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Appendices:

Appendix I - Drawings:

Drawing No.	QC/001	-	Site Location Map
Drawing No.	QC/002	-	Area identification Plan
Drawing No.	QC/003	-	Detailed site layout Plan
Drawing No.	E 5761/10 REV J	-	Site drainage details

Appendix II - Record keeping forms:

QC/RF/1 -	Booking in form
QC/RF/2 -	Waste removed/booking out form
QC/RF/3 -	Rejected waste
QC/RF/4 -	Site Inspection Form

Appendix III - Conditions of site use for staff and visitors (Health & Safety)

Appendix IV - DEFRA/DTI document “Depolluting End-of-Life Vehicles - Guidance for Authorised Treatment Facilities”.

1.0 GENERAL CONSIDERATIONS

1.1 Site operator

1.1.1 The metal recycling site which is the subject of this internal management system is to be operated by Ms. Emma Bennet trading as Queensferry Car Parts. The site receives scrap motor vehicles from the public, commerce and industry in the Queensferry area.

1.1.2 The company's office is located on site and has the following address:

Queensferry Car Parts Tel: 07766767387
By-pass Road
Queensferry
Deeside
Flintshire CH5 2UD

1.1.3 Oaktree Environmental have been employed to act as consultants for Queensferry Car Parts, to assist in the preparation of this management system and to submit an application transfer permit EAWML/37220. This management system has been prepared to meet the requirements of Environmental Permitting Regulations 2007. The document provides information to the Environment Agency to enable it to set permit conditions and gives instructions to staff specifying how the site is managed.

Address: Oaktree Environmental Ltd Tel: 01606-558833
 Unit 5 Road One Fax: 01606 861182
 Winsford Industrial Estate
 Winsford
 CW7 3RY
 Contact details: Jan Edwards (Senior Consultant)
 E-mail: jan@oaktree-environmental.co.uk

1.2 Site location, history and planning status

1.2.1 The site is located on industrial land off the Queensferry by-pass (A494), Queensferry, Flintshire, (National Grid Reference [NGR] SJ 323.684) as shown on Drawing No. QC/001. The land is owned by Flintshire County Council and is leased to the proposed permit holder. The land was formerly occupied by Neston Tank Cleaners and was also the subject of other waste management licences which were issued to Nuttalls Limited prior to the decontamination exercise carried out at the site.

1.2.2 For ease of reference in this management system the site is split into two areas (P1 & P2). The main part of the site, P1 (see drawing No. QC/02) has valid planning permission granted by Flintshire County Council on 15/11/95 for the storage and dismantling of motor vehicles and associated works (ref: P 4 / 7 / 24830). The newer storage area, P2 (see drawing No. QC/002), has been granted planning permission (ref: P / 99 / 7 / 24830) for the storage of scrap motor vehicles (no treatment is permitted in this area).

- 1.2.3 Facilities adjacent to the site are: Manweb plc, Sewage Treatment Works and a permanent residential caravan site. The River Dee is located to the North of the site.

1.3 Application area/waste management operations

- 1.3.1 The area which is the subject of this management system is outlined in red on Drawing No. QC/002. All references to 'the site' in this management system shall mean this area and the infrastructure, plant and equipment associated with the metal recycling operation.

1.4 Hours of operation

- 1.4.1 The site will be operated throughout the year during the following hours for the receipt of waste and all other operations:

0830 - 1800 hours Monday to Saturday
1000 - 1600 hours on Sundays.
0830 - 1800 hours Bank holidays and Public holidays.

- 1.4.2 Mobile floodlights will be made available on site if necessary operations or emergency procedures are carried out after official lighting up times.

1.5 Waste types and quantities

- 1.5.1 The waste types to be accepted at the site will be solid, dry non-hazardous household, commercial and industrial wastes. A detailed breakdown of the waste types is shown below:

Permitted wastes	Maximum quantity stored	
	Tonnes	Units
Scrap motor vehicles	1650	1100
Engines - Accepted only as part of the motor vehicle	-	200
Transmission fluids - Accepted only as part of the motor vehicle	-	-
Ferrous metals - Accepted only as part of the motor vehicle	-	-
Non-ferrous metal - Accepted only as part of the motor vehicle	-	-
Batteries - Accepted only as part of the motor vehicle	-	200
Fluids (waste oil and fuel) - Accepted only as part of the motor vehicle	-	1200 litres

- 1.5.2 The throughput of the site will be a maximum of 600 vehicles per week and <5,000 tonnes per annum.

1.6 Staffing and management

- 1.6.1 The site will only open for the receipt/removal of vehicles or for other essential operations as detailed in Section 1.4 above. The site will be manned, whenever it is open, by at least 2 employees of Queensferry Car Parts.

<u>Position</u>	<u>No.</u>	<u>Responsibilities</u>
Site manager	1	Supervision of site operation
Vehicle collection driver	1	Assists with general running of the site/collects vehicles
Plant/machine driver/operative	2 (1)	Operates various plant/machinery on site

Additional staff employed by Queensferry Car Parts will also be utilised on site during busy periods to carry out site maintenance works, plant maintenance, administration and record keeping.

1.7 Health and safety

- 1.7.1 All operations on site will be carried out in accordance with the relevant requirements of the Health and Safety at Work Act 1974. Conditions of site use for employees, visitors and contractors are attached to this working plan as Appendix III.

1.8 Fit and proper persons

- 1.8.1 Technical competence - all staff on site will be trained to understand the procedures relevant to this working plan which apply directly to their own work. The site manager, will have overall control of the site operations and will be the technically competent manager for the site. The technically competent management for the site will be provided initially by Mr. Daniel Bennet who has successfully fulfilled the EA assessment as 'Deemed' competence. Emma Bennet will undertake the CIWM/WAMITAB 4TMELV6 certification award as soon as possible.
- 1.8.2 Relevant convictions (for information only) - at the date of writing neither Emma Bennet nor any employees of Queensferry Car Parts had been convicted of a relevant offence.
- 1.8.3 Financial provision - to be agreed with the Environment Agency as part of the Transfer application.

2.0 SITE ENGINEERING AND INFRASTRUCTURE

2.1 General

- 2.1.1 The site infrastructure is complete. Any further developments to the site shall be agreed with the Environment Agency and all other relevant bodies.

2.2 Access and parking

- 2.2.1 The main access route to the site is via the A494 (Queensferry By-pass). The site entrance is accessed via a private road on the industrial estate as shown on Drawing No. QC/003. The site access road is the responsibility of the landowner and is outside the scope of the Environmental permit. The roads are surfaced with concrete and tarmacadam. Adequate parking space is available, outside the permitted area, opposite the site entrance on a designated area on the access road as shown on Drawing No. QC/003.

2.3 Notice board and signs

- 2.3.1 A notice board measuring 1 metre square will be erected near the entrance to the site and will display the following information:
- The site name and full site address.
 - The site operator's name and telephone number.
 - The Environment Agency's contact details. Emergency telephone No. 0800 807060 and General enquiries No. 08708 506506.
 - The hours of operation of the site.
 - Emergency contact name and number.
 - The site permit number.
 - No unauthorised tipping. Tipping outside the permit boundary is illegal.
- 2.3.2 Additional signs may be displayed around the site for operational/health and safety purposes in accordance with health and safety legislation.

2.4 Site security

- 2.4.1 Gates - The main entrance/exit gates are located as shown on Drawing No. QC/003. The gates are 5 m wide by 2.4 m high constructed of galvanised steel palisade fencing. The gates will be padlocked at all times when the site is unmanned.
- 2.4.2 Fencing - the site is surrounded by galvanised steel palisade fencing to the height of 2.4 metres.

2.5 Site office/stores

- 2.5.1 The location of the site office for Queensferry Car Parts is shown on Drawing No. QC/003. Toilet, cleaning and refectory facilities are provided for staff on site. A telephone is available on site, located in the office Tel: 01244 811109. The following documentation will be stored in the site office:

Documents to be retained in site office
Environmental Permit (copy)
Internal Management System (copy of agreed document)
Site diary (to record all inspections/visitors to the site)
Environment Agency inspection forms
In-house inspection sheets/recording forms
Duty of care transfer notes (for 2 years minimum)
Hazardous waste consignment notes
Waste delivery tickets
Accident Management Plan
Accident book (& 1 st aid kit)

- 2.5.2 The location of all storage and buildings, temporary and permanent are shown on drawing QC/003. Vehicle parts and other non-waste materials salvaged from the vehicles on site are stored in these areas.
- 2.5.3 Buildings in area P1 (see drawing No. QC/003) are also used for the storage of company and employee vehicles.

2.6 Weighbridge

- 2.6.1 There are no short term plans for the installation of a weighbridge. The weight of loads will be estimated using conversion factors shown in Section 3.2.1 below.

2.7 Wheel cleaning facilities

- 2.7.1 No wheel cleaning facilities are proposed at the site. Procedures are in place to ensure that mud and debris are not tracked onto the industrial estate road and the public highway. Refer to section 4.3 - Control of mud and debris

2.8 Fuel storage

- 2.8.1 Any fuels located on site will be surrounded by a bund which is capable of containing a minimum of 110% of the volume of the fuel stored in the tank. Drums of fuel which are used for refuelling operations on site and will be stored in a bunded area. All storage containers will be labelled to indicating the nature of their contents and volume.

2.9 Waste handling areas

- 2.9.1 The site is split into 2 areas (P1 and P2 representing the 2 planning consents) divided by a 2.5 metre fence. A separate hardstanding area is used for draining and breaking the vehicles, this area is shown on drawing No. QC/003. The vehicles are then moved to the hardcored compound (area P1) for storage/salvation of parts. Once all salvageable parts have been removed, the vehicle will be moved to area P2 for storage prior to removal off site. The removal of fluids is carried out in a bunded area under cover as shown in Drawing No. QC/003.
- 2.9.2 The vehicle breaking area is shown outlined in green on Drawing No. QC/003. The area is surfaced with mesh/fibre reinforced concrete to a minimum depth of 150 mm and is laid to fall (minimum 1:100) towards a silt trap which drains to a interceptor.
- 2.9.3 A skip (or container) will be placed in the vehicle breaking area for the deposition of unauthorised waste which cannot be removed from the site immediately. The exact location of the skip/container may be varied as operating conditions permit.
- 2.9.4 Batteries and drums containing fluids (removed from vehicles) will be stored in a bunded storage building prior to removal off site by a licenced carrier.
- 2.9.5 Additional skips will be provided for tyres removed from vehicles.

2.10 Drainage

- 2.10.1 Kerb - the concrete hardstanding areas will be partially surrounded by a kerb constructed from concrete to a minimum height of 100 mm. The purpose of the kerb is to prevent surface runoff from the site entering adjoining land and to separate drainage which falls to the interceptor.
- 2.10.2 The drainage system consists of two components i.e.
- i. The vehicle breaking and vehicle running area which drains to a interceptor via a silt trap/gulley.
 - ii Free draining hardcored areas.
- 2.10.3 The site drainage was installed during cleaning works supervised by Flintshire County Council. The complete drainage details for the site and the surrounding area are shown

on Drawing No. E 5761/10 REV. J. The drawing shows the location of the drainage system for the vehicle hardstanding and vehicle running area.

2.11 Vehicles, plant and equipment

2.11.1 The site will utilise the following equipment for deposit, handling and removal of cars and scrap metal:

- 1 mobile crane
- 1 forklift truck
- 1 recovery vehicle

2.11.2 Additional plant will be hired to cover any very busy periods or breakdowns. A water bowser will be brought on site for dust suppression.

2.12 De-polluting Rig

2.12.1 Schedule 5 of the End of Life Vehicles Regulations 2003 sets out the minimum technical requirements for keeping and treating waste motor vehicles. The site will operate to the standards set out in the Regulations.

2.12.2 There is a mobile depollution rig located on site. Details of the rig will be available on request.

2.12.3 End-of-life vehicles will be moved onto the rig and the vehicles depolluted to the standards detailed in the DEFRA/DTI document "Depolluting End-of-Life Vehicles - Guidance for Authorised Treatment Facilities". (Copy attached in Appendix IV).

Where hazardous fluids or materials are not removed from parts of the vehicle then those parts will be removed from the vehicle and stored in a suitable sealed container inside one of the buildings.

2.12.4 Hazardous fluids, and parts containing hazardous fluids, will be stored within a suitable sealed container inside one of the buildings as shown on Drawing No. QC/003.

3.0 SITE OPERATIONS

3.1 Checking in & inspection of loads

- 3.1.1 Scrap metals and vehicles are accepted at the site from the public, industry and commerce. All persons delivering waste to the site are required to report to the site office upon arrival at the site (including employees of Queensferry Car Parts).
- 3.1.2 Where a controlled waste transfer note accompanies a consignment of waste the note will be checked to ensure that it accurately describes the type and quantity of scrap. If the waste does not meet the description stated on the controlled waste transfer note the customer will be advised to check the note and give a more detailed description of the waste. If the more detailed description of the waste reveals that the waste is not permitted at the site then the customer will be advised to contact the Environment Agency to find an alternative site, see operations for rejected waste in section 3.4.3 below.
- 3.1.3 A visual inspection of the vehicle will be carried out and the accompanying paperwork (if any) will be checked. If a leak is found, the leaking fluids will be drained immediately and stored in the appropriate manner (see section 3.5) and spillages dealt with in accordance with section 4.1. A visual inspection of the engine will be taken, if the inspection reveals a threat to human health or the environment, it will be removed in the vehicle breaking area and stored in a sealed skip.

If unauthorised waste is discovered after receipt of the vehicle two courses of action are available:

- (i) Return the vehicle to the producer and advise the Environment Agency of the deposit; or,
 - (ii) Where the producer/owner of the vehicle has left the site and cannot be contacted or where the removal off-site of the waste may cause further problems then the waste will be deposited in the skip provided for unauthorised wastes. The Environment Agency will then be contacted to agree a course of action.
- 3.1.4 If the vehicle is satisfactory then it will be moved by crane or fork lift to the breaking area for drainage of fluids.

3.2 Weighing and categorising loads

- 3.2.1 The weight of loads will be estimated by using conversion factors agreed with the Environment Agency. The weight of delivered vehicles will be recorded as the standard/plated net weight for that type of vehicle.

3.3 Waste deposit, handling and storage

3.3.1 Once a vehicle has been accepted (in accordance with Section 3.1) and is found to comply with the conditions of the environmental permit the following procedure will apply:

- i. All vehicles will be deposited in the vehicle breaking area and will be stored here prior to removal of fluids.
- ii. All fluids will be removed from the vehicles undercover in the breaking area.
- iii. Once the vehicle is drained it will be moved to the compound (P1) for storage and removal of parts by members of the public or operatives of Queensferry Car Parts.
- iv. Once all salvageable parts are removed the vehicle will be moved for storage on area P2.
- v. Salvaged parts removed by operatives of Queensferry Car Parts will be stored in the designated storage areas outlined on plan QC/003.
- vi. Vehicles will be stacked to a maximum height of 3 metres.
- vii. Engines containing no salvageable parts will be removed from the vehicle and stored in a designated skip prior to removal off site.

3.3.2 If the maximum storage capacity of the site is reached then no further waste will be accepted until vehicles can be removed off site by an authorised dealer.

3.4 Record keeping

3.4.1 The details below will be recorded on a combination of the record keeping forms listed in Appendix II, the site diary and controlled waste transfer notes (where required).

3.4.2 The following details will be recorded for every load deposited at the site (QC/RF/1):

- i. Date/time of delivery.
- ii. Description (including EWC codes) of waste/scrap/item.
- iii. Source of waste/scrap/item.
- iv. Quantity (tonnes).
- v. Vehicle registration number (if applicable).

3.4.3 The following details will be recorded for every load of waste leaving the site (QC/RF/2):

- i. Date of removal.
- ii. Description (including EWC codes) of waste/scrap/item.
- iii. Quantity (tonnes).
- iv. Destination.
- v. Carrier details (where required).

3.4.4 The following details will be recorded for all waste which is rejected from the site (QC/RF/3):

- i. Date and time
- ii. A description (including EWC codes) of the waste.
- iii. Quantity of waste.
- iv. Reason for the rejection of waste and action taken.
- v. Name, address and telephone No. of waste producer.
- vi. The carrier's name, registration number and vehicle registration.
- vii. A copy of all accompanying paperwork.
- viii Action taken.

3.4.5 A summary of waste types and quantities deposited at and removed from the site will be forwarded to the Environment Agency at intervals specified in the waste permit for the site (currently quarterly). The outcome of all inspections of hardstanding areas, drainage channels, waste types, gates, fencing, fuel tanks bunding etc. will be recorded in the site diary (including action taken or proposed) and site inspection form QC/RF/4 . Official visitors to the site will sign the diary upon arrival and exit.

3.5 Operations for difficult wastes.

3.5.1 Batteries - will be handled as follows:

- i. Stored in a sealed/covered container capable of containing the contents of the batteries placed in it.
- ii. The container will be stored in an area of impermeable hardstanding and a raised kerb or in a building.
- iii. A suitable absorbent agent will be kept by the storage area so that if any spillage does occur prompt action can be taken to absorb the spillage. Any contaminated adsorbent material will then be removed to an approved disposal facility.
- iv. Removal of batteries will be carried out in accordance with the Hazardous Waste Regulations 2005 or any subsequent amending legalisation.

3.5.2 Fluids:

Fluids drained from vehicles (brake fluid, oil and petrol) will be handled in accordance with the following requirements:

- i. Removed before the vehicle leaves the breaking area.
- ii. Protected from spillages (raised kerbs, spillages to be soaked up by application of spillage kit), and stored in the storage building on site.

- iii. Containers will be clearly labelled with the contents and volume of the liquid within.
- iv. Liquids will be disposed of in the correct manner i.e brake fluid will be removed from the site by the use of a regulated carrier and taken to a permitted site for disposal/recovery.

Emergency procedures for spill containment are described in Appendix IV and section 4.1.

- 3.5.3 All batteries and fluids will be removed from site by a registered carrier to a suitably permitted or exempt site for disposal/recovery.

4.0 ENVIRONMENTAL CONTROL, MONITORING AND REPORTING

4.1 Breakdowns and spillages

- 4.1.1 In the event of breakdown of the loading plant an alternative machine will be brought on site until it is repaired, the Environment Agency will be notified of any change of plant/machinery on site. If an alternative machine cannot be used then no waste will be deposited until the plant is repaired.
- 4.1.2 All spillages of waste, windblown litter and other debris will be cleared by the end of the working day in which they occur. Spillage clearance procedures are detailed in appendix IV - Emergency procedures.
- 4.1.3 The concreted area of the site will be inspected daily when the site is in operation and debris will be swept as required and placed in a skip. Any spillages of fuel will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will then be taken to a suitably licensed site for disposal.

4.2 Site inspections and maintenance

- 4.2.1 Site diary - A site diary for the purpose of recording site activities will be maintained on record form QC/RF/4. The diary will also be used to record any other information relevant to the working of the site. The following information will be recorded in the diary/record forms required by the environmental permit.:
 - i. The identity of the signature of the inspection personnel.
 - ii. The date and time of the inspection (or event)
 - iii. The inspection details and any actions taken.
 - iv. The name of the nominated deputy in the absence of the site manager.
- 4.2.2 The gates and fences mentioned in section 2.4.1 and 2.4.2 will be checked on a regular basis (daily). Defects in the gates and fencing which may permit unauthorised access to the site will be recorded in the site diary. Until repair is carried out, temporary measures will be taken before the end of the working day, to ensure that access to the site through the defected gate/fence is not possible. Defects to fences will be fully repaired within 5 working days.
- 4.2.3 Any defects (other than gates and fencing) found during the daily site inspection will be repaired by the end of the working day where possible. If a repair is not possible by the end of the working day the Environment Agency will be contacted to agree a suitable timescale for repair.
- 4.2.4 All drainage gullies and silt traps will be inspected at intervals agreed with the Environment Agency to ensure that they are functioning effectively. Silt will be removed from the silt traps, and interceptor and deposited in a skip on site prior to disposal. Oil removal from the interceptor will be carried out by a registered carrier.

4.3 Control of mud and debris

- 4.3.1 Any mud or debris deposited on the site entrance or approach roads from the site will be cleared using a mechanical vacuum type sweeper. Excessive dust or mud is very unlikely due to the nature of the waste (scrap metal) and the surfacing of the area leading into and out of the site (tarmacadam/concrete).

4.4 Control and monitoring of dust

- 4.4.1 Site operations will be carried out to minimise the creation of dust. A water hose or bowser will be used to spray the site surface to prevent the formation of excessive dust. Dust emissions will be monitored visually every day.

4.5 Odour control

- 4.5.1 If malodorous waste is discovered on site, it will be transferred into the rejected waste skip and removed from the site immediately.

4.6 Litter control

- 4.6.1 Any litter which does escape and is arrested by the site boundary fencing will be removed before the end of the working day on which it is discovered. Any litter deposited outside the site boundary will be removed before the end of the working day.

4.7 Control of pests, birds and other scavengers

- 4.7.1 A recognised pest control contractor will be brought in if any problems are encountered. The site will be inspected daily for the presence of vermin and the results of the inspection noted in the site diary or site inspection form.

4.8 Vibration

- 4.8.1 No vibrating plant is used on site.

4.9 Control and monitoring of noise

- 4.8.2 It is not anticipated that site operations will be cause a noise nuisance because of the scale and location of the dismantling operation.

5.0 EMERGENCY PROCEDURES

5.1 General

- 5.1.1 For all emergency situations the deposit of any further waste will be suspended where necessary to allow action to be taken safely. If necessary staff and other users of the site will be evacuated to an area which is a safe distance away from the hazards. Staff handling the emergency will be provided with and trained to use the necessary PPE (personal protective equipment) unless the manager instructs them that the hazard is too severe and outside help is needed from the emergency services or specialist waste contractors.

5.2 Fire

- 5.2.1 No waste will be burnt on site. In the event of a fire occurring on site the operator will exercise his judgement and extinguish the fire with a suitable fire extinguisher and/or call the fire service for assistance. Any fires will be reported to the Environment Agency on the working day that they occur and will be confirmed in writing by fax or letter within 3 working days. All persons will be evacuated from the site if necessary. Smoking is not permitted on site. Fire fighting residues will be disposed of to a licensed waste management facility.

5.3 Spillages

- 5.3.1 All fuel and chemical stores on site will be bunded to contain any fuel leaks. If any spills occur a spill containment kit (absorbent pads, booms or granules) will be used to prevent further spillage and the contaminated absorbents placed in a suitable container prior to disposal to a suitably licensed landfill.

5.4 Drums

- 5.4.1 The deposit of drummed waste is not permitted at the site. If drummed waste is found in a vehicle it will be isolated and removed from site as soon as is reasonably practicable.

5.5 Adverse reactions

- 5.5.1 No wastes are accepted which will react to present such a hazard. If unauthorised waste is found in a vehicle and does present such a hazard it will be isolated and removed from site as soon as is reasonably practicable.

5.6 High winds

- 5.6.1 The types of waste on site are unlikely to blow off site in high winds. Vehicles leaving the site will be sheeted if necessary to comply with the requirements of the Duty of Care legislation.

5.7 Operational failure

5.7.1 The manager will be contacted in the event of any operational failure such as the breakdown of plant, systems or equipment and will decide whether operations are to continue or be suspended prior to corrective action being taken. Serious operational failures which result in the closure of the site will be recorded in the site diary.

5.8 Overturned vehicle

5.8.1 If a vehicle is overturned on the site or near the site entrance then no further waste will be accepted until the vehicle has been righted and any spillages have been cleared as described in Section 5.3.

5.9 Bomb Scare

5.9.1 In the unlikely event of a bomb scare the site will be evacuated and the police contacted. The police will then assume control of the site until the threat has been verified or the device defused and removed.