

NEW VALE CIVIC AMENITY SITE

OPERATIONAL WORKING PLAN

EPR/MP3895FT

FEBRUARY 2022

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REVISION RECORD

Version of Working Plan	Date	By	Summary of Revisions Made
1	May 2006	NC	1. New Working Plan (first issue) to be read in conjunction with new Waste Management Licence (EAWML30385) for the extended and newly developed Civic Amenity Waste Management facility at New Vale Industrial Estate. 2. Supersedes Working Plan (Revision 4) May 2004 for Waste Management Licence EAWML30221 which is being currently processed for surrender.
2	May 2018	NC	1. WML ref. EAWML30385 updated to Environmental Permit EPR/MP3895FT 2. Addendum WPA.1 to WP added <i>“Implementation of Bagged Residual Waste Sorting Facility for Residents of Blaenau Gwent County Borough.”</i> 3. Drawings amended and drawing numbers updated throughout the document 4. Reference to Environment Agency amended to Natural Resources Wales throughout the document 5. Deleted Appendix 3 – Exempt Activities.
3	Jan 2020	NC	1. Drawings numbers 140/211, 140/212 and 140/213 updated.
4	Feb 2022	NC	1. Review undertaken prior to submission to NRW following a routine request 2. Operational hours updated at 1.7 3. Reference to Civic Amenity Site (CA) amended Household Waste Recycling Centre (HWRC) throughout the document 4. Staffing levels updated at 1.11 5. Addendum WPA.1 Bag Sorting Facility noted as in abeyance due to the Covid-19 pandemic. NRW notified 25/03/20.

Previous Waste Management Operations

Silent Valley Waste Services Limited have operated a Household Waste Recycling Centre (HWRC) at New Vale Industrial Estate since 1994. These operations have been managed under 3 separate waste management licences:

Licence / Permit Reference Number	Status of Waste Management Licence	Reasons for Surrender
CPA30 / EAWML30145	Licence surrendered and Completion Certificate issued.	Emergency re-siting of operations to adjacent Council depot / compound due to subterranean fire from neighbouring closed landfill site. Subterranean fires since extinguished.
EAWML30221	Surrender process concurrent with the application for the new licence (EAWML30385).	Site redeveloped between March and August 2004. Area of site extended beyond the confines of site licence boundary. New licence applied for to cover the area of existing operations and the extension to the site.
EAWML30385 issued since renamed to EPR/MP3895FT	New Site Licence applied for concurrently with surrender of EAWML30221.	New Site Licence issued

1. General Site Management

- 1.1 This Working Plan may not cover every contingency that may arise during the life of the facility and it may therefore need occasional alteration.
- 1.2 A location plan is shown on drawing number TS0029/1/P. The site is located on the Waun-y-pound Industrial Estate, Ebbw Vale. Access is gained to the Industrial Estate from the A4047. A detailed site layout is shown on drawing number 140/212.
- 1.3 The site will be operated in accordance with:
- The current version of the ***Operational Working Plan***.
 - The conditions laid down in the ***Planning Approval***.
 - The ***Environmental Permit Ref.*** EPR/MP3895FT
 - The company's ***Health and Safety Policy and any appropriate guidance document produced by the Health and Safety Executive***. Silent Valley Waste Services limited (SV) has a full Health and Safety Policy in place which is regularly monitored and updated as necessary. This policy will apply fully to this site.
- 1.4 Access and egress to the site will be via a one way system as indicated on drawing number 140/212. A site identification board will be erected at the entrance giving the following information:
- Site name and address
 - Name of licence holder i.e. SV
 - Emergency telephone numbers for SV and the Natural Resources Wales (NRW)
 - Licence number and confirmation of issue by NRW
 - Opening times
 - A list of waste types accepted
- 1.5 The foul and surface water drainage systems for the site are shown on drawing number 140/211.
- 1.6 The site is to predominantly operate in hours of daylight. Fixed lighting is available at the site as shown which comprises three flood lights mounted along the north west face of the buildings these provide adequate lighting for the yard area in front of the building. If necessary, the lights can be adjusted to avoid light intrusion.
- 1.7 Waste storage containers will be located at the site as shown on drawing number 140/212.

Non-hazardous and inert household waste

- Open top dedicated skips / containers for the storage of degradable, metal and inert wastes.

Hazardous household waste

- Dedicated proprietary storage containers for the separate storage of hazardous household wastes (car batteries, fluorescent tubes, appliance batteries, hazardous electrical equipment, etc)
- A lockable durable wire mesh cage for storage of gas bottles
- hard standing area for storage of white goods including refrigerators.

Plant

- Compaction equipment / plant operates at the site.

Emergency Equipment

- Liquid / Oil Spillage kit stored in the site office.
- Adequate first aid facilities will be provided and shall be stored in the site office.

Services

- Mains water to site weighbridge office.
- Mains electricity to site weighbridge office.

- 1.8 The site will be open 6 days per week CLOSED on Thursdays. The site will also close on Christmas day and New Years' day.

The site operational hours will be between but not fixed to the following times:

<i>Dates</i>		<i>Hours of Operation</i>	
<i>From</i>	<i>To</i>	<i>From</i>	<i>To</i>
01 st January	31 st December	08:00	19:00

Note current opening hours at Feb 2022 are 09:00 to 17:30, 6 days per week.

- 1.9 The site will be secured outside the working hours indicated and no waste will be tipped at the site outside these hours without the prior agreement of the NRW.
- 1.10 SV recognises the need for good management practices on this site and undertakes to set up operating systems which will ensure that the Household Waste Recycling Centre (HWRC) facility operates to a high standard.
- 1.11 All Attendants engaged on the site will be issued with details of safe systems of work and will be put through such extra courses of instruction and training as is necessary to allow them to fulfil their duties with due regard to their own safety and the safety of others.

SVS will also ensure that all Attendants employed at the HWRC are proficient to carry out their duties and that their training complies with recognised levels of competence imposed by the Industry, to this end the company will train and update Attendants whenever necessary.

- 1.12 Staff to be employed at the HWRC comprises five number HWRC Attendants three of which working at any time to a shift pattern.

The HWRC will be manned by one of the Attendants from 15 minutes before opening time to 15 minutes after closing time. Cover for all of these Attendants during periods of sickness and holidays will be provided by other trained staff employed by SV.

- 1.13 Management for this site will be provided by SV and this person shall possess an appropriate Certificate of Technical Competence as awarded by the Waste Management Industry Training and Advisory Board (see Appendix 2).
- 1.14 This Working Plan may not cover every contingency that may arise during the life of

the facility and it may therefore need occasional alteration.

2. Permitted Wastes

2.1 Only those wastes listed in *Environmental Permit* will be allowed onto the site.

2.1 The site Attendants shall validate wastes by visual inspection and any unauthorised waste will be rejected, all details will be noted in the site diary and SV management will be immediately informed, the appropriate authority will also be alerted if necessary.

2.2 The maximum total quantity of waste received at the site shall not exceed 4,999 tonnes per annum.

3. Engineered Site Containment and Drainage Systems

3.1 The drainage systems for the site are shown on drawing number 140/211. The drainage systems were constructed to the requirements of Series 500 - Drainage and Service Ducts, Specification for Highway Works published by the Stationery Office (formerly known as HMSO) and as amended under the contract let for construction of the site.

3.2 The site pavement construction types are shown on drawing number 140/211. The pavements shall be constructed to the requirements of Series 700 - Road Pavements, Specification for Highway Works published by the Stationery Office (formerly known as HMSO) and as amended under the contract let for construction of the site.

3.3 Roof drainage from the site office and enclosed waste receptacles will be collected by the surface water drainage system.

3.4 The glass reinforced plastic oil and petrol interceptor is a Klargest 3 chamber full retention Class 1 separator / petrol interceptor.

3.5 The site drainage including the oil / petrol interceptor, manholes and road gullies will be regularly inspected and maintained as often as it needs, to ensure that blockages do not cause water to build up on the surface of the facility.

3.6 All maintenance of the surface and foul water drainage systems are the responsibility of the Local Authority and regular inspection will be carried out to ensure that it functions properly at all times.

3.7 A Construction Quality Assurance Plan has been completed for the site redevelopment works and has previously been submitted to the NRW.

4. Waste Acceptance, Control Systems and Procedures

4.1 A detailed site layout indicating designated waste reception areas is shown on drawing

number 140/212.

- 4.2 Appropriate protective clothing and equipment will be worn at all times by the site Attendants.
- 4.3 Users of the HWRC facility will be directed by the HWRC Attendant to discharge their load into the appropriate skip.
- 4.4 The skips in the HWRC facility will be emptied to prevent the facility becoming overloaded. However, during busy periods the site may have to be closed for short periods of time once all skips are full.

In such instances a site attendant will marshal queuing traffic at the site gates and the site will only be reopened once skip capacity becomes available again.

- 4.5 The attendant will ensure, in as far as is it practical and safe to do so, that all wastes disposed of at the site are permitted by the site licence. Any unauthorised wastes will be refused access to the disposal facility and the carrier will be advised of the nearest licenced facility for acceptance of that particular waste (if known).

All pertinent details will be logged in the site diary including time, waste description, reason for rejection, and vehicle registration. Any suspicious circumstance will be notified to SV management without delay.

- 4.6 If, despite the above policing arrangements any unauthorised waste is discovered on the site, then the site attendant shall visually inspect the waste and only after determining it is safe to do so, don the appropriate PPE and relocate the unauthorised waste to the waste quarantine area.

If on visual inspection the attendant determines the waste is physically unsafe to move **or** the nature of the waste cannot be safely determined, then the attendant shall cordon the area of the waste to prevent further contact, suspend all operations in that area and divert traffic as necessary.

SV management shall immediately be informed and they in turn shall contact the NRW to agree an action plan for the safe removal of the unauthorised waste by a qualified contractor. In all such instances the full details of the incident shall be recorded in the site diary and an accident / incident form shall be completed.

- 4.7 The flow of site traffic will be as shown on drawing number 140/212. The HWRC Attendants will be responsible for directing traffic.

If the volume of traffic increases to the extent that congestion may occur, the site entrance shall be temporary barricaded using traffic cones (or closing the site gates) and the HWRC Attendant shall ensure that waiting vehicles form an orderly queue outside the site entrance. Vehicles shall be marshalled on a one departure one entry basis until the site traffic returns to a safe number, at which time the traffic cones will be removed and vehicles allowed entry as normal.

- 4.8 Staff employed on the facility will be responsible for preventing anyone sorting through the waste with a view to recovering items of interest.
- 4.9 During the hours that the site is open, the site Attendants will be responsible for preventing fly tipping or the tipping of wastes in the wrong place.

5. Waste Quantity Measurement Systems

- 5.1 All non-recyclable materials leaving the HWRC site shall be weighed prior to disposal. A record of all recyclables moved from the site shall also be kept at the site to monitor waste types, tonnages (calculation by waste volume and density where weighbridge records not available) and destination of the wastes.
- 5.2 Except for recyclables the final disposal point for waste collected at the facility shall be SV's licenced Landfill site at Ebbw Vale, Gwent; where waste type and tonnage records are kept in sufficient detail to ensure compliance with NRW' quarterly waste total returns for both sites. Should the need arise, SV will arrange for disposal at an alternative facility.

6. Storage of Wastes with Hazardous Properties or Forms

- 6.1 The storage of all household hazardous wastes at the site shall be carried out in accordance with the most recent version of the relevant NRW guidance or industry standard.
- 6.2 Hazardous waste shall be stored in an area of the site separate from the non-hazardous waste management operations. The locations of the hazardous waste storage areas are shown on drawing number 140/212. Dedicated proprietary containers for the separate storage of specific hazardous wastes shall be used at the site.
- 6.3 Where hazardous waste containers are fitted with lids, doors and locks, then these shall remain in place ensuring the container is secure at all times when not being used. If necessary, the doors of all refrigerators and freezers shall be taped up with strong adhesive tape to prevent opening.
- 6.4 Handling and placement of hazardous wastes will be carried out by the site user supervised by the attendant with assisted provided if required. Care shall be taken at all times to prevent any unnecessary damage or breakage to the waste.
- 6.5 The HWRC attendant shall ensure that hazardous wastes are carefully placed and neatly stacked within the container. Stacking heights will not be allowed to exceed the internal height of the container thus allowing secure fitting of the lid prior to removal from site.
- 6.6 Arrangements shall be made to promptly remove hazardous waste containers from site when they near their full capacity. Containers will not be overfilled.

7. Control of Aerial Emissions of Dusts, Fibres and Particulates

- 7.1 SV shall liaise as required, with NRW and the Local Authority regarding any monitoring and control measures that may be necessary.
- 7.2 The HWRC site yard area will be swept down daily or more frequently as required. It will also be hosed down as and when required to suppress any aerial emissions.
- 7.3 Any spillage of waste will be attended at the earliest opportunity to and returned to the appropriate container.

8. Control of Odour Emissions

- 8.1 Any stored wastes emitting odours deemed to be a smell nuisance to the local amenities and Attendants will be removed from site as soon as possible. However, if this process is likely to involve a lengthy delay, temporary measures will be put in place such as spraying the waste with an odour suppressant and / or sheeting / re-siting of the waste container to prevent / lessen contact with direct sunlight / atmosphere.
- 8.2 If required open containers will be covered with sheeting to minimise odour emissions. In any event, all containers will be removed from site as soon as possible after reaching their full capacity.

9. Control of Litter

- 9.1 The site is well contained and litter is not expected to be a problem, nevertheless, the site will be continuously monitored and litter picking will be undertaken as and when required.
- 9.2 If required open containers will be netted over in high winds to prevent wastes becoming airborne. In any event, all containers will be removed from site as soon as possible after reaching their full capacity or payload.

10. Control of Pests and Scavengers

- 10.1 The site will be inspected at daily intervals for any infestation by insects or vermin, and de-infestation measures will be implemented as required. In addition, preventative infestation measures will be taken on a periodic basis by a specialist contractor. Records of inspections carried out, pests discovered and action taken will be recorded in the site diary.
- 10.2 Staff employed on the facility will be responsible for preventing anyone sorting through the waste with a view to recovering items of interest.

11. Control of Mud and Debris

- 11.1 A vehicle cleaning facility is not required due to the engineered surfaces and nature of the site activities. This will in turn negate the remedial cleaning of public areas.
- 11.2 The HWRC yard area will be swept down on a daily basis. It will also be hosed down as and when required.

12. Site Security

- 12.1 The site boundary is shown on drawing number 140/211. The site has 2.8m high, DirickX Axis D type fence erected along the site perimeter. Access to the site is through the existing gate in the north boundary, the gate construction matches the 2.8m high fencing construction.

The fence line and gate will be inspected regularly and maintained at all times. Any lengths found to be damaged will be repaired temporarily within 24 hours, permanent repairs will be undertaken as soon as possible.

- 12.2 All persons visiting the site for a valid purpose other than disposal of waste will be required to report to the site office and sign the visitors' book. At that time, they will be given any necessary safety instructions and made aware of site rules. Any person with no valid reason for wishing to gain access to the site will be refused entry.

13. Health and Safety

- 13.1 Where relevant the site shall be operated in accordance with the Health and Safety Executive's best practice guidance documents:
 - ***'Operating Civic Amenity Sites Safely', and***
 - ***'Safe Transport in Waste Management and Recycling Facilities'***

- 13.2 SV has a full Health and Safety Policy in place which is regularly monitored and updated as necessary. This policy will apply fully to this site. All Attendants engaged on the site will be issued with details of safe systems of work and will be put through a health and safety induction to familiarise them with these methods of safe working. Additional instruction and training will be provided as necessary to allow them to fulfil their duties with due regard to their own safety and the safety of others.

- 13.3 The safe systems of work include a number of specific emergency procedures for dealing with:
 - ***fire;***
 - ***first aid;***
 - ***liquid / oil spillages;***
 - ***the reporting of accident and incidents, and***
 - ***battery acid spillages***

will be kept at the site. These procedures will be instigated as required and strictly adhered

to as the circumstance demands.

- 13.4 Adequate first aid facilities will be provided to comply with Health and Safety (First Aid) Regulations 1981.
- 13.5 All accidents will be recorded in an approved Accident Book.
- 13.6 All injuries are to be reported as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1989.
- 13.7 All outbreaks of fire will be reported immediately to Head Office and NRW
- 13.8 Cleaning materials and reagents that are subject to COSHH Regulations will be retained at a secure facility and in accordance with the manufacturers' instructions. Such materials will only be used by trained Attendants and will be returned to the secure store when not in use.
- 13.9 Appropriate protective clothing and equipment will be worn at all times by the site Attendants.
- 13.10 The appropriate information notices will be displayed to comply with the Health and Safety at Work Act and the Factories Acts.

14. Administrative Procedures and Record Keeping

- 14.1 A site diary will be retained on site. This will be used to record daily events at the site. The site diary will also be used to record significant incidents and other important matters as detailed elsewhere in this Working Plan.
- 14.2 All paperwork generated at the site will normally be collected on a weekly basis, reviewed and kept in safe store at SV's main office. SV management will carry out site inspections and audits of the documentation to ensure good practice is maintained
- 14.3 All site records will be made available for inspection on request.
- 14.4 All accident and incidents will be recorded as soon as possible after the event and these written records shall be retained for a period no less than three years.
- 14.5 All reporting requirements to the NRW will be handled by SV's main office.

APPENDIX 1

Drawings

140/211 – Site Construction, Drainage Layout & Traffic Flows

140/212 – Waste Storage & Containment Site, Site Plant & Vehicles

140/213 – Emergency Evacuation & Information Plan

APPENDIX 2

Technically Competent Management

APPENDIX 3

Planning Permission