

ENVIRONMENTAL MANAGEMENT SYSTEM

Treatment of Waste to Produce Soil, Soil Substitutes & Aggregate (SR2010 No11)

Hollingsworth Bros (UK) Ltd

VERSION:	1.0	DATE:	27 FEBRUARY 2015		
DOC. REF:	2717-938-Z	AUTHOR:	JE	CHECKED:	
CLIENT NO:	938	JOB NO:	2717		



Oaktree Environmental Ltd
Waste, Planning & Environmental Consultants



Oaktree Environmental Ltd, Unit 5, Oasis Park, 19 Road One, Winsford, Cheshire, CW7 3RY
Tel: 01606 558833 | Fax: 01606 861183 | E-Mail: sales@oaktreeenvironmental.co.uk | Web: www.oaktree-environmental.co.uk
REGISTERED IN THE UK | COMPANY NO. 4850754

Document History:

<i>Version</i>	<i>Issue date</i>	<i>Author</i>	<i>Checked</i>	<i>Description</i>
1.0	27/02/2015	JE	JE	

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Company Information & Key Contacts List

Company Name:	Hollingsworth Bros (UK) Ltd		
Address:	Head Office St Ives Way, Engineer Park, Sandycroft, Flintshire CH5 2QS		
Company Number:	04170372	Contact Telephone:	01244 539922

<u>CONTACT</u>	<u>Description</u>	<u>Office Hours</u>	<u>Out of Hours</u>
<i>Shaun Hollingsworth</i>	<i>Director</i>	<i>07831 474254</i>	<i>07831 474254</i>
<i>Debbie Davies</i>	<i>TCM</i>	<i>01244 539922</i>	
<i>Oaktree Environmental Ltd</i>	<i>Specialist Advice</i>	<i>01606 558833</i>	

1 GENERAL CONSIDERATIONS

1.1 Site operator/permit holder

1.1.1 Hollingsworth Bros (UK) Ltd will hold and operate a Mobile Plant Environmental Permit for the treatment of waste to produce soil, soil substitutes and aggregate (SR2010 No11). The permit allows the processing of inert and non-hazardous, construction, demolition and excavation (CDE) waste using mobile plant under a Deployment to produce secondary aggregates and soils for recovery/reuse.

1.1.2 The rise in landfill costs through the introduction of the landfill tax has increased the need to recycle clean CDE wastes into re-useable products. The site operations under SR2010No.11 will allow the mechanical processing of dry, inert and non-hazardous, construction, demolition and excavation waste either at the site where the waste is produced or at the site where the processed waste is be used.

1.1.3 The contact details for Hollingsworth Bros (UK) Ltd are as follows:

HEAD OFFICE:

Hollingsworth Bros (UK) Ltd
St Ives Way
Engineer Park
Sandycroft
Flintshire
CH5 2QS

Tel No. 01244 539922

1.1.4 Oaktree Environmental Ltd have been engaged to act as consultants for Hollingsworth Bros (UK) Ltd to assist in the preparation of this Environmental Management System which has been prepared to meet the requirements of The Environmental Permitting (England and Wales) Regulations 2010.

1.1.5 Contact details for Oaktree Environmental are as follows:

Oaktree Environmental Ltd	Contact:	Jan Edwards
Unit 5, Oasis Park	Position:	Senior Consultant
19 Road One	Tel:	01606 558833
Winsford Industrial Estate	Fax:	01606 861182
Winsford	E-mail:	jan@oaktree-environmental.co.uk
Cheshire CW7 3RY		

1.2 Deployments

1.2.1 In order for the operator to utilise the SR2010 No11 permit at a site, a valid Deployment Application using Form MPD1 must be duly completed and submitted to Natural Resources Wales's Permitting Support Centre for assessment.

1.2.2 An activity associated with this permit must not be carried out until Natural Resources Wales (NRW) have approved the duly completed Deployment Application or 25 working days from the submission of the Deployment Application, whichever is the sooner.

1.2.3 A valid deployment for a site will last for 12 months from the date of issue and limits the throughput of waste to <75,000 tonnes.

1.3 Waste management operations

1.3.1 The Environmental Permit and valid deployment is required for the storage (keeping) and treatment (all types of handling/processing) of waste. Waste treatment processes to be carried out on site may include the following:

- Sorting (with loading shovel/360° excavator or by hand)
- Screening (by using appropriate mechanical screening plant and equipment)
- Separation (by using appropriate mechanical screening plant and equipment)
- Crushing (by Crusher)
- Blending (by loading shovel / 360° tracked excavator)

Note: The operation of a crusher may be regulated under a separate Part B Authorisation.

- 1.3.2 Specified waste management operations include waste disposal and waste recovery operations listed Annex IIA and IIB of The Waste Framework Directive 2000/442/EEC. They are listed in summary below:

R13: Storage of waste pending recovery
R3: Recycling or reclamation of organic substances
R5: Recycling or reclamation of other inorganic materials

1.4 Hours of operation

- 1.4.1 Unless otherwise specified in the Deployment Application for a particular activity, waste processing operations will be carried out during the following hours:

Monday to Friday	07:00 - 18:00
Saturday	07:00 - 16:00
Sundays, Bank/Public holidays	CLOSED

Note: A deployment site will not always be open and operating hours will vary depending on the amounts of waste needed to be treated. The times stated above are the proposed maximum operating hours.

Storage of waste on a deployment site will be 24 hrs.

1.5 Waste types and quantities

- 1.5.1 The waste types handled will consist of dry, inert and non-hazardous construction, demolition and excavation waste. This is as defined in the Controlled Waste (England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990.
- 1.5.2 A detailed breakdown of the waste types permitted for acceptance are given in Table 2.2 of the standard rules permit (SR2010No11) which is included in Appendix III.

1.5.3 No hazardous, clinical or liquid wastes will be accepted.

1.5.4 As stated in 1.2.3, the maximum throughput permitted under one deployment will be to a maximum of <75,000 tonnes per annum.

1.5.5 If more than 2 tonnes of waste is rejected, i.e. non-conforming wastes, these will be removed from the site immediately.

1.6 Health and safety

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

1.7 Fit and proper persons

1.7.1 The Technically Competent Person responsible for this Environmental Permit will be Ms Debbie Davies.

1.7.2 The COTC holder (and any additional Technically Competent Managers) will be required to enter their time spent on any deployment sites in the site diary. Any changes to the site management will be notified to NRW by fax within 5 working days, naming the new manager or person providing the cover.

1.7.3 There will be a training programme for deployment site operatives to ensure they are aware of the conditions of the SRP, deployment form(s) and the requirements of this document in relation to the management of storage/processing operations. Personnel training records will be maintained.

1.8 Exempt Activities

1.8.1 Activities which are outside the scope of the waste permit may be registered with NRW for site detailed in an agreed Deployment.

- 1.8.2 Wastes brought onto the deployment site as part of an exempt waste activity will be kept clearly segregated and identified from those being handled under this permit and associated deployment forms.

2 HOUSEKEEPING

2.1 Site security

2.1.1 The issue of site security for all deployment sites is of paramount importance due to the presence of expensive machinery and for the prevention of any fly-tipped waste.

2.1.2 All deployment sites will be made secure when not in use to prevent (where possible) vehicular and pedestrian access.

2.2 Office

2.2.1 A copy of the Environmental Permit, Deployment Documents and Environmental Management System will be held at the main office address as detailed in Section 1.1.3 above. A copy of the permit and relevant deployment will also be available on the 'deployment' site.

2.2.2 The table below details the relevant site documentation which will be available on the control office during deployment operation and at the company office subsequently.

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

2.3 Fuel storage

2.3.1 Any fuel tanks which are stored on a deployment site will be surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.

All pipework and associated infrastructure will be enclosed within the bund. A lock will be fitted to the tank valve to prevent unauthorised operation. 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.

2.4 Wheel Cleaning Facilities

2.4.1 Vehicles will be visually inspected before exit of any deployment site to check loads are safe and that no mud is carried out on the wheels or body of the vehicle. Visual inspections of the site road/ public highway will be carried daily and staff will report any problems with mud or debris immediately to the site manager. Wheel cleaning facilities will be provided on the site of Deployment if necessary to ensure mud is not tracked onto the highway.

2.4.2 If any mud or debris is tracked onto the public highway such that it may present a hazard it will be treated as an emergency and will be cleared immediately by the operator using either a brush and shovel or vacuum tanker/road sweeper if necessary. Silt will not be washed into roadside drains or gullies.

2.5 Waste Storage Areas

2.5.1 The location of storage areas will be specified on the deployment forms.

3 PLANT OPERATIONS

3.1 Preliminary procedures

- 3.1.1 Guidance will be given by the site management to all employees, sub-contractors, other waste carriers and customers regarding the waste types and operations which are acceptable at the site i.e. a copy of Appendix III of this document.

3.2 Checking in & inspection of loads

- 3.2.1 All incoming vehicles are required to report to the site manager. The details of the load will be recorded and the Duty of Care transfer note and company documentation will be further checked by the operator to ensure that the load is acceptable at the deployment site. Any deviation from these procedures or problems with any loads will be reported to the site manager.
- 3.2.2 Once a load has been accepted by the operator, the driver will be asked to unsheet the vehicle (if it is sheeted) and a visual inspection of the contents will be carried out to ensure that the waste types comply with the Environmental Permit. The nature of mixed construction/demolition and general skip waste makes full inspection difficult until the load is deposited. If rejected waste is discovered before deposit, the load will remain on the delivery vehicle and will be returned to the producer if possible or disposed of at an approved facility. In cases where the presence of unauthorised waste is likely to lead to a breach of permit conditions, Natural Resources Wales will be contacted immediately to agree a course of action.
- 3.2.3 If the load is acceptable the driver will be instructed to deposit it in the appropriate storage area to await treatment. If the load is unacceptable after deposit it will be loaded back onto the delivery vehicle and taken to an approved facility to be disposed of at a suitably permitted or exempt site.
- 3.2.4 The weight of incoming loads will be derived according to Section 3.5.

3.3 Waste deposit, handling and storage

3.3.1 Once a load has been accepted by the operator, the contents will be discharged into the appropriate storage area in accordance with the following procedures:

- i) Non-conforming wastes will be separated and stored in the rejected waste skip awaiting removal to approved facilities.
- ii) The residual recyclable material will be stored prior to processing.
- iii) Construction/excavation waste will be crushed using mobile plant and as secondary aggregates.
- iv) Processed aggregates and soils may be utilised on site or stored prior to removal.

3.3.2 Rejected wastes will be deposited in the skip provided for non-conforming wastes. This will occur when non-conforming waste is discovered after the deposit of a load or where the removal off-site of the waste may cause further problems. The NRW will then be contacted to agree a course of action where necessary. The contents of the skip will be recorded in the site diary.

3.3.3 When a collection vehicle arrives at the site, the driver will be instructed to report to the site manager or the machine/plant operator. All relevant documentation will be completed and the vehicle will be passed to pick up the load and take it to the designated recycler/disposal site. The product or waste will be loaded using the loading shovel or excavator.

3.4 Record keeping

3.4.1 The details in this section will be recorded on a combination of the record keeping forms listed in Appendix II, invoices and the site diary. Records will be kept in paper/electronic format.

3.4.2 The following details will be recorded for every load deposited at a deployment site (i.e. record form HBSC/RF/1):

- i) The date and time of delivery.
- ii) The name and address of the waste producer.

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

3.4.3 The following details will be recorded for all deposits of non-conforming waste and will be forwarded to EA, where required (i.e. record form HBSC/RF/2):

- i) Date and time of deposit.
- ii) A detailed, accurate description of the waste including type and EWC code.
- iii) The quantity of waste (in tonnes or cubic metres).
- iv) How the waste is contained e.g. loose, container type.
- v) Name, address and telephone No. of waste producer.
- vi) The carrier's name, registration number and vehicle registration.
- vii) Signature or initials of persons who produced, accepting/inspecting and carrying the waste.
- viii) Reason for the rejection of waste and action taken.

3.4.4 The following details will be recorded for every load of waste leaving the site (i.e. record form HBSC/RF/3):

- i) The date and time of removal.
- ii) Detailed and accurate description of the waste including type, quantity of waste (in tonnes or cubic metres) and EWC codes.
- iii) How the waste is contained e.g. loose, container type.

- iv) The destination waste management site or exempt facility.
- v) The name and registration No. of the carrier or employee removing the waste (if applicable) and vehicle registration No.
- vi) Signature or initials of persons i.e. transferor, transferee and carrier of the waste.
- vii) SIC code of the premises transferring the waste.
- viii) Waste hierarchy declaration.
- ix) Type of treatment waste subjected to (if relevant) e.g. manual, mechanical.

3.4.5 A summary of waste types and quantities for all deployments under the SR2010No11 permit will be forwarded to NRW using the standard waste return form, with submission due within one month of the end of each quarter as below:

- a) Quarter 1: January to March (due on or before 30th April)
- b) Quarter 2: April to June (due on or before 31st July)
- c) Quarter 3: July to September (due on or before 30th September)
- d) Quarter 4: October to December (due on or before 31st January of the following year)

3.4.6 Outcomes of inspections of waste types, treatment areas, storage areas, etc., will be recorded on deployment site inspection form HBSC/RF/4 and detailed comments will be entered into the site diary (including action taken or proposed).

3.4.7 Visitors to any deployment sites will sign the visitor's book upon arrival and exit stating the purpose of their visit and whom they represent (HBSC/RF/5).

3.4.8 Complaints received by the operator will be recorded on form HBSC/RF/7 (see section 4.9).

3.5 Weighing and categorising loads

3.5.1 The weight of each load will be estimated using the standard Environment Agency/Natural Resources Wales and WRAP agreed conversion factors as found in Table 1 below:

Table 1: WRAP conversion factors

WASTE TYPE	CONVERSION FACTORS	
	Tonnes/m ³	Tonnes/yd ³
Foundry Sand	1.60	1.22
Topsoil/subsoil	1.30	1.00
Clay	1.60	1.22
Hardcore	1.20	0.92

- 3.5.2 Waste will be predominantly delivered to and/or removed from a deployment site using tipper wagons where standard capacities of the vehicle (i.e. payload) will be used to calculate inputs/outputs (i.e. 20 tonnes, 18 tonnes, etc.).

3.6 Preventative maintenance

- 3.6.1 All items of plant and vehicles are subject to preventative maintenance checks to ensure their safe operation and to prevent any potential situations which may give rise to adverse impacts on the environment.
- 3.6.2 Much of the plant and equipment on site and all vehicles in the fleet are subject to periodic manufacturer maintenance to ensure proper working order in the form of service contracts. Site management will undertake or delegate additional preventative maintenance checks on a more frequent basis to ensure, where possible, the machinery is mechanically sound. These checks will be carried out using the preventative maintenance checklist given as HBSC/RF/9 in Appendix II and any results which are flagged as needing attention will also be recorded in the site diary.

3.7 Management Techniques

- 3.7.1 All measures necessary to achieve a high level of protection of the environment and to ensure that the site is operated in accordance with the various management systems and permit conditions will be adhered to.
- 3.7.2 The manner in which a deployment site is managed is a critical element in ensuring emissions from the site operations are minimised. Therefore the management ensures:

- staff are competent to manage and operate the site. i.e. fit and proper persons;
- waste acceptance are procedures are in place;
- appropriate storage and handling procedures are in place;
- waste/product despatch procedures are in place;
- There will be a Fugitive Emissions Management Plan in place for each Deployment detailing procedures and control techniques in place to minimise potential emissions to air, land and water;
- there is an Environmental Management System (EMS), i.e. this document, in place to ensure standards are maintained, including incidents and complaints management procedures; and,
- a communication programme is in place to report to site management.

4 ENVIRONMENTAL CONTROL, MONITORING AND REPORTING

4.1 Breakdowns and spillages

- 4.1.1 In the event of breakdown of an item of plant, an alternative machine will be brought on site until it is repaired. If an alternative machine cannot be used then waste will be stored securely until the plant is repaired. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages.
- 4.1.2 All site surfaces will be inspected daily when the site is in operation. Debris will be swept as required and placed in the rejected waste skip for disposal to a suitably permitted site.
- 4.1.3 A spill kit will be kept at all deployment sites and any spillages of fuel/oil will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will be placed in the rejected waste skip or alternative quarantine container to be taken to a suitably permitted site for disposal. All spillages of waste and windblown litter will be cleared by the end of the working day in which they occur.
- 4.1.4 Any wastes liable to give rise to contamination will be removed from a deployment site if the site is not secure or if operations cease or are temporarily suspended.

4.2 Inspections and maintenance

- 4.2.1 The inspection frequencies for maintenance/housekeeping are listed on record form HBSC/RF/4. The inspection form will be completed by a person who is familiar with the requirements of the management system and permit for the site. All details of defects, problems and repairs carried out will be recorded on the form on the day that each event occurs. Detailed comments may also be recorded in the site diary. All repairs will be carried out within 5 working days unless agreed otherwise with NRW.

4.2.2 All repairs to security measures including gates and fencing (temporary or permanent) will be made within 5 working days of the discovery of the damage and the site will be made secure until the repair has been effected.

4.2.3 Any major defects found during the daily site inspection which are likely to lead to a breach of permit conditions will be repaired by the end of the working day in which they are found, where possible.

4.2.4 All defects and problems likely to give rise to pollution will be recorded on the form HBSC/RF/4 with repairs/solutions being carried out immediately.

4.3 Control of mud and debris

4.3.1 Vehicles will be visually inspected before exit to check that no mud is carried out on the wheels or body of the vehicle. Visual inspections of vehicle running surfaces and access points to a deployment site are to be carried out daily (see HBSC/RF/4), however, staff will report any problems with mud or debris on the site roads immediately to the site manager.

4.3.2 The deposit of material on the public highway will be treated as an emergency and will be cleared immediately by the operator using either a brush and shovel or vacuum tanker/road sweeper if necessary. Silt will not be washed into roadside drains or gullies.

4.4 Control and monitoring of dust

4.4.1 A series of dust mitigation measures will be implemented on site to ensure dust emissions are controlled as far as is practically possible. The measures include:

- sheeting of vehicles delivering waste to a deployment site (if necessary);
- sheeting of vehicles transporting potentially dusty loads off site;
- use of a mobile bowser on site to damp down materials stockpiles, vehicle running surfaces, vehicle loads and areas on and around machinery which may give rise to dust, especially during dry and windy conditions;
- cleaning of any spillages using wet cleaning methods;

- use of crusting agents on stockpiles, if required;
- stockpiles will be kept to a minimum as operating conditions allow;
- drop heights **ALWAYS** minimised to prevent dust emissions.

4.4.2 Operatives will continuously monitor dust emissions from a deployment site whilst in operation and will report back to management for advice if required. Results of monitoring will be entered into the site diary / record forms.

4.4.3 The deposit of material on the public highway will be treated as an emergency and will be cleaned immediately using a brush and shovel or the road sweeper/vacuum tanker if necessary.

4.4.4 A water supply will be made available (where possible) on deployment sites

4.5 Odour control

4.5.1 The nature of the construction/excavation waste present a very low risk of odour nuisance. If malodorous waste is deposited on site it will be consigned to the skip for rejected waste or removed from the site immediately.

4.5.2 Olfactory assessments will be carried out daily when the site is operational and results recorded on the inspection form for the site (i.e. record form HBSC/RF/4). Any wastes identified as giving rise to odour will be removed immediately where practicable.

4.5.3 The complaints procedure in record form HBSC/RF/7 will be rigorously enforced should a third-party complaint be received.

4.6 Litter control

4.6.1 Although unlikely to present a problem, due to the nature of the waste accepted at the site, daily inspections of the site boundary will be carried out for the presence of windblown litter when the site is operational and operatives will be instructed to collect the litter and place it in a skip for disposal/recovery before the end of the working day.

4.7 Control of pests, birds and other scavengers

- 4.7.1 It is unlikely that vermin will present a problem, due to the waste types handled at the site, but a recognised pest control contractor will be brought in within 48 hours if any problems are encountered. The site will be inspected daily when the site is operational for the presence of vermin and the results of the inspection noted in the site diary or site inspection form.

4.8 Control and monitoring of noise & vibration

- 4.8.1 A Noise Management Plan is shown in the table below, which ensures the noise levels at any deployment site are managed appropriately.

- 4.8.2 The following table sets out:

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

Table 5: Noise Management Plan

NOISE PROBLEM	ACTION TO BE TAKEN TO PREVENT OR MINIMISE NOISE
<i>HGVs travelling to and from the site for delivery/collection of wastes/products.</i>	- <i>All vehicles are required to be driven onto and off deployment sites with due consideration for neighbouring residents/businesses.</i> - <i>Access roads should be maintained in good state of repair.</i> - <i>HGV movements will be spread out evenly throughout the day, where possible.</i>
<i>Tipper vehicles on site depositing loads of CDE wastes</i>	- <i>Vehicles must be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around the site.</i> - <i>Engines to be switched off when not in use.</i> - <i>Reversing alarms to be preferentially fitted with white noise alarms to minimise impacts on neighbouring sites.</i> - <i>Drivers must lower the tipper body before driving away from the tipping area.</i> - <i>No shaking of vehicle bodies whilst raised.</i>

NOISE PROBLEM	ACTION TO BE TAKEN TO PREVENT OR MINIMISE NOISE
<i>Operation of screening plant (trommel) and crushing plant (jaw crusher)</i>	- <i>Engines to be switched off when not in use.</i> - <i>Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated.</i> - <i>Where possible, crushing and screening plant to be operated mutually exclusively.</i> - <i>Crushing plant may not be located on a deployment site 100% of the time, i.e. suitable materials will be stockpiled and processed periodically.</i>
<i>Operation of loading plant (i.e. loading shovel / 360° excavator)</i>	- <i>Drop heights to be kept to a minimum, particularly when loading empty tipper wagon /container to minimise noise/vibration.</i> - <i>Engines to be switched off when not in use.</i> - <i>Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around site.</i> - <i>Where possible, loading plant/machinery will only be operated at ground level. The operators will avoid operation of loading plant on tops of stockpiles.</i>

4.9 Complaint procedure

- 4.9.1 All complaints will be recorded on form HBSC/RF/7 and will include a record of the complaint, particulars of the complainant and details of any action taken to alleviate the problem.

5 EMERGENCY PROCEDURES

5.1 General

- 5.1.1 In addition to obligations imposed by RIDDOR '95 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) the permit holder will notify NRW of any serious injuries to employees of Hollingsworth Bros (UK) Ltd, other site users or members of the public arising as a result of operations on site. Minor injuries such as cuts and grazes etc. will be recorded in an accident book on site. Separate procedures will be used for different types of emergency. An emergency at the site is defined by the site management as follows:

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

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

5.2 Fire

- 5.2.1 No waste will be burnt on deployment sites. In the event of a fire occurring on site, the operator/site supervisor will exercise his judgement and extinguish the fire with the water hose or suitable fire extinguisher and/or call the fire service for assistance. Any fires will be reported to NRW on the working day that they occur and will be confirmed in writing by fax or letter within 3 working days. All staff will be evacuated from the site if necessary. Smoking is not permitted on site. Firefighting residues will be disposed of to a permitted waste management facility.

5.2.2 For quick reference, the following actions will be taken when fire is detected or suspected (deployment site operatives):

- A. DON'T PANIC
- B. RAISE THE ALARM (IF NOT DONE SO ALREADY)
- C. NOTIFY THE SITE MANAGER (IF SAFE TO DO SO)
- D. DO NOT TRY TO TACKLE THE FIRE YOURSELF UNLESS YOU ARE TRAINED IN DOING SO AND YOU ARE SURE OF THE NATURE OF THE FIRE
- E. LEAVE THE SITE USING THE NEAREST EXIT (I.E. FIRE DOOR OR ROLLER SHUTTER DOOR) AS QUICKLY AND AS ORDERLY AS POSSIBLE
- F. ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT WHICH IS ASSIGNED BY SITE MANAGEMENT.
- G. THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON "999" AND ENSURING THAT ALL PERSONS WHO WERE WORKING IN THE BUILDING ARE ASSEMBLED SAFELY
- H. INFORM ALL NEIGHBOURING PREMISES WHO ARE LIKELY TO BE AFFECTED
- I. DO NOT RETURN ONTO THE SITE UNTIL YOU HAVE BEEN GIVEN THE 'ALL CLEAR' BY THE EMERGENCY SERVICES AND THE SITE MANAGER

5.2.3 There is an Emergency Drill Record sheet provided in Appendix II of this document to be used on a set frequency as decided by the site management (HBSC/RF/8).

5.3 Spillages

5.3.1 All fuel stores on site are bunded to contain any fuel leaks. If oil and vehicle maintenance chemicals are kept on site these will be stored securely. If any spills occur a spill containment kit (absorbent pads, booms or granules) will be used to prevent further spillage and the contaminated absorbents placed in a skip for disposal to a suitably permitted landfill. No chemical leaks are expected in the waste handling area but should they occur the procedures outlined in Section 5.4 will apply.

5.4 Drums

5.4.1 The deposit of drummed waste is not permitted by this Environmental Permit. If a drum is concealed within a waste deposit and is not observed until tipped then the following procedure will apply:

- i) The staff member will visually check the condition of the drum from a safe distance, noting any labels referring to the possible contents or hazards.
- ii) The site manager will be contacted to verify the observations and to decide on further action.
- iii) The producer of the waste and NRW will be contacted for advice and further information if necessary and both will be informed that a breach of the Duty of Care and site permit conditions has occurred as the result of the unauthorised deposit.
- iv) No further waste will be deposited until the emergency has been dealt with.
- v) All spillages will be cleared using a spill containment kit and all contaminated absorbents placed in a skip for disposal to a suitably permitted waste management site.
- vi) If the deposit results in serious reactions with other waste or harmful emissions or the drum contents cannot be identified, then the emergency services and/or specialist waste contractors will be brought in to assist. If necessary, staff will be evacuated from the site or to a safe area elsewhere within the site.

5.5 Adverse reactions

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

5.6 High winds

5.6.1 There will be no sorting, processing or treatment of any wastes which are likely to be blown around during conditions of high winds. Vehicles leaving deployment

sites will be sheeted to comply with the requirements of the Duty of Care legislation.

5.7 Poor visibility

- 5.7.1 Operations at deployment sites will cease temporarily in conditions of poor visibility such as dense fog to reduce the risk of vehicle collision.

5.8 Operational failure

- 5.8.1 The manager will be contacted by staff in the event of any operational failure such as the breakdown of plant, systems or equipment and will decide whether operations are to continue or be suspended prior to corrective action being taken.

Appendix I

Deployments

Refer to Deployment Submission

Appendix II

Record Keeping Forms

HOLLINGSWORTH BROS (UK) LTD
WASTE INPUT RECORD FORM - HBSC/RF/1

DEPLOYMENT SITE/NO.....

DATE:

TIME	PRODUCER/SOURCE	WASTE TYPE	QUANTITY IN 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								

HOLLINGSWORTH BROS (UK) LTD

REJECTED WASTE - RECORD FORM HBSC/RF/2

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

HOLLINGSWORTH BROS (UK) LTD
WASTE AND PRODUCT OUTPUT RECORD FORM - HBSC/RF/3

DEPLOYMENT SITE/NO.....
MONTH.....

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

HOLLINGSWORTH BROS (UK) LTD									
DEPLOYMENT SITE INSPECTION FORM (DAILY INSPECTIONS) – HBSC/RF/4									
DEPLOYMENT SITE/NO									
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 TYPES									
WASTE STORAGE									
PLANT/EQUIPMENT									
FUEL TANK/BUND									
WASTE TYPES/ QUANTITIES		INERT							
REJECTED WASTE TYPES / STORAGE									
NOISE LEVELS									
FIRES									
LITTER									
DUST									
ODOUR									
VERMIN									
RECORDS									
OTHER -									
INSPECTION CARRIED OUT BY									
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):									
CHECKED BY			SIGNATURE						
POSITION			DATE						
Sheet			of						

HOLLINGSWORTH BROS (UK) LTD

DEPLOYMENT SITE INSPECTION FORM (DAILY INSPECTIONS) – HBSC/RF/4

NOTES/ACTION (CONTINUATION SHEET):

CHECKED BY

SIGNATURE

POSITION

DATE

Sheet

of

HOLLINGSWORTH BROS (UK) LTD
VISITOR LOG SHEET - HBSC/RF/5

[illegible]

HOLLINGSWORTH BROS (UK) LTD
EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - HBSC/RF/6

DEPLOYMENT SITE/NO										
EMPLOYEE NAME					DATE					
POSITION					REVIEW DUE					
TRAINING CARRIED OUT BY										
POSITION										
TRAINING REQUIRED	GENERAL OPERATIVES		HGV DRIVER		PLANT OPERATOR		YARD MANAGER		TECHNICALLY COMPETENT MANAGER	
CARRIED OUT?	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE
SITE RULES AND INFRASTRUCTURE										
EMERGENCY PROCEDURES										
FIRE SAFETY/ FIRE FIGHTING										
RECOGNITION OF WASTE TYPES										
PERSONAL PROTECTIVE EQUIPMENT (PPE)										
STORAGE AREAS/LIMITS										
RECORD KEEPING										
VEHICLE CHECKS (Preventative Maintenance)										
PLANT CHECKS (Preventative Maintenance)										
DUTY OF CARE WASTE TRANSFER NOTES										
PLANT OPERATION - LOADING PLANT										
PLANT OPERATION - TREATMENT PLANT										
MANAGEMENT SYSTEM & PERMIT										
OTHER 1 (PLEASE SPECIFY)										
OTHER 2 (PLEASE SPECIFY)										

HOLLINGSWORTH BROS (UK) LTD
COMPLAINTS REPORT FORM (HBSC/RF/7)

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

COMPLAINT RECORDING PROCEDURE:

- 1) Any complaints received in connection with operations undertaken at a valid deployment site will be recorded on form HBSC/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:
 - a. the nature of the complaint;
 - b. the time;
 - c. how long it lasted;
 - d. how often it occurs;
 - e. Is this the first time the problem has been noticed; and
 - f. what prompted them to complain
- 5) The person completing the form will then, if possible, make a note of:
 - a. the weather conditions at the time of the problem (rain, snow, fog etc.)
 - b. strength and direction of the wind; and
 - c. the activity or activities taken place on the site at the time the noise was detected, particularly anything unusual.
- 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 NRW and or the Local Authority.
- 9) Following any complaint the relevant management plan(s) will be reviewed to ensure appropriate actions are in place to counter any problems.

HOLLINGSWORTH BROS (UK) LTD
EMERGENCY DRILL RECORD - HBSC/RF/8

DRILL TYPE (e.g. Fire):	
DATE:	
TIME:	
LOCATION OF INCIDENT/DRILL	
COMPLETED BY	
DATE OF LAST DRILL:	
ACTION/ OBSERVATION	PERFORMANCE / COMMENTS:
Delay to first staff member leaving site	
Delay to last staff member leaving site	
Did staff leave in an orderly and calm manner?	YES/NO (delete)
Did staff leave without collecting their personal belongings?	YES/NO (delete)
Did staff congregate at the designated roll call area?	YES/NO (delete)
Was the register taken?	YES/NO (delete)
How was the site left? (Plant left running etc.)	
General comments	
FOLLOW UP ACTION:	
General staff training	
Modify procedures	
Specific staff training	
Additional equipment required	
Other comments	

HOLLINGSWORTH BROS (UK) LTD
PREVENTATIVE MAINTENANCE CHECKLIST - HBSC/RF/9

CHECKED BY:	POSITION:
DATE:	DATE OF LAST CHECKLIST:

	EQUIPMENT ITEM					
OFFICIAL MAINTENANCE CHECK REQUIRED (Y/N)						
IF NO, DATE OF LAST CHECK						
IF YES, DATE OF NEXT CHECK						
IS ITEM IN CORRECT WORKING ORDER						
IF NO, WHAT REPAIRS ARE REQUIRED? (USE SEPARATE SHEET IF REQUIRED)						
WERE REPAIRS DETAILED ON THE LAST CHECKLIST						
IF YES, HAVE THEY BEEN CARRIED OUT						
ADDITIONAL REPAIRS OR ACTIONS REQUIRED						

HOLLINGSWORTH BROS (UK) LTD
CARRIER REGISTRATION CHECK FORM – HBSC/RF/10

MONTH:.....

CARRIER NAME	REGISTRATION NO.	EXPIRY DATE	CHECKED BY	DATE CHECKED	COPY OF CERTIFICATE ON FILE	COPY OF REGISTER ENTRY ON FILE

Appendix III

Environmental Permit (inc. Accepted Waste Types)

Standard rules SR2010No11

Mobile plant for the treatment of waste to produce soil, soil substitutes and aggregate

Introductory note

This introductory note does not form part of these standard rules.

When referred to in an environmental permit, these standard rules will allow the operator to operate mobile plant.

These standard rules may be used to treat waste at the place where it is produced or at the place where the waste is to be used. This allows its use on temporary sites of construction or demolition in England and Wales to produce soil, soil substitutes or aggregate from specified wastes produced on the site or from specified wastes brought to the site for use on that site after treatment.

The operator is permitted to use the following technology and associated plant necessary for treatment and associated storage.

- Plant for the treatment of wastes listed in table 2.2 using mobile plant consisting only of sorting, separation, screening, crushing and blending of waste for recovery as a soil, soil substitute or aggregate.

These standard rules limit the quantity of waste to be treated by the plant under any one deployment to 75,000 tonnes.

The permitted activities shall not be within:

- 10 metres of any watercourse;
- 50 metres of any spring or well, or any borehole not used to supply water for domestic or food production purposes; and
- 50m of any well spring or borehole used for the supply of water for human consumption. This must include private water supplies.

The operator shall submit a deployment form to the Environment Agency prior to the activity commencing.

These standard rules do not allow any point source emissions into surface waters or groundwaters.

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 person 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.

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 operations specified in table 2.1 below (“the activities”).

Table 2.1 Activities	
Description of activities	Limits of activities

2.2.2. Any waste that does not comply with 2.2.1 shall be rejected and shall be;

- (a) removed from the site; or
- (b) moved to a designated quarantine area pending removal.

2.2.3 Records demonstrating compliance with rule 2.2 (including analysis and assessment of any excavated soil from potentially contaminated sites) shall be maintained.

Table 2.2 Waste types	
Exclusions	
Wastes having any of the following characteristics shall not be accepted: • Consisting solely or mainly of dusts, powders or loose fibres • Hazardous wastes • Wastes in liquid form	
Waste Code	Description
01	WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS
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
02 02	waste from preparation and processing of meat, fish and other foods of animal origin
02 02 02	shellfish shells from which the soft tissue or flesh has been removed only
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 03	wastes from pulp, paper and cardboard production and processing
03 03 01	waste bark and wood
10	WASTES FROM THERMAL PROCESSES
10 01	waste from power stations and other combustion plants
10 01 01	bottom ash and slag only
10 01 02	pulverised fuel ash only
10 01 05	gypsum (solid) only
10 01 07	gypsum (sludge) only
10 01 15	bottom ash and slag only from co-incineration other than those mentioned in 10 01 14
10 12	wastes from manufacture of ceramic goods, brick, tiles and construction products
10 12 08	waste ceramics, bricks, tiles and construction products (after thermal processing)
10 13	wastes from manufacture of cement, lime and plaster products and articles and products made from them
10 13 14	waste concrete only

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 03	bituminous mixtures, coal tar and tarred products
17 03 02	road base and road planings only (other than those containing coal tar) only
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 06	dredging spoil other than those mentioned in 17 05 05
17 05 08	track ballast other than those mentioned in 17 05 07
17 08	gypsum based construction material
17 08 02	gypsum based construction materials other than those mentioned in 17 08 01
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION / INDUSTRIAL WASTE
19 05	wastes from aerobic treatment of solid waste
19 05 03	compost from source segregated biodegradable waste only
19 08	wastes from waste water treatment plants not otherwise specified
19 08 02	washed sewage grit (waste from de-sanding) free from sewage contamination only
19 08 99	stone filter media if free from sewage contamination only
19 09	wastes from the preparation of water intended for human consumption or water for industrial use
19 09 02	sludges from water clarification
19 12	wastes from the mechanical treatment of wastes
19 12 05	clean crushed glass only
19 12 09	minerals (for example sand, stones)
19 13	wastes from soil and groundwater remediation
19 13 02	solid wastes from soil remediation other than those mentioned in 19 13 01
19 13 04	sludges from soil remediation other than those mentioned in 19 13 03
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS
20 02	garden and park wastes
20 02 02	soil and stones

2.2 Operating techniques

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

Table 2.3 Operating techniques

- | |
|--|
| <p>1. When located within groundwater Source Protection Zone 1 or 2 the specified wastes below shall be stored and treated on an impermeable surface with a sealed drainage system, unless the risk assessment submitted with the deployment form demonstrates that the risk can be controlled using alternative measures.</p> <p>2. When located outside groundwater Source Protection Zones 1 or 2 all permitted wastes shall be stored and treated on hard-standing or on an impermeable surface with sealed drainage system unless the risk assessment submitted with the deployment form demonstrates that the risk can be controlled using alternative measures.</p> |
|--|

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 the Environment Agency that the activities are giving rise to pollution, submit to the Environment Agency 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 the Environment Agency.
- 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 the Environment Agency, 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 the Environment Agency that the activities are giving rise to pollution outside the site due to odour, submit to the Environment Agency 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 the Environment Agency.

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 the Environment Agency, 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 the Environment Agency that the activities are giving rise to pollution outside the site due to noise and vibration, submit to the Environment Agency 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 the Environment Agency.

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 the Environment Agency, for at least 6 years from the date when the records were made.

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 the Environment Agency

4.2 Reporting

4.2.1 The operator shall send all reports and notifications required by these standard rules to the Environment Agency using the contact details supplied in writing by the Environment Agency.

4.2.2 Within one month of the end of each quarter, the operator shall submit to the Environment Agency 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 The Environment Agency 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 the Environment Agency has requested in writing that it shall be notified when the operator is to undertake monitoring and/or spot sampling, the operator shall inform the Environment Agency

when the relevant monitoring and/or spot sampling is to take place. The operator shall provide this information to the Environment Agency at least 14 days before the date the monitoring is to be undertaken.

4.3.4 The Environment Agency 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.

"authorised officer" means any person authorised by the Environment Agency 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.

"deployment form" means the Environment Agency form (MDF1) that requires site specific information and control measures to be provided and agreed prior to the use of any mobile plant.

"domestic purposes" has the same meaning as in section 218 of the Water Industry Act 1991.

"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.

"food production purposes" means the manufacturing, processing, preserving or marketing purposes with respect to food or drink for which water supplied to food production premises may be used, and for the purposes of this definition "food production purposes" means premises used for the purposes of a business of preparing food or drink for consumption otherwise than on the premises.

"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.

"groundwater Source Protection Zone" has the meaning given in the document titled "Groundwater Protection: Policy and Practice" published by the Environment Agency in 2006.

"hardstanding" is a compacted solid surface capable of withstanding the operation and the loading / unloading of wastes.

“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).

“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 IIB of Directive 2006/12/EC of the European Parliament and the Council of 5 April 2006 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.

“secure storage” means storage where waste cannot escape and members of the public do not have access to it.

“site” means the place where mobile plant is deployed as detailed in the agreed deployment form(s).

“waste code” means the six digit code referable to a type of waste in accordance with the List of Wastes (England) Regulations 2005, or List of Wastes (Wales) Regulations 2005, as appropriate, and in relation to hazardous waste, includes the asterisk.

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

End of standard rules

GEHO0512BWMB-E-E

Appendix IV

Health & Safety – Conditions of Site Use

HEALTH AND SAFETY - CONDITIONS OF SITE USE

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

- 1) The site is covered by the Health and Safety at Work Act 1974 and its associated regulations and all users must abide by any relevant provisions. Any person found to be in contravention of the requirements of this Health and Safety Statement will be asked to leave the site.
- 2) All visitors and contractors must sign the visitor's book upon entry to and exit from the site. All vehicle drivers must report to the site manager before proceeding to deposit waste or collect waste/product from 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 on site. If you are injured on site please alert a member of staff for assistance.
- 5) All persons must wear the appropriate PPE on site including high visibility jackets and hard hat.
- 6) Safety boots must be worn by all persons in the waste treatment/storage areas.
- 7) Protective gloves must be worn for any operations which present a hazard of puncture to or laceration of the skin or for any manual handling work carried out on site.
- 8) Ear defenders, safety helmets (hard hats) and eye protection will be issued when deemed necessary and must be worn by all employees and contractors where required by the site manager or other site representatives.
- 9) Fire extinguishers are kept on site to deal with any fires - fires shall only be dealt with by employees of Hollingsworth Bros (UK) Ltd unless alternative instructions are given by the site manager. Access to firefighting equipment must be kept clear at all times.
- 10) Persons who are suspected to be under the influence of drugs or alcohol will be removed from the site.
- 11) Smoking is not permitted on the site.
- 12) Observe and follow all traffic directions and traffic/safety signs.
- 13) Drivers must comply with all safety instructions given by the site manager or appointed deputy.
- 14) All drivers are responsible for ensuring that their vehicle is safely loaded. Unsafe loads will not be accepted at the site and will not be allowed to leave the site until they have been made safe.
- 15) Drivers waiting to tip at the site shall follow the instructions of the operator and shall only tip in the designated area, unless advised otherwise. No tipping shall take place over sorted stockpiles.
- 16) Drivers must remain in the cab or stand well clear of the vehicle during loading or tipping. Once the vehicle has been loaded it must be securely sheeted (if necessary) before leaving the site. When sheeting and unsheeting the vehicle ensure that the engine is switched off, the ignition key removed and the parking brake is on. Do not gain access using the mudguards and wheels. Ensure that your ropes, hooks and sheets are in good condition.
- 17) Never travel with the vehicle body raised. Ensure you know the maximum height of the raised body of your vehicle.

Declaration: To be completed by site users

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

Signed.....

Print name.....

Company/Organisation.....

Date.....

Note: these conditions are included in the EMS for information only and may be revised regularly as part of the site health and safety policy.