

WITHYHEDGE MATERIAL RECYCLING FACILITY

ENVIRONMENTAL MANAGEMENT SYSTEM

MAY 2015

Prepared for:

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TITLE:	ENVIRONMENTAL MANAGEMENT SYSTEM

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WITHYHEDGE MATERIAL RECYCLING FACILITY
ENVIRONMENTAL MANAGEMENT SYSTEM

Contents

Page

1.0	SITE DESCRIPTION AND SPECIFIED WASTE MANAGEMENT OPERATIONS	1
2.0	SITE LAYOUT AND EQUIPMENT	2
2.1	Process Overview	2
2.1.1	<i>Delivery and Removal.....</i>	<i>2</i>
2.1.2	<i>Unloading and Sorting</i>	<i>2</i>
2.1.3	<i>Material Separation.....</i>	<i>2</i>
2.1.4	<i>Storage</i>	<i>3</i>
2.1.5	<i>Destiny of recovered materials</i>	<i>3</i>
2.1.6	<i>Disposal of non-recoverable materials</i>	<i>3</i>
2.1.7	<i>MRF Fines</i>	<i>3</i>
2.1.8	<i>Accepted Waste Types.....</i>	<i>4</i>
3.0	ENVIRONMENTAL ASPECTS AND IMPACTS.....	6
4.0	OPERATIONAL CONTROL	10
4.1	Site Manager.....	10
4.2	Site Supervisor.....	10
4.3	Site Access	10
4.4	Weighbridge	10
4.5	Site Office	10
5.0	ENVIRONMENTAL INCIDENTS PROCEDURE	11
5.1	Identification of Potential Hazards.....	11
5.2	General Incident Management.....	11
5.3	MRF or site office Fire	11
5.4	Vehicle Fire.....	11
6.0	MAINTENANCE, MONITORING AND REPORTING	12
6.1	Maintenance	12
6.2	Monitoring and Reporting	12
7.0	TRAINING	13
8.0	AUDIT PROCEDURE	14
8.1	Re-audit Procedure.....	14
8.2	EMS updates	14
APPENDIX A	Drawings	
APPENDIX B	Maintenance Log Template	
APPENDIX C	Training Matrix	
APPENDIX D	Audit Template	

1.0 SITE DESCRIPTION AND SPECIFIED WASTE MANAGEMENT OPERATIONS

Resources Management UK Limited operate a Material Recycling Facility (MRF) at Withyhedge near Haverfordwest. The site address is: -

Withyhedge Material Recycling Facility,
Rudbaxton,
Haverfordwest,
Pembrokeshire,
SA62 4DB

The hours of operation for the facility are outlined below: -

Monday – Friday (including Bank Holidays)	07:00 – 20:00
Saturday	07:00 – 16:00
Sundays	Closed*

* The site will be open from 07.00 – 16.00 hours for two Sundays per annum.

The site will be closed on Christmas Day, Boxing Day and New Year's Day.

Planning Permission with the reference 97/0743/PA was originally granted for the MRF on the 23rd of February 1998.

An amendment to the planning permission with reference 05/0278/PA was granted on the 10th of August 2005.

A Waste Management License has also been granted for the facility by the Environment Agency and has the reference number EAWML 34295.

The license authorises the keeping and treatment of the specified controlled wastes at the site.

Treatment can be for either recovery or disposal.

All treatment and storage of waste must take place on an impermeable surface.

The maximum quantity of waste that can be accepted in accordance with the license is 74,999 tonnes per year.

No hazardous wastes can be accepted at the site.

2.0 SITE LAYOUT AND EQUIPMENT

A layout drawing for the Withyhedge Materials Recycling Facility is included in Appendix A of this document.

The main pieces of machinery that will be utilised on site are summarised in Table 1 below: -

Table 1 – Site Equipment

Equipment	Model	Machine/Serial Number
Overhead Magnet	Eriez	506J65
Eddy Current Screener	Eriez	74278
Baler	BOA 80-1 REFU	V921173-27
Bottle Perforator	BRT	1706080
Bag Opener	1400-37-L	V302545-10
Picking Station		0506J60

2.1 Process Overview

2.1.1 Delivery and Removal

The operations involve the sorting and bulking of co-mingled dry recyclables from kerbside collection, commercial operations, bring banks and household waste recycling centres. Materials will be delivered to the facility via the weighbridge and processed as detailed below.

2.1.2 Unloading and Sorting

The recycling operative will check each load of waste as it is deposited in the designated waste reception bay. The recycling operative will communicate with the vehicle drivers to ensure that each load is deposited in a safe manner. He shall advise the weighbridge operator in the event that the waste is not as described or is a waste for which the activity is not permitted to receive.

If the deposited waste is not as described, but another activity within the adjacent landfill is permitted to accept the waste then the weighbridge operator will redirect the load to the adjacent landfill and shall require the waste carrier to validate an amended waste transfer note.

If the deposited waste is not as described and the adjacent landfill is not permitted to accept the waste, then the procedure for dealing with unauthorised wastes shall be followed. Material arriving in recycling bags will be opened at the reception area and transferred to the conveyor hopper by loading shovel. Waste unsuitable for sorting will be removed and transferred to the residue skip.

Individual loads of clean or sorted recyclables shall be transferred directly into the correct storage bay.

Brown, green, clear and mixed glass, newspapers and magazines delivered in banks shall be diverted directly to bunkers in the bulk loading area

2.1.3 Material Separation

Municipal wastes will be transferred from the conveyor hopper into a raised hand picking station. An overhead magnet shall be positioned over the conveyor to remove steel cans and an eddy current separator will remove the aluminium cans. Recycling operatives shall separate material by hand and drop it into the appropriate hoppers.

2.1.4 Storage

The maximum amount of recyclable waste permitted within the designated waste reception bay is 500 tonnes. The maximum storage time for this waste prior to proceeding is two weeks. If waste cannot be processed within the period, e.g. in the event of machine breakdown, it shall be transferred to an alternative recycling centre for processing.

A series of storage bays shall be defined within the MRF building for the following materials, into which recyclables shall be directly placed, or hoppers shall be emptied.

- Plastic film
- Plastic containers
- Aluminium cans
- Steel cans
- Cardboard; and
- Newspaper and magazines.

As a sufficient amount of separated material is accumulated within each storage bay, it will either be transferred into the baler hopper or loaded directly onto vehicles for onward transportation.

Material transferred to the baler hopper is fed via conveyor into an automatic baler, the resultant bales will be stored temporarily adjacent to the machine and the transferred outside to the bale storage area.

Baled waste will be stored in accordance with TGN7.1 to reduce the risk of fire on site.

2.1.5 Destiny of recovered materials

Bales and bulk sorted material shall be accumulated in the relevant storage areas until sufficient quantity has been collected for economical transportation. Bales shall be loaded onto flat-bed transporters using a telehandler or forklift truck. Bulk material shall be transferred into lorries for transport by a telehandler with a shovel attachment.

Lorries leaving the site with recovered material will travel over the weighbridge to record the amount of exported material from the facility.

2.1.6 Disposal of non-recoverable materials

Unrecoverable residues shall be collected in a skip located within the facility. The contents of the skip shall be disposed of to an appropriately licensed facility, as the skip becomes full or on a weekly basis, whichever is sooner.

Emptying of the skip shall be recorded in the site diary.

2.1.7 MRF Fines

MRF Fines shall be tipped onto an external concrete hardstanding pad and placed into the external concrete bays. The fines will be bulked in the external bays. When a suitable volume is present, the fines will be disposed of at the adjacent landfill.

The fines will be disposed of as soon as possible and no fines will not be stored in the storage bays overnight.

The external hardstanding and storage bays have a sealed drainage system which will catch any surface water runoff within this area. The drainage system is shown in drawing 240-01-06.d01 in Appendix A.

The drainage system will be maintained and checked weekly. The storage tank will be emptied by tanker as required.

2.1.8 Accepted Waste Types

Only wastes categorised under the Environmental Waste Codes outlined below can currently be accepted at the Withy hedge Materials Recycling Facility. The description of the waste types are also outlined below:-

02 WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING

02 01 wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing: -

- 02 01 04 waste plastics (except packaging)
- 02 01 10 waste metal

15 WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED

15 01 packaging (including separately collected municipal packaging waste): -

- 15 01 01 paper and cardboard packaging
- 15 01 02 plastic packaging
- 15 01 03 wooden packaging
- 15 01 04 metallic packaging
- 15 01 05 composite packaging
- 15 01 06 mixed packaging
- 15 01 07 glass packaging
- 15 01 09 textile packaging

17 CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)

17 02 wood, glass and plastic: -

- 17 02 01 wood
- 17 02 02 glass
- 17 02 03 plastic

17 04 metals (including their alloys): -

- 17 04 01 copper, bronze, brass
- 17 04 02 aluminium
- 17 04 03 lead
- 17 04 04 zinc
- 17 04 05 iron and steel
- 17 04 06 tin
- 17 04 07 mixed metals

17 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 THE PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION AND WATER FOR INDUSTRIAL USE

19 12 wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified: -

- 19 12 01 paper and cardboard
- 19 12 02 ferrous metal
- 19 12 03 non-ferrous metal
- 19 12 04 plastic and rubber
- 19 12 05 glass
- 19 12 07 wood other than that mentioned in 19 12 06
- 19 12 08 textiles

20 MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS

20 01 separately collected fractions (except 15 01): -

- 20 01 01 paper and cardboard
- 20 01 02 glass
- 20 01 08 biodegradable kitchen and canteen waste
- 20 01 10 clothes
- 20 01 11 textiles
- 20 01 36 discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35
- 20 01 38 wood other than that mentioned in 20 01 37
- 20 01 39 plastics
- 20 01 40 metals

As waste is separated, small amounts of other waste stream categories may be generated, which will be transferred to the adjacent landfill or off-site as appropriate.

An application has been made during May 2015 to permit the tipping and bulking of MRF Fines on the external hardstanding area and to add the following waste codes those permitted in the Environmental Permit for the facility:-

- o 170101 – concrete, 170102 – bricks, 170103 – tiles and ceramics, 170107 – mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 170106;
- o 170504 – soils and stones other than those mentioned in 170503;
- o 191001 – iron and steel waste, 191002 – non-ferrous waste, 191004 – fluff-light fraction and dust other than those mentioned in 191003, 191006 – other fractions other than those mentioned in 191005;
- o 191212 – other wastes (including mixtures of materials) from mechanical treatment of wastes other than those mentioned in 191211;
- o 200202 - soil and stone, 200301 – Mixed Municipal waste.

3.0 ENVIRONMENTAL ASPECTS AND IMPACTS

General Site

A visual check of the facility and hardstanding will be made on a weekly basis. Any signs of damage will be reported and remedial measures implemented as soon as possible where required.

Water

Liquid wastes are not permitted within the MRF.

All clean surface water runoff is collected and discharged to the perimeter surface watercourse, via a three stage oil interceptor.

Litter

The waste reception bays will not be filled beyond their design capacity. Loose segregated household recyclable material shall only be stored in the receptacle provided.

Only baled or heavy bulked waste unlikely to generate litter shall be stored outside in order to prevent the generation of windblown litter.

Litter nets will be erected adjacent to the MRF Facility as an additional mitigation measure.

The recycling operatives will be responsible for ensuring that the process is operated in a systematic and tidy manner. Daily checks shall be made and debris cleared at the end of each working day. A record of the checks will be made in the site diary.

Dust

The floor of the building and hardstanding will be kept free from dust as far as is reasonably practicable. This will be achieved by sweeping, vacuuming or damping down of the surface at least once per day when the process is operational, to avoid airborne dust being generated by vehicle movements.

Recycling operations will only be undertaken within an enclosed building except where permitted outside by the environmental permit.

Transfer of stockpiled materials to lorries will be completed in such a manner as to minimise dust generation, such as by reducing the drop distance from the shovel to the vehicle.

Vehicles will be sheeted if leaving the site and either sheeted or damped down if transferring material to another location on-site.

The site manager shall undertake daily assessments of dust and record any observations in the site diary.

Noise

Site operations will predominantly be undertaken within an enclosed building, which will control noise levels. Hearing protection will be issued to employees as required within the site.

Heat

The roller shutter doors will be kept closed as often as is practicable to reduce heat emissions.

Odour

The material accepted at the site has a low potential to generate odour. In addition, as material will predominantly be processed in an enclosed building, the risk of odour generation will be further reduced.

However, in order to adopt a conservative approach, the site manager shall undertake subjective assessments daily and record the results in the site diary. If offensive odours are identified then the site manager shall ensure appropriate corrective action is taken.

Pests

The materials accepted at the site are source segregated dry recyclates and are therefore not attractive to vermin and insects. No pest control treatments are therefore proposed.

Risk Assessment

Potential environmental impacts for the Withyhedge Material Recycling facility have been considered and a site specific risk assessment has been prepared for the site.

The site specific risk assessment outlines the potential risks associated with the operation of the site and includes the equipment utilised, materials being processed and emergencies such as fire or flood.

Mitigation measures that will be implemented at the site have been outlined for each item. These measures will ensure the associated risk remains at an acceptable level.

The risk assessment is summarised in Table 2 on the following page.

Table 2 – Site Specific Risk Assessment

Risk	Probability	Consequence	Overall Risk	Mitigation Measures	Residual Risk
Release of Particulate matter (dust) to nearby sensitive receptors	Low	Moderate	Moderate	Processing will be undertaken inside a building. Entrances will be kept shut when possible. Bulking of material externally will be undertaken in designated bays. Dust Suppression equipment will be kept on site and utilised where required	Low
Site run-off to groundwater	Low	Moderate/High	Moderate	Process and storage areas are on suitably designed hardstanding. External hardstanding has a sealed drainage system. A separate drainage system is in place for clean surface water runoff	Low
Site run-off to surface water	Low	Moderate/High	Moderate	Process and storage areas are on suitably designed hardstanding. External hardstanding has a sealed drainage system. A separate drainage system is in place for clean surface water runoff	Low
Deposition/release of litter from site	Low	Low	Low	Processing will be undertaken inside a building. Entrances will be kept shut when possible. Bales in storage areas will be regularly inspected to ensure wrapping remains intact.	Low
Noise	Low	Moderate	Moderate	Machinery is contained within a building which will act as a noise barrier. Machinery will be maintained in line with manufacturer's guidance to ensure correct operation. Site operations will be restricted to within the permitted times. Employees and Visitors will utilise hearing protection as required, A noise assessment conducted for the development concluded that any noise produced would attenuate to below background levels at the nearest sensitive receptors.	Low
Vibration	Low	Moderate	Moderate	Machinery will be maintained in line with manufacturer's guidance. Due to the nature of the operations proposed for the site, it is unlikely that the site operations will be in excess of existing port operations.	Low
Odour	Low	Moderate/High	Moderate/High	Waste will be delivered to the site in suitably enclosed/sealed vehicles. Wastes will be deposited directly within the fully enclosed building where possible. Externally stored wastes will be bulked and moved as soon as possible. Bales will not be stored externally for longer than 6 weeks. Odour suppression equipment will be utilised where required. Daily checks will be undertaken by the site manager to monitor aerial emission of odour at the site boundary situated downwind of operations. An Odour Management Plan has been prepared for the site and will be implemented.	Low/Moderate

Risk	Probability	Consequence	Overall Risk	Mitigation Measures	Residual Risk
Pests	Moderate	Moderate	Moderate	Wastes will be processed within the fully enclosed building. Pre-treated waste will be stored internally for a maximum of 48 hours A maximum of 500 Tonnes of unprocessed waste will be stored on site at any one time, expect where a lower quantity of specific waste types are specified by the permit. Bales will be stored externally for no longer than 6 weeks An inspection of stored wastes for pest infestations or damage will be carried out daily by the site supervisor. Specialist external contractors will be employed if required.	Low/Moderate
Flooding of the site – Employees and Visitors	Very Low	High	High	The Site does not lie within a floodplain.	Very Low
Flooding of the site – Groundwater/Surface water	Low	High	High	The Site does not lie within a floodplain.	Low
Fire	Low	High	High	A fire evacuation plan will be held and maintained by the Site Manager. All Employees and visitors will be made aware of the plan and fire exits/assembly points. All machinery will be maintained in accordance with manufacturers guidelines Appropriate fire suppression equipment will be maintained on site Bales will be stored in accordance with published guidance.	Low
Bodily Injury – Employees and Visitors	Low	Moderate/High	Moderate	Only suitably trained and qualified staff will operate machinery. Machinery will be maintained in accordance with manufacturers guidelines Appropriate Personal Protective Equipment (PPE) will be worn at all times.	Low
Traffic Movements	Low	Moderate	Low	A transport plan has been prepared for the site. Only one delivery vehicle will be allowed entry into the building at a time. Visibility splays will be located around the site as required Deliveries will be co-ordinated by the weighbridge operator Appropriate PPE will be worn at all times Reversing will be minimised, with banksman/reversing cameras used where required.	Low

4.0 OPERATIONAL CONTROL

The following personnel shall hold primary responsibility for ensuring that the requirements of the EMS are met.

4.1 Site Manager

The Site Manager will be responsible for the overall operation of the Withyhedge MRF site. The primary responsibilities of the site manager will include: -

- Maintain and update the EMS document as required;
- Investigate and respond to any complaints received;
- Investigate any environmental incidents and implement corrective actions;
- Complete any regulatory reporting requirements;
- Undertake annual audit of the EMS document.

Details of the Site Manager are given below.

Name	Bryan Cameron
Contact Number	01437 741003
Out of Hours	07557 979709

4.2 Site Supervisor

The Site supervisor will be responsible for the day to day running of the MRF site and will be the first point of contact in the event of an incident, emergency or complaint. Key responsibilities of the Site Supervisor will include: -

- Ensure all employees are aware of environmental risks associated with the facility and the measures that should be implemented in the event of an incident or emergency, including exit routes and assembly points;
- Complete monitoring and inspections requirements for the facility and keep records;
- Ensure a maintenance schedule is created and adhered to;
- Inform the Site Manager of any incidents, emergencies or complaints;
- Ensure the maximum volume of unprocessed and processed waste stored at the site is not exceeded;

Details of the Site Supervisor are given below.

Name	Kevin Reynolds
Contact Number	
Out of Hours	01437 741001

4.3 Site Access

Access to the site is obtained from the A40 close to Haverfordwest Airport, along Flether Hill, which leads to a 1.5km long access road of tarmac construction. At the top of the access road is the site reception area.

Access to the landfill past the site reception will be via internal haul roads. Vehicle speeds on the site access road will be monitored and appropriate controlling action taken if necessary.

4.4 Weighbridge

A weighbridge is located adjacent to the site reception and will be maintained in a condition "passed fit for trade" in accordance with Section 11 of the Weights and Measures Act 1985.

4.5 Site Office

The site office contains a meeting room, visitor centre, toilets, mess, washing facilities and adequate first aid facilities in addition to the office space. These facilities will be maintained throughout the operational life of the site.

5.0 ENVIRONMENTAL INCIDENTS PROCEDURE

5.1 Identification of Potential Hazards

The main potential risks associated with the MRF facility have been outlined in section 3, where appropriate mitigation measures have been proposed to ensure risk remains at an acceptable level.

Additional general measures that will be adopted to minimise risk are outlined below: -

The following measures will be implemented in order to reduce any risks: -

- Spill Control kits will be provided on site where necessary;
- Incoming raw materials will be visually checked to ensure they do not contain any materials which have the potential to cause any accidents/incidents;
- All material received on site will be processed as soon as possible;
- Deliveries will be co-ordinated by the weighbridge operator;
- A speed restriction is in place on site to prevent collisions;
- Reversing will be minimised as far as possible; and where required will be performed using the appropriate aids and personnel;
- An accident book is in place to record all incidents, near misses;
- Any recommendations/improvements suggested by accident/incident reports are implemented if feasible;
- All staff will be given induction training prior to their undertaking of any works on site;
- All staff will be adequately trained to operate equipment prior to use and will wear appropriate Personal Protective Equipment at all times.
- All staff are aware of the locations of fire extinguishers and other safety equipment and are training in their correct use as part of their core training and site induction at the start of their employment.

5.2 General Incident Management

In the event that an incident does occur, the Site Supervisor must be informed and the following general procedures will be followed: -

1. Raise the alarm where required;
2. Make safe any equipment and machinery where possible;
3. Call emergency services if required;
4. Site Supervisor to inform the Site Manager;
5. Inform appropriate regulatory authorities where required;
6. Undertake Investigation and implement corrective actions.

5.3 MRF or site office Fire

If a fire should occur in the MRF or site office then the electrical supply shall be switched off immediately. Fire extinguishers, located in each building should be used to control the fire and prevent it spreading, where safe to do so.

Should the fire be such that it cannot be controlled by the use of extinguishers, then the building shall be evacuated and the emergency services contacted.

5.4 Vehicle Fire

In the event of a vehicle fire, the vehicle should be diverted to a holding area if possible and fire extinguishers within the vehicle should be used to control the fire where present.

Should the fire be such that it cannot be controlled by the use of extinguishers, then the building shall be evacuated and the emergency services contacted.

6.0 MAINTENANCE, MONITORING AND REPORTING

6.1 Maintenance

A site maintenance schedule will be created by the Site Supervisor for all plant and machinery.

The schedule will include regular visual checks of plant and machinery in addition to mechanical maintenance which will be undertaken in line with the manufacturer's guidance.

The maintenance schedule and records will be held in the site office.

A maintenance log and fault log template are included in Appendix B.

6.2 Monitoring and Reporting

There are currently no environmental monitoring requirements for the site.

Visual inspections of the unprocessed waste, baled waste and external storage area will be undertaken daily by the Site Supervisor.

Regulatory reporting requirements outlined in the permit will be completed by the Site Manager within the allotted timescales.

7.0 TRAINING

The Site Supervisor shall hold primary responsibility for ensuring that all personnel are aware of their environmental obligations and have undertaken suitable training (in-house or formal) to complete their roles at the Withyhedger MRF site.

A training matrix is included in Appendix C.

The Site Supervisor is responsible for ensuring that induction training is given to each new employee when he/she is employed at the site. All employees are instructed on environmental matters concerning the site which outlines the following basic principles: -

- The importance of conformance with company Environmental Policy, the associated Environmental Assurance Procedures and all other requirements of the Environmental Management System;
- The significant environmental impacts, both actual or potential of their work activities, and the associated environmental benefits associated with improved personal performance;
- Employee's roles and responsibilities in achieving conformance with all aspects of the environmental management system;
- The potential consequences if site procedures and associated environmental legislation are not followed;
- Reporting procedures if deviations from the permit or normal operating practices occur.

A training record will be held by the Site Supervisor and include the following information: -

- (a) the person's name and signature;
- (b) job no./title, as appropriate;
- (c) details of training undertaken;
- (d) dates training undertaken;
- (e) qualifications achieved (where applicable).

All employees are required to sign a training record to confirm that they have received instruction on environmental matters concerning the site and understand all their obligations.

The training record will be kept in the site office.

The training requirements of employees will be reviewed by the Site Manager and Site Supervisor on an annual basis at which time the annual training programme is agreed. The training review will ensure that the training needs of all employees are identified and methods for providing that training established.

The Site Supervisor will identify any and organise any additional training required by employees outside of the training programme.

8.0 AUDIT PROCEDURE

The Site Manager is responsible for conducting an annual internal audit of both the EMS document and the MRF facility to ensure the environmental aspects and impacts of the facility remain adequately managed.

An audit template form is included in Appendix D.

The audit will cover the following topics at a minimum: -

- Review and update Site Manager and Supervisor details if required;
- Review environmental aspects and impacts and mitigation measures;
- Review of any complaints received since the previous audit, the subsequent actions taken and their effectiveness;
- Review of incidents/near misses that have occurred since the previous audit, the subsequent actions taken and their effectiveness;
- Review training status and requirements of all staff;
- Review process description, planned updates and changes to the facility and identify any amendments required to the EMS, site processes and potential impact to overall site risk;
- Discuss requirements for new corrective or preventative actions;
- Determine date of next audit.

Audit items or observations made which require a corrective action or have deviated from a defined process will result in the audit being failed for that item. Corrective actions will be identified by the Site Manager and Site Supervisor along with a timescale to implement the actions. A re-audit will be organised for the end of the implementation period.

If no corrective actions are required, or where only preventative actions are needed, then the audit will have been passed.

Observations raised, which require a preventative action will be recorded by the Site Manager and will be given a date for review.

8.1 Re-audit Procedure

Only items recorded as failures in the audit report will be re-audited. If the item checked on the re-audit is in conformance following implementation of the corrective action then the re-audit is said to have passed.

If the items checked are found not to conform then the re-audit is said to have failed. The reason for failure is recorded and the Site Manager is notified immediately. The Site Manager will ensure that any items that fail the re-audit are prioritised for immediate action.

8.2 EMS updates

The EMS will be updated to incorporate any changes made at the site.

Changes that alter site processes, machinery types or could increase the environmental risk of the site will be discussed with Natural Resources Wales prior to implementation and updating of the document.

A copy of an updated EMS will be provided to NRW and other regulatory bodies as required.

APPENDIX A

Drawings

-  Primary Storage Areas
-  Bag opener
-  Baler and Bottle Perforator
-  Picking Line
-  Overhead Magnet and Eddy Current Screener



Job: 240-01-06

Title: Withyhedge MRF Equipment Layout

Date: May 2015
Scale: NTS
Drawn by: DS
Checked by: SW

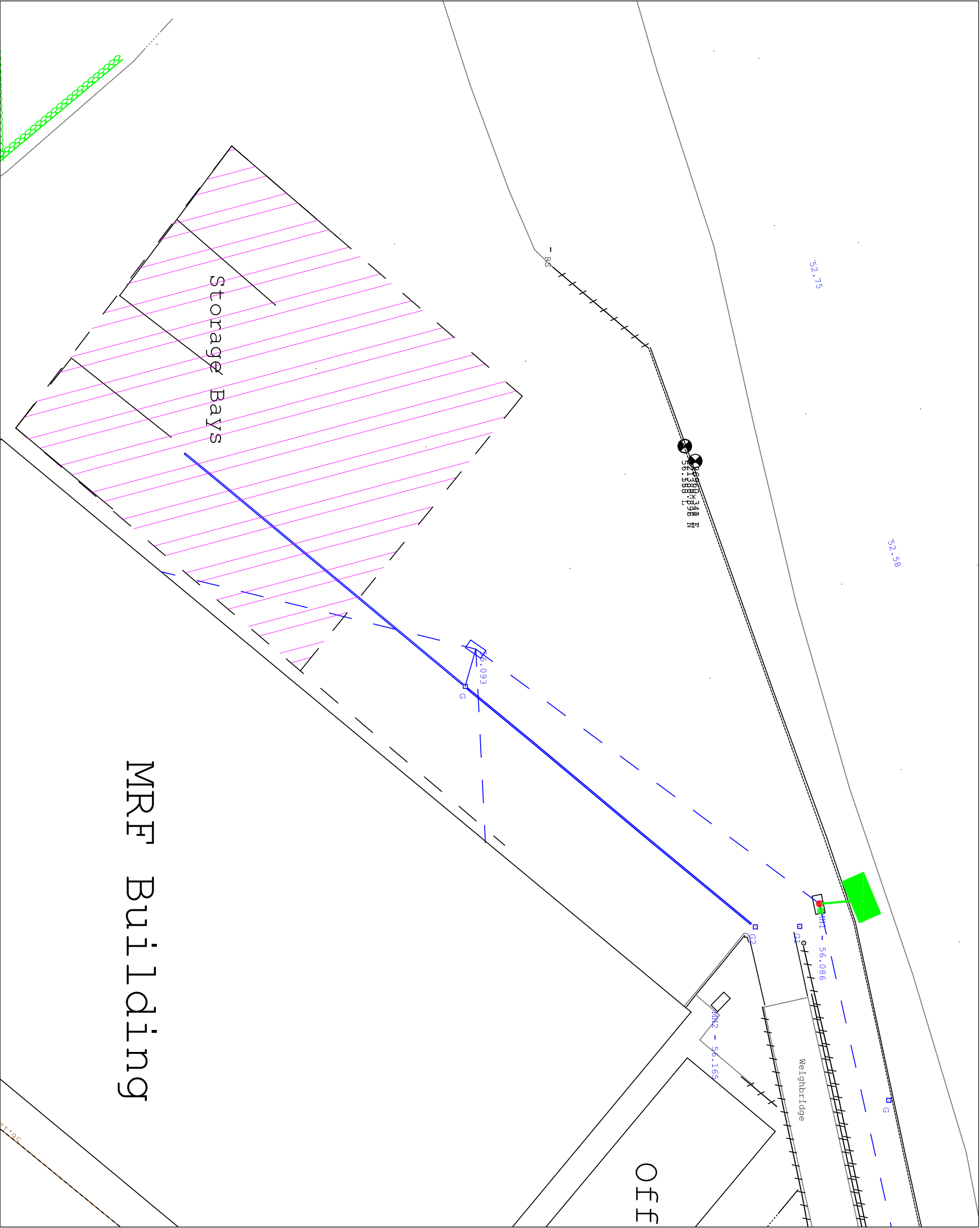
EXCAL House,
Capel Hendre Ind. Est.,
Ammantford,
Carmarthenshire,
SA18 3SJ
Tel: 01269 831606
Fax: 01269 841887
Website: www.excaluk.com
E-mail: info@excaluk.com

Drawing No: 240-01-06.D02

Revision No: Date:

- Line of Existing Drainage
- Existing slot drain in Hardstanding
- Drainage Pipe Temporary Block
- New Drainage Connection
- New Storage Tank
- Block off downstream Pipe after new storage tank installed
- Approximate Fines working area

Job: 240-01-06	
Title: Withyhedge MRF Fines Drainage	
Date: May 2015	
Scale: NTS	
Drawn by: DS	
Checked by: SW	
E/CAL House, Capel Hendre Ind. Est., Armanford, Carmarthenshire, SA18 3SJ Tel: 01269 831606 Fax: 01269 841867 Website: www.ecaluk.com E-mail: info@ecaluk.com	
Drawing No: 240-01-06.D01	Date:
Revision No:	Date:



MRF Building

APPENDIX B

Maintenance Log Template

[illegible]

APPENDIX C
Training Matrix

Site Induction Register

[illegible]

Employee Training Record

Name:				
Qualifications:				
In house training and training courses attended: -				
Date	Description	Signature Supervisor	Signature Employee	Venue

APPENDIX D
Audit Template

AUDIT REPORT

Audit Description:		Audit No:	
Auditor:		Date:	
Actions	Corrective:		
	Preventative:		
Summary of Findings:			
Audit Result: PASS/FAIL			
Signed:		Date:	
Re-audit Result: PASS/FAIL			
Signed:		Date:	
Site Manager Signature:		Date:	