

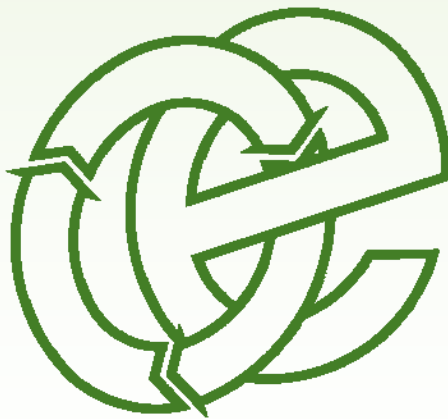
ENVIRONMENTAL MANAGEMENT SYSTEM

Enviroclear Site Services Ltd

Hafod Yard, Hafod Road, Ruabon, Wrexham

(EPR/WP3990VL former NJ Harper site)

VERSION:	1.0	DATE:	20 AUGUST 2015		
DOC. REF:	3333-1277-A	AUTHOR:	JE	CHECKED:	-
CLIENT NO:	1277	JOB NO:	3333		



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@oaktree-environmental.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		JE		For submission with application to transfer permit EPR/WP3990VL from NJ Harper to Enviroclear Site Services Ltd

CONTENTS

DOCUMENT HISTORY:	I
CONTENTS	II
LIST OF APPENDICES:	IV
SITE INFORMATION & KEY CONTACTS LIST	V
1 GENERAL CONSIDERATIONS	1
1.1 SITE OPERATOR/PERMIT HOLDER	1
1.2 SITE LOCATION AND PLANNING STATUS	3
1.3 PERMIT AREA/WASTE MANAGEMENT OPERATIONS	3
1.4 HOURS OF OPERATION	4
1.5 WASTE TYPES AND QUANTITIES	5
1.6 STAFFING AND MANAGEMENT	7
1.7 HEALTH AND SAFETY	7
1.8 FIT AND PROPER PERSONS	8
1.9 EXEMPT ACTIVITIES	8
2 SITE ENGINEERING AND INFRASTRUCTURE	12
2.1 ACCESS AND PARKING	12
2.2 NOTICE BOARD AND SIGNS	12
2.3 SITE SECURITY	13
2.4 SITE OFFICE	13
2.5 FUEL STORAGE	14
2.6 WEIGHBRIDGE	14
2.7 STORAGE AND PROCESSING AREAS	14
2.8 DRAINAGE	16
2.9 VEHICLES, PLANT AND EQUIPMENT	16
3 SITE OPERATIONS	19
3.1 PRELIMINARY PROCEDURES	19
3.2 CHECKING IN & INSPECTION OF LOADS	19
3.3 WASTE DEPOSIT, HANDLING AND STORAGE	20
3.4 RECORD KEEPING	24
3.5 PREVENTATIVE MAINTENANCE	27
3.6 MANAGEMENT TECHNIQUES	27
4 ENVIRONMENTAL CONTROL, MONITORING AND REPORTING	29
4.1 BREAKDOWNS AND SPILLAGES	29
4.2 SITE INSPECTIONS AND MAINTENANCE	29
4.3 CONTROL OF MUD AND DEBRIS	30
4.4 CONTROL AND MONITORING OF DUST	30
4.5 ODOUR CONTROL	31
4.6 LITTER CONTROL	31
4.7 CONTROL OF PESTS, BIRDS AND OTHER SCAVENGERS	32
4.8 CONTROL AND MONITORING OF NOISE & VIBRATION	32
4.9 COMPLAINT PROCEDURE	32
5 EMERGENCY PROCEDURES	33
5.1 GENERAL	33
5.2 FIRE	33
5.3 SPILLAGES	34
5.4 DRUMS	35

5.5	ADVERSE REACTIONS	36
5.6	HIGH WINDS	36
5.7	POOR VISIBILITY	36
5.8	OPERATIONAL FAILURE	36
5.9	BOMB SCARE	36
6	TRAINING FOR SITE STAFF	37
6.1	TRAINING NEEDS ASSESSMENT	37
6.2	SITE RULES AND INFRASTRUCTURE TRAINING	37
6.3	EMERGENCY PROCEDURES TRAINING	37
6.4	FIRE SAFETY / FIRE-FIGHTING TRAINING	38
6.5	RECOGNITION OF WASTE TYPES TRAINING	38
6.6	STORAGE AREAS / LIMITS TRAINING	39
6.7	VEHICLE / PLANT PREVENTATIVE MAINTENANCE TRAINING	39
6.8	DUTY OF CARE TRAINING	39
6.9	PLANT OPERATION TRAINING	40
6.10	PERMIT / MANAGEMENT SYSTEM TRAINING	40
6.11	TRAINING FOR CONTRACTORS	40

List of Appendices:

Appendix I - Drawings

Drawing No. 3333/1277/01 – Site Location Map

Drawing No. 3333/1277/02 – Permit Boundary Plan

Drawing No. 3333/1277/03 – Proposed Site Layout & Drainage Plan

Appendix II - Record Keeping Forms

ECSS/RF/1 - Waste Input Record Form

ECSS/RF/2 - Rejected Waste

ECSS/RF/3 - Waste Output Record Form

ECSS/RF/4 - Site Diary/Inspection Form

ECSS/RF/5 - Visitors Log

ECSS/RF/6 - Employee Training Needs Assessment / Review

ECSS/RF/7 - Complaints Form

ECSS/RF/8 - Emergency Drill Record

ECSS/RF/9 - Preventative Maintenance Checklist

ECS/RF/10 - Carrier Registration Check Form

Appendix III - Environmental Permit inc. Accepted Waste Types

Appendix IV - Health and Safety – Conditions of Site Use for Staff & Visitors

Appendix V - Additional Documents/Procedure Documents

Site Information & Key Contacts List

Site Address:	HAFOD YARD, Hafod Road, Ruabon, Wrexham LL14 6HF		
Site Operator:	ENVIROCLEAR SITE SERVICES LTD	National Grid Ref:	SJ 276 662

<u>CONTACT</u>	<u>Description</u>	<u>Office Hours</u>	<u>Out of Hours</u>
Arthur Imrie	Site Manager	07768533546	07786 070284
Wrexham Maelor Hospital, Croesnewydd Rd, Wrexham LL13 7TD	Local NHS Hospital (Main)	01978 291100	111 or 999
	Accident & Emergency (A&E)	01978 291100	999
	NHS Direct	0845 4647	
Doctor's Surgery Ruabon Medical Centre (off High Street, Ruabon LL14 6NH)	Local Doctor Surgery (GP)	01978 823717	999 or 112
Police Station	Local Police Non-Emergency	101	
	Police Emergency	999	999
Wrexham Fire Station	Fire and Rescue Service (in Emergency Dial 999)	01978 366528	999
Natural Resources Wales	Environmental Regulator	0800 80 70 60	0800 80 70 60
Wrexham County Borough Council	Local Planning Authority	01978 292000	01978 292000
	Environmental Health Dept.	01978 292040	0978 292040
Welsh Water	Sewerage Provider	0800 052 0130	0800 052 0130
	Gas Company	NO GAS ON SITE	
Oaktree Environmental Ltd	Specialist Advisor (Waste and Planning Issues)	01606 558833	