

Environmental Management System

Woodmat Limited, 32 Chilcott Avenue, Brynmenyn Industrial Estate, Bridgend, Mid Glamorgan CF32 9RQ

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1. Site Details and Management

Introduction

Woodmat Limited carry out wood recycling operations at 32 Chilcott Avenue on the Brynmenyn Industrial Estate, the location of the site is shown and provided in *Appendix 1- Site Location and Boundary Plan* (as provided for under the permit boundary *EPR/YB3097TR/T001*).

The operations are carried out by Woodmat Limited under the controls of a Standard Rules permit (No. SR2011No.4) The site boundary is shown and provided *Appendix 1 – Site Location and Boundary Plan*, the main details of the permitted operations are as follows:

- Permit number *EPR/YB3097TR/T001*

This is a *Standard Rules Permit, SR2011No.4 - 5/de*, issued 11/12/2013, which allow the operator to store and treat waste wood at a specified location. Permitted wastes do not include hazardous wastes. The total quantity of waste that can be stored and subsequently treated at the site under these standard rules should be no more than 5,000 tonnes.

Drainage from areas of the site used in connection with the storage and/or treatment of waste shall be discharged directly to four sewer / collected in a sealed sump, controlled by the use of a drain bung, before being tanked off site. Drainage liquid collected in the sealed sump may also be used for dust suppression on the site, where suitable.

Clean surface water from roofs or from areas of site that are not being used in connection with storing and treating waste may be discharged directly to surface waters, or to groundwater by seepage through the soil via a soak away.

The information provided in this management plan aims to provide a management plan for the permitted operations within the site and describes the current site, its' processes and operations and how they are managed and controlled to meet the requirements of Condition 1 - "General Management" of the Standard Rules Environmental Permit.

This document (and any other referenced or associated documents to it) provides information to the Operator and to Natural Resources Wales for acceptance and regulation of the site activities. Any proposed changes to the site, its' activities or management should be reviewed and updated within this document beforehand.

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2. Site Operator

The Site Operator is:

Woodmat Limited

3. Site Location and Setting

The Site Location is:

Woodmat Limited,
32 Chilcott Avenue
Brynmenyn Industrial Estate
Bridgend, Mid Glamorgan
CF32 9RQ

NGR: SS 90675 84306

The location of the site is provided in *Appendix 1- Site Location and Boundary Plan*

The site is located approximately 4 kilometres north east after exiting junction 36 (on to A4061 and A4065) of the M4 and is situated outside the village of Bryncethin in a predominantly industrial and commercial area on the Brynmenyn Industrial Estate

The infrastructure briefly comprises a detached industrial storage unit that is constructed around a steel portal frame providing clear span and approximately 8 metres to underside of eaves, the floor is constructed of an impermeable concreted surface. There is a similar size unit opposite that houses processing machinery and an office block.

Roofed water drains to interconnecting drains installed around the outside of the building which feeds into the external sites' surface water drains.

Externally, the property is serviced by way of a gated private entrance, concrete surfaced forecourt and small self contained concrete surfaced yard. There is also a weighbridge, the main access to which is via concreted surface.

The perimeters of the site are defined by a secure fence and screened with trees and shrubs on three sides. The other side being flanked by the access road for the industrial estate. There also exists separate offices which are occupied/operated by the business also.

4 Site Management

The site employs a minimum of 2 staff. Machine operatives regularly undergo RTITB training for the safe operating and use of plant and equipment which is provided by a private training company and Health and Safety and Environmental awareness training and assistance is also provided regularly by private advisors and consultants.

Risk assessments for the operations have been carried out in and are found in Appendix 4. The risk assessments provided in Appendix 4 has highlighted that there are no additional control measures required to prevent fugitive emissions of dust and noise as no shredding and

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screening operations will be taking place. If this changes then this risk assessment will be reviewed again and changes made as appropriate and as necessary.

Maintenance is carried out on plant and equipment deployed at the site for waste treatment and recovery operations as required. A summary of plant and equipment used for on-site treatment operations is provided below in *Table 1 - Itemised Plant and Equipment*.

Description	Uses(s)
Loading Shovels x 1	Stockpiling, Loading and Unloading Vehicles
Telescopic handler	Loading and Unloading vehicles

A checklist list for the maintenance of plant and equipment and site infrastructure is kept in the site office.

Maintenance Records for plant and equipment and site infrastructure are kept in the site Office.

Accidents, Incidents and breaches, and complaints occurring or caused by operations at the site are logged and kept in the site office.

Records are kept of the following:

- Complaints is provided in *Appendix 7 Complaints Record*
- Incidents and Accidents is provided in *Appendix 8 - Incidents, Accidents and Non-Conformances*.
- An Accident Management Plan is provided separately in *Appendix 10 - Accident Management Plan* and is implemented if and when they occur to minimise their potential adverse causes and consequences.

Monitoring of uncontrolled emissions (i.e. fugitive emissions which are not subject to emission limit values) should be undertaken by a site boundary inspection daily and recorded in the Site Diary.

Records of wastes received and dispatched and as detailed above for the management and operations of the site are kept secure in the site office.

Site Security Systems are installed at the site which comprises of the following measures:

- All working areas and site perimeters at the site are within easy visual range for on-going surveillance during working hours by the site staff,
- Signages erected at the site entrance and car parking area prohibits unauthorised persons entering the site and provide instructions for site users and visitors to report to the site office.

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- Access gates and doors to the open yard areas, offices, buildings and access gates are maintained in good repair and are kept closed and locked after working hours.
- The security systems are remotely manned & monitored by a private security firm (bluestone security) outside working hours. A 2 hour manned patrol also operate at the site outside of normal hours.

5 Site Operations

Overview of Operations

The waste recovery operations carried out at the site are summarised as follows:

Recycled wood in its chipped form (some final product some to be processed further) will be received and stockpiled for removal and recycling. The material will be brought into the site using walking floors or other artic vehicles and stockpiled using a site loading shovel. Once required for removal it will then be reloaded.

Waste Pre-acceptance Procedures

Pre-acceptance checks on wastes prior to receipt at the Recycling Facility may comprise of the following:

- Pre-determined specifications and agreements (quotations) with the customer
- Producer visits, waste verification checks and audits
- Independent analysis and reports
- Pre-determined process routes and storage areas for the wastes
- Scheduled dates for receipt.
- Visual checks made by the driver prior to and during loading of wood wastes onto the vehicle

Records of pre-acceptance checks should be kept at the site offices.

Waste Acceptance Procedures

Wastes Accepted

Wastes to be accepted at the Recycling Facility will be in line with those permitted under the Standard Rules permit SR2011 No.4.

All wood wastes accepted at the site shall *exclude* the following:

- Hazardous items or substances
- Liquids
- Retrievable non-wood components

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- Malodours
- Fine dusts and powders capable of causing uncontrolled aerial emissions during deposit and handling

All wood wastes accepted at the site shall be limited to those listed in Table 2.3 of SR2011 No.4.

Arrival of Incoming Waste

All vehicles delivering waste to the site will enter the site via the main entrance and stop at the weighbridge. Visual checks are undertaken on the waste and the accompanying documentation for confirmation that the waste is described adequately, conforms to any pre-acceptance checks and that the waste is permitted for acceptance and processing on-site.

• Non-hazardous treated and untreated wood wastes must be accompanied by a Duty of Care Waste Transfer Note.

• Waste carriers must be registered and have a valid Waste Carriers Certificate to carry waste. The information recorded should be kept at the site office, for all waste received at the Recycling Facility may include:

- i. Time and date
- ii. Drivers (haulier) details
- iii. Waste carrier licence number, Vehicle registration/fleet identity number
- iv. The Producer (including address) of the waste
- v. Quantity / weight of waste received
- vi. The waste description and waste code
- vii. Physical nature and packaging/type e.g. solid, loose, bulk, whole item etc.
- viii. Controlled waste transfer note reference number(s)
- ix. Storage or treatment area (recycling/recovery operation(s)) where the waste is directed to on-site

Additional information for certain wastes received at the Recycling Facility may also include:

x. Pre-acceptance checks and verification against specifications, analysis, reports and agreements where previously made.

xi. Any irregularities with the load, prior to offloading and on inspection after deposit, e.g. contamination, odours, unsuitable debris, hazardous items etc. Where the waste does not conform and cannot be recovered at the site, refer to and complete *Appendix 2.8 - Incidents, Accidents and Non-Conformances*.

xii. Controlled waste transfer notes or hazardous waste consignment notes for redirected, rejected or removed wastes.

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xiii. Redirected (rejected) waste/loads for alternative off-site treatment/disposal including any instructions/correspondence from Natural Resources Wales.

Waste rejection and/or quarantine

Unsuitable loads detected arriving at the site following acceptance checks will not be accepted and will be rejected from site.

If it is found that any irregularities with the documentation or the waste after deposit then the waste will be re-loaded back onto the vehicle and rejected from the site or the waste will be quarantined on site pending further enquiries and completion of *Appendix 2.8 - Incidents Accidents and Non-Conformances* and agreement with or instructions received from the Natural Resources Wales.

Where there are irregularities found e.g. hazardous items, unsuitable debris or heavy contamination found within the waste after deposit the following procedures provided in Table 2 Redirected waste, rejection and quarantine procedures will be employed depending on the nature and scale of the issues and risk assessed where appropriate:

Table 2 - Redirected waste, rejection and quarantine procedures

Irregularity	Action
E.g. Hazardous or potentially dangerous items	<ul style="list-style-type: none">• Notify Natural Resources Wales.• If required and safe (risk assessed) to do so, wear appropriate PPE before handling.• Contain and isolate the waste, shut off drains and remove to a sealed and enclosed skip or container for off-site disposal as potential hazardous waste.• Clean any affected surfaces and drains.• Place absorbents and / or contaminated items or debris from affected areas in a sealed container(s).
Odorous waste	<ul style="list-style-type: none">• Remove solids to a sealed and enclosed skip for off-site disposal.• Clean affected surfaces and areas
Unsuitable non-hazardous and low risk	<ul style="list-style-type: none">• Remove debris to a sealed and enclosed polluting debris skip for off-site disposal

Notifications to Natural Resources Wales can be made on the following numbers:

- Local *Natural Resources Wales* offices Tel No.: 03000 653313
- National *Natural Resources Wales* Incident Hotline 03000 80 70 60

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Waste Acceptance

Following satisfactory checks and recording the driver is then directed to take the waste to the relevant waste storage and / or treatment or areas.

6 Waste Storage and Treatment Operations

All material should be stockpiled and managed in line with the requirements of the Standard rules permit SR2011No.4.

Segregation and limiting the sizes of stockpiles within the site may consist of the following measures:

- Use of demarked areas which are defined by either physical barriers or visual markers or reference points
- Use of visual references (e.g. signs, painted lines, poles, building heights etc. showing maximum storage heights) to ensure stockpiles do not exceed a maximum permitted height.
- Visual periodic daily checks on stockpiles

All despatches of recovered waste are accompanied by a controlled waste transfer note and the following information is recorded:

- i) *Time and date*
 - ii) *Drivers details*
 - iii) *Vehicle registration/fleet identity number*
 - iv) *The destination of the waste*
 - v) *The local authority destination code*
 - vi) *Quantity*
 - vii) *The LoW code and description = 19 12 07 Wood wastes other than those mentioned in 19 12 06*
 - viii) *Physical nature*
 - ix) *Controlled waste transfer notes or hazardous waste consignment notes for redirected, rejected or removed wastes.*
 - x) *The receiving site permit or number or exemption details*
 - xi) *Waste carrier licence number (for third party carriers only)*
- *Manufactured Non-wastes*

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To include the *relevant* details above for wastes dispatched, but may also include:

- i. Sampling and analysis details
- ii. Product Specifications / Data sheets
- iii. PAS or Protocol references
- iv. Intended use(s)
- v. Any additional information/reports

End.

WOODMAT LTD

EMERGENCY ACTION PLAN

OCTOBER 2017

CONTENTS

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 - 2 Organisation and Responsibility
 - 3 Raising the alarm
 - 4 Fire procedure
 - 5 Fire Action Notice
 - 6 Means of Escape
 - 7 Fire Fighting Equipment
 - 8 Administration & Site photographs of fire precautions
 - 9 Fire Plan Drawings
-

1 PREMISES PARTICULARS	
Premises Name: Woodmat Limited, 32 Chilcott Avenue, Brynmenyn Industrial Estate, Bridgend, Mid Glamorgan CF32 9RQ Address: Tel no: 07802 498437	Use of Premises: Waste Wood Recycling / Storage Owner/Employer/Person in control of the premises/workplace: Woodmat Ltd
Issue of EAP – OCTOBER 2017	Review – OCTOBER 2018 (unless changes to activities etc.)
Name & relevant details of the person who completed this EAP	
G Harvey – IOSH, COTC, WAMITAB LEVEL 4	
<p>1.Key Holders</p> <ul style="list-style-type: none"> • David Matton (Woodmat) – 07802 498437 • George Harvey (TCM) - 07771 484840 • Bluestone security – 01656 786333 <p>2. Location</p> <p>The site is located approximately 4 kilometres north east after exiting junction 36 (on to A4061 and A4065) of the M4 and is situated outside the village of Bryncethin in a predominantly industrial and commercial area on the Brynmenyn Industrial Estate</p> <p>The infrastructure briefly comprises a detached industrial storage unit that is constructed around a steel portal frame providing clear span and approximately 8 metres to underside of eaves, the floor is constructed of an impermeable concreted surface. There is a similar size unit opposite that houses processing machinery and an office block.</p> <p>Roofed water drains to interconnecting drains installed around the outside of the building which feeds into the external sites' surface water drains.</p> <p>Externally, the property is serviced by way of a gated private entrance, concrete surfaced forecourt and small self contained concrete surfaced yard. There is also a weighbridge, the main access to which is via concreted surface.</p> <p>The perimeters of the site are defined by a secure fence and screened with trees and shrubs on three sides. The other side being flanked by the access road for the industrial estate. There also exists separate offices which are occupied/operated by the business also.</p>	

2 ORGANISATION AND RESPONSIBILITY

Owner / Operator – Woodmat

- Ultimately responsible for the site, works undertaken and permissions required
- Will inform any third parties, land owners and other interested parties
- Will ensure keys are readily available

Site Daily Tasks

- Will inform site workers of the Risk Assessment (RA) & Emergency Action Plan (EAP) and its importance to fire prevention/precaution/evacuation.
- Will ensure the fire RA and EAP are reviewed at regular intervals e.g. at least annually

Fire Marshall

- Will deputise for the Manager in his absence and comply with the fire RA and EAP.
- Will be competent via fire awareness, training and access/knowledge of this EAP
- Will investigate, in conjunction with interested parties, incidences of fire arrangements, activations, drills and fire log book entries.

Health & Safety Advisor (Consultant) -

- Will assist, as requested, to prepare/update/amend the fire RA & EAP as appropriate based upon experience, feedback, changes to infrastructure and legislation.

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3	RAISING THE ALARM
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The means of warning of a fire may be via:

- Verbal via shouting smoke/fire and evacuation of the premises
- Through the smoke/heat detectors within various locations

4	PROCEDURES FOR FIRE
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1. Discovery of a fire

As there are no automatic detection or call points (externally), the alarm will be raised verbally.

NEVER TRY TO EXTINGUISH A FIRE UNLESS:

- You are competent/confident in your abilities
- You are familiar with fire extinguisher locations and operations
- You are familiar with the type for the fire being tackled
- You and/or colleagues are unable to gain access to an escape route/means of escape.

EXTINGUISHERS ARE PRIMARILY TO AID ESCAPE AND NOT AN ATTEMPT TO EXTINGUISH A FIRE UNLESS YOU ARE NOT PUTTING YOUR OR OTHER LIVES AT RISK

2. On hearing the fire alarm

The responsible fire marshall:

- will ensure the emergency services have been called giving precise details of the location e.g. post code, unit/building number and any other relevant information requested by the emergency services e.g. landline - 999.
- liaise with the emergency services upon their arrival at site
- check relevant area has been vacated
- not allow re-entry into the site area until authorized to do so.
- check with staff that visitors etc. are also present safely
- record the activation within the fire log book/record form/site diary

5	FIRE ACTION NOTICE (as displayed)
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6 MEANS OF ESCAPE IN CASE OF FIRE

Office (main two storey office building)

Via site access / egress roads

7 FIRE FIGHTING EQUIPMENT

Portable firefighting equipment is located in the site cabin and in the machine.

The fire engine is also available on site.

Extinguishers are regularly inspected by:

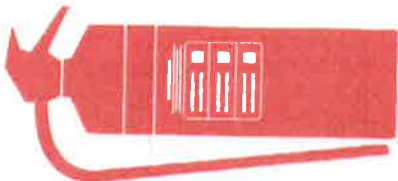

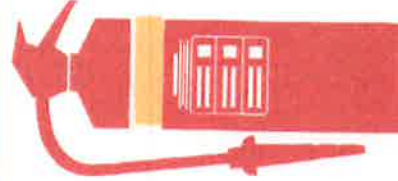

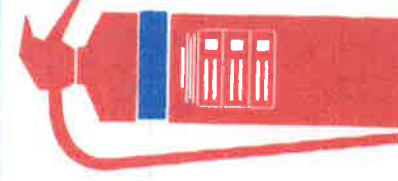
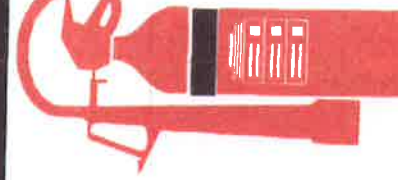

- Manager

Checked & maintained by: External competent supplier – Fire Safety Direct

KNOW YOUR FIRE EXTINGUISHERS

TO BS EN 3 & BS 7863



WATER		For use on wood, paper, fabrics etc.	 DO NOT use on electrical or flammable liquid fires
FOAM		For use on flammable liquids, oils, fats spirits etc.	 DO NOT use on electrical fires
POWDER		For use on all risks, (including electrical) and flammable liquids.	
CO₂		For use on electrical and flammable liquid fires.	 DO NOT operate in confined space, where there is a danger of fumes being inhaled.

32191 KG

GRIFFITHS GROUP
SALES & DISTRIBUTION CO.
HEYNOR CT. SOUTH WALES
PL. G188B - 15542Z

8	ADMINISTRATION & SITE PHOTOGRAPHS OF FIRE PRECAUTIONS
N / A	

9	FIRE PLAN DRAWINGS
N / A	

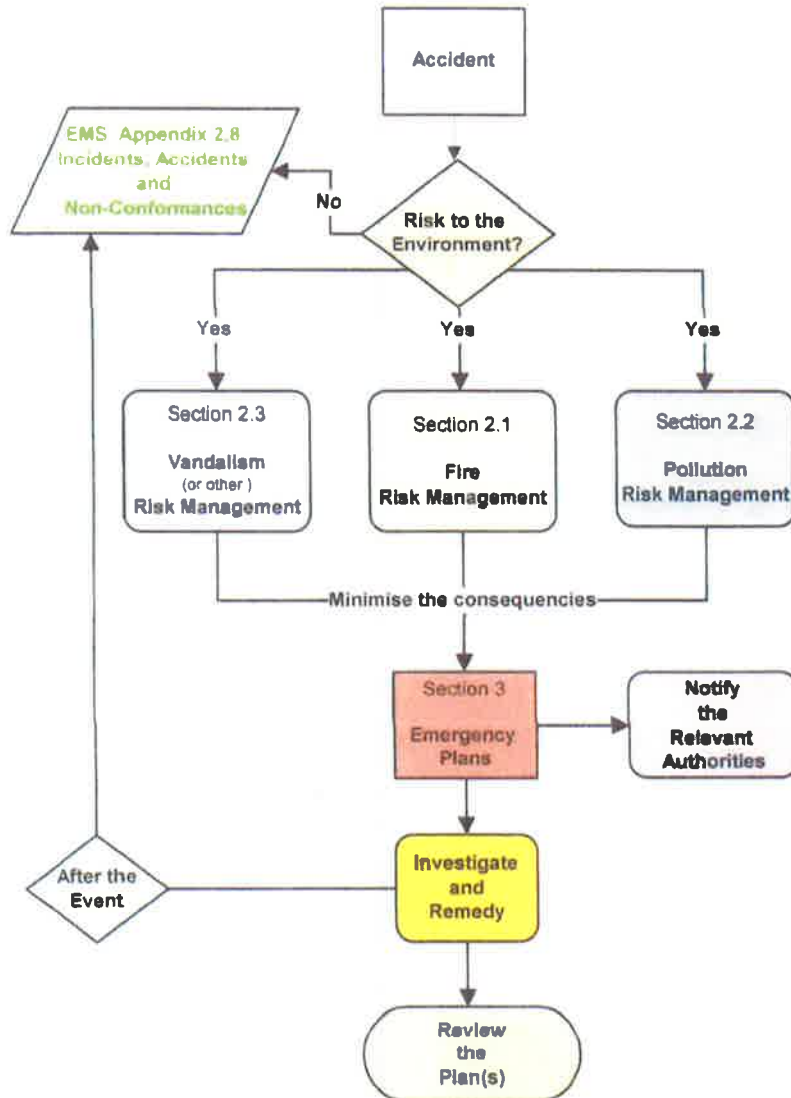
EMS – Appendix 10 – Accident Management Plan

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Section 1


What to do if an Accident Happens

If an accident happens and causes damage to the environment, or has the likely possibility to do so, the procedures and actions provided in this management plan should be carried out. There are other operating procedures and reporting forms within the sites' Environmental Management System (EMS) which should also be followed.



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Section 2 – Types of Accidents


Table 2.1 Fire Risk Management				
Hazard	Event/Failure	Probability	Severity and Pathway	Actions to Prevent or Minimise
 <p>Fire</p>	<p>Spark or ignition from machinery, site staff or persons on site</p> <p>Auto ignition of processed wood (chipped and fines)</p>	<p>Low probability</p> <p>Air pollution (smoke and fumes)</p> <p>Damage to adjacent and nearby properties</p> <p>Injury or Death</p> <p>Pollution into water</p>	<p>Severity is potentially high</p> <p>Spreading by contact and air</p> <p>Contact with and combustion of stockpiled wood and other flammable substances</p> <ul style="list-style-type: none"> Fuel tank, flammable gas bottles, drums and containers. Buildings, plant and equipment. <p>Explosive (fine dust) atmospheres</p> <p>Decomposition of organic material in situ</p>	<p>Product Control</p> <ul style="list-style-type: none"> Fines are a significant contributing factor that may contribute to spontaneous combustion risk. The material will not have been processed prior to delivery to the site. This is undertaken to maintain its integrity and reduce risk. Any metals that may create the possibility of heating in damp conditions will be controlled by the removal during processing prior to delivery. <p>Storage Methods</p> <ul style="list-style-type: none"> Stockpile heights will vary but should not exceed 5m high Stockpiles held in pre existing bunkers / clearly defined areas. Material to be separated if required based on material type. The stockpiles should not remain on site for longer than three months. If they do, then they must be fully rotated and records kept. No material to remain on site any longer than 6 months. Access to all areas of the site will be maintained at all times. <p>Preventative Action</p> <ul style="list-style-type: none"> The stacks will be routinely monitored and any 'unusual behaviour' reported and acted upon. The site will also be routinely inspected. Staff and contractors on site will follow safe working practices. Visitors will follow the correct safety and fire prevention procedures

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			<p>generating heat in stockpiled wood</p>	<ul style="list-style-type: none"> • The area is strictly non smoking with appropriate signage erected. • All plant and machinery is regularly maintained and never parked in the vicinity of the stockpiles. Plant and machinery is only ever operated by suitably trained operatives.
			<p>Contaminated fire water escaping from the site. The site is bunded with a soil bund which can be utilised to suppress affected material without use of water.</p>	<p>Fire Prevention / Response Plan</p> <ul style="list-style-type: none"> • Fire risk emergency response plan prepared. • The site will observe health and safety procedures and comply with fire regulations. Staff will be suitably trained. • Advice will be sought from local Fire & Rescue Service as required on the appropriate provision of fire extinguishing devices <p>Additional documents to refer to:</p> <p>FIRE Emergency Action Plan EMS</p>

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Table 2.2 Pollution Risk Management

Hazard	Event/Failure	Probability	Severity and Pathway	Actions to Prevent or Minimise
<p>Fuel Tank and drums and containers of highly polluting substances</p> 	<p>Minor spillages and leakages from daily use and mishandling. Spills and leakages from refuelling plant. Deterioration and failure of container or containment. Damage to fuel tank, containers and pipes. Collision from moving plant and vehicles using the site. Overfilling fuel tank.</p>	<p>Low to moderate probability Pollution to land Pollution to groundwater Pollution to site drains Pollution to SSI and docks water</p>	<p>Severity is low Site surface Site drains</p>	<p>Oil and fuel not kept on site. Spill kits available for incidents directly connected with on site machines. Contaminated absorbents to be kept within sealed containers prior to off-site disposal to a suitably licensed facility. All drainage lines on site are sealed so in the event of an incident the potential for pollution is minimal. If present arrange for local contractor to remove.</p>

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Table 2.3 Vandalism Risk Management

Hazard	Event/Failure	Probability	Severity and Pathway	Actions to Prevent or Minimise
Vandalism	Unauthorised entry to the site leading to: <ul style="list-style-type: none"> • W/fful damage to plant and machinery • Arson 	Low probability Consequences could be any of those already specified for Fire and polluting substances	Severity is potentially high Pathway could be any of those already specified for Fire and polluting substances	Site supervision and signage in place to prevent unauthorised persons. Buildings and site access gates kept locked when site not in use Main site premises controlled by site security 24 hours a day, 7 days per week, with CCTV in operation.

