

1. GENERAL CONSIDERATIONS:

Flintshire County Council Streetscene Services is applying for a bespoke environmental permit to operate a Household Waste Recycling centre at Oakenholt near Flint, Flintshire

2. SITE HISTORY and PLANNING STATUS:

2.1 The site is located on land off Chester Road, Oakenholt (A548), adjacent to a site operated for concrete batching by 'Dependable Concrete'. (Map Ref 326561: 371488)

2.2 The site lies approximately 100 metres to the south of the Dee Estuary) a designated a European Special Protection Area (Site Code: UK9013011)

2.2 Planning Permission for the operation was applied for the operation of a Household Waste Recycling Centre in January 2017

3. Permitted Operations:

3.1 The proposed waste management operations are summarised as:

D9 Physico-treatment of waste

D14 Repackaging of waste

D15 Storage of waste pending disposal

R3 Recycling or reclamation of metals and household hazardous wastes

R13 Storage of wastes pending recovery

3.4 The hours of operation shall be 09.00-19.00 hrs. (April to September) 09.00-17.00 hrs. Monday to Sunday, inclusive of bank and public holidays. No operations will take place on Christmas Day or New Year's Day.

3.5 Operations that take place outside of daylight hours will be suitably floodlit to ensure that operations can be carried out safely.

3.6 Waste Types and Quantities- a full listing of the EWC codes proposed to be accepted are shown as Appendix 1. In summary they will consist of

- Domestic Hazardous and non- hazardous waste

No hazardous waste other than that produced by domestic premises will be accepted on the site in small quantities (for example tyres, waste engine oil, batteries, waste paints and household chemicals)

Wastes such as plasterboard will be stored and kept separate-see Appendix 1 Permitted wastes

The amount of waste stored on site will not exceed the following:

- Household Waste 200 tonnes

The total maximum annual input for the site operations will not exceed 25,000 tonnes

4. Staffing and Management:

4.1 The normal staffing of the site will be as follows:

Household Waste Centre – 4 full time employees and a Site Manager

4.2 Technical Competent Management of the facility will be provided by the persons shown in Appendix 3 who are certified in Transfer of Hazardous Waste, Treatment of Non Hazardous Waste and/or Operation of Household waste sites dealing with household hazardous wastes

4.3 The site will be included within the certification under ISO 14001:2015 and ISO 9001:2015

5. Waste Acceptance:

5.1. Household Waste Recycling Centre

5.1.1 Only waste delivered by householders will be accepted at the site. A 'meet and greet' system will be operated to check what the householder intends to dispose of and to direct them to the appropriate container or receptacle.

5.1.2. Suspected deliveries by other than householders will be prevented (as far as possible) and suspected breaches will be investigated. The County Council operates a 'van ban' policy which also acts as a deterrent to trade deliveries.

5.1.3. All staff engaged in waste acceptance duties will be fully trained to understand what is permitted and how to manage each class of waste

5.1.4. The householder will be directed to and assisted by site staff in placing their waste in the designated container or receptacle. Particular care will be taken to ensure that domestic hazardous waste is placed safely into the designated receptacle and that spillage is avoided.

5.1.5. The details of any vehicle that is rejected will be maintained in the site office, and other sites notified accordingly.

6. Site Security

6.1. The whole site is surrounded on its perimeter by palisade fencing to a height of 2.4 metres. Access will be secured by lockable metal gates. A CCTV system operated in a similar way to other sites in Flintshire will be provide to monitor for unauthorised access

6.3 A height barrier of 2 metres is included on the upper level access route to limit vans and large vehicles which are not permitted to deposit waste on the site.

6.4 Security lighting will be provided to the whole site

7. Traffic Management:

Traffic Routes-

7.1.1. Household Waste Recycling Centre

Householders will be directed through their dedicated entrance gate and will be directed by site staff to the appropriate container or receptacle. Where a vehicle is required to reverse a member of site staff will act as a banksman to ensure that the reversing is carried out safely.

7.1.2. Householder vehicles will be directed to the south of the site to leave via a dedicated exit road (which will be appropriately signed).

7.1.3. A site speed limit of 15mph will be strictly enforced. Culprits may be banned from site after being warned as necessary

7.1.4. Vehicles servicing the Household Waste Recycling Centre will be directed into the lower area of the site. Vehicles servicing the smaller receptacles will be allowed onto the upper area via the HWRC access gates and be marshalled by site staff whilst collecting the materials, and fully comply with Site User Rules.

7.1.5. Access onto Chester Road will be via a signal controlled junction

8. Drainage

8.1 Household Waste Recycling Centre

8.1.1 The surface water drainage system has been designed to deal with areas of low contamination risk. Surface water will be drained from the Household waste recycling area through an oil/water interceptor into a consented drainage point and thence to the Highway drain which runs to the north of the site, under a discharge consent

8.1.2 The discharge from the amenity cabin will be drained into a self- contained treatment plant (Klargester type), the discharge from this plant will be discharged into a soak away, again under a discharge consent.

8.2. In Emergencies

8.2.1 In the event of a site emergency it will probably be necessary to contain firewater or contaminated waters, or divert them into holding facilities. Both the interceptors can be blocked and sealed to prevent any flow off site. The interceptors can be pumped to transfer contaminated water alternative temporary holding tanks.

8.2.2 Excess liquid will be transferred to a suitably permitted facility depending upon the analysis of the liquid to be disposed of

9. Environmental Control Measures

9.1. Dust Control

9.1.1 The generation of dust from site operations will be minimised by control of vehicle speeds, ensuring that open body vehicles are sheeted both on arrival and departure.

9.1.2 Dust will be controlled by the use of a tractor and bowser (with a fan tail) to spray the site roads coupled with the use of a vacuum road sweeper to remove dust and debris, as necessary

9.2 Litter Control

9.2.1 Regular inspections of the operating areas will be carried out and any loose material collected, including any that has lodged on the perimeter fencing. Records of conditions and any actions undertaken will be maintained in the site diary

9.2.2 Additional Litter collection fencing will be provided to the northern boundary of the site to ensure that any loose material is collected, and to limit any escape onto the River Dee Special Protection Area.

9.3 Control of pests, birds and other scavengers

9.3.1 Regular inspections will be carried out to check for the presence of vermin, birds and insects. A contract for control of vermin will be arranged so that regular professional baiting can be undertaken

9.3.2 Insects will be treated by the use of a sprayed insecticide (by qualified staff) when detected. Insect infestations will be avoided as far as possible by rapid and regular removal of stored wastes.

9.3.3 Bird numbers will be monitored, due to the site's proximity to the River Dee. Excessive numbers will be reduced by use of bird scaring devices such as decoys, kites, and other similar techniques

9.3.4 Records of inspections for each of these scavengers and actions undertaken will be maintained in the site diary

9.4. Mud and Debris

9.4.1 The surfacing of the operational areas and the use of hard surfaced access roads will lessen the possibility of mud deposition on the public highway. Vehicles leaving the site will be checked and sheeted to avoid any loose debris falling onto the highway

9.4.2 Deposits of material on the public highway will be treated by the use of a mechanical vacuum road sweeper or similar

9.4.3 Records of inspections for the condition of the public highway and access roads and actions undertaken will be maintained in the site diary

9.5 Noise Management

9.5.1 The Noise Management Considerations for the site are shown as Appendix 3

9.6 Odour Monitoring

1. Daily monitoring for odour at the start and end of the day by checking agreed upwind and downwind locations on the site perimeter. The direction of the wind can be determined by either the weather station or windsock. The results of the odour check will be recorded on the daily environmental record sheet or the site diary.
2. The details of the odour check are shown on the enclosed Odour Assessment Card, and the assessment must be continued for at least 5 minutes at any one time. If any odour is detected then the *Process for Odour Management* must be followed and mitigation measures applied.
- 3 Normal Personal Protective equipment shall be worn.

Appendix A – Odour assessment card

Location

- Record date, time commenced odour assessment, length of time the odour remained, time odour ceased and returned.
- Location (street name, house number or place).
- If properties are occupied, if residents are at home, windows open on the property, wind being cut in the garden, reaction of members of the public as they walk through any odorous and potentially offensive plume, if concerned birds present, etc.
- Description of the odour and how it makes you feel.
- Are odorous activities or permitted sites visible: what can you see, waste being delivered if made, emissions from bins etc.

Intensity (Detectability)

- 0 No odour
- 1 Very faint odour
- 2 Fair odour
- 3 Distinct odour
- 4 Strong odour
- 5 Very strong odour
- 6 Extremely strong odour

Extent & Persistence

- 1 Local & transient (only detected on installation or at boundary when wind drops or blows)
- 2 Transient (as above but away from installation)
- 3 Persistent but fairly localised
- 4 Persistent & pervasive up to 50m from boundary
- 5 Persistent & widespread (50m+ from boundary)

Location sensitivity where odour detected

- 1 Low sensitivity (e.g. long main road)
- 2 Medium sensitivity (e.g. industrial or commercial developments)
- 3 High sensitivity (housing, schools etc.)

(Also consider the proximity to seasonal tourism, caravan camping sites and other places where human activity may be concentrated, taking lakes, schools etc.)

Offensiveness

- 1 Least potentially offensive
- 2 Moderately offensive
- 3 Most highly offensive

(Depends on intensity, frequency of exposure and persistence. Although you may only be exposed for a few minutes take into account the long term effect on receptors exposed on a regular basis)

Weather Conditions

Temperature (in the thermometer reading), warm, mild, cold, hot, dry, rain, light, wind
Wind direction and strength

Wind strength: The Beaufort Scale

- 0 = Calm (Smoke rises vertically)
1 = Light air (Direction of wind shown by smoke drift)
2 = Light breeze (Wind felt on face, leaves rustle)
3 = Gentle breeze (Leaves & small twigs in constant motion)
4 = Moderate breeze (Raises dust & loose paper, small branches moved)
5 = Fresh breeze (Small trees in leaf begin to sway)
6 = Strong breeze (Umbrellas used with difficulty)
7 = Strong breeze (Feel when walking against wind)

10. Plant and Machinery Use and maintenance

10.1. Household Waste Recycling Centre

10.1.1 Although no plant will be directly based on site, access will be made available for the JCB Loading shovel (or similar) used to compact the recyclables

10.2 Maintenance

10.2.1 All plant and equipment will be regularly serviced in accordance with manufacturer recommendations. All items will be checked before use and a log maintained of the condition and of any faults noted.

11. Waste Processing

11.1 Household Waste Recycling Centre

11.1.1 Household wastes will be directed by site staff to the appropriate container for the type(s) of wastes that they are delivering

11.1.2 Receptacles for the following waste types will be provided:

Waste Type	Receptacle
Cardboard	Ro-Ro Container
Mixed paper	Closed container
Waste oils	Double skinned tank
Oil Filters	Wheeled Bin
Batteries	Battery Boxes
Glass	Glass bank
Cans	Can bank
Plastic Bottles	Plastic Bottle bank
Food waste	Wheeled Bin
Textiles	Textile bank
Shoes	Shoe bank
Green waste	Ro-Ro container
Wood	Ro-Ro container
Scrap Metal	Ro-Ro container
Hazardous Waste	Chem-safe
Fridges/freezers	Ro-Ro container
TV/Computers monitors etc.	Ro-Ro container
Compressed Gas Cylinders	Ventilated wire cage
Tyres	Ro-Ro container
Soil and rubble	Ro-Ro container
General (non-recyclable) waste	Compaction Ro-Ro container
Fluorescent Tubes	Specialist transport container

Quarantined waste	Ro-Ro container
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Each container or receptacle will be clearly marked as to its contents.

11.1.3 General (non-recyclable) waste will be stored for no more than 3 days before removal for disposal.

11.1.4 If the maximum storage capacity of the site is reached then no further waste will be allowed to be deposited until the capacity can be re-established by removal of wastes.

11.1.5 Records of all wastes removed will be retained and maintained on the site

11.16 In case of emergency situations at other sites, the Oakenholt HRC may be used for the temporary storage of wastes from affected sites. Such storage will be kept for a minimum time on the site, until disposal can be arranged. Precautions will be taken to ensure that such stored waste does not cause pollution, or become attractive to birds and vermin by the use of tarpaulins or covers.

12. Site Accident Management

12.1 Flooding

The site is not located in an identified Flood Risk Area, but flooding will be treated as an emergency and staff will be trained in the respective sections of the Site Accident Management Plan (Appendix 4)

12.2 Fires

Appendix 5 provides details of fire avoidance and fire management/control measures to be implemented as necessary. These procedures will be trained out to staff

12.3 Spillages

Appendix 4 provides details of the site spillage procedures which will be trained out to staff and implemented as required

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Plan B	Drainage Plan
Plan C	Traffic Management Plan
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APPENDIX 1

PERMITTED WASTES

EWC Chapter	Code	Description
20	Municipal wastes, (household waste and similar commercial, industrial and institutional wastes) including separately collected fraction	
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 13*	Solvents
	20 01 14*	Acids
	20 01 15*	Alkalines
	20 01 17*	Photo chemicals
	20 01 19*	Pesticides
	21 01 21*	Fluorescent tube and other mercury containing waste
	20 01 23*	Discarded equipment containing fluoro-carbons
	20 01 25	Edible oil and fat
	20 01 26*	Oil and fat other than those mentioned in 20 01 25
	20 01 27*	Paints, inks, adhesives and resins containing dangerous substances
	20 01 28	Paints, inks, adhesives and resins other than those mentioned in 21 01 27
	20 01 29*	Detergents containing dangerous substances
	20 01 30	Detergents other than those mentioned in 20 01 29
	20 01 33*	Batteries and accumulators included in 16 06 01, 16 06 02, or 16 06 03 and unsorted accumulators containing these batteries
	20 01 34	Batteries and accumulators other than those mentioned in 20 01 33
	20 01 35*	Discarded electrical and

		electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous substances
	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 37*	Wood containing dangerous substances
	20 01 38	Wood other than that mentioned in 20 01 37
	20 01 39	Plastics
	20 01 40	Metals
	20 01 41	Wastes from chimney sweeping
20 02	Garden and Centre wastes (including cemetery waste)	
	20 02 01	Biodegradable waste
	20 02 02	Soil and stones
	20 02 03	Other non- biodegradable waste
20 03	Other Municipal wastes	
	20 03 01	Mixed municipal waste
	20 03 07	Bulky waste
31 02	Waste engine, gear and lubricating oils	
	13 02 05*	mineral-based non chlorinated engine, gear and lubricating oils
	13 02 06*	Synthetic engine, gear and lubricating oils
	13 02 07*	Readily biodegradable engine, gear and lubricating oils
02	Waste from Agriculture, Horticulture, Aquaculture, Forestry, Hunting and Fishing, Food Preparation and processing (non- hazardous)	
02 01	Wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing	
	02 01 03	Plant tissue waste
	02 01 07	Wastes from forestry (comprising wood and plant tissue)
16	Waste not otherwise specified in the list	
16 05	Gases in pressure containers and discarded chemicals	
	16 05 05	Gases in pressure containers other than those mentioned in 16 05 04
	16 01 03	End of life tyres
	16 01 07	Oil filters

APPENDIX 3

TECHNICAL COMPETENCE MANAGEMENT CERTIFICATES

APPENDIX 3

NOISE MANAGEMENT PLAN

1. Introduction

1.1.1 This Noise Management Plan outlines the methods by which Streetscene Services Limited will systematically assess, and minimise the potential impacts of noise generated at its Greenfield Waste Management Centre). This Noise management Plan is a working document with the specific aims of:

- Noise impact is considered during routine inspections
- Noise is primarily controlled at source by good operational practices, including physical and management control measures
- All appropriate measures will be taken to prevent, or where that is not reasonably practicable, to reduce noise emissions at nearby receptors

1.1.2 This Noise Management Plan addresses the impact of noise and the control measures employed to mitigate the risk. These are supported through monitoring procedures to identify both elevated levels and review complaints should they arise. The complaints management procedure includes the management responsibilities that must be addressed

2. Sources, releases and impacts

2.1.1 Sources of noise generated at the site can be identified as part of the following activities:

- Unloading of waste in the tipping area
- Processing deposited wastes
- Engineering works
- Operation of pumps and small items of equipment

2.1.2. As not all of the above activities are continuous, the sources of noise will vary through the day

2.1.3 Noise from on-site vehicle movements and mobile plant may occur between 07.00 and 18.00, seven days per week. Noise will be intermittent and generated according to the activity being undertaken

2.1.5 Noise from other small plant and equipment items will be intermittent depending upon their usage

2.1.6. Once generated, the pathway for noise is via air transport. The main receptors are people living in properties adjoining or close to the site, such as are shown below. These are mostly situated to the south and west of the site- the prevailing wind direction being from the West.

From noise measurements already taken at the boundary of the site, the noise levels at these properties are unlikely to cause an adverse impact on the inhabitants. It is thus considered that the impact of noise will pose a low environmental risk.

2.1.7. The methodologies followed in this Plan accord with:

- Environment Agency guidance documentation
- Technical Guidance note IPPC H3 (Part2)
- Horizontal guidance for Noise assessment and Control

3. Determining the Impact of Noise

3.1.1. Significant Observed Adverse Effect Level- level of noise exposure above which significant adverse effects on health and quality of life occur

Lowest Observed Adverse Effect Level- this is the level of noise exposure above which adverse effects on health and quality of life can be detected

No Observed Effect Level- is the level of noise exposure which has no detectable effect at all on health or the quality of life

3.1.2 Noise Exposure Hierarchy-

Perception	Examples of outcomes	Increasing effect level	Action
Noticeable and not intrusive	Noise can be hear but does not cause any change in behaviour or attitude. Can slightly affect the acoustic character of the area but not such that there is a perceived change in the quality of life	No Observed adverse effect	No Specific Measures required
		Lowest Observed Adverse Effect	
Noticeable and intrusive	Noise can be heard and cause small changes in behaviour and/or attitude for example turning up the volume of the TV, speaking more loudly, having to close windows. Potential for reported sleep disturbance. Affects the acoustic character of the area such that there is a perceived change in the quality of life	Observed adverse Effect	Mitigate and reduce to a minimum
		Significant Observed Adverse Effect Level	
Noticeable and disruptive	The noise cause a material change in behaviour and/or	Significant Observed adverse	Avoid

	attitude, for example avoiding certain activities during periods of intrusion, having to keep windows closed most of the time. Potential for sleep disturbance, premature awakening and difficulty in getting back to sleep. Quality of life diminished due to change in acoustic character of the area	effect	
Noticeable and very disruptive	Extensive and regular changes in behaviour and/or an inability to mitigate the effects of noise leading to psychological stress or physiological effects for example regular sleep deprivation/awakening, loss of appetite, significant medical harm	Unacceptable adverse effect	Prevent

4. Noise Control Measures

4.1.1. Site Management Responsibility

The technically competent manager (TCM) (or designated responsible person) will have responsibility for ensuring that nuisance and hazards arising from the facility due to noise are minimised. Regular reviews of site operations will be undertaken to identify any operations that may have a significant noise impact

4.1.2. Physical Control Measures

A comprehensive range of control measures will be deployed as necessary including:

- All plant to be fitted with effective silencers
- White noise reversing alarms to be employed on plant items as well as waste delivery vehicles

4.1.3 Management Control Measures

A number of management control measures will also be implemented including:

- Plant and equipment will be regularly serviced and kept in good efficient working order
- There will be no operations on Christmas or New Year's Day
- Vehicle speeds will be restricted to 10 mph on the site

- Site staff will be made aware of the need to keep noise to a minimum when working close to the southern boundary of the site. This may include the operation of equipment, misuse of tools and equipment, unnecessary shouting and use of radios
- Site staff will also be encouraged to handle waste in as quiet a manner as possible

4.1.4 Temporary Noise Level elevation

In the event that noise levels may be raised because of essential on site works, then the TCM (or his deputy) will contact both the NRW and Flintshire County Council planning department to inform them of the situation, and that the elevation will only be temporary. Where practicable such actions will only proceed when the prevailing wind direction is away from any of the local receptors

5. **Emission Monitoring**

5.1.1. All operational staff will be responsible for reporting noise problems immediately to the TCM (or his deputy)

5.1.2. Daily qualitative noise monitoring will be undertaken by the TCM or his deputy. The results of such monitoring will be recorded in the Site Environmental Log

5.1.2 Quantitative noise monitoring on the site boundaries will be undertaken annually, however qualitative monitoring for noise will form part of the daily inspections of the site boundary and will be recorded in the environmental log.

5.1.3 The identification of noisy plant or equipment will also be identified during proactive maintenance and defects remediated

6. **Noise Contingency Measures**

6.1.1 Introduction

Elevated noise levels may be identified by either a complaint from a third party or by detection of noise following routine monitoring by site personnel

6.1.2. Noise Complaint Investigation

Any complaint either from a third party or self –reported will follow the complaint procedures laid down within the site EMS.

Such reports if not received on site must be forwarded to the TCM as soon as possible.

The TCM (or his deputy) will ensure that:

- An investigation of the complaint is undertaken to try to identify the cause which may involve direct communication with the complainant

- In the event of elevated noise levels being detected, the presence of 'abnormal' on site activity is assessed and preventative action taken to prevent recurrence of the problem. The actions taken will be fully documented
- The complainant will be contacted and given details of the investigation results and actions that have or are proposed to be taken to eliminate the problem
- If the complaint is likely or has involved a Statutory Authority (EA, Planners, etc.), the media or emergency services, the Technical Director must be immediately informed

6.1.3 Elevated Noise Levels

Any elevated noise levels identified by monitoring will be mitigated as follows:

- The TCM (or his deputy) will investigate the source of the noise. If arising from within the site the TCM will have to consider if any quantitative checks need to be carried out.
- Any noise monitoring will be carried out in accordance with the relevant British Standards, including '*The method for rating noise affecting mixed residential and industrial areas (BS 4142)*'. Monitoring locations will be agreed with the NRW and the Planning Authority prior to undertaking any monitoring
- The results will determine whether the site is causing an unacceptable impact at the receptor(s) in question- please see Section 3
- The TCM (or his deputy) will ensure that any plant is being operated in accordance with manufacturer's specifications, and that any modifications are made as needed.

6.1.4. Reporting Measures

Any noise complaint will be treated as a Non Conformity within the site EMS, and processed accordingly i.e. Corrective and Preventative actions identified and implemented within a stated time scale

The complaint if justified will also trigger the issue of a **Schedule 5 notification** to the NRW

6.1.5 Review of Noise Control Measures

The effectiveness of noise control measures will be reviewed as part of the regular Management Review Meetings and modifications or additions made as necessary

APPENDIX 4

FIRE RISK ASSESSMENT (FRA)

Based on the Fires Safety Law & Associated Guidance Documents

To assist with compliance with the Regulatory Reforms (Fire Safety) Order 2005

Date: January 2017

PREMISES DESCRIPTION: The Oakenholt Household Waste Recycling centre will occupy a site of approximately 0.5 hectares. The only buildings on site will consist of a site cabin, a furniture shed, two horizontal static compactors and a number of containers for storing various types of recyclables. The site cabin and furniture shed will be constructed from metal cladding, which will be painted with fire retardant paint

There are 6 full time employees based at the site, which is open 7 days per week for 10 hours in summer and 8 hours in winter, for the reception of household wastes from the residents of Flintshire. Waste and recyclables are stored on site in either closed or open containers for a minimal period. General household wastes which may contain combustible materials are stored in closed compaction containers.

SCORING METHODOLOGY: All sections have a number of factors to consider, each is ranked as either 5 (low risk), 3 (medium risk), 0 (high risk) or 4 (not applicable)

To assist in preparing an action plan when the assessment is complete, each action point is coded **red** or **blue**.

All actions should be addressed as soon as possible but in line with the suggested priority

RED- Needs immediate attention and should be addressed no later than 1 month from the publication of this report and completed within 3 months

BLUE- these issues should be addressed within 2 months and completed within 6 months of the date of this report.

SOURCES OF IGNITION

	Existing Control measures	Observation's	Risk Low	Risk Medium	Risk High	Risk Not applicable	Actions
A	No smoking policy in place throughout the site (including site users as well as site staff)	A designated smoking point is designated outside the site boundary. Discarded cigarette ends will be disposed of in cigarette bins provided	5				
B	Electrical Installations	The installation will be inspected and certified in accordance with the latest IEE edition and BS 7671	5				
C	Portable Electrical equipment	All portable equipment will be inspected by a suitably qualified electrician and an inventory designed with each piece of equipment having an identification number	5				
D	Hot processes, e.g. welding or grinding	Hot risk works will be controlled by the use of hot works permits which will specify the fire control measures to be implemented		3			
E	Susceptibility to arson or vandalism	Bins and containers stored away from the site buildings.					
		Secure fenced perimeter and		3			

		gated access, overseen by remotely monitored by CCTV. General Household waste to be compacted into closed containers					
F	Fire Risk form adjacent operations	Low risk of fire in concrete batching plant spreading to the Centre		3			Copy of Dependable Concrete's fire risk assessment to be requested and liaison with them over fire matters needed
SOURCES OF FUEL							
A	Flammable wastes	No smoking environment. Wastes isolated in suitable containers. Furniture stored in lockable metal storage shed			0		Strict enforcement of non-smoking policy for staff and site users
B	Storage of empty gas cylinders	Empty gas cylinders will be stored in a segregated area within a metal ventilated cage or similar. Empty aerosols will be stored in a lockable fire resistant Chem-store container			0		Good management of number of gas cylinders and contents of the Chem-store will be necessary
C	Accumulations of combustible	Accumulations of combustible waste		3			Ensure that any spillages

	waste	may occur due to spillages especially when exchanging the compaction containers, or removing recyclates					are removed immediately and regular checks on the standard of housekeeping are undertaken, with necessary actions taken quickly. All recyclables leaving the site will be contained by sheeting or within a closed containers
SOURCES OF OXYGEN							
A	Oxygen	N/A				4	
B	Welding Equipment	Hot work permits utilised as required		3			
PERSONS AT RISK							
A	Site users	Ensure no smoking policy strictly enforced		3			Ensure suitable conspicuous signage is installed
B	Site Staff	Be vigilant in checking waste being placed into containers for any signs of combustion, smoke, steam etc. Strict enforcement of no smoking policy.		3			Staff training on spotting potential combustion symptoms. Staff training on emergency evacuation procedures
C	Contractors	Contractors to be made aware on arrival on site of fire risk			0		Introduce a contractor induction programme

		minimisation through formal induction process procedures					and train staff accordingly
MEANS OF ESCAPE							
A	Adequacy of fire exits and escape routes	Fire exits unnecessary as there is only one entrance/exit in the site amenity building Provide fire extinguishers for use in this building including fire blanket. Assembly Location Point to be designated for site staff and contractors			0		Ensure staff training in fire evacuation plan. Provide suitable fire extinguishers and fire blanket. Designate assembly point and provide signage
B	Site users	Evacuation plan to ensure that site users leave the site in case of fire required			0		Devise and practice a site evacuation plan to ensure that all staff are competent in it
C	Fire Brigade	Ensure that good access for fire engine is maintained, including provision of key holder for out of hours			0		Ensure fire brigade are aware of the layout of the site, and the contact details of key holder
FIRE DETECTION AND WARNING							
A	Means of detecting a fire	No formal fire detection system, but all staff will be trained on fire detection			0		Ensure all staff have been trained in fire detection
B	Means of alerting fire service	999 emergency call to operator. Call to FCC contact			0		Staff trained in fire action procedures

		centre					and information to provide on the telephone
C	Means of alerting site users	Warning horn to be sounded and staff will inform site users of actions to take			0		Staff to be trained in fire evacuation procedures. Regular testing of evacuation to be carried out and recorded

FIRE PREVENTION and CONTROL

1. Risks of fires

1.1.1 Fires involving wastes can cause significant harm to people and the environment:

- There is the risk of death and/or serious injury and health damage from high thermal energy and smoke inhalation
- Combustion products, even those from non-toxic materials, release airborne pollutants, which can cause short and long term effects on human health and the environment
- Firewater run-off can transport pollutants into drainage systems, rivers and lakes, groundwater and soil, threatening water supplies, public health, wildlife and recreational use
- Explosions, and projectiles can harm people and spread any fire
- Substantial property damage and subsequent financial losses

1.1.2 There are also some less direct sources of harm, such as:

- The significant burden for the Fire and Rescue Services (FRS) and other public agencies when responding to a fire may be both immediate and/or long lasting
- Civil claims from third parties relating to nuisance or potential health effects and fines and/or costs levied by environmental, fire and health and safety regulators

2. Sources of Ignition

2.1.1 Discarded smoking materials are a major ignition source. We will apply a No Smoking policy and ensure suitable designated smoking areas are provided, situated away from combustible materials. Any designated smoking areas will be demarcated and supplied with a sand bucket or similar for discarded smoking materials

We will maintain site security measures in place, such as security fencing, intruder alarms and CCTV, to minimise the risk of vandalism and arson. These arrangements will cover both the working day and outside normal hours.

Electrical faults, both in processing equipment and general electrical systems, such as lighting and heating, can be a source of ignition. We will have regular and planned inspections of the electrical systems. This will include portable electrical appliances (PAT) testing and fixed electrical equipment.

Fires may smoulder undetected after the end of the working day/shift. We will introduce formal site 'close-down' procedures including inspection of the site after work has ceased to reduce the risk of a smoulder being undetected and turning into a fire.

In general the smaller the particle size of a combustible material the easier it may be to set alight and the more fiercely it may burn. Likewise it is generally easier to set alight loose and

free/discarded materials than compacted materials. In particular dusts may pose a distinct fire risk if they come into contact with hot surfaces and other ignition sources.

However, in general on dusts, small particle size combustible wastes, loose wastes and housekeeping may play a major role in the development of fire accordingly we will:

Introduce a regular maintenance and cleaning programme for all site areas including site machinery and buildings and ensure good house-keeping. This should aim to keep levels of dust, loose paper and other combustible materials in buildings and around the site to a minimum

We will ensure that as part of our housekeeping that flammable material, such as oils, greases, fuels, paints etc., will be always stored correctly and put back in store after use. Housekeeping will be included in the routine site inspections and act to keep the site as free from loose/discarded combustible wastes and dusts as practical

Hot works, such as welding, grinding and cutting, take place at many waste management sites on a regular basis, such as during maintenance and repair.

We will ensure staff and any contractors follow safe working practice when undertaking hot working, such as welding, grinding and cutting

We will ensure that fire extinguishers, hoses etc. are provided at the scene of any hot work so that they can be used immediately should a fire occur. Such equipment will be stationed adjacent to the pathway of escape from the work area and not in a place where staff using them could be trapped by fire

In areas where wastes or other combustible materials are present hot work will be a two-person job: One person doing the hot work and a second watching – someone who is welding will rarely look behind them at where any embers may land

So far as practical wastes will be cleared away from the area of any hot work before hot work starts

Potentially combustible materials, including mobile plant hydraulic lines, will be covered by a fire blanket and/or damped down with water as appropriate before hot work starts

We will conduct a fire watch at the scene of any hot work at least one 1 hour after hot work has finished – embers from hot work can smoulder for a significant time period

We will operate a permit to work system to ensure that appropriate controls are in place before, during and after any and all forms of hot work

3. Other control measures

Wastes will not be kept in storage for more than 72 hours

4. Site Accident Management Plan-see Appendix 5

Site accident management plans are already in place for the Household waste
Recycling Centre staff will be trained in these plans and regular testing of elements
of each plan will be carried out

APPENDIX 5

SITE ACCIDENT MANAGEMENT PLAN

EMERGENCY PROCEDURES

1. INTRODUCTION

This procedure describes the action to be taken if an emergency situation arises. This section considers those aspects of the installation operations that may pose a risk of accidents that may have environmental consequences.

The following categories of potential hazard/accident have been identified as being relevant to the installation: -

- Flood;
- Fire;
- Explosion;
- Major breach of installation liner; and
- Spillage and leakage.

An assessment has been carried out to determine the likelihood of occurrence of the different accident scenarios, and the consequences of such an occurrence. For each of the accidents identified, a likelihood category has been assigned and an estimate of the likely consequences made.

Action plans have been devised for each potential identifiable accident scenario.

2. PROCEDURE

2.1 Fire/Explosion

Waste management installations can represent a potential fire risk for a number of reasons:

- Installation buildings contain electrical appliances and other sources of ignition along with materials that would readily burn;
- Many waste materials that are delivered to the installation will support combustion;
- Some loads are liable to be delivered in a hot condition;
- Maintenance activities on plant and equipment can represent a potential fire risk if necessary precautions are not taken; and

- Fires, due to smouldering loads or spontaneous combustion have been known to occur

There is also the possibility that explosive materials may be present in incoming waste although such materials are prohibited and will be rejected if found during waste acceptance procedures.

Management Responsibility - The site manager will have responsibility for ensuring that nuisances and hazards arising from the fire are minimised.

Training - All employees will undergo training relevant to their role in fire prevention, use of fire extinguishers, and emergency procedures.

Smoking Policy - Smoking will not be permitted on the site and prominent notices prohibiting smoking will be displayed at the site offices, on site access roads and at the entrance to the operational area.

Hot Work Permitting System - A formal permit to work system will be in place to ensure appropriate precautions are taken and approval obtained prior to any hot work being carried out on installation plant and equipment. This permit system will ensure that welding operations are only carried out a safe working distance from any area of waste deposit or fuel and chemical store.

Acceptance of Hot Loads - A number of waste streams have the potential to arrive at the installation in a hot condition and can therefore present a potential fire risk. All potentially hot loads will be identified on arrival at the installation, and will be subject to quarantine procedures, and the material extinguished if necessary in accordance with the Fire Action Plan.

Quarantine Bay - Hot loads identified will be placed in a quarantine area and monitored until such time as they no longer present a potential fire risk, after which they will be processed.

Fire Fighting Equipment - Fire extinguishers will be provided in the office and bulk transfer buildings and will be used if it is appropriate and safe to do so, in the event that fire is discovered in the buildings. Fire suppression equipment and extinguishers will also be held on mobile plant as appropriate.

Monitoring - All operatives will remain vigilant regarding the breakout of fire at the site, and the emergency procedure and action plan outlined below will be followed if fire is observed.

In the event of a fire in the site buildings or plant the following action should be taken:

Fire in Site Buildings/Static Plant

1. The person discovering the fire will raise the alarm and evacuate and isolate the area.
2. Use the appropriate fire extinguisher or other fire fighting equipment i.e. fire suppression on plant, if the fire can be controlled without endangering personnel.
3. Contact the Site Manager/Supervisor immediately; if the fire cannot be safely tackled the emergency services should be notified.
4. All electrical supplies should be isolated and made safe in the area of the fire.
5. Supervisor / Manager must inform weighbridge/meeting and greeting person to prevent further entry of vehicles onto site if necessary.
6. The Site Manager/Supervisor or next senior person will make a check of all visitors, contractors and staff to make sure everybody is accounted for.
7. The Site Manager/Supervisor or next senior person will direct the emergency services to any casualties.
8. The Site Manager/Supervisor will send a report of the incident to the Waste Services Manager, Compliance and NRW
9. All used fire extinguishers should be returned to a supplier for refilling/replacement.

UNDER NO CIRCUMSTANCES SHOULD THEY BE RETURNED TO THE FIRE POINT.

10. All site employees to follow any instruction, supervision, training and information provided by Supervisor / Manager / other competent person.

Fire on Operational Areas – Action Plan

1. The Site Manager / Supervisor must be informed immediately.
2. Suspend all tipping operations and evacuate all personnel.
3. Remove any vehicles in the vicinity of the fire if it is safe to do so.
4. Using available mobile plant (bucket or blade) the fire should be smothered with inert material working from the outside edge of the fire towards the centre.
5. Another machine should be standing by with a second operator in case the first gets into difficulty.
6. In no circumstances should a machine be driven into the centre of the fire, as this will endanger both driver and machine.
7. In certain circumstances it may be necessary to call the emergency services if there is a risk of the fire spreading.
8. The Site Manager/Supervisor or next senior person will make a check of all visitors, contractors and staff to make sure everybody is accounted for.
9. The Site Manager/Supervisor or next senior person will direct the emergency services to any casualties.
10. The Site Manager/Supervisor will send a report of the incident to the Operations Manager and NRW.
11. A careful watch should be kept to ensure all burning material has been fully and permanently extinguished.

2.2 Spillage or Leakage

This can occur during refuelling of vehicles, fuel deliveries, vehicle servicing, vehicle breakdowns, accidents and/or damage to tanks and bunds. Care should be taken when dealing with any spillage. The COSHH Register (kept in the weighbridge or site office) should be consulted and any specific instruction complied with.

In order to prevent spillages and leaks of potentially polluting materials and minimise the impact of any spillages that do occur, the following measures will be implemented at the installation.

Unloading Procedure - All polluting materials delivered to site will be unloaded by suitably trained employees from the delivery company, and overseen by a designated installation operative. Where practicable, leachate tankers will be required to carry out coupling/uncoupling directly within an engineered containment area.

Storage Vessels - All potentially polluting materials will be stored within tanks meeting the requirements of the Control of Pollution (Oil Storage) (Wales) Regulations 2016.

Bunding - All storage tanks will be located within an area bunded to contain 110% of the volume of the largest vessel contained within the bund, or 25% of the aggregated total capacity, whichever is the greater. Alternatively, double skinned mobile tanks (*i.e.* bowsers) will be used as described below.

Lubricating oil for site plant will be stored in drums in a lockable steel shipping container. The container will also be used as a drum store for pesticides and odour masking agents also stored in drums on individually bunded trays. The container will be kept locked at all times when not in use and the key held in the weighbridge office.

Inspection - Any bunded tanks will be inspected at regular intervals by the site manager or his/her designated deputy to ensure the continued integrity of the tanks, and identify the requirement for any remedial action. Any minor spillages or rainwater that has accumulated within the bund will be removed at regular intervals to ensure the capacity of the bund is maintained.

Absorbent Materials – Minor Spills - A supply of materials suitable for absorbing and containing any minor spillage will be maintained at the installation within the lockable container. Suitable materials include the following: -

- Sand and earth;
- Proprietary absorbents.

Spill Containment Equipment – Major Spills - Materials suitable for containing spills including sealing devices and substances for damaged containers, drain seals and

booms, and over-drums will be maintained at the installation if required. Examples of emergency containment measures include:

- Sacrificial areas
- Bunding of vehicle Parking and other hard standings
- Pits and trenches
- Portable tanks, over-drums and tankers
- Vacuum or similar mobile tankers may also be used for collecting and containing small spills.

A wide variety of products are available to deal with spillages or to contain spills in emergency containment areas, some of which are listed below. Any materials or equipment used must be well maintained and strategically placed at accessible locations, which are clearly marked with durable notices explaining their use.

- Sand and earth.
- Proprietary absorbents
- Sealing devices and substances for damaged containers
- Drain seals
- Booms

Monitoring Techniques - All installation personnel will be tasked with monitoring for evidence of spillage and leakage, during their day-to-day routine. The condition of bunds and tanks will also be inspected on a daily basis. Any evidence of spillage or leakage will be reported to the site manager or his deputy for appropriate remedial action

Leaks and Spillage Action Plan

Immediate action will include –

Spillage Action plan

1. If any spillage occurs it should be immediately contained if possible and reported to the Site Manager/Supervisor or senior person on site. They will then assess the situation and decide on an appropriate course of action.
2. If possible stop the leak or if it is safe to do so isolate the cause of the spill or leak and/or move to bunded area i.e. pick up the container turn off the valve or block the flow.
3. If the spillage is small then use spill granules immediately to prevent the spill spreading, clean up and send contaminated material to appropriate licensed site for disposal.
4. If the spill is larger use inert material's i.e. clay or sand to make a containment bund and seek specialist help to clean up.
5. If some of the spillage has entered a flowing watercourse immediately contact the EA and use an appropriate approach for the material spilled i.e.
 - Oil – floating absorbent boom,
 - Denser than water (i.e. sinks) a weir can be used.

6. If the spillage is major and cannot be contained using approved materials, then the NRW and Senior Management should be contacted immediately and specialist help obtained.
7. If a vehicle does start leaking and it can be safely approached and started then it should immediately be moved to a position where any spillage can be contained (if possible) i.e. quarantine area, sweeper tipping bay or other concrete area that can be isolated.
8. Operator to follow any instruction, supervision, training, Information provided by Supervisor / Manager / other competent person

2.3 Vehicle Accident

In the event of an accident involving any item of plant or vehicle, the person first becoming aware of the incident must immediately check for casualties.

Any spillage will be dealt with as in 2.2. Immediate action will include -

Vehicle Damage

1. Check for casualties.
2. If there are any casualties the First Aider must be summoned and the emergency services called.
3. Check for immediate danger and give first aid
4. The plant item or vehicle must not be moved, unless to remove casualties, until the Site Manager has assessed the situation and obtained any evidence as to the cause.

The accident details should be noted in the site log. The Site Manager will carry out an investigation filling in the appropriate forms and initiate any corrective action. A report will be made to the Waste Services Manager and Compliance section.

All accidents and near misses must be reported no matter how trivial as per the Accident/Incident and Emergency Procedure

2.4 Notifiable Personnel Injury

If any person at the site suffers a serious personal injury the First Aider or Senior person on site will telephone the emergency services if necessary and arrange for the casualties to be dealt with as appropriate. The Accident book will be filled in and kept up to date with any subsequent information about the casualty.

Accident/Injury

1. **Remove** casualties from immediate danger
2. If injuries are serious Dial 999 and ask for an ambulance - follow the instructions given

3. Summon the first aider
4. Do not move any plant or equipment involved other than to rescue casualties
5. Inform your supervisor/line Manager immediately
6. Contact the Waste Services Manager and Compliance section
7. Record details in accident book

Electrical

1. Isolate supply and/or casualty,
2. **Do not touch anything until supply is isolated.**
3. Summon Help / Call emergency services
4. Give first aid if it is safe to do so.

The Site Manager will inform the SHE Manager of any such accident, and produce a brief report as per Accident/Incident and Emergency Procedure. The SHE Manager will advise on appropriate action.

2.5 Flooding

In the event of flooding to any site, building and/or equipment then the following action may be taken. -

Flooding - Action Plan

1. If the site is in imminent danger of flooding or a flood alert has been issued isolate all electrical supplies in the affected area.
2. Remove any plant from the at risk area
3. If spillage has occurred immediately contact the NRW and use an appropriate approach for the material spilled i.e.
 - Oil – floating absorbent boom,
 - Denser than water (i.e. sinks) a weir can be used.
4. If the spillage is major and cannot be contained using approved materials, then the EA and Senior Management should be contacted immediately and specialist help obtained.
5. Do not attempt to enter a flooded area for any reason until a full risk assessment has been carried out or the flood has subsided
6. Operator to follow any instruction, supervision, training, information provided by Supervisor / Manager / other competent person.

The Site Manager will be immediately informed and will arrange for samples to be taken. If the floodwater is not contaminated it can be pumped to surface water. If contamination is shown to be present then the NRW will be consulted before removal. After the flood and removal of any contaminated water the Site Manager will arrange for any affected electrical supplies to be checked by an approved contractor.

2.6 Explosives, Bombs or Ammunition

In the event that explosive material is discovered in the waste or in a skip

Explosives/Bombs

1. Evacuate area and keep clear
2. Dial 999 and state nature of emergency
3. Follow all instructions given
4. Contact supervisor, Waste Services Manager immediately

2.7 Non-conforming Waste

The procedure for non-conforming waste will be described in the working plan or as an appendix to the working plan. Generally all non-conforming waste must be reported to your line manager as well as the NRW. If the material is suspected of being hazardous, then evacuate the area and seek assistance from the NRW.

Exposure to Chemicals/unknown substances

- Avoid contact- Evacuate all personnel from immediate area.
 - Stop the carrier leaving site if possible.
 - Contact the site manager or next available line manager immediately.
 - Quarantine area and seek assistance from NRW
- In the event that personnel are exposed to hazardous materials then: -
- If anyone is overcome or otherwise injured remove casualty from danger if it is safe to do so
 - Do not put yourself at risk.
 - Remove contaminated clothing using appropriate PPE and use emergency shower
 - Contact first Aider
 - Consult the COSHH file and/or consignment note for hazards if available.
 - Send casualty to hospital along with details of the material and sample if possible
 - Contact Waste Services Manager for further advice

Gas Bottles/other pressurised cylinders

- If bottle or cylinder is leaking Avoid contact- Evacuate all personnel from immediate area, ventilate and seek assistance from emergency services.
- Stop the carrier leaving site if possible.
- Contact the site manager or next available line manager immediately.
- Remove bottle to appropriate cage or quarantine area and arrange for removal from site.

3 RECORDS

Records will be maintained as follows: -

- All incidents, near misses, accidents and emergencies will be recorded in the site log.
- The results of visual inspections;
- Details on the corrective action taken, and any subsequent changes to installation design or operational procedures.