Philip Lock T/A G Lock

14 Llandygai Industrial Estate, Llandygai, Gwynedd LL57 4YH

Metal Recycling Site

MANAGEMENT SYSTEM

Version 1.0 - 5th November 2012

Prepared by:

Oaktree Environmental Ltd

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Appendix III - Waste types and Standard Rules

Appendix IV- Health and Safety - Conditions for site use for staff and visitors

Appendix V- Planning Permission

Document Versions	**Issue date**	**Status**	**Revisions/comments**
1.0	5th November 2012	Submission to EA	to accompany Standard Rules Permit SR2008No.21

1.0 GENERAL CONSIDERATIONS

1.1 Site operator/licence holder

1.1.1 The waste management site which is the subject of this management system is operated by Philip Lock t/a G Lock..

1.1.2 The site is located at:

Unit 14 Llandygai Industrial Estate,
Llandygai, Gwynedd LL57 4YH

Contact Details: Philip Lock
Tel 01248 353328

Grid Reference: SH 5918 7112

1.1.3 Oaktree Environmental Ltd have been employed to assist in the preparation of this management system to accompany the application for a Standard Rules Permit (SR2008No21). The document provides information to the Environment Agency and gives instructions to staff specifying how the site is managed.

Contact details for Oaktree Environmental Ltd are as follows:

Address: Oaktree Environmental Ltd
Unit 5 Road One
Winsford Industrial Estate
Winsford
CW7 3RY
Tel: 01606-558833
Fax: 01606 861182
Contact details: Jan Edwards (Senior Consultant)
E-mail: jan@oaktree-environmental.co.uk

1.2 Site history

1.2.1 G. Lock is along established metal processing business and has been operating in the Bangor area for almost ninety years and at Port Penrhyn for the last thirty years. A suitable site became vacant at the Llandygai Industrial Estate which the applicant (Mr Philip Lock) decided to purchase with a view to operate a metal processing facility on the land and therefore applied for the relevant planning.

1.2.2 The above site was granted planning permission on 2nd November 2007 for change of use of land as 'metal, cardboard, Upvc and timber recycling centre, erection of a 4 metre high concrete panelled perimeter wall, siting of processing machinery, weighbridge and storage of scrap metal'.

1.2.3 The site consists of 7 hectacres and has one large and one small single storey workshop, a two storey office facility and a substantial concrete surfaced yard area. The boundaries are clearly defined with 4 metre high concrete panel walls and two sets of 4 metre high double metal gates.

1.2.4 The site is screened to the rear by a mature woodland and is situated on an established industrial estate with excellent transport routes serving North Wales.

1.3 Permitted area/waste management operations

1.3.1 A Paragraph 45 waste exemption was registered in 2010 by the Environment Agency for the treating and keeping of scrap metal at this site. Due to its expiry, an application is being made for a Standard Rules permit SR2008No.21. The applicant also operates an ELV (ATF) under Standard Rules SR2008No.20 on the same site.

1.3.2 The area which is the subject of this management system is outlined in green on Drawing No. 2580/121/02. All references to 'the site' in this management system shall mean this area and the infrastructure, plant and equipment associated with the keeping and treating of scrap metal. The area stated above forms the boundary for relevant planning permission.

1.3.3 Specified waste management operations include waste disposal and waste recovery operations listed in Part II and III of Schedule 4 of the Environmental Permitting Regulations 2007. They are listed in summary below:

R4: Recycling or reclaimation of metals
R5: Recycling or reclaimation of other inorganic materials
R13: Storage of waste pending recovery
D15: Storage of waste pending disposal

1.3.4 The recycling operations carried out on site are limited to those listed in Standard Rules Permit SR2008No.21.

1.4 Hours of operation

1.4.1 The site will operate and be open to the public throughout the year during the following hours (this document will be updated if there are any permanent changes):

Monday to Friday	0730 to 1700
Saturday	0800 to 1400
Sundays and Bank Holidays	Closed

1.4.3 Lighting

During official lighting up times or during times of low light the site has sufficient lighting within the working areas to permit effective inspection of waste and ensure that safe working practices are maintained on site.

1.5 Waste types and quantities

1.5.1 The waste types to be accepted at the site will consist of household, commercial and industrial ferrous and non ferrous metals. A list of the waste types, consisting of the relevant codes and descriptions from the EWC Waste Classification, is attached to this management system in Appendix III as stated of the Standard Rules Permit.

1.6 Total waste quantities

1.6.1 The maximum amount of waste which the site will accept will be <75,000 tonnes per annum.

1.6.2 The following quantities are estimates only as will depend on fluctuating market forces and therefore may vary. Revisions can be submitted to the EA upon request.

Estimated Maximum Daily tonnage:
- Ferrous metals - 200 tonnes
- Non Ferrous metals - 20 tonnes

Estimated Maximum Quantity Stored at Site
- Ferrous metals - 20,000 tonnes
- Non Ferrous metals - 5,000 tonnes

1.7 Staffing and management

1.7.1 The site will be manned by at least 2 employees whenever it is open. A total of 7 staff will work at the site, as detailed below (minimum staffing levels are shown in brackets):

Position	No.	Responsibilities
Site manager/administrator	2(1)	Supervision of site operation. General admin/accounts/record keeping
Site operatives	5(1)	Assist in general duties, processing of ferrous and nonferrous metals, plant operation and maintenance.

Additional staff maybe employed on site during busy periods to carry out site maintenance works, plant maintenance, administration and record keeping.

1.8 Fit and proper persons

1.8.1 Technical competence - all staff on site will be trained to understand the procedures relevant to this working plan which apply directly to their own work. The technically competent management for the site will be provided by Miss Nia Owen.

1.8.2 Relevant convictions - at the date of writing neither Philip Lock nor any employee of G Lock have been convicted of a relevant offence.

1.9 Exempt activities

1.9.1 Activities which are outside the scope of the environmental permit for the site (listed in Schedule 3 of the Environmental Permitting Regulations 2010 may be carried out at the site and the relevant details will be registered with the Environment Agency (or other appropriate body) prior to commencement. Where the exemption requires registration with a body other than the Agency a copy of the exemption registration details will be sent to the Agency for information.

2.0 SITE ENGINEERING AND INFRASTRUCTURE

2.1 General

2.1.1 The site consists of 7 hectacres and has one large and one small single storey workshop, a two storey office facility and a substantial concrete surfaced yard area. as shown on Drawing No. 2580/121/03.

2.2 Access and parking

2.2.1 Access to the site is as shown on Drawing No. 2580/121/03. Adequate parking for staff and visitors is available.

2.3 Notice board and signs

2.3.1 A notice board will be displayed at the entrance to the site. The details below will be noted on the sign:

- The site name and address.
- The name of the permit holder and operator.
- The Environmental Permit number and accompanying statement stating that the site is permitted by the Environment Agency.
- Environment Agency contact details, Emergency No. 0800 807060 and General enquires No. 08708 506506.
- Operator's "out of hours"emergency contact details (telephone number).
- Operating hours.

2.3.2 Additional signs maybe displayed around the site for operational/health and safety purposes.

2.4 Site security

2.4.1 The boundaries are clearly defined with 4 metre high concrete panel walls topped with razor wire, to the northwest, northeast and southeast boundaries as agreed with the Gwynedd Council Planning Authority. Full details of the boundary is detailed on Drawing No 2580/121/03. There are two sets of 4 metre high double metal gates. Which include a set of sliding gates which will be locked when the site is unoccupied.

2.4.2 The site also has 24 hour security system with CCTV security cameras.

2.4.3 The site is screened to the rear by a mature woodland and is situated on an established industrial estate with excellent transport routes serving North Wales.

2.5 Site office/stores

2.5.1 The location of the site office is shown on Drawing No. 2580/121/03. Toilet and cleaning facilities are provided for staff on site. A telephone and fax machine are available in the site office.

The following documentation will be stored in the site office:

Documents to be retained in site office
Environmental Permit
Copy of Management System
Site diary (to record all inspections/visitors to the site)
Environment Agency inspection forms
In-house inspection sheets/record forms
Duty of care transfer notes (2 years minimum)
Hazardous waste consignment notes (3 years minimum)
Waste delivery tickets
Accident Management Plan
Accident book (& 1st aid kit)

2.6 Weighbridge

2.6.1 There is a weighbridge provided on site.

2.7 Wheel cleaning facilities

2.7.1 No wheel cleaning facilities are proposed at the site. The waste types handled on site and the fact that the main vehicle running surfaces are hard surfaced with concrete reduces the likelihood of mud or debris being carried onto the surrounding public highways.

2.8 Fuel storage

2.8.1 Any fuel tanks/containers which are stored on site will be surrounded by a bund which is capable of containing a minimum of 110% of the volume of fuel stored in the tank. All pipework and associated infrastructure will be enclosed within the bund and a lock will be fitted to the tank valve to prevent unauthorised operation. Any oil storage facility will comply with the Control of Pollution (Oil Storage) (England) Regulations 2001 SI No.2954. All valves and gauges on the tank will be constructed to prevent damage caused by frost. The tanks will be clearly marked showing their capacity and product within.

2.9 Waste handling- Ferrous and non-ferrous metals received on site

2.9.1 Ferrous and non-ferrous accepted at the site will be stored in the areas as shown Drawing No. 2580/121/03. The metals will be bulked up after any permitted processing before being removed of site for reuse or further recovery.

2.10 Rejected wastes

2.10.1 A sealed container (such as a lockable skip), maximum capacity 16 yd^3, will be available at the site for the deposition of unauthorised waste (including quarantined waste) which cannot be removed from the site immediately. The exact location of the skip/container may be varied as operating conditions permit. The container will be kept separate from other wastes which are stored on the site and no wastes that are stored within it shall be kept for longer than 7 days. A note will be made in the site diary of all wastes placed within and removed from the container and should any hazardous wastes be placed within the container the Agency will be informed as soon as is practicably possible.

2.11 Drainage

2.11.1 The site is hard surfaced consisting of concrete hardstanding. There is a 3 chamber interceptor installed in the largest workshop. Details of the drainage system are detailed on Drawing No.2580/121/04.

2.12 Vehicles, plant and equipment

2.12.1 The site may utilise any of the following equipment for deposit, handling treating and removal of wastes/materials (minimum required plant/machinery) :

Plant/Equipment	No.	Use
Liebherr 904C crane grab	2	Loading of mixed scrap,
Fork Lift truck	1	Movement of vehicles/containers, general movement of materials.
Shear/Baler	1	Cutting and baling metals, crushing depolluted vehicles
Cable stripper	2	Stripping cables
Hydraulic shears	1	Cutting metals

2.12.2 Additional plant will be hired to cover any very busy periods or breakdowns.

3.0 SITE OPERATIONS

3.1 Checking in & inspection of loads

3.1.1 Scrap metal (ferrous and non ferrous) is accepted at the site from the public, industry and commerce. All persons delivering waste to the site are required to report to the site office upon arrival at the site.

3.1.2 Where a controlled waste transfer note accompanies a consignment of waste the note will be checked to ensure that it accurately describes the type and quantity of waste. If the waste does not meet the description stated on the controlled waste transfer note the customer will be advised to check the note and give a more detailed description of the waste. If the more detailed description of the waste reveals that the waste is not permitted at the site then the customer will be advised to contact the Environment Agency to find an alternative site.

3.1.3 A visual inspection of the waste will be carried out by a designated employee of G Lock within the site reception area and any accompanying paperwork will be checked.

3.2 Weighing and categorising loads

3.2.1 The weight of delivered vehicles will be determined by the weighbridge or estimated by volume. The weight of the delivery vehicles may be recorded as the std/plate net weight for that type of vehicle if available.

3.2.2 If acceptable, will be directed to the appropriate holding area.

3.2.3 If unacceptable will be returned to the producer or if this is not possible will be treated as rejected waste (see section 2.10 above)

3.3 Waste deposit, handling and storage

3.3.1 Ferrous and non-ferrous metals will be taken to the appropriate storage area (see Drawing No. 2580/121/03).

3.3.2 Loads of mixed scrap/plate and girder will be stored in the processing area for general ferrous scrap as shown on Drawing No. 2580/121/03, prior being fed into the metal shear/baler machine. It is then stored in the processed mixed scrap area awaiting onward dispatch off site. High grade steel plate and girders will also go into the shear/baler and then stored in the plate girder area prior to export off site.

3.3.3 Non-ferrous metals including copper/lead, aluminium and stainless steel will be processed in the smaller of the Processing Building as shown on Drawing No. 2580/121/03 prior to export to specialist processor off site.

3.3.4 Cables will be stored within the designated storage areas before being stripped by a mobile cable stripper. The metal will then be stored in the appropriate storage area and the stripped insulation will be bulked up prior to removal off site for recycling.

3.3.5 If the maximum storage capacity of the site is reached then no further waste will be accepted until vehicles/scrap metal have been removed off site to a suitably licensed, exempt or otherwise authorised site.

3.4 Record keeping

3.4.1 The details below will be recorded on a combination of the record keeping forms listed in Appendix II, the site diary, controlled waste transfer notes (where required) or other authorised documentation.

3.4.2 The following details will be recorded for every load deposited at the site (2580/121/RF/1):

i. Date/time of delivery.
ii. Description of waste (including EWC codes where relevant).
iii. Source of waste.
iv. Quantity (tonnes).
v. Further details (when required).

3.4.3 The following details will be recorded for every load of waste leaving the site (2580/121/RF/3):

i Date of removal.
ii Description of waste/scrap/item (including EWC codes where relevant).
iii Quantity (tonnes).
iv Destination.
v. Carrier details (where required).

3.4.4 The following details will be recorded for all waste which is rejected from the site (2580/121/RF/2):

i. Date and time
ii. A description of the waste (including EWC codes).
iii. Quantity of waste.
iv. Reason for the rejection of waste and action taken.
v. Name, address and telephone No. of waste producer.

vi. The carrier's name, registration number and vehicle registration.
vii. A copy of all accompanying paperwork.
viii. Action taken

3.4.5 A summary of waste types and quantities deposited at and removed from the site will be forwarded to the Environment Agency at annual intervals as specified in the waste environmental permit for the site. The outcome of all inspections of hardstanding areas, drainage channels, waste types, gates, fencing, fuel tanks bunding etc. will be recorded in the site diary (including action taken or proposed) and site inspection form 2580/121/RF/4. Official visitors to the site will sign the diary upon arrival and exit.

4.0 ENVIRONMENTAL CONTROL, MONITORING AND REPORTING

4.1 Breakdowns and spillages

4.1.1 In the event of breakdown of any loading/handling plant an alternative machine will be brought on site until it is repaired. If an alternative machine cannot be used then no waste will be deposited until the plant is repaired.

4.1.2 All spillages of waste, windblown litter and other debris will be cleared away immediately. Spillage clearance procedures are detailed in Section 5.

4.1.3 The concreted yard area of the site will be inspected daily when the site is in operation and debris will be swept as required and placed in a skip. Any spillages of potentially polluting liquid will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will then be stored prior to being taken to a suitably permitted site for disposal.

4.2 Site inspections and maintenance

4.2.1 Site diary - A site diary/site record form 2580/121/RF/4 for the purpose of recording site activities will be maintained on site. The diary will also be used to record any other information relevant to the working of the site. The following information will be recorded in the diary/record forms required by the environmental permit:

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

4.2.2 The gates and fencing mentioned in section 2.4.1 and 2.4.2 will be checked on a regular basis (daily) and the results of the inspections will be marked on record form GL/RF/4. Defects in the gates and fencing which may permit unauthorised access to the site will be recorded in the site diary. Until repair is carried out, temporary measures will be taken before the end of the working day, to ensure that access to the site through the defective gate/fence is not possible. Defects to fencing will be fully repaired within 5 working days.

4.2.3 Any defects (other than gates and fencing) found during the daily site inspection will be repaired by the end of the working day where possible. If a repair is not possible by the end of the working day the Environment Agency will be contacted to agree a suitable timescale for repair.

4.2.4 The site drainage system will be inspected at weekly intervals to ensure that it is functioning effectively. Any necessary maintenance will be carried out as soon as possible.

4.3 Control of mud and debris

4.3.1 Vehicles will be visually inspected before exit to check that loads are safe and that no mud is carried out on the wheels or body of the vehicle. Visual inspections of the site surface are carried out daily and should any problems with mud on the site surface arise site staff will divert vehicles away from the mud and report the problem immediately to the site manager.

4.4 Control and monitoring of dust

4.4.1 Site operations will be carried out to minimise the creation of dust. If necessary a water hose or bowser will be used to spray the site surface to prevent the formation of excessive dust. Dust emissions will be monitored visually every day.

4.4.2 Water Supply - A constant supply of mains water will be available for dust suppression in all climatic conditions. All external water pipes will be lagged to prevent frost damage during Winter months.

4.5 Odour control

4.5.1 If malodorous waste is discovered on site, it will be transferred into the rejected waste skip and removed from the site immediately.

4.6 Litter control

4.6.1 Due to the nature of the waste accepted on site is unlikely to be an issue. Any litter which does escape and is arrested by the site boundary fencing will be removed before the end of the working day on which it is discovered. Any litter from the site deposited outside the site boundary will be removed before the end of the working day.

4.7 Control of pests, birds and other scavengers

4.7.1 A recognised pest control contractor will be brought in if any problems are encountered. The site will be inspected daily for the presence of vermin and the results of the inspection noted in the site diary or site inspection form.

4.8 Vibration

4.8.1 No vibrating plant is used on site.

4.9 Control and monitoring of noise

4.9.1 It is not anticipated that site operations will be cause a noise nuisance as there are no sensitive receptors in the vicinity of the site and given that the location of the dominant noise source (shearer) is in the centre of the site and the 4 metre high concrete boundary wall it is considered the likelihood of complaints is remote.

5.0 EMERGENCY PROCEDURES

5.1 General

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

5.2 Fire

5.2.1 No waste will be burnt on site. In the event of a fire occurring on site the operator will exercise his judgement and extinguish the fire with a suitable fire extinguisher and/or call the fire service for assistance. Any fires will be reported to the Environment Agency on the working day that they occur and will be confirmed in writing by fax or letter within 3 working days. All persons will be evacuated from the site if necessary. Smoking is not permitted on site. Fire fighting residues will be disposed of to a licensed waste management facility.

5.3 Spillages

5.3.1 All fuel and chemical stores on site will be bunded to contain any fuel leaks. If any spills occur a spill containment kit (absorbent pads, booms or granules) will be used to prevent further spillage and the contaminated absorbents placed in a suitable container prior to disposal to a suitably authorised facility. A supply of spillage containment kits will be kept on site within the workshops.

5.4 Drums

5.4.1 The deposit of drummed waste is not permitted at the site. If drummed waste is found in a vehicle it will be isolated and removed from site as soon as is reasonably practicable.

5.5 Adverse reactions

5.5.1 No wastes are accepted which will react to present such a hazard. If unauthorised waste is found and does present such a hazard it will be isolated and removed from site as soon as is reasonably practicable.

5.6 High winds

5.6.1 The types of waste on site are unlikely to blow off site in high winds. Vehicles leaving the site will be sheeted if necessary to comply with the Duty of Care legislation.

5.7 Operational failure

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

5.8 Overturned vehicle

5.8.1 If a vehicle is overturned on the site or near the site entrance then no further waste will be accepted until the vehicle has been righted and any spillages have been cleared as described in Section 5.3.

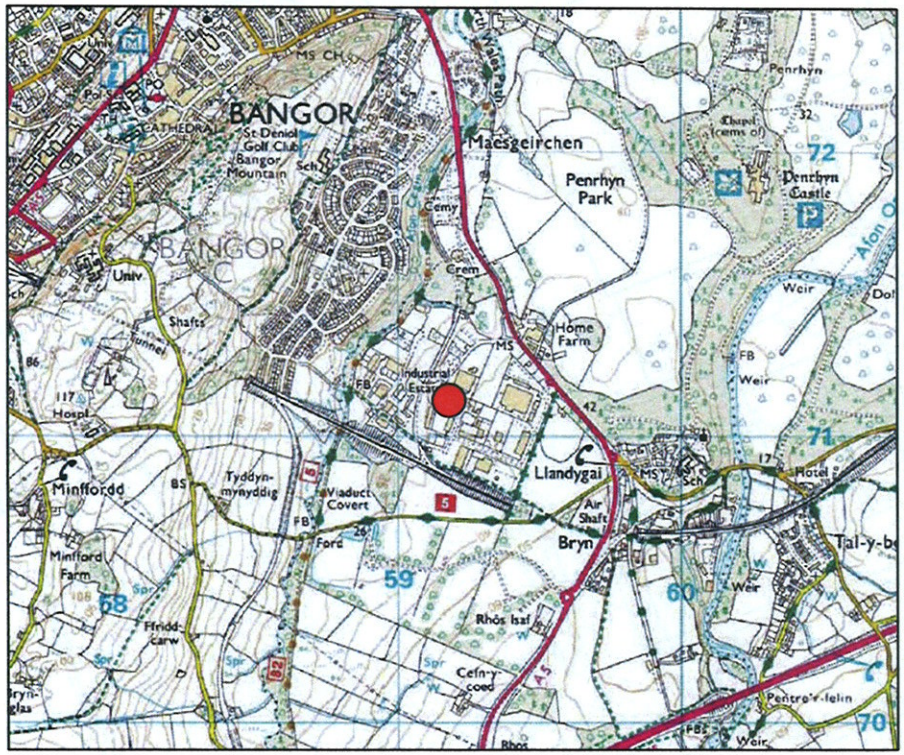
5.9 Bomb Scare

5.9.1 In the unlikely event of a bomb scare the site will be evacuated and the police contacted. The police will then assume control of the site until the threat has been verified or the device defused and removed.

Appendix I

Drawings

N



Oaktree Environmental Ltd
Waste Management and Environmental Consultants
Unit 5, Oasis Park, Road One
Winsford Industrial Estate
Winsford, Cheshire CW7 3RY
Tel: 01606 558833 Fax: 01606 861182
E-mail: sales@oaktree-environmental.co.uk

Title:	SITE LOCATION MAP
Drawing No:	2580/121/01
Client:	G Lock Scrap Metal Processors
Site:	Unit 14, Llandygai Industrial Estate, Bangor, Gwynedd, LL57 4YH
NGR:	

Date: 5 November 2012		Printed At: A4
Scale: 1:25,000	Revision: -	Drawn By: CP
Client No: 121	Job No: 2580	Checked: JE

KEY:

Site Location

Notes:

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Revision Details:

Rev:	Description:	Date:
-	Initial drawing	05/11/12



Oaktree Environmental Ltd
Waste Management and Environmental Consultants
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Winsford Industrial Estate
Winsford, Cheshire CW7 3RY
Tel: 01606 558833 Fax: 01606 861182
E-mail: sales@oaktree-environmental.co.uk

Client: G Lock Scrap Metal Processors

Site: Unit 14, Llandygai Industrial Estate, Bangor, Gwynedd LL57 4YH

Date: 5 November 2012 | Scale: 1:1,250

Title: PERMIT BOUNDARY PLAN

Printed At: A4 | Revision: - | Drawn By: CP

Drawing No: 2580/121/02

Client No: 121 | Job No: 2580 | Checked: JE

KEY:

= Permit Boundary

Notes:

The permit boundary represents the scrap metal activities which were under a Paragraph 45 exemption.

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Revision Details:

Rev:	Description:	Date:
-	Initial drawing	05/11/12


N
Gas Cylinder Storage Area
Tyre Storage Area
4m high concrete panelled perimeter wall
Bunded Oil Storage Tank
Vehicle de- Pollution/Building
Waste Entry (Trade Only)
Waste In
Bunded Engine Storage Area
Circulation Area
Plate and Girder
(Max height 8m)
Bunded Battery Storage Area
Metal Shear / Baling Machine
Interceptor Chambers
Non Ferrous Metal Processing Area
(Copper / Lead / Aluminium / Stainless / Steel)
(Dispatched off site to specialist processor)
Crane Working Area
Steel/Aluminium Can/Cardboard/ uPVC and Timber Re - Cycling Area
(Trade Only)
Mixed Scrap for processing
Weigh bridge Office
Weigh bridge
Crane Working Area
4m wide Buffer Zon
Staff parking area
Lorry Parking Area
Screen Planting
Processed Scrap
(Max height 6m)
Parking
hard standing
Sub station
Sentoiled Exit Only
(Processed Waste or
to Specialist Processor off Site)
Existing access
4m high concrete panelled perimeter wall
Additional Screen Planting
Existing vehicular access sealed



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Title: SITE DRAINAGE PLAN

Drawing No: 2580/121/04

Client: G Lock Scrap Metal Processors

Site: Unit 14 Llandygai Indutrial Estate, Bangor, Gwynedd, LL57 4YH

NGR:

Date: 5 November 2012 Printed At: A1

Scale: 1:200

Revision: - Drawn By: CP Checked: JE

KEY:

- Surface water drainage
- Foul water drainage
- Manhole / inspection chamber
- fall — Fall & direction

Notes:

Drawing has been created using Drawing No. 462.1, drawn by Eric Hughes Building Design Services (01248 670860).

Revision Details:

Rev	Description	Date
-	Initial drawing	05/11/12

Appendix II

Record Keeping Forms

Philip Lock T/A G. Lock

RECYCLING CENTRE WASTE INPUT RECORD FORM - 2580/121/RF/1 DATE:.....

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

Philip Lock T/A G.Lock

REJECTED WASTE - RECORD FORM 2580/121/RF/2

DATE	
TIME	
WASTE DESCRIPTION	
QUANTITY OF WASTE	
PRODUCER/HOLDER'S NAME, ADDRESS & TELEPHONE No.	
NAME OF CARRIER	
VEHICLE REGISTRATION	
CARRIER REG. No.	
REASON FOR REJECTION OF WASTE	
ACTION TAKEN	

NOTE: FAX TO ENVIRONMENT AGENCY ON _____

Philip Lock T/A G. Lock **RECYCLING CENTRE** **Waste Output Record Form - 2580/121/RF/3** **Month.....**

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

Philip Lock T/A G. Lock

SITE INSPECTION FORM [2580/121/RF/4] - DAILY INSPECTIONS

WEEK STARTING							
TYPE OF INSPECTION	DAY						
	M	T	W	T	F	S	S
SITE ENTRANCE/NOTICE BOARD							
SECURITY - GATES							
SECURITY - FENCING							
SITE ROADS / SURFACES							
WASTE CONTAINERS & BAYS							
WASTE TYPES							
WASTE/SKIP STORAGE							
DEPOLLUTION RIG							
PLANT/EQUIPMENT (OTHER)							
FUEL TANK/BUND							
CONCRETE HARDSTANDING							
HOLDING TANK							
INTERCEPTOR							
DRAINAGE							
WASTE TYPES/ QUANTITIES VEHICLES							
NON WASTE /QUANTITIES VEHICLES							
HAZARDOUS WASTE TYPES / STORAGE							
NOISE LEVELS							
FIRES							
LITTER							
DUST							
ODOUR							
VERMIN							
RECORDS							
OTHER -							
INSPECTION CARRIED OUT BY							
TCM ATTENDANCE							

NOTES/ACTION:

CHECKED BY		SIGNATURE	
POSITION		DATE	

Philip Lock T/A G. Lock

RECYCLING CENTRE - VISITOR LOG/COMPLAINTS RECORD - 2580/121/RF/5

NAME	SIGNATURE	DATE	ORGANISATION (where applicable)	TIME IN	TIME OUT	COMMENTS/COMPLAINTS

Philip Lock T/A G. Lock
Complaints Report Form (RF/7)

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

Complaint recording procedure.

1) Any complaints received will be recorded on form RF/7. This form will normally be completed, signed and dated by the Site Manager, if they are not available the Office Manager will complete the form.

2) The name, address and telephone number of the caller will be requested.

3) Each complaint will be given a reference number.

4) The caller will be asked to give details of:
- the nature of the complaint;
- the time;
- how long it lasted;
- how often it occurs;
- is this the first time the problem has been noticed; and
- what prompted them to complain

5) The person completing the form will then, if possible, make a note of :
- the weather conditions at the time of the problem (rain, snow, fog etc.)
- strength and direction of the wind; and
- the activity or activities taken place on the site at the time the noise was detected, particularly anything unusual.

6) The reason for the complaint will be investigated and a note of the findings added to the report.

7) The caller will then be contacted with an explanation of the source of the complaint if identified and the action taken to prevent a recurrence of the problem in future.

8) If the caller is unhappy about the outcome or unwilling to identify themselves the caller will be invited to contact the Environment Agency and or the Local Authority.

Following any complaint the relevant management plan(s) will be reviewed to ensure appropriate actions are in place to counter any problems.

EMPLOYEE TRAINING RECORD (RF/9)

NAME		
POSITION		
TRAINER		
POSITION		
TRAINING GIVEN	DATE	OUTCOME
STARTUP PROCEDURE		
SHUTDOWN PROCEDURE		
EMERGENCY PROCEDURES		
FIRE SAFETY/ FIRE FIGHTING		
DUST CONTROL PROCEDURES		
RECOGNITION OF WASTE TYPES		
PERSONAL PROTECTIVE EQUIPMENT		
VEHICLE CHECKS		
DUTY OF CARE NOTES		
PLANT OPERATION: FORKLIFT		
PLANT OPERATION: DEPOLLUTION RIG		
PLANT OPERATION: OTHER		
SITE RULES		
OTHER		

©Oaktree Environmental

G LOCK, Unit 14 Llandygai Industrial Estates

MOBILE PLANT INSPECTION SHEET VISUAL 250 HOUR
2580/121/RF20
DATE HOURS

MACHINE

ITEM	DESCRIPTION	DEFECT	ACTION TAKEN
LIGHTS	WORK LIGHTS WARNING BEACONS		
WINDSCREEN	CRACKS/CHIPS/ ETC		
WASHERS	RESERVOIR LEVEL BLOCKED JETS		
HORN	WORKING		
MIRRORS	CRACKS CLEAN		
ACCESS LADDERS	GRAB HANDLES FITTED		
HYDRAULICS	HYDRAULIC OIL LEVEL		
	HYDRAULIC LEAKS ON ALL PIPES		
	AND IN ENGINE BAY		
	CHECK ALSO FOR CHAFED PIPES		
	LIKELY TO BURST OR LEAK		
ENGINE	OIL LEVEL ALSO CHECK FOR		
	EXCESSIVE LEAKS		
WATER	RADIATOR LEVEL, RADIATOR FOR		
	BLOCKAGES AND LEAKS		
EXHAUST	CHECK FOR HOLES EXCESSIVE NOISE		
	AND EXCESSIVE SMOKE		
AIR FILTER	REMOVE AND BLOW OUT DUST		
BRAKES	CHECK FOR LEAKS AIR/OIL AND		
	CORRECT OPERATION		
TRACKS	TENSION		

INSPECTED BY

NAME .....

SIGNED .....

Appendix IV

Health and safety - Conditions of site use for staff and visitors

Philip Lock T/A G. Lock

HEALTH AND SAFETY - CONDITIONS OF SITE USE

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

1. The site is covered by the Health and Safety at Work Act 1974 and its associated regulations and all users must abide by any relevant provisions. Any person found to be in contravention of the requirements of this Health and Safety Statement will be asked to leave the site.

2. All visitors and contractors must sign the visitors book upon entry to and exit from the site. All vehicle drivers must report to the site office and await instruction from the site manager/deputy before proceeding to deposit waste at the site.

3. All accidents, diseases, injuries or dangerous occurrences shall be reported to the site manager. All instructions issued by the site manager in respect of health and safety at the site must be followed by all site users.

4. A first aid box (including eye-wash bottles) is kept in the site office. If you are injured on site please alert a member of staff/trained first aider for assistance.

5. All persons working near operational plant must wear high visibility clothing on site to avoid collision with loading plant.

6. Safety boots must be worn by all persons in the waste sorting area.

7. Protective gloves must be worn for any operations which present a hazard of puncture to or laceration of the skin or for any manual handling work carried out within the site compound.

8. Ear defenders, safety helmets (hard hats) and eye protection will be issued when deemed necessary and must be worn by all employees and contractors where required by the site manager or other site representatives.

9. Fire extinguishers are kept on site to deal with any fires - fires shall only be dealt with by employees of G. LOCK unless alternative instructions are given by the site manager. Access to fire exits and fire fighting equipment must be kept clear at all times. When the fire alarm sounds please follow instructions and leave the site in an orderly fashion.

10. Persons who are suspected to be under the influence of drugs or alcohol will be removed from the site.

11. Smoking is not permitted on site.

12. Observe and follow all traffic directions and traffic/safety signs.

13. Drivers must comply with all safety instructions given by the site manager or his appointed deputy.

14. All drivers are responsible for ensuring that their vehicle is safely loaded. Unsafe loads will not be accepted at the site and will not be allowed to leave the site until they have been made safe.

15. Drivers must remain in the cab or stand well clear of the vehicle during loading or unloading. Once the vehicle has been loaded it must be securely sheeted (if necessary) before leaving the site. When sheeting and unsheeting the vehicle ensure that the engine is switched off , the ignition key removed and the parking brake is on. Do not gain access using the mudguards and wheels. Ensure that your ropes, hooks and sheets are in good condition.

16. Never travel with the vehicle body raised. Ensure that you know the maximum height of the raised body of your vehicle.

Declaration: To be completed by site users

I have read and understand the conditions of use for this site and agree to comply with them at all times. I accept that neither Philip Lock nor employees of G. Lock shall be liable for any loss or injury arising from my non-compliance with the above conditions.

Signed.....Print name.....

Company/Organisation..... Date.....

Note: these conditions are included in the working plan for information only and may be revised regularly a s part of the site health and safety policy.

Appendix VI

Accident Management Plan

Application Support Documents

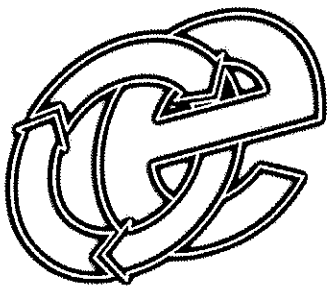
Reference No.
TBC

Accident Management Plan
2580/121/AMP/01

Dated 05/11/2012 Version 1.0

Philip Lock T/A G. Lock

Unit 14 Llandygai Industrial Estate, Llandygai, Bangor, Gwynedd LL57 4YH



Oaktree Environmental Ltd

(Metal Recycling facility)
Accident management plan

SITE LOCATION DETAILS - Site Address: Unit 14 Llandygai Ind Estate, Llandygai, Bangor, Gwynedd LL57 4YH	
Phone no.	01248 353328
Fax no.	
Grid Reference of Unit	SH59179 71122

EMERGENCY CONTACT DETAILS		
Emergency services:	999	
Local police:	tba	
Doctor:	tba	
Environment Agency hotline: Local office:	0800 80 70 60 (24 hour emergency hotline)	
	Office hours	Out of hours
Local authority: Gwynedd County Council	01766 771000	01766 771000
Maintenance contractor:	N/A	
Sewage undertaker:	DCWW Welsh Water	0800 085 3968
Water undertaker:	DCWW Welsh Water	0800 052 0130
Specialist advice: Oaktree Environmental Ltd	01606 558833	

COMPANY CONTACTS (Out of hours)	
Contact:	Mr. Philip Lock
Operator:	as above
Competent Managers:	Nia Owen

	Date	**Signature**
Date of Plan:	November 2012	
Date of subsequent review:	November 2016	

ACCIDENT MANAGEMENT PLAN
(Forms part of the MANAGEMENT SYSTEM)

The accident management plan has been produced by:

- Identifying events or failures which have the potential to cause adverse environmental impacts;
- Assessing the likelihood of these occurrences and the potential environmental consequences;
- Taking action to minimise the potential causes and consequences of accidents; and
- Identifying the actions to be taken to minimise the consequences should such accidents occur.

In the case of an accident that has the potential to cause, or does cause, an adverse environmental impact one must:

- Undertake immediately any action required by the accident management plan;
- Undertake any other action required to minimise the environmental consequences; and
- Investigate the causes of the event and take action to prevent a recurrence.

The above is required to ensure that the site operator(s) takes responsibility for the environmental performance of the site activities and for achieving compliance with the permit. Incidents that require investigation include any malfunction, breakdown or failure of plant, equipment or techniques and any near misses. One should be able to cope with abnormal operation and return the activity to normal operation as soon as possible thereafter.

GENERAL ACCIDENT MANAGEMENT PLAN

This shall aid the permit holder to:

- detect abnormal operation and investigate the causes;
- assess the information and decide on the corrective action required;
- implement the short-term corrective actions to return to normal operation;
- implement the longer-term corrective actions to prevent re-occurrence of the problem;
- ensure the operator takes responsibility for minimising the environmental impact of their activities and be responsive to the concerns of the local community;
- have systems in place to deal with complaints and to take appropriate measures to prevent, or where that is not possible to minimise, the causes:
- All staff have clearly defined roles and responsibilities, with instructions covering what they should (and should not) do. Staff managing, supervising or working on the activities should have received appropriate training to ensure that the activities are operated to comply with the requirements of the permit. The requirements should be written for a post holder rather than for an individual.

  Evidence to demonstrate that the staff meet the above requirement may include

  • academic qualifications e.g. being a graduate with a relevant relevant degree;
  • professional qualifications e.g. membership of an appropriate institution;
  • vocational qualifications e.g. NVQs;
  • external training qualification/certification eg certificate of technical competence;
  • attendance of external or in-house training courses;
  • cascade training of staff;
  • mentoring of inexperienced staff, as part of "on the job" training.
- A technically competent person will be available when the site is carrying out waste management activities. Their arrival and departure will be recorded, to demonstrate compliance. For smaller sites one technically competent person may cover several sites.
- The Management System, including the Accident Management Plan will be reviewed at least every 3 years to keep it up to date. The personnel system will also be reviewed at least once every 3 years to keep it up to date and to ensure that staff turnover does not result in any decrease in expertise.

  A review will also be carried out as soon as practicable in the event of a significant change to the activities such as a company take-over, expansion of the activities or an accident.
- The keeping and maintenance of adequate and reliable records is fundamental to an adequate management system. The personnel competency records should include; the date and type of training, the training provider and how the competencies and training received meet the requirements.

Recording Incidents

All incidents that have caused or could result in environmental pollution are recorded immediately following the event in the site diary.

Emergency Procedures

Prevention of environmental pollution is given priority during any emergency event but with full regard to the health and safety of all persons.

Immediate Actions:

- Raise alarm where human safety is at risk.
- If necessary contact emergency services
- Extinguish all naked flames
- Obtain help from other members of staff nearby.
- In all cases wear and use appropriate Personal Protective Equipment.

Secondary Actions:

Appropriate procedures for type of accident should be followed.

SITE SPECIFIC ACCIDENT MANAGEMENT PLAN

Potential SOURCE	RECEPTOR PATHWAY HARM	Action to minimise risk Refer to relevant section(s) of Working Plan	Action taken to minimise consequence if it does happen: Relevant section of Working Plan
• Release of particulate matter (dusts and micro-organisms)	• Humans • Air transport and then inhalation • Respiratory illness	See section 4.4	Section 5
• Litter	• Humans / livestock and wildlife • Air transport and then deposit • Nuisance and loss of amenity and harm to animal health	See section 4.6	Section 5
• Waste, litter and mud on local roads	• Humans • Vehicles entering and leaving site • Nuisance and loss of amenity and possible road traffic accidents	See sections 2.7, 4.3	Section 5
• Site drainage details	• Surfacewater/ groundwater • Local sewer • Environmental impact	See section 2.11, 4.1	Section 5
• Odour	• Humans • Air transport • Nuisance loss of amenity	See section 4.5	Section 5
• Noise and vibration	• Humans • Air and vibration through land • Harm to human health,Nuisance loss of amenity	See sections 1.4, 4.8 and 4.9	Section 5

• Scavenging animals and scavenging birds	• Humans • Air transport and over land • Harm to human health, Nuisance loss of amenity	See section 4.7	Section 5
• Pests (eg flies)	• Humans • Air transport and over land • Harm to human health, Nuisance loss of amenity	See section 4.7	Secion 5
• On-site hazards: waste machinery and vehicles	• Humans and animals • Direct physical contact • Bodily injury	See section 1.8, 2.4	Section 5
• Arson and vandalism causing release of polluting materials to air, water or land	• Humans and local environment • Air transport of smoke, spillages and contaminated firewater by direct run-off from site and via surface water drains • Respiratory, nuisance to local population, injury to staff etc, pollution of water or land	See section 2.3, 2.4	Section 5
• Accidental fire causing release of polluting materials to air, water or land	• Humans and local environment • Air transport of smoke, spillages and contaminated firewater by direct run-off from site and via surface water drains • Respiratory, nuisance to local population, injury to staff etc, pollution of water or land	See section 5.2	• Section 5

• Spillage of liquids, leachate from waste, contaminated rainwater run-off from waste eg containing suspended solids, oils	• Pollution of local environment • Direct run-off from site across ground surface, via surface water drains etc • Harm to flora and fauna, deterioration of water quality	See sections 2.7, 2.8, 2.11, 2.13, 4.1, 4.2, 4.3, 5.3	• Section 5