetic rubber and man-made fibres
07 02 13	waste plastic
09	WASTES FROM THE PHOTOGRAPHIC INDUSTRY
09 01	wastes from the photographic industry
09 01 07	photographic film and paper containing silver or silver compounds
09 01 08	photographic film and paper free of silver or silver compounds
09 01 10	single-use cameras without batteries
09 01 12	single-use cameras containing batteries other than those mentioned in 09 01 11
10	WASTES FROM THERMAL PROCESSES
10 01	wastes from power stations and other combustion plants (except 19)
10 01 01	bottom ash, slag and boiler dust (excluding boiler dust mentioned in 10 01 04)
10 01 05	calcium-based reaction wastes from flue-gas desulphurisation in solid form
10 01 07	calcium-based reaction wastes from flue-gas desulphurisation in sludge form
10 01 15	bottom ash, slag and boiler dust from co-incineration other than those mentioned in 10 01 14
10 01 19	wastes from gas cleaning other than those mentioned in 10 01 05, 10 01 07 and 10 01 18
10 01 24	sands from fluidised beds
10 02	wastes from the iron and steel industry
10 02 01	wastes from the processing of slag
10 02 02	unprocessed slag
10 02 08	solid wastes from gas treatment other than those mentioned in 10 02 07
10 02 10	mill scales
10 02 14	filter cakes from gas treatment other than those mentioned in 10 02 13
10 02 15	other filter cakes
10 03	wastes from aluminium thermal metallurgy
10 03 02	anode scraps
10 03 05	waste alumina
10 03 16	skimmings other than those mentioned in 10 03 15
10 03 18	carbon-containing wastes from anode manufacture other than those mentioned in 10 03 17
10 03 24	solid wastes from gas treatment other than those mentioned in 10 03 23
10 03 26	filter cakes from gas treatment other than those mentioned in 10 03 25
10 03 28	wastes from cooling-water treatment other than those mentioned in 10 03 27
10 03 30	wastes from treatment of salt slags and black drosses other than those mentioned in 10 03 29

10 04	wastes from lead thermal metallurgy
10 04 10	wastes from cooling-water treatment other than those mentioned in 10 04 09
10 05	wastes from zinc thermal metallurgy
10 05 01	slags from primary and secondary production
10 05 09	wastes from cooling-water treatment other than those mentioned in 10 05 08
10 05 11	dross and skimmings other than those mentioned in 10 05 10
10 06	wastes from copper thermal metallurgy
10 06 01	slags from primary and secondary production
10 06 02	dross and skimmings from primary and secondary production
10 06 10	wastes from cooling-water treatment other than those mentioned in 10 06 09
10 07	wastes from silver, gold and platinum thermal metallurgy
10 07 01	slags from primary and secondary production
10 07 02	dross and skimmings from primary and secondary production
10 07 03	solid wastes from gas treatment
10 07 05	filter cakes from gas treatment
10 07 08	wastes from cooling-water treatment other than those mentioned in 10 07 07
10 08	wastes from other non-ferrous thermal metallurgy
10 08 09	other slags
10 08 11	dross and skimmings other than those mentioned in 10 08 10
10 08 13	carbon-containing wastes from anode manufacture other than those mentioned in 10 08 12
10 08 14	anode scrap
10 08 18	filter cakes from flue-gas treatment other than those mentioned in 10 08 17
10 08 20	wastes from cooling-water treatment other than those mentioned in 10 08 19
10 09	wastes from casting of ferrous pieces
10 09 03	furnace slag
10 09 06	casting cores and moulds which have not undergone pouring other than those mentioned in 10 09 05
10 09 08	casting cores and moulds which have undergone pouring other than those mentioned in 10 09 07
10 09 14	waste binders other than those mentioned in 10 09 13
10 09 16	waste crack-indicating agent other than those mentioned in 10 09 15
10 10	wastes from casting of non-ferrous pieces
10 10 03	furnace slag
10 10 06	casting cores and moulds which have not undergone pouring, other than those mentioned in 10 10 05
10 10 08	casting cores and moulds which have undergone pouring, other than those mentioned in 10 10 07
10 10 14	waste binders other than those mentioned in 10 10 13
10 10 16	waste crack-indicating agent other than those mentioned in 10 10 15
10 11	wastes from manufacture of glass and glass products
10 11 03	waste glass-based fibrous materials
10 11 10	waste preparation mixture before thermal processing, other than those mentioned in 10 11 09
10 11 12	waste glass other than those mentioned in 10 11 11
10 11 16	solid wastes from flue-gas treatment other than those mentioned in 10 11 15
10 11 18	filter cakes from flue-gas treatment other than those mentioned in 10 11 17
10 12	wastes from manufacture of ceramic goods, bricks, tiles and construction products
10 12 01	waste preparation mixture before thermal processing
10 12 05	filter cakes from gas treatment
10 12 06	discarded moulds
10 12 08	waste ceramics, bricks, tiles and construction products (after thermal processing)
10 12 10	solid wastes from gas treatment other than those mentioned in 10.12 09

10 12 12	wastes from glazing other than those mentioned in 10.12.11
10 13	wastes from manufacture of cement, lime and plaster and articles and products made from them
10 13 01	waste preparation mixture before thermal processing
10 13 04	wastes from calcination and hydration of lime
10 13 07	filter cakes from gas treatment
10 13 10	wastes from asbestos-cement manufacture other than those mentioned in 10 13 09
10 13 11	wastes from cement-based composite materials other than those mentioned in 10 13 09 and 10 13 10
10 13 13	solid wastes from gas treatment other than those mentioned in 10 13 12
10 13 14	waste concrete
11	WASTES FROM CHEMICAL SURFACE TREATMENT AND COATING OF METALS AND OTHER MATERIALS; NON-FERROUS HYDRO METALLURGY
11 01	wastes from chemical surface treatment and coating of metals and other materials (for example galvanic processes, zinc coating processes, pickling processes, etching, phosphating, alkaline degreasing, anodising)
11 01 10	filter cakes other than those mentioned in 11 01 09
11 01 14	degreasing wastes other than those mentioned in 11 01 13
11 02	wastes from non-ferrous hydrometallurgical processes
11 02 03	wastes from the production of anodes for aqueous electrolytical processes
11 02 06	wastes from copper hydrometallurgical processes other than those mentioned in 11 02 05
11 05	wastes from hot galvanising processes
11 05 01	hard zinc
11 05 02	zinc ash
12	WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS
12 01	wastes from shaping and physical and mechanical surface treatment of metals and plastics
12 01 01	ferrous metal filings and turnings
12 01 03	non-ferrous metal filings and turnings
12 01 05	plastics shavings and turnings
12 01 13	welding wastes
12 01 17	waste blasting material other than those mentioned in 12 01 16
12 01 21	spent grinding bodies and grinding materials other than those mentioned in 12 01 20
15	WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED
15 01	packaging (including separately collected municipal packaging waste)
15 01 01	paper and cardboard packaging
15 01 02	plastic packaging
15 01 03	wooden packaging
15 01 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
15 01 07	glass packaging
15 01 09	textile packaging
15 02	absorbents, filter materials, wiping cloths and protective clothing
15 02 03	absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02
16	WASTES NOT OTHERWISE SPECIFIED IN THE LIST
16 01	end-of-life vehicles from different means of transport [including off-road machinery] and wastes from dismantling of end-of-life vehicles and vehicle maintenance (except 13,14, 16 06 and 16 08)
16 01 03	end-of-life tyres

16 02	wastes from electrical and electronic equipment
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13
16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15
16 03	off-specification batches and unused products
16 03 04	inorganic wastes other than those mentioned in 16 03 03
16 03 06	organic wastes other than those mentioned in 16 03 05
16 06	batteries and accumulators
16 06 04	alkaline batteries (except 16 06 03)
16 06 05	other batteries and accumulators
16 11	waste linings and refractories
16 11 02	carbon-based linings and refractories from metallurgical processes others than those mentioned in 16 11 01
16 11 04	other linings and refractories from metallurgical processes other than those mentioned in 16 11 03
16 11 06	linings and refractories from non-metallurgical processes others than those mentioned in 16 11 05
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)
17 01	concrete, bricks, tiles and ceramics
17 01 01	concrete
17 01 02	bricks
17 01 03	tiles and ceramics
17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 02	wood, glass and plastic
17 02 01	wood
17 02 02	glass
17 02 03	plastic
17 03	bituminous mixtures, coal tar and tarred products
17 03 02	bituminous mixtures other than those mentioned in 17 03 01
17 04	metals (including their alloys)
17 04 01	copper, bronze, brass
17 04 02	aluminium
17 04 03	lead
17 04 04	zinc
17 04 05	iron and steel
17 04 06	tin
17 04 07	mixed metals
17 04 11	cables other than those mentioned in 17 04 10
17 05	soil (including excavated soil from contaminated sites), stones and dredging spoil
17 05 04	soil and stones other than those mentioned in 17 05 03
17 05 08	track ballast other than those mentioned in 17 05 07
17 06	insulation materials and asbestos-containing construction materials
17 06 04	insulation materials other than those mentioned in 17 06 01 and 17 06 03
17 08	gypsum-based construction material
17 08 02	gypsum-based construction materials other than those mentioned in 17 08 01
17 09	other construction and demolition wastes
17 09 04	mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL USE
19 01	wastes from incineration or pyrolysis of waste

19 01 02	ferrous materials removed from bottom ash
19 01 12	bottom ash and slag other than those mentioned in 19 01 11
19 01 18	pyrolysis wastes other than those mentioned in 19 01 17
19 01 19	sands from fluidised beds
19 02	wastes from physico/chemical treatments of waste (including dechromatation, decyanidation, neutralisation)
19 02 03	premixed wastes composed only of non-hazardous wastes
19 02 10	combustible wastes other than those mentioned in 19 02 08 and 19 02 09
19 04	vitrified waste and wastes from vitrification
19 04 01	vitrified waste
19 05	wastes from aerobic treatment of solid wastes
19 05 01	non-composted fraction of municipal and similar wastes
19 05 02	non-composted fraction of animal and vegetable waste
19 05 03	off-specification compost
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 01	paper and cardboard
19 12 02	ferrous metal
19 12 03	non-ferrous metal
19 12 04	plastic and rubber
19 12 05	glass
19 12 07	wood other than that mentioned in 19 12 06
19 12 08	textiles
19 12 09	minerals (for example sand, stones)
19 12 10	combustible waste (refuse derived fuel)
19 13	wastes from soil and groundwater remediation
19 13 02	solid wastes from soil remediation other than those mentioned in 19 13 01
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS
20 01	separately collected fractions (except 15 01)
20 01 01	paper and cardboard
20 01 02	glass
20 01 08	biodegradable kitchen and canteen waste
20 01 10	clothes
20 01 11	textiles
20 01 34	batteries and accumulators other than those mentioned in 20 01 33
20 01 36	discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35
20 01 38	wood other than that mentioned in 20 01 37
20 01 39	plastics
20 01 40	metals
20 01 41	wastes from chimney sweeping
20 02	garden and park wastes (including cemetery waste)
20 02 01	biodegradable waste
20 02 02	soil and stones
20 03	other municipal wastes
20 03 01	mixed municipal waste
20 03 02	waste from markets
20 03 03	street-cleaning residues
20 03 07	bulky waste

2.3 Operating techniques

- 2.3.1 The activities shall be operated using the techniques and in the manner described in Table 2.3 below.

Table 2.3 Operating techniques

- | |
|--|
| <ol style="list-style-type: none">1. Unless stored or treated outside as specified waste³:<ol style="list-style-type: none">a) all bulking, transfer or treatment of waste shall be carried out inside a building;b) all waste shall be stored in a building or within a secure container.c) all waste shall be stored and treated on an impermeable surface with sealed drainage system.2. Specified waste shall be stored and treated on hard standing or on an impermeable surface with sealed drainage system. |
|--|

2.4 The site

- 2.4.1 The activities shall not extend beyond the site, being the land shown edged in green on the site plan attached to the permit.
- 2.4.2 The activities shall not be carried out within 500 metres of a European Site or a SSSI.
- 2.4.3 The activities shall not be carried out within 50m of any well spring or borehole used for the supply of water for human consumption. This must include private water supplies.
- 2.4.4 No treatment of specified waste, unless undertaken in a building, shall take place within a specified AQMA.

2.5 Technical Requirements

Waste battery and accumulator treatment

- 2.5.1 Treatment of waste batteries and accumulators must meet the minimum requirements set out in Annex III, Part A of Directive 2006/66/EC of the European Parliament and of the Council on batteries and accumulators and waste batteries and accumulators and repealing Directive 91/157/EEC.

3 – Emissions and monitoring

3.1 Emissions of substances not controlled by emission limits

- 3.1.1 Emissions of substances not controlled by emission limits (excluding odour) shall not cause pollution. The operator shall not be taken to have breached this rule if appropriate measures, including, but not limited to, those specified in any approved emissions management plan, have been taken to prevent or where that is not practicable, to minimise, those emissions.
- 3.1.2 The operator shall:
- (a) if notified by Natural Resources Wales that the activities are giving rise to pollution, submit to Natural Resources Wales for approval within the period specified, an emissions management plan;
 - (b) implement the approved emissions management plan, from the date of approval, unless otherwise agreed in writing by Natural Resources Wales.

³ “specified waste” is defined in section 4.4 of these standard rules.

- 3.1.3 All liquids in containers, whose emission to water or land could cause pollution, shall be provided with secondary containment, unless the operator has used other appropriate measures to prevent or where that is not practicable, to minimise, leakage and spillage from the primary container.

3.2 Odour

- 3.2.1 Emissions from the activities shall be free from odour at levels likely to cause pollution outside the site, as perceived by an authorised officer of Natural Resources Wales, unless the operator has used appropriate measures, including, but not limited to, those specified in any approved odour management plan, to prevent or where that is not practicable, to minimise, the odour.
- 3.2.2 The operator shall:
- (a) if notified by Natural Resources Wales that the activities are giving rise to pollution outside the site due to odour, submit to Natural Resources Wales for approval within the period specified, an odour management plan;
 - (b) implement the approved odour management plan, from the date of approval, unless otherwise agreed in writing by Natural Resources Wales.

3.3 Noise and vibration

- 3.3.1 Emissions from the activities shall be free from noise and vibration at levels likely to cause pollution outside the site, as perceived by an authorised officer of Natural Resources Wales, unless the operator has used appropriate measures, including, but not limited to, those specified in any approved noise and vibration management plan, to prevent or where that is not practicable, to minimise, the noise and vibration.
- 3.3.2 The operator shall:
- (a) if notified by Natural Resources Wales that the activities are giving rise to pollution outside the site due to noise and vibration, submit to Natural Resources Wales for approval within the period specified, a noise and vibration management plan;
 - (b) implement the approved noise and vibration management plan, from the date of approval, unless otherwise agreed in writing by Natural Resources Wales.

3.4 Fire

- 3.4.1 The operator shall manage and operate the activities in accordance with a written fire prevention plan using the current, relevant fire prevention plan guidance.
- 3.4.2 The operator shall:
- (a) if notified by Natural Resources Wales that the activities could cause a fire risk, submit to Natural Resources Wales a fire prevention plan which identifies and minimises the risks of fire;
 - (b) operate the activity in accordance with the fire prevention plan, from the date of submission, unless otherwise agreed in writing by Natural Resources Wales.

4 – Information

4.1 Records

- 4.1.1 All records required to be made by these standard rules shall:
- (a) be legible;
 - (b) be made as soon as reasonably practicable;

- (c) if amended, be amended in such a way that the original and any subsequent amendments remain legible or are capable of retrieval; and
 - (d) be retained, unless otherwise agreed by Natural Resources Wales, for at least 6 years from the date when the records were made, or in the case of the following records until permit surrender:
 - (i) off-site environmental effects; and
 - (ii) matters which affect the condition of land and groundwater.
- 4.1.2 The operator shall keep on site all records, plans and the management system required to be maintained by these standard rules, unless otherwise agreed in writing by Natural Resources Wales.

4.2 Reporting

- 4.2.1 The operator shall send all reports and notifications required by these standard rules to Natural Resources Wales using the contact details supplied in writing by Natural Resources Wales.
- 4.2.2 Within one month of the end of each quarter, the operator shall submit to Natural Resources Wales using the form made available for the purpose, the information specified on the form relating to the site and the waste accepted and removed from it during the previous quarter.

4.3 Notifications

- 4.3.1 Natural Resources Wales shall be notified without delay following the detection of:
- (a) any malfunction, breakdown or failure of equipment or techniques, accident or emission of a substance not controlled by an emission limit which has caused, is causing or may cause significant pollution;
 - (b) the breach of a limit specified in these standard rules; or
 - (c) any significant adverse environmental effects.
- 4.3.2 Written confirmation of actual or potential pollution incidents and breaches of emission limits shall be submitted within 24 hours.
- 4.3.3 Where Natural Resources Wales has requested in writing that it shall be notified when the operator is to undertake monitoring and/or spot sampling, the operator shall inform Natural Resources Wales when the relevant monitoring and/or spot sampling is to take place. The operator shall provide this information to Natural Resources Wales at least 14 days before the date the monitoring is to be undertaken.
- 4.3.4 Natural Resources Wales shall be notified within 14 days of the occurrence of the following matters except where such disclosure is prohibited by Stock Exchange rules:
- a) Where the operator is a registered company:
 - any change in the operator's trading name, registered name or registered office address; and
 - any steps taken with a view to the operator going into administration, entering into a company voluntary arrangement or being wound up.
 - b) Where the operator is a corporate body other than a registered company:
 - any change in the operator's name or address; and
 - any steps taken with a view to the dissolution of the operator.
 - c) In any other case:
 - the death of any of the named operators (where the operator consists of more than one named

individual);

- any change in the operator's name(s) or address(es); and
- any steps taken with a view to the operator, or any one of them, going into bankruptcy, entering into a composition or arrangement with creditors, or, in the case them being in a partnership, dissolving the partnership.

4.4 Interpretation

4.4.1 In these standard rules the expressions listed below shall have the meaning given.

4.4.2 In these standard rules references to reports and notifications mean written reports and notifications, except when reference is being made to notification being made "without delay", in which case it may be provided by telephone.

"accident" means an accident that may result in pollution.

"Annex I" means Annex I to Directive 2008/98/EC of the European Parliament and of the Council on waste.

"Annex II" means Annex II to Directive 2008/98/EC of the European Parliament and of the Council on waste.

"authorised officer" means any person authorised by Natural Resources Wales under section 108(1) of The Environment Act 1995 to exercise, in accordance with the terms of any such authorisation, any power specified in Section 108(4) of that Act.

"building" means a construction that has the objective of providing sheltering cover and minimising emissions of noise, particulate matter, odour and litter.

"D" means a disposal operation provided for in Annex I to Directive 2008/98/EC of the European Parliament and of the Council on waste.

"emissions of substances not controlled by emission limits" means emissions of substances to air, water or land from the activities, either from emission points specified in these standard rules or from other localised or diffuse sources, which are not controlled by an emission limit.

"European Site" means Special Area of Conservation or candidate Special Area of Conservation or Special Protection Area or proposed Special Protection Area in England and Wales, within the meaning of Council Directives 79/409/EEC on the conservation of wild birds and 92/43/EEC on the conservation of natural habitats and of wild flora and fauna and the Conservation (Natural Habitats &c) Regulations 1994. Internationally designated Ramsar sites are dealt with in the same way as European sites as a matter of government policy and for the purpose of these rules will be considered as a European Site.

"groundwater" means all water, which is below the surface of the ground in the saturation zone and in direct contact with the ground or subsoil.

"impermeable surface" means a surface or pavement constructed and maintained to a standard sufficient to prevent the transmission of liquids beyond the pavement surface, and should be read in conjunction with the term "sealed drainage system" (below).

"Natural Resources Wales" means the Natural Resources Body for Wales established by article 3 of the Natural Resources Body for Wales (Establishment) Order 2012. The Natural Resources Body for Wales (Functions) Order 2013 transferred the relevant functions of the Countryside Council for Wales, and functions of the Environment Agency and the Forestry Commission in Wales to the Natural Resources Body for Wales.

"pollution" means emissions as a result of human activity which may—

- (a) be harmful to human health or the quality of the environment,
- (b) cause offence to a human sense,

- (c) result in damage to material property, or
- (d) impair or interfere with amenities and other legitimate uses of the environment.

“quarter” means a calendar year quarter commencing on 1 January, 1 April, 1 July or 1 October.

“R” means a recovery operation provided for in Annex II to Directive 2008/98/EC of the European Parliament and of the Council on waste.

“sealed drainage system” in relation to an impermeable surface, means a drainage system with impermeable components which does not leak and which will ensure that:

- (a) no liquid will run off the surface otherwise than via the system;
- (b) except where they may lawfully be discharged to foul sewer, all liquids entering the system are collected in a sealed sump.

“specified AQMA” means an air quality management area within the meaning of the Environment Act 1995 which has been designated due to concerns about particulate matter in the form of PM₁₀.

“specified waste” means the following waste codes in Table 2.2: 01 01 01, 01 01 02, 01 04 08, 01 04 09, 01 04 13, 02 04 01, 10 11 12, 10 12 08, 10 13 14, 15 01 07, 17 01 01, 17 01 02, 17 01 03, 17 01 07, 17 02 02, 17 03 02, 17 05 04, 17 05 08, 19 12 05, 19 12 09 and 20 02 02.

“SSSI” means Site of Special Scientific Interest within the meaning of the Wildlife and Countryside Act 1981 (as amended by the Countryside and Rights of Way Act 2000).

“Waste code” means the six digit code referable to a type of waste in accordance with the list of wastes established by Commission Decision 2000/532/EC as amended from time to time (the ‘List of Wastes Decision’) and in relation to hazardous waste, includes the asterisk.

“year” means calendar year commencing on 1st January.

End of standard rules

**AWD ENVIRONMENTAL LTD
MANAGEMENT
SYSTEM
(EMS)**



**Operator: AWD (Group) Ltd
Facility: Byass Works, The Docks, Port Talbot, SA13 1RS
Permit reference: EPR/AB3895CN
Waste returns reference: EPR/AB3895CN**

**Appendix 5
Environmental Risk Assessment**

Generic risk assessment for standard rules set number SR2008No3 v3.0

Standard Facility:	Waste Operation: HCI Waste Transfer Station with treatment
Location:	Applies to all potential locations.
Location of environmentally sensitive sites (km / m):	Greater than 500m (see below)
Risk assessment carried out by:	Natural Resources Wales
Date:	25-Jun-12

The scope of the permit and associated rules is defined by the following risk criteria:

Parameter 1	Permitted activities - The storage and repackaging of waste (D15, R13, D14) and treatment consisting only of manual sorting, separation, screening, baling, shredding, crushing or compaction (D9, R3, R4, R5).
Parameter 2	Permitted waste types - Non hazardous Household, Commercial and Industrial Waste.
Parameter 3	Quantity of waste accepted at the facility: <75,000 tonnes per annum.
Parameter 4	The quantity of tyres stored at the facility shall not be more than 50 tonnes.
Parameter 5	All wastes shall be bulked, transferred or treated inside a building, except for specified low-risk waste which may be bulked, transferred or treated outside. However, specified low risk waste must be treated inside a building if the activities are being carried out within an Air Quality Management Area (AQMA) designated for particulate matter in the form of PM10.
Parameter 6	All waste shall be stored in a building or outside within a secure container, except for specified low-risk waste which may be stored outside without using containers.
Parameter 7	All waste shall be stored and treated on an impermeable surface with sealed drainage system, except for specified low-risk waste which may be stored and treated on hard standing.
Parameter 8	The only point source discharges to controlled waters or groundwater, are surface water from the roofs of buildings and from areas of the facility not used for the storage or treatment of wastes.
Parameter 9	The activities shall not be carried out within 500m of a European Site (candidate or Special Area of Conservation, proposed or Special Protection Area or Ramsar site) or a Site of Special Scientific Interest (SSSI);
Parameter 10	The activities shall not be carried out within 50m of any well, spring or borehole used for the supply of water for human consumption. This must include private water supplies.
Parameter 11	The activities are not carried out predominantly using a limited number of the permitted waste types in a manner which significantly increases any of the risks compared to the generic operation of this type of facility, for example predominantly storing wastes which presents a significant increase in fire risk.
Abbreviations:	SR - Standard Rule SR (emissions of substances not controlled by emission limits - buildings) - emissions of substances shall not cause pollution...., with appropriate measures: bulking, transfer or treatment in a building; storage in a building or secure container; waste storage and treatment.... on impermeable surface with sealed drainage (except); specified waste storage and treatment.... on hard standing or on impermeable surface with sealed drainage.

	Data and information					Judgement			Action (by permitting)		
Aspect Reference	Receptor	Source	Harm	Pathway	Probability of exposure	Consequence	Magnitude of risk	Justification for magnitude	Risk management	Residual risk	Relevant AWD Procedure
	What is at risk? What do I wish to protect?	What is the agent or process with potential to cause harm?	What are the harmful consequences if things go wrong?	How might the receptor come into contact with the source?	How likely is this contact?	How severe will the consequences be if this occurs?	What is the overall magnitude of the risk?	On what did I base my judgement?	How can I best manage the risk to reduce the magnitude?	What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).	
ASP1	Local human population	Releases of particulate matter (dusts) and micro-organisms (bioaerosols).	Harm to human health - respiratory irritation and illness.	Air transport then inhalation.	High	Medium	High	Permitted waste types do not include dusts, powders or loose fibres but the treatment activities will produce particulate matter so a high magnitude risk is estimated. There is potential for exposure if anyone is living or working close to the site (apart from the operator and employees)	SR (emissions of substances not controlled by emission limits - buildings). SR (if required) - emissions management plan. Long term increases in particulate levels are restricted by SR - treatment of specified low risk wastes shall be carried out inside a building if the activities are located within an AQMA designated for PM10.	Low	P001, P008, P014, P015
ASP2	Local human population	As above	Nuisance - dust on cars, clothing etc.	Air transport then deposition	Medium	Low	Low	Local residents often sensitive to dust.	As above	Low	P008, P014, P015
ASP3	Local human population, livestock and wildlife.	Litter	Nuisance, loss of amenity and harm to animal health	Air transport then deposition	Medium	Medium	Medium	Local residents often sensitive to litter.	As above. Appropriate measures could include clearing litter arising from the activities from affected areas outside the site.	Low	P009, P014, P015

	Data and information					Judgement			Action (by permitting)		
Aspect Reference	Receptor	Source	Harm	Pathway	Probability of exposure	Consequence	Magnitude of risk	Justification for magnitude	Risk management	Residual risk	Relevant AWD Procedure
ASP4	Local human population	Waste, litter and mud on local roads	Nuisance, loss of amenity, road traffic accidents.	Vehicles entering and leaving site.	Medium	Medium	Medium	Road safety, local residents often sensitive to mud on roads.	As above. Appropriate measures could include clearing waste, litter and mud arising from the activities from affected areas outside the site.	Low	P009, P010, P014, P015
ASP5	Local human population	Odour	Nuisance, loss of amenity	Air transport then inhalation.	Medium	Medium	Medium	Local residents often sensitive to odour.	SR - emissions shall be free from odour.... SR (if required) - odour management plan. Odour will be restricted by SR (emissions of substances not controlled by emission limits - buildings).	Low	P001, P002, P012, P014, P015
ASP6	Local human population	Noise and vibration	Nuisance, loss of amenity, loss of sleep.	Noise through the air and vibration through the ground.	Medium	Medium	Medium	Local residents often sensitive to noise and vibration	SR - emissions shall be free from noise and vibration..... SR (if required) - noise and vibration management plan. Noise will be restricted by SR (emissions of substances not controlled by emission limits - buildings).	Low	P007, P014, P015
ASP7	Local human population	Scavenging animals and scavenging birds	Harm to human health - from waste carried off site and faeces. Nuisance and loss of amenity.	Air transport and over land	Medium	Medium	Medium	Permitted wastes may attract scavenging animals and birds. Specified low-risk wastes stored outside may become nesting / breeding sites.	SR - emissions of substances not controlled by emission limits (including those from scavenging animals, scavenging birds and other pests) shall not cause pollution....Access to waste is restricted by SR (emissions of substances not controlled by emission limits - buildings).	Very low	P001, P002, P011, P014, P015

	Data and information					Judgement			Action (by permitting)		
Aspect Reference	Receptor	Source	Harm	Pathway	Probability of exposure	Consequence	Magnitude of risk	Justification for magnitude	Risk management	Residual risk	Relevant AWD Procedure
ASP8	Local human population	Pests (e.g. flies)	Harm to human health, nuisance, loss of amenity	Air transport and over land	Medium	Medium	Medium	Insect pests can multiply on permitted wastes, particularly in summer months	As above	Low	P001, P002, P011, P014, P015
ASP9	Local human population and local environment	Flooding of site	If waste is washed off site it may contaminate buildings / gardens / natural habitats downstream.	Flood waters	Low	Medium	Low	Permitted waste types are non-hazardous so any waste washed off site will add to the volume of the local post-flood clean up workload, rather than the hazard.	SR - management system (will include flood risk management). Waste washed off site restricted by SR (emissions of substances not controlled by emission limits - buildings).	Very low	P006, P014
ASP10	Local human population and / or livestock after gaining unauthorised access to the waste operation	All on-site hazards: wastes; machinery and vehicles.	Bodily injury	Direct physical contact	Medium	Medium	Medium	Permitted waste types are non-hazardous so only a medium magnitude risk is estimated.	SR - activities shall be managed and operated in accordance with a management system (will include site security measures to prevent unauthorised access). Access to waste restricted by SR (emissions of substances not controlled by emission limits - buildings).	Low	Security Fence and CCTV in place. Form SF07 for Site Inspections
ASP11	Local human population and local environment.	Arson and / or vandalism causing the release of polluting materials to air (smoke or fumes), water or land.	Respiratory irritation, illness and nuisance to local population. Injury to staff, firefighters or arsonists/vandals. Pollution of water or land.	Air transport of smoke. Spillages and contaminated firewater by direct run-off from site and via surface water drains and ditches.	Medium	Medium	Medium	Permitted waste types do not include sludges or liquids and are non-hazardous so only a medium magnitude risk is estimated.	As above. SR - management system (will include fire and spillages). Spread of fire restricted by SR (emissions of substances not controlled by emission limits - buildings). SR - tyre storage no more than 50 tonnes.	Low	See FFMP and P003, P014, P015

	Data and information					Judgement			Action (by permitting)		
Aspect Reference	Receptor	Source	Harm	Pathway	Probability of exposure	Consequence	Magnitude of risk	Justification for magnitude	Risk management	Residual risk	Relevant AWD Procedure
ASP12	Local human population and local environment	Accidental fire causing the release of polluting materials to air (smoke or fumes), water or land.	Respiratory irritation, illness and nuisance to local population. Injury to staff or firefighters. Pollution of water or land.	As above.	Medium	Medium	Medium	Risk of accidental combustion of waste is moderate.	As above (excluding comments on access to waste). Permitted activities do not include the burning of waste.	Low	See FFMP and P001, P002, P003, P014, P015
ASP13	All surface waters close to and downstream of site.	Spillage of liquids, leachate from waste, contaminated rainwater run-off from waste e.g. containing suspended solids.	Acute effects: oxygen depletion, fish kill and algal blooms	Direct run-off from site across ground surface, via surface water drains, ditches etc.	Medium	Medium	Medium	Permitted waste types do not include sludges or liquids so only a medium magnitude risk is estimated. There is potential for contaminated rainwater run-off from wastes stored outside buildings especially during heavy rain.	SR - all liquids shall be provided with secondary containment.... (applies to non- wastes such as fuels). Run-off restricted by SR (emissions of substances not controlled by emission limits - buildings).	Very low	P005
ASP14	All surface waters close to and downstream of site.	As above	Chronic effects: deterioration of water quality	As above. Indirect run-off via the soil layer	Medium	Low	Low	Waste types are non-hazardous so harm is likely to be temporary and reversible.	As above	Low	P005
ASP15	Abstraction from watercourse downstream of facility (for agricultural or potable use).	As above	Acute effects, closure of abstraction intakes.	Direct run-off from site across ground surface, via surface water drains, ditches etc. then abstraction.	Medium	Medium	Medium	Watercourse must have medium / high flow for abstraction to be permitted, which will dilute contaminated run-off.	As above. Also the activities shall not be carried out within 50m of any well, spring or borehole used for the supply of water for human consumption. This must include private water supplies.	Low	P005
ASP16	Groundwater	As above	Chronic effects: contamination of groundwater, requiring treatment of water or closure of borehole.	Transport through soil/groundwater then extraction at borehole.	Medium	Medium	Medium	There is a potential for contaminated rainwater run-off or leachate from permitted waste types.	As above, or within 50m of any well, spring or borehole used for the supply of water for human consumption. This must include private water supplies.	Low	P005

	Data and information					Judgement			Action (by permitting)		
Aspect Reference	Receptor	Source	Harm	Pathway	Probability of exposure	Consequence	Magnitude of risk	Justification for magnitude	Risk management	Residual risk	Relevant AWD Procedure
ASP17	Local human population	Contaminated waters used for recreational purposes	Harm to human health - skin damage or gastro-intestinal illness.	Direct contact or ingestion	Low	Medium	Low	Unlikely to occur, but might restrict recreational use.	SR (emissions of substances not controlled by emission limits - buildings). SR (if required) - emissions management plan.	Very low	P005
ASP18	Protected sites - European sites and SSSIs	Any	Harm to protected site through toxic contamination, nutrient enrichment, smothering, disturbance, predation etc.	Any	Medium	Medium	Medium	Waste operations may cause harm to and deterioration of nature conservation sites.	SR (emissions of substances not controlled by emission limits - buildings). SR - activities shall not be carried out within 500m of a European Site or SSSI. (Distance criteria as agreed with Natural England/Countryside Council for Wales).	Low	No Protected Site in Close Proximity

Notes: Red triangle indicates comment containing supporting information

Yellow columns contain drop down menus that allow automatic evaluation of risk in green column