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20th November 2008

For the attention of Selby Le Roux

Re: Wernddu Civic Amenity Site and transfer station

Further to our telephone conversation of last week please find enclosed a copy of the working plan it is proposed to follow on the commencement of the recycling collections from Monday 1st December 2008.

CWM Environmental Ltd staff have taken on board your specific comments in relation to ensuring no problems result on site regarding vermin and odour and appropriate working arrangements and vigilance are being taken to ensure no detriment to the environment occurs as a result of the activity.

For information the environmental permit application has now been assigned a reference number EP-LT 2085 and the officer currently dealing with it is a Steve Gornall.

I wish to again thank you for your understanding and co-operation in finding a pragmatic way forward to this matter.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Gareth Jones', written over the typed name.

Gareth Jones
CWM Environmental Ltd



CWM ENVIRONMENTAL Ltd

WORKING PLAN

for

WERNDDU CIVIC AMENITY SITE

Wernddu Road , Ammanford , Carmarthenshire , SA18 3RY

Waste Management Licence EA WML 34217

Current working plan status			
	Table contents	Issue	Date
1	General considerations	CWM 01	August 2008
2	Site Engineering	CWM 01	August 2008
3	Site Infrastructure	CWM 01	August 2008
4	Site Operations	CWM 01	August 2008
5	Pollution control monitoring and reporting	CWM 01	August 2008
6	Amenity Management and reporting	CWM 01	August 2008
7	Site records	CWM 01	August 2008
8	Drawing references	CWM 01	August 2008
	Appendices	CWM 01	August 2008

Modification History

Section Modified	Revision Status	Description of modification	Date Modified
All		<i>Rewrite from Shanks working plan to CWM Environmental and incorporating new recycling arrangements and transfer shed</i>	August 2008
All		<i>Application made to EA to transfer site licence internally from Carmarthenshire Recycling Ltd to CWM Environmental Ltd (EA: EP-LT 2086)</i>	September 2008
		<i>Application made to EA for permit variation to site licence to include for transfer building (EA EP-LT 2085)</i>	September 2008

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1. GENERAL CONSIDERATIONS

1.1. SPECIFIED SITE AND WASTE MANAGEMENT OPERATIONS

Specified Waste Management Operations	Permitted Waste Types which may be subject to the specified operation	Limits on specified operation
Storage pending recovery or disposal	All	All
Physical segregation of waste	All	Segregation means only the sorting or separation of waste into different components by householders as waste is delivered to the site together with physical mixing/bulking of solid wastes of the same or different types.

Waste Types

Container	Contents	Max tonnage	Max. Storage (Days)
SKIP CONTAINER BAYS			
Cardboard skip	Cardboard	5	7
General Waste	Mixtures including wood and plastics	8	4
Hardcore only skip	Mixtures of concrete, bricks, tiles/ceramics	12	7
Plastic skip	Hard plastics	3	7
Timber skip	Wood	10	7
Green waste skip	Biodegradable garden waste	8	7
Metal only skip	Scrap metals	12	7
BUILDING			
Building	Fridges and freezers (CFC)	50 units	90
SEALED / BUNDED TANK			
Bunded tank	Engine oil	500gallons	90
Bunded tank	Diesel	500gallons	90
Bunded tank	Cooking Oil	500gallons	28
CONCRETE / TARMAC APRONS			
Paper bank	Paper and magazines	8	14
Container	Small electrical items	5	7
Container	TV units and monitors	5	7
Container	Large electrical	5	7
Container	Paint	1	7
Can bank	Mixed cans	1	7
Glass bank	Mixed glass bottles	5	7
Plastic bank	Mixed plastic bottles	1	4
Container	Tetrapack	1	28
Box	Shoes	1	28
Clothes banks	Clothes/textiles	1	28
Sealed container	Car batteries	1	7
Sealed container	Asbestos	4	28

Container	Contents	Max tonnage	Max. Storage (Days)
Concrete /Tarmac Aprons (continued)			
Lamp safe	Fluorescent tubes	1	28
Tonne bag	Special metals	1	7
Tonne bag	Polystyrene	1	7
Container	Small batteries	1	7
BULK BAYS			
Glass	Kerbside glass (Blue Box)	20	7
Glass	Bottle banks	50	7
Green waste	Kerbside sacks	40	7
Roll-on	Kerbside Paper (Blue Box)	12	14
Roll –on	Kerbside Cardboard (Blue Box)	8	14
Roll –on	Kerbside Cans (Blue Box)	2	14
TRANSFER SHED			
Concrete bay	Food waste	20	2
Concrete bay	Dry mixed recyclet sacks	30	2
Concrete bay	Black sacks	40	2
Concrete bay	Loose paper	40	7
HARDSTANDING EXTERNAL TO TRANSFER SHED			
Sealed skip	Food waste	20	2

European Waste Classification		Waste Stream
		Inert waste
17 05 04	Soil ad stones other than mentioned in 17 05 03	Subsoil
17 01 01	Concrete	Topsoil
17 01 02	Bricks	Hardcore
17 01 03	Tiles and ceramics	Brickwork
17 01 07	Mixtures of concrete, bricks, tiles and ceramics other than those mentioned 17 01 06	Stone
17 08 02	Gypsum-based construction materials other than those mentioned in 17 08 01	Concrete
17 09 04	Mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 , 17 09 03	Clay
20 01 02	Glass	Sand
		Excavated road metal
		Glass , pottery , china , enamels, ceramics , mica and abrasives.
		General non-putrescible waste
03 01 05	Sawdust, shavings, cuttings, wood, particulate board and veneer other than those mentioned in 03 01 04	Wood products (including sawdust/sanderdust)
03 03 01	Waste bark and cork	Paper (including oiled and tarred paper)
17 02 01	Wood	Cardboard and fibreboard
17 04 01	Copper, bronze , brass	Wood products (hardboard, chipboard)
17 04 02	Aluminium	Plastics as finished products or manufacturing scrap only.
17 04 05	Iron and steel	Plasterboard
20 01 01	Paper and cardboard	Iron, steel aluminium, brass, copper, tin, zinc.
20 01 38	Wood other than that mentioned in 20 01 37	Leather
20 01 39	Plastics	Wool, cotton, linen, hemp, sisal, Hessian, string, rope and any other natural or man made fibre.
20 01 10	Clothes (separately collected fraction)	Cork, ebonite, kapok
20 01 11	Textiles (separately collected fraction)	Ash, clinker
17 06 04	Insulation materials other than those mentioned in 17 06 01 and 17 06 03	Decontaminated empty containers less than 50 litres capacity.
15 02 02	Absorbents, filter materials (including oil filters not otherwise specified) , wiping cloths and protective clothing contaminated by dangerous substances.	
15 02 03	Absorbents, filter materials (including oil filters not otherwise specified) , wiping cloths and protective clothing other than those mentioned in 15 02 02	
		General waste that is scrap metal
16 01 17	Ferrous metal	Ferrous metal in solid, sheet, strip, tube form, swarf, dusts and particulate scrap.
16 01 18	Non-ferrous metals	Non-ferrous metal in solid, sheet, strip , or tube form <i>e.g aluminium ,brass, copper, tin ,zinc, lead and their alloys</i>
17 04 07	Mixed metals	Decontaminated empty metal containers
20 01 41	Metals (separately collected fraction)	Engines/gear boxes /axle assemblies etc
20 01 23	Discarded equipment containing chlorofluorocarbons	Domestic appliances
		Industrial and commercial process plant and equipment
		Office furniture and equipment
		Light non-ferrous metal
		Unsorted metal scrap
		General putrescible waste
20 03 01	Mixed municipal waste	Waste food or materials that include any food or vegetable matter
20 02 01	Biodegradable waste	Floor sweepings
20 02 03	Other non-biodegradable wastes	Vegetable matter
20 01 08	Biodegradable kitchen and canteen waste	Cellulose waste
		Trees, bushes
		Garden and horticultural waste

		Difficult wastes
15 01 01	Paper and cardboard packaging	Empty containers (metals, glass , plastic ,paper ,sacks etc) Electrical and electronic components, fittings, fixtures and appliances Tar, pitch and bitumen wastes in solidified form Lighting lamps and tubes, including fluorescent tubes Electric cable and wire Batteries Hazardous liquid wastes- motor oil, vegetable oil Bonded or compressed asbestos products
15 01 02	Plastic packaging	
15 01 04	Metallic packaging	
15 01 06	Mixed packaging	
15 01 07	Glass packaging	
16 02 14	Discarded equipment other than those mentioned in 16 02 09 to 16 02 13	
20 01 21	Fluorescent tubes	
20 01 36	Discarded electrical and electronic equipment other than those mentioned in 20 01 21, 2001 23 and 2001 35.	
20 01 33	Batteries and accumulators included in 16 06 01, 16 06 02 or 16 06 03 and unsorted batteries and accumulators containing those batteries	
13 02 04	Mineral based chlorinated 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 and lubricating oils	
13 02 08	Other engine, gear and lubricating oil	
17 06 01	Insulation materials containing asbestos	
16 02 12	Discarded equipment containing free asbestos	
17 06 05	Construction materials containing asbestos	
		Lead acid batteries
16 06 01	Lead batteries	

Site drawing CWM/WD2 shows the locations of storage.

The asbestos containing construction material is limited to a maximum of three black sacks and it must be double bagged prior to receipt. It is then stored in a locked container pending removal to an appropriately licensed facility. Appropriate signage shall be provided to guide the public to the site office where they shall be informed of the above procedure to dispose of asbestos. All staff shall be suitably trained in the safe handling of asbestos waste. The site staff shall reserve the right to refuse to accept asbestos when the material is not suitably contained, or when weather conditions would make it unsafe. If any asbestos bearing waste is refused a record of the incident will be made in the Site Diary. The information recorded in the site diary will include the date and time the waste was rejected, the reason the waste was rejected, the registration number of the vehicle delivering the waste and any advice given by the site staff regarding an alternative disposal point.

All waste accepted at the site will be taken away by a registered carrier to a licensed waste management i.e. when the above capacities are reached. The site manager will organise the collection, control the vehicles on site and issue the appropriate approved records (see Section 6 Site records)

1.2 PERMITTED WASTES

As detailed in 1.1.

1.3 HOURS OF OPERATION

1st April to 30th September :

	Opening hours
Monday to Friday	08.00 to 20.00
Saturday to Sunday	10.00 to 16.00
Holidays	10.00 to 16.00

1st October to 31st March :

Monday to Friday	08.00 to 18.00
Saturday to Sunday	10.00 to 16.00
Holidays	10.00 to 16.00

Access to trailers :

Monday	08.00 to 14.00
Wednesday	12.00 to 16.00
Saturday	10.00 to 12.00

1.4 STAFFING AND SUPERVISION

During normal hours of operation at least two operatives providing site supervision will usually be available and will undertake and record the daily site checks.

The company civic amenity site foreman or Technically competent management will be available to oversee or deal with site operations on a regular site visit basis.

Health and safety inspections and cross audits will be overseen weekly by the appointed company Health and Safety Officer.

A copy of the site licence, working plan and operating procedures will also be available at all times and located within the site office.

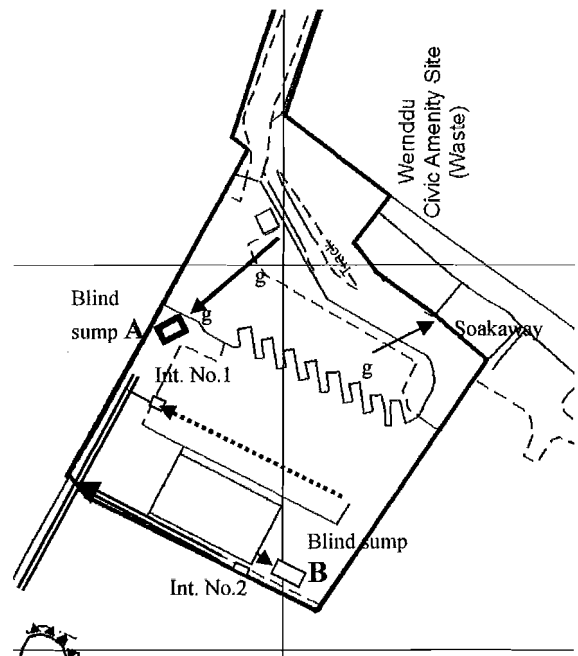
2. SITE CONTAINMENT FOR POLLUTION PREVENTION CONTROL

2.1 ENGINEERED SITE SURFACE AND DRAINAGE SYSTEMS

To minimise the risk of contamination of groundwater and surface water there is an engineered surface water management system at the site. The engineered surface water management system comprises areas of impermeable pavement, surface water collection channels, drainage gullies, an oil interceptor and a sealed sump.

The sealed drainage system collects the majority of all liquid from the civic amenity site surface is directed to the sealed sump referenced as A on the plan. The sump will be inspected at a minimum daily by the Site Manager or Operative and will be emptied by a company licensed to remove contaminated waste water when 80% full. The inspections and removal of the sump water will be recorded in the site diary.

The surface water from the central skip bay area is discharged to the perimeter ditch following passage through an oil interceptor (Int. No.1). The interceptor will be inspected on a weekly basis by the Site Manager /Foreman to ensure its integrity. It will be emptied by a company licensed to remove contaminated waste water. The removal of the oil interceptor residues will be recorded in the site diary.



The surface water in vicinity of the transfer building shed is transported via a concrete lined trapezoidal ditch to the perimeter drain. To ensure that no oily or other wastes contaminate the ditch it is proposed to install an interceptor (Int. No.2).

The transfer building will be cleansed in a manner that minimises the risk of discharge of any oil or other contamination. All excess liquid wastes will be directed to a sealed sump located in the external concrete yard which will be emptied by a company licensed to remove contaminated waste waters. In the event of a failure the trapezoidal ditch will be sandbagged to trap any contaminated waters which will be thereafter pumped to the sealed sump A or via the oil interceptor channel prior to release to the perimeter ditch.

All areas of impermeable pavement are constructed of either concrete or tarmac and are visually inspected by the Site Manager on a weekly basis. Repairs to any damage to the pavement will be undertaken within 7 days or in a timescale agreed with the Environment agency. The site manager will cone off the damaged area preventing its use until repairs are completed. A record of all inspections and any maintenance necessary will be made in the site diary.

All waste bays, containers, skips, drums and tanks will be inspected daily by the Site Manager or Operative to ensure that they are suitable to contain the waste type. Where a

facility (bay, container, skip, drum or tank) is not suitable it will be emptied and taken out of action immediately. The facility will not be used until the remedial action required has been completed.

Foul drainage from the site office building is directed to a the sealed tank arrangement A as indicated on the site drawing. The tank will be inspected for overflow on a weekly basis and when necessary it will be emptied by a company licensed to remove contaminated waste water. The removal of the waste effluent will be recorded in the site diary.

2.2 WASTE OIL TANKS

Waste oil is contained in a sealed tank which is situated inside a bund wall which will hold the capacity of the tank plus 10%. The bund wall will be inspected daily by the site manager and liquid accumulating in the bund will be emptied by a company licensed to remove contaminated waste water before the overall capacity of the bund is reduced to an unacceptable level (equivalent to 101% of the tank volume) . A record of all inspections and ongoing maintenance necessary will be recorded in the Site Diary.

3 SITE INFRASTRUCTURE

3.1 SITE SECURITY

- a) To minimise the risk of unauthorised vehicular access lockable steel gates secure the entry road to the site, two metres in height. These gates are locked when the site is not receiving wastes.
- b) Vehicular access to the site is further controlled by an additional set of lockable gates at the immediate site entrance, with a separate pedestrian gate adjoining the main gate. These gates are locked when the site is not receiving waste. A two metre high height restriction by means of a hinged barrier is also located at these gates.
- c) To minimise the risk of unauthorised access the external boundary of the site is completely enclosed by a secure two metre high chain link fence topped with three layers of barbed wire. The approximate location of the security fencing and gates is shown on drawing CWM/WD2.
- d) The integrity of the site perimeter fencing and gates will be checked daily by the Site Foreman / Manager or Operative and any repairs required to maintain security will be undertaken within 7 days or in a timescale agreed with the Environment Agency. Temporary repairs to the site security need to be made by the end of the working day. Permanent repairs will be completed within 7 days or in a timescale agreed with the Environment Agency.
- e) Hazardous household chemicals will be stored in an approved sealed pallet box within a lockable shed.
- f) Currently dummy CCTV cameras are utilised as deterrents but it is proposed to install two live cameras on the site office and at the site entrance gate. The CCTV cameras will be linked to a 30 day hard drive.

3.2 SITE IDENTITY BOARD

Site identity boards will be located at the immediate entrance to the site near the county road and also at the site entrance. The boards will identify the site and provide essential information. The site permit number will be displayed.

3.3 PLANT AND EQUIPMENT

Site plant and equipment will be selected to be fit for purpose and will include , but may be subject to change :

- Roll on/off type vehicle to lift and remove skips
- 360° rubber wheeled loading shovel and excavator
- Tele-handler

Arrangements will be provided for the storage/maintenance of plant and equipment used in accordance with manufacturers/suppliers recommendation. Daily maintenance checks will be undertaken to supplement the three monthly service contract and the vehicles will whenever possible be stored in the covered building.

3.4 LIGHTING

Permanent lighting is provided supported by the use of lighting units/towers and or site plant as and when required. These may be powered via small generators located within the building to reduce the potential for environmental noise and this will be assessed accordingly.

4. SITE OPERATIONS

4.1 CONTROL OF MUD AND DEBRIS

Due to the nature of the wastes, the waste handling techniques and the concrete / tarmac surface the risk of the accumulation of significant quantities of mud and debris on the public highway directly outside the site is low. However, the condition of the road immediately outside the facility together with the concrete surfaces at the site will be inspected each working day and recorded in the site diary. The site surface will be maintained in a condition consistent with minimising the risk of accumulation of mud and debris on the public highway.

In the event that significant quantities of mud and debris are tracked onto the public highway, the highway will be cleaned as a matter of urgency using a hired road sweeper or similar and the event will be recorded in the site diary.

4.2 POTENTIALLY POLLUTING LEAKS AND SPILLAGES OF WASTE

All loading and unloading of containers will be done or supervised by the site operatives or foreman /manager .

Waste oil on site is contained in a sealed tank which is situated inside a bund wall which will hold the capacity of the tank plus 10%. The bund wall will be inspected daily by the site manager and liquid accumulating in the bund will be removed before the overall capacity of the bund is reduced to an unacceptable level. A record of all inspections and ongoing maintenance necessary will be recorded in the site diary.

Lead acid batteries are stored in a purpose designed, covered plastic stillage with an integral bund. The contents are inspected daily. Collection by a suitably experienced external service contractor is arranged when nearly full. The removal of batteries from site will be recorded in the site diary.

Emergency spill equipment shall be kept in the site office and in a clearly signed location close to oil storage tanks. All staff shall be suitably trained in the avoidance and remediation of leaks and spillages.

In the event of site staff discovering a leak or spill , site management shall be informed and the scale of the spill shall be determined. If the spill is minor (less than 5 litre) it shall be promptly cleaned and the contaminated material correctly disposed of at a suitably licensed facility. If the spill is medium (5 – 20 litres) or major (> 20 litres) the emergency procedures detailed below shall be followed:

- Site management or a nominated representative shall isolate the affected area
- The source of the spill shall be identified and, if possible, stopped.
- The spill shall be contained using absorbent material to prevent further spreading. Absorbent mats shall be placed on drain covers to prevent pollution from entering the drainage or surface water systems.
- Once the spill is contained the affected area shall be coned or taped off where necessary by site management or a nominated representative.

- The affected area shall be cleaned and the contaminated material disposed at a suitably licensed facility.
- The Environment Agency shall be informed of the incident as soon as is practical to do so.
- The area shall not be reopened until it has been inspected and approved by site management or a nominated representative.
- All leaks and spills, and the remedial measures taken, shall be entered into the site diary.

TRANSFER BUILDING

All waste entering the building will be contained within the footprint of the floor of the building until mass skip transfer occurs. Any food waste entering the transfer building will be loaded as soon as practical into a top loading sealed skip unit. Any spillages will be cleansed before the end of the working day and all affected areas hosed down as necessary. Although a wet cleanser may on occasions be employed to soak up wastes to accelerate the cleansing process all excess liquid wastes will be directed by an internal drain and gravity pipework to sealed sump B. Similar arrangements will be utilised for the second bay of alternating black sack and blue bag recyclate.

Should any waste be seen to escape from the confines of the building the area will be corded off and the arisings returned to within the confines of the transfer building.

4.3 FIRES ON SITE

No waste material will be burnt on the site. Any fire at the open parts of site will be regarded as an emergency and it will immediately be extinguished using the hand held equipment at the site. Fire fighting facilities also exist within the transfer building.

In the event of a fire that cannot be controlled using the hand held extinguishers the fire service will be called.

After a fire surface cleaning, sealed sump clearances and residue removal will be carried out as necessary.

All fires will be notified to the Environment Agency as soon as possible by using the Agency 24 hour contact number (0800 80 70 60). Details of any fires will be recorded in the site Diary.

4.4 WASTE ACCEPTANCE AND CONTROL PROCEDURES

Waste acceptance

- a) Only waste listed in Section 1.1 from households, kerbside waste collection vehicles and limited amounts of commercial waste for recycling will be received on site.
- b) All traffic will enter the site through the main gates and the site gates. Vehicles will be stopped and the drivers will report their waste type to the site operative. Household waste received onto site shall be visually inspected where possible, for unauthorised waste types at the point of disposal. Waste types that cannot be accepted on the site, whether for material or source, will not be allowed to unload but will be directed by the site operative

to an appropriate site. Records of waste that have been turned away from the site and the vehicle registration details will be kept in the site diary.

- c) All vehicles entering the amenity area will proceed around the one way system to arrive adjacent to the appropriate unloading area. The main unloading area is elevated to provide easy access to the bulk containers and a 1.2 metre high handrail surrounds all three open sides of the bulk container bays to provide a safe area for people depositing their wastes in the containers. All unloading areas are clearly labelled as to the appropriate waste.

Kerbside collection and bulk waste vehicles of all types of wastes to the transfer building and bulking areas will enter and leave the site via the weighbridge

- d) The information recorded at the weighbridge for commercial vehicles will include time and date, vehicle registration number, waste carrier registration number, business name, vehicle gross weight.
- f) Suspect waste materials, found in the waste mass i.e. those not matching description, will be segregated and stored within a sealed/secure quarantine skip, clearly identified, of appropriate size and type, located upon the impermeable pavement area. It is envisaged that seven days would be a sufficient period to arrange the best practical environmental option for the waste disposal. The Environment Agency will be made aware of suspect materials pending further investigation and appropriate corrective/preventative action.
- g) Rejected waste will be recorded within the site diary/site inspection forms. These wastes will be isolated from acceptable materials and off site disposal arranged as soon as practicable. Remedial measures will be undertaken in order to reduce the potential for recurrence.
- h) Materials for off site transfer/disposal will be made as soon as arrangements can be finalised and this will be performed within the following target timescales:-
- No longer than 2 days for putrescible type wastes
 - No longer than 28 days for inert type goods

Waste despatch procedures

- i) All wastes dispatched off site will be in compliance with the “duty of care” requirements.
- j) The wastes will then be weighed out and a record of the weight taken
- k) Constant monitoring of containers will enable the site operatives to pre-arrange transport to remove the containers when they are about to become full. The site foreman / manager will maintain a list of approved companies in addition to the company vehicles to remove waste from the site and their contact/telephone numbers.
- l) Full containers will normally be replaced on an “empty and return” basis reducing the need to store full or empty containers on site although for company operational reasons there will be occasions when empty containers are stored at the site.

- m) On a weekly alternating basis Kerbside sacks containing dry mixed recyclate will be loaded into roll-on/walking floor collection vehicle..
- n) Black bags containing residual waste will be loaded into a roll-on /waking floor collection vehicle.
- o) Food waste will be deposited into the concrete bay prior to transfer to a sealed top loading skip located within the transfer shed for subsequent onward movement to the appointed food waste composting contractor.
- p) If required Paper collected in bring banks type skips may on occasions be bulked in the concrete bay prior to onward disposal to a contracted paper recycling mill.

4.5 WASTE QUANTITY MEASUREMENT SYSTEMS

There is a weighbridge at the site which is used to record the weight of all waste leaving site.

The weighbridge is serviced quarterly and certified by the weights and measures service.

4.6 STORAGE OF WASTE WITH SPECIFIC HAZARDOUS PROPERTIES OR FORMS

Used engine oils are stored in a bunded tanks as described in section 2.2 . The void remaining in the tank is checked daily and is emptied before it is full. The oil is disposed of at an appropriately licensed facility – usually for recovery into low grade oil. The removal is recorded in the site diary.

Lead acid batteries are stored in a sealed shed within a covered plastic stillage with an integral bund . The contents are inspected daily . Collection is arranged when nearly full . The removal of batteries from site will be recorded in the site diary.

Paints will be stored in a sealed container and will be labelled as Special Waste reflecting the possible flammable nature of the product. The container will be kept locked outside operational hours. Collection is arranged when nearly full. The removal of paints from site will be recorded in the site diary.

Cement bonded asbestos is the only form of asbestos accepted at the site. If any other form is inadvertently received then it will be handled in the same manner as the acceptable form. It will be stored in a locked skip with a site operator only unlocking the skip for bonded asbestos deposit. The skip is checked for security and spare capacity daily. Any spillages of asbestos sheeting will be wetted and then swept up and returned to/deposited in the skip. When full the skip will be taken to a licensed facility and the removal of the skip recorded in the site diary.

Fridges or other CFC (Chlorofluorocarbon) containing items shall be handled and stored in a manner not likely to result in the release of CFCs into the environment. On receipt, unless previously undertaken, all foodstuffs and loose material shall be removed and taken to the appropriate storage area. The fridges are stored in a lockable storage building which is kept locked shut when the site is unattended .No processing shall occur on site.

Fluorescent tubes will be placed directly in the lampsafe. Care will be taken not to break any fluorescent tubes. When the lampsafe is full it will be removed for disposal at a suitably licensed facility.

4.7 REMOVAL OF RESIDUAL WASTES FROM SITE

When waste management operations on the site cease CWM ENVIRONMENTAL Ltd will remove all waste from the site within a timescale agreed with the Environment Agency.

5. POLLUTION CONTROL, MONITORING AND REPORTING

No working plan specifications for this type of facility are necessary under this section.

6. AMENITY MANAGEMENT AND REPORTING

6.1 CONTROL, MONITORING AND REPORTING OF DUSTS, FIBRES AND PARTICULATES

To minimise the risk of aerial emissions the site foreman /manager or an appointed operative will, throughout the day, monitor the storage locations and site roadways and pavements checking for aerial emissions of dust, fibres and particulates. On finding any emissions of dust, fibres and particulates the source will be dampened with water to prevent the emission or covered in the skip with non-dusty waste. All containers leaving site will be sheeted prior to leaving the site. A record of any remedial measures will be recorded in the site diary.

6.2 MONITORING AND CONTROL OF ODOUROUS EMISSIONS

Amenity area

Skips will be changed frequently to minimise the risk of odours. Containers arriving on site will be checked for odour and malodorous containers will not be accepted.

Transfer Building

To minimise the risk of odours food wastes will be tipped and loaded into the sealed skip as soon as practical and transfers to the composting treatment facility will be made three times a week – Tuesdays /Thursdays and Fridays.

At least twice a day the site manager or an appointed operative will check at the site boundary downwind of the waste operations for malodorous emissions. This check if found to be suspicious will be recorded in the site diary. On detection of malodorous emissions the source will be located and the waste removed. The actions taken to remove the source of the malodorous emission and prevent recurrence will be recorded in the site diary.

6.3 MONITORING AND CONTROL OF PEST INFESTATIONS

The amenity site, transfer building and all waste storage containers will be inspected daily for signs of pest infestation by the Site Manager . An appointed pest control contractor will visit the site on a three monthly cycle.

Infestation is unlikely as waste is kept in containers and not on the open floor. Any spillages will be cleaned up as soon as they are detected.

Constant vigilance will be exercised in the operation of the transfer building for the transfer of food wastes in order to determine whether or not there is any pest activity and a record kept within the site diary.

Remedial measures will be taken for the control of pests and when necessary by the employing of services of a recognised pest control organisation i.e. the use of dusting/spraying for flies etc and poisons for vermin. This will be recorded on site.

The following visual monitoring for pests, vermin etc will be performed:

- Evidence of droppings
- Evidence of damage to property/plant
- Evidence of ground disturbance e.g. nests
- Excessive infestation present

In the unlikely event that any pest infestation is observed remedial action will be undertaken immediately. The waste attracting the pest infestation will be removed from site and the local pest control officer will be consulted. Actions recommended by the officer will be undertaken within seven days or in a timescale agreed with the Environment Agency.

A record of inspections and remedial actions will be recorded in the Site Diary.

6.4 CONTROL OF SCAVENGING BIRDS AND OTHER SCAVENGERS

Birds are not envisaged as a problem at the amenity site as the waste materials are not easily accessible or kept on site for long periods. At the transfer building food waste and black sacks will be deposited for short periods on the floor of the building prior to transfer to either a sealed storage skip or bulk roll on skip transfer and roller shutter doors will be utilised to exclude scavenging birds .

Full open containers stored for any time on site pending collection will be netted to prevent access.

Should birds or other scavengers become a problem actions will be taken to deter them by either by removing the source of attraction or utilising an appropriate bird scaring technique . Incidents of such problems, the causes and remedial actions will be recorded in the Site Diary.

6.5 CONTROL OF LITTER

Good working practices/housekeeping are used to control litter on site. The site staff will inform the site users of the correct disposal route and open containers with the potential for windblown litter will be netted at the end of each day. Any litter escaping will be replaced in the appropriate container immediately after it is found. The surrounding security fence will provide a catch fence for windblown litter and this litter will be removed during the daily security fence inspection.

During the end of day inspection of the site all litter that has escaped from the site will be retrieved and returned to the correct containers.

A record of all inspections and any remedial actions necessary will be recorded in the site diary.

6.6 CONTROL AND MONITORING OF NOISE

Due to the distance from the nearest habitable building and highway and the fact that some operations will be undertaken within an enclosed building it is not thought noise levels will

be a problem. In addition the transfer building is fitted with roller shutter doors and these will assist to suppress noise levels whilst working within the building.

Due consideration will be given to environmental noise when recyclates/wastes are handled externally but these are expected to be periods of short duration whilst recyclable waste is transferred.

Any mobile plant employed will be operated to the required standard and regulated by the local Environmental Health Department as appropriate.

7. SITE RECORDS

7.1 SECURITY AND AVAILABILITY OF RECORDS

All records relating to the operations on site will be maintained and stored within the site office. These records will be stored on hard copies. The records stored on site will comprise:

- Site working plan
- Emergency action plan
- Duty of care conveyance notes
- Consignment notes
- Weighbridge tickets
- Site diary
- Environment Agency Inspection reports
- Fire log
- First Aid log
- Visitors Book
- Procedures, policies and Codes of Practice

All of these records will be stored on site for a minimum of two years.

7.2 RECORDS OF WASTE MOVEMENTS

7.2.1 Records of wastes accepted and removed

Waste accepted onto the site is generated and delivered in cars, cars with trailers and small vans. These are not weighed but are inspected. Records of incoming waste will be kept in the site diary when either waste is refused or when waste not within the types specified in 1.1 is found and its source can be determined.

Records are kept of all waste movements off site on :

Waste transfer note / Advice Notes recording: Waste management licence number, site , customer, address, date, registration number of vehicle ,haulier, registered carrier number, name of driver, waste type, gross, net, and tare weights and will be signed by the driver and a site representative.

7.3 SITE DIARY

The site operatives and management will keep a site diary recording :

- Start and finish times
- Maintenance
- Breakdowns
- Emergencies
- Construction work
- Problems with waste received and actions taken
- Site inspections and consequent actions

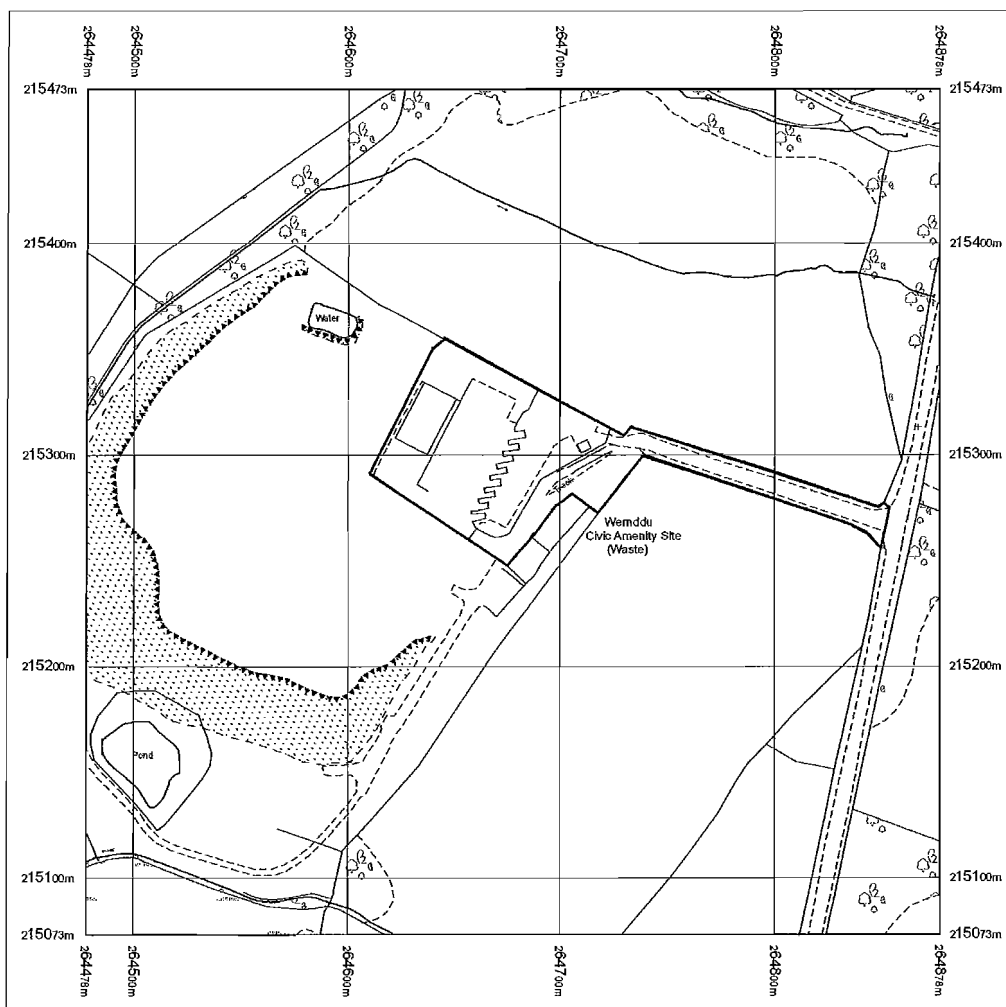
- Technically competent management attendance
- Records sent to the Environment Agency
- Severe weather conditions
- Complaints about site operations and actions taken
- Environmental problems and remedial action

Appendices

A	Location Plan
B	Drawings
C	Risk assessment
D	Site diary inspection form
E	Emergency Plans
	<ul style="list-style-type: none">• Accidents• Fire outbreak• Contamination

WERNDDU HOUSEHOLD WASTE RECOVERY FACILITY**REVISED SITE BOUNDARY****EAWML 34217**

OS Sitemap®



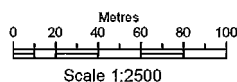
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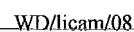


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Drawing reference : CWMWD/01



Task or Activity: Civic Amenity Site Operations

Reference	Task or Activity	Hazard Identification/ How might harm be caused	Who At Risk	Hazard Rating	Current Control Measures	Additional Control Measures Required	Residual Hazard Rating
CWM0006	Opening/ closing height restriction barrier	<ul style="list-style-type: none"> * Slip, trip, fall resulting in cut, sprain, fracture. Risk increased in poor weather. * Contact with plant/vehicles 	Who: <ul style="list-style-type: none"> * Operators * Site users * Contractors 	Medium	<ul style="list-style-type: none"> * Height restriction barriers only opened at specified times through week. * Traffic management system in place, incl. one way system, appropriate signage and speed bumps. * Correct PPE to be worn at all times. * Site rules in place. * Operators to use ladder to open gate. **MUST NOT CLIMB ON GATE** * Banks man to be present if traffic needs to be stopped. * Daily and weekly inspections to monitor site safety conditions. 	* Ongoing monitoring of safe operations and conditions.	Low
CWM0007	Movement of skips/ containers in yard	<ul style="list-style-type: none"> * Injury from contact with plant/vehicles * Injury due to overturning vehicle 	Who: as above	High	<ul style="list-style-type: none"> * Competent personnel. * Where possible, correct skips loading vehicles to be used. * Skips compacted; reducing number of skip requirements required. * Traffic management system in place. * Site rules in place and communicated. * Correct PPE to be worn at all times. * Skip defects reported immediately. * HSE guidance on safe use of containers. 	<ul style="list-style-type: none"> * Ongoing monitoring of safe operations and conditions. * Ensure an appropriate lifting chain is provided, serviced, and maintained. * Safe operating procedure to be developed. 	Low
CWM0008	Public leaving vehicles too early, whilst waiting in queue.	<ul style="list-style-type: none"> * As above * Aggression towards site operatives 	Who: as above	Medium	<ul style="list-style-type: none"> * Traffic management system in place. * Site operatives to direct public, ensuring efficient operations/traffic flow. * CCTV in place to monitor security and safe site operations. * Violence at Work guidance available. * Operators to report aggression/violence issues to site management immediately. 	* Ongoing monitoring of safe operations and conditions.	Low

Health and Safety Procedures; Risk Assessments
Civic Amenity Site Operations

CWM0009	Lone working and violence in the workplace	<ul style="list-style-type: none"> * As above * Aggression/ threat of verbal and physical violence between public and towards operatives 	Who: <ul style="list-style-type: none"> * Operators * Site users * Contractors 	Medium	<ul style="list-style-type: none"> * Operators instructed never to put themselves in danger. * Operators to report incidents immediately to site management. * Telephones available for communicated. * Every site is a minimum two person site to eliminate lone working issues. * New operator inductions include guidance on violence at work. * CCTV to be implemented at every CA Site in 2008. 	<ul style="list-style-type: none"> * Ongoing monitoring of safe operations and conditions. * Clear written guidance required from CCC regarding waste disposal rules. * Correct violence/ aggression protocol/ procedure to be developed. 	Low
CWM0010	Skip compaction	<ul style="list-style-type: none"> * As above * Injury from items ejected from skip * Major injury from contact with plant 	Who: as above	Medium	<ul style="list-style-type: none"> * Competent personnel. Ultimate responsibility remains with plant operator. * Safe operating procedure for compacting skips. * Where possible, cage/fencing in place to protect from ejected items. * Banks man to be used to prevent public going near skip during compaction. * Where possible, chain to be raised to prevent public going near container. 	<ul style="list-style-type: none"> * Ongoing monitoring of safe operations. 	Low
CWM0011	<ul style="list-style-type: none"> * De-contaminating waste from skip * Retrieving keys from skip 	<ul style="list-style-type: none"> * Serious injury; slip, trip, fall into/from skip * Cut from sharps inside skip * Contact with unidentified waste materials 	Who: as above	Medium	<ul style="list-style-type: none"> * Site operatives instructed never to climb into skips/containers. * Site operatives on hand to prevent waste contamination. * Signage available to identify waste skips * Instruments available to retrieve waste. * PPE issued and available to operatives. 	<ul style="list-style-type: none"> * Ongoing monitoring of safe operations and conditions. * Ensure suitable instruments are available to retrieve waste from skips. Operatives must report issue to site management. 	Low
CWM0012	Collection/ delivery of skips/ containers	<ul style="list-style-type: none"> * Major injury from contact with vehicles/ skips 	Who: as above	High	<ul style="list-style-type: none"> * Container loading/unloading operations must be supervised by site personnel. * If required, site to be closed during 	<ul style="list-style-type: none"> * Ongoing monitoring of safe operations and conditions. * Ensure site personnel 	Low

Health and Safety Procedures: Risk Assessments
Civic Amenity Site Operations

					<p>collection/delivery of skips.</p> <ul style="list-style-type: none"> * Limit movements during lifting operations. * Banks man to ensure pedestrians and vehicles safe distance away. * PPE to be worn at all times. 	<p>maintain a suitable safety zone during skip collection/delivery activities.</p>	
CWM0013	Storage of tyres on site	<ul style="list-style-type: none"> * Fire hazard due to excessive number of tyres on site * Injury due to fire on site * Inhalation of toxic fumes from tyres * Slip, trip, fall 	<p>Who: as above</p> <ul style="list-style-type: none"> * Surrounding businesses 	Medium	<ul style="list-style-type: none"> * Strict no smoking policy on site. * Number of tyres on site kept to a minimum. * Fire fighting apparatus available. * Site emergency evacuation procedures. * Tyres stored in location to minimise risk of slip, trip or fall. * HSE guidance available on tyre storage. * Authorised registered company used to safely dispose of waste tyres. 	<ul style="list-style-type: none"> * Ongoing monitoring of safe operations and conditions. * Ensure emergency evacuation procedures are communicated to personnel. 	Low
CWM0014	Storage of gas bottle on site	<ul style="list-style-type: none"> * Injury from toxic or flammable substances * Damage to health from bottle contents * Injury from lifting/moving incorrectly stored bottles 	<p>Who:</p> <ul style="list-style-type: none"> * Operators * Site users * Contractors 	Medium	<ul style="list-style-type: none"> * Number of gas bottles on site to be kept to a minimum. * Charging system and procedure in place for depositing gas bottles. * Gas bottles stored a safe distance away from site buildings and evacuation routes. * Strict no smoking policy in place. * Manual handling training provided. * PPE always to be worn by site personnel 	<ul style="list-style-type: none"> * Ongoing monitoring of safe operations and conditions. * Signage to be improved for gas bottle storage. * Arrange for appropriate storage and NYC CA Site. 	Low
CWM0015	Height of wood storage skip (where applicable)	<ul style="list-style-type: none"> * Manual handling injury from lifting items above head height. 	Who; as above	Medium	<ul style="list-style-type: none"> * Site operatives on hand to assist members of public. * Manual handling training provided. * Good housekeeping standards maintained to minimise risk of slip, trip, falls. 	<ul style="list-style-type: none"> * Ongoing monitoring of safe operations and conditions. * Alternatives to be investigated to eliminate need to lift wood over head. 	Low

Health and Safety Procedures: Risk Assessments
Civic Amenity Site Operations

		* Injury to head/eyes from items falling back when depositing wood			* PPE available to all site personnel. * Compliments/complaints procedure under development to allow public to raise concerns.		
CWM0016	WEEE goods storage and separation	* Manual handling injury from heavy/awkward items * Injury to hand/fingers from sharps * Mercury content in low energy light bulbs	Who; as above	Medium	* Specific storage areas identified for each category of WEEE goods. * Mechanical lifting aids to be used where possible. * Manual handling training provided. * Employees instructed to request assistance if required. * General manual handling guide is not to lift weights exceeding 25kg. * Trolley provided as lifting aid. Site personnel responsible for keeping safe. * PPE issued to all employees. Alternative glove sourced to eliminate cuts to hand.	* Ongoing monitoring of safe operations and conditions. * Signage improvement required for WEEE goods storage. * Low energy light bulb storage container to be provided.	Low
CWM0017	Collection of WEEE goods by sub contractors	* Contact with vehicles. * Slip, trip, falls from WEEE items on floor and wet surface inside containers	Who; as above	Medium	* As above * Specific authorised companies contracted to collect WEEE goods from civic amenity sites. * Regular communications with contractors to ensure WEEE goods are collected regularly. * New hook lift storage containers to eliminate risk of slips, trips, falls when WEEE goods collected from site. * If required, operators instructed to close site when containers being collected/delivered to/from site. * Site personnel to ensure containers are collected/delivered safely.	* Ongoing monitoring of safe operations and conditions.	Low
CWM0018	* Storage of oil & diesel Filling plant with diesel	* Slip, trip, fall from plant or from spillage * Inhalation	Who; as above	Medium	* Oil and diesel tanks stored in accessible location. * Competent personnel operate plant. * Oil and diesel stored in sealed drainage system area.	* Ongoing monitoring of safe operations and conditions. * Practical spill response test to be carried out.	Low

Health and Safety Procedures: Risk Assessments
Civic Amenity Site Operations

		<ul style="list-style-type: none"> * Contact with skin, eyes etc. * Fire hazard 			<ul style="list-style-type: none"> * Plant must be on safe level ground before filling. * Absorbent materials available if required. * COSHH assessments complete and communicated. * New battery operated pump introduced to diesel tank. * Adequate first aid provision in place. 		
CWM0019	Smoking on site	<ul style="list-style-type: none"> * Source of ignition for flammable/combustible materials. * Passive smoke inhalation. 	Who; as above	Low	<ul style="list-style-type: none"> * Strict no smoking company policy. * Site personnel instructed to enforce no smoking rule. * UK Law ensuring no smoking in public places. * Site rules in place. 	<ul style="list-style-type: none"> * Ongoing monitoring of safe operations and conditions. * Designated smoking areas required for every civic amenity site. 	Low
CWM0020	General site operations:- <ul style="list-style-type: none"> * Hazardous wastes * Site plant * Transport 	<ul style="list-style-type: none"> * Contact with plant/vehicles * Contact with dangerous/hazardous/unidentified wastes 	Who; as above	High	<ul style="list-style-type: none"> * Site license and working plan specifies types of waste accepted on site. * Site personnel instructed to notify site management of any potentially hazardous/dangerous wastes on site. * Only competent personnel authorised to operate plant. * Traffic management systems in place. * Site personnel to monitor safe operations * Pedestrians and operational plant segregated, wherever possible. * Daily checks carried out on all plant and site conditions. * Site rules in place. * Correct PPE to be worn at all times. * Safety improvement ideas can be communicated via Safety Improvement Team * COSHH data sheets available. * Weekly health and safety inspections carried out to ensure safe site operations. 	<ul style="list-style-type: none"> * Ongoing monitoring of safe operations and conditions. * Plant maintenance/service contract to be introduced. 	Low
CWM0021	Loading	How; as above	Who; as above		* Competent personnel	* Ongoing monitoring of safe	

Health and Safety Procedures: Risk Assessments
Civic Amenity Site Operations

	hardcore/ green waste	* Injury from items ejected from waste when being loaded by plant		Medium	<ul style="list-style-type: none"> * Traffic management system. * Signage in place to ensure safe operations. * Personnel on site to monitor safe site operations. * Daily checks carried out on all plant and site conditions. * Correct PPE to be worn at all times. * Green waste and hardcore to be loaded when no pedestrians present. If not possible, then banks man must be present. 	operations and conditions.	Low
CWM0022	Recycling area of civic amenity site: * Transport/ pedestrians in same area Operational plant * Various types if waste	* Contact with plant/vehicles *Contact with falling objects * Injury from movement of vehicles	Who; as above	Medium	* As above * Ensuring regular collection/emptying of skips to prevent unnecessary hazards. * Where plant is operational or delivery/collection vehicles are on site, safe operations must be monitored by site personnel. If required, public access should be restricted to ensure risk of injury is eliminated. * Site personnel to report safety concerns incidents or near misses immediately to site management.	* Ongoing monitoring of safe operations and conditions.	Low
CWM0023	Disposal of hazardous waste, e.g. batteries, oil, refridgerato rs etc.	* Burns/damage from contact * Slip, trip, fall from spillage * Leakage of sulphuric acid * Inhalation	Who; as above	Medium	* New employees receive site induction. * Correct PPE issued and available. * Authorised contractors <u>only</u> collect hazardous waste streams. * Site operatives direct public as required, reducing need to move/handle waste. * Absorbent granules available. * Adequate ventilation available on site. * Lifting aids available. * Site personnel instructed to seek advice from management/H&S Adviser immediately if queries arise.	* Ongoing monitoring of safe operations and conditions.	Low
CWM0024	Disposal	* Contact with	Who; as above		* As Above	* Ongoing monitoring of safe	

	area:- * Weather conditions Operational plant, transport & pedestrians	vehicles/plant * Slips, trips, falls		Medium	* Where possible, plant only to be operated in public access areas when site is quiet. * Road grit/ salt available for icy conditions. * Regular movement of waste.	operations and conditions.	Low
CWM0025	Container/skip conditions	* Injury from contact with defective skips * Site/vehicle damage	Who; as above	Medium	* Competent personnel operating plant and lorries. * Skip/container condition checks carried out. Co-ordinated by Transport Manager. * Employees instructed to report defects immediately. Personnel to monitor in particular:- • General condition • Door locking/opening mechanism • Rust/corrosion • Hooking points * Weekly health and safety inspections. * Incident reporting procedure in place. * Correct PPE to be worn at all times.	* Ongoing monitoring of safe operations and conditions. * Personnel to inspect skip conditions on delivery to site. Report safety concerns immediately to management.	Low
CWM0026	Reversing Vehicles & Waste Discharge:- * Plant * Lorries * Site users' vehicles * Speeding	* Injury from contact with vehicles * Injury from waste discharge movements * Fall from vehicles * Vehicle collision / damage	Who; as above	High	* Site rules. * Traffic management system. * Competent personnel. * Restricted access areas of site; authorised entry only, particularly in waste discharge operational areas. * Visitors/non waste carrying vehicles to be parked in designated area. * Traffic routes maintained and free from obstructions. * Sub contractor rules and procedures. * Loads to be secure on entry and vehicles secure on exit. * Safe unloading practices to be followed. * HSE guidance available on safe loading/unloading of skips/containers.	* Ongoing monitoring of safe operations and conditions.	Low

					<ul style="list-style-type: none"> * Daily plant and site condition checks. * Weekly health and safety inspections. * Correct PPE to be worn at all times. 		
CWM0027	Safe Handling of Asbestos	<p>Ill health injury due to inhalation of asbestos:-</p> <ul style="list-style-type: none"> * Mesothelioma; cancer of linings of lungs/ stomach * Lung cancer * Asbestosis; lung scarring 	Who; as above	High	<ul style="list-style-type: none"> * Designated storage area for asbestos. * Strict asbestos site rules in place. * 'Asbestos Incident' emergency plan. * Correct signage on storage container. * Registered contractor collects asbestos from site and is disposed of appropriately * Site operatives instructed <u>not</u> to assist site users in handling of asbestos. * Correct PPE available to site personnel:- <ul style="list-style-type: none"> • PP3 RPE, disposable suits, gloves, shoe covers etc. * Weekly health and safety inspections. * See RA CWM0029 & Asbestos SOP 	* Ongoing monitoring of safe operations and conditions.	Low
CWM0028	Exposure to sunshine	<ul style="list-style-type: none"> * Skin damage * Sun burn * Sun stroke * Skin cancer 	Who; * Site personnel	Medium	<ul style="list-style-type: none"> * Corporate uniform provided. * Company operates strict 'no shorts' policy. * Drinking water available at all times to prevent de-hydration. * Site cabin and office available for shelter. * Company allows use of sunglasses and hats if required. * Sun cream to be provided during hotter months of year. Personnel to request. 	* Ongoing monitoring of safe operations and conditions.	Low

Final assessment:

Civic Amenity Site operations can be a major safety hazard in the waste industry. All CWM Environmental personnel must take extra care and vigilance at all times; be aware of work colleagues and other site users at all times.

CWM Environmental personnel must report any accidents, incidents, or near misses immediately. This will prevent future unsafe practices.

PPE must be worn at all times, appropriate to the activity.

If in doubt, STOP what you are doing and seek advice from management

SAFETY MUST COME FIRST IN EVERYTHING WE DO!

Person(s) Completing Assessment:	Sean Gallagher	Date: 6 th March 08	Person(s) Completing Assessment:	Bob Conyard	Date: 6 th March 08
Person(s) Reviewing Assessment:	Name	Review Date:	Person(s) Reviewing Assessment:	Name	Review Date:

NO OPERATION MUST BE CARRIED OUT UNTIL ALL THE CONTROL MEASURES
 IDENTIFIED IN THE RISK ASSESSMENT ARE IN PLACE, OR AN IMPLEMENTATION PLAN INTRODUCED



Environmental Management Systems
Civic Amenity Site and Transfer Station Operations

Emergency Plan; Accidents/Incidents/Near Misses

1.0 ISO14001

4.4.7 Emergency Preparedness and Response

2.0 PURPOSE AND SCOPE

The objective of this procedure is to ensure that a consistent approach is adopted by CWM Environmental (The Company) in the event of any accident, incident or near miss that could have an impact on Health, Safety or the Environment.

The procedure will ensure that site personnel are able to respond to emergency situations and accidents and prevent or mitigate associated adverse environmental impacts.

This procedure is applicable to any accident, incident or near miss on The Company's Civic Amenity (CA) Sites and Transfer Station(s) or associated operations.

3.0 REFERENCES

- SOP1 Accident, Incident, Near Miss Reporting Procedure
- Site Diary

4.0 RESPONSIBILITIES

The nominated manager is responsible for ensuring that the requirements of this procedure are adhered to at all times. Non-compliance with this work instruction may lead to disciplinary action.

5.0 PROCEDURE

Accidents; any incident resulting in an injury.

- The nominated site first aider should be notified immediately and appropriate first aid treatment administered if required. If required, the injured person(s) will be taken to local A&E department or emergency services will be contacted. Assessment to be made by first aider.



Environmental Management Systems

- Accident to be reported and investigated as per The Company Reporting Procedure.

Incidents; incident but no injuries sustained, e.g. damage to building, minor road traffic accident, chemical spillage etc. with potential of adverse health, safety and/or environmental impact.

- All such incidents **must** be communicated to the nominated manager immediately, or as soon as reasonably practicable.
- Management will decide what corrective measures are required and in turn preventive measures to be used in order to stop a repetition of such incidents.
- If incident involves a chemical spillage, then the Spill Response Procedure must be followed.
- Incident to be reported and investigated as per The Company Reporting Procedure.
- Serious dangerous occurrences/incidents might need be communicated to the Health and Safety Executive under RIDDOR. It is the Health and Safety Adviser's responsibility to report such incidents.

Near Misses: incidents that could have caused harm or injury but fortunately did not.

- All near misses must be reported to the nominated manager immediately.
- Near miss to be reported and fully investigated as per The Company Reporting Procedure, in order to implement additional control measures to prevent such incidents in future.

Contacts

The emergency contact telephone numbers are listed below if appropriate:-

1.	Emergency Services	999
2.	Health and Safety Executive	0845 345 0055
3.	Environment Agency	0800 807060
4.	Nominated Manager	07792 232539
5.	Operations Manager	07977 242450
6.	Health & Safety Adviser	07967 665649



Environmental Management Systems
Civic Amenity Site and Transfer Station Operations

Emergency Plan; Fire Outbreak & Emergency Evacuation

1.0 ISO14001

4.4.7 Emergency Preparedness and Response

4.0 PURPOSE AND SCOPE

The objective of this procedure is to ensure that a consistent approach is adopted by CWM Environmental (The Company) in the event of a fire outbreak with the potential of causing a risk to health, safety or the environment.

The procedure will ensure that site personnel are able to respond to emergency situations of a fire outbreak in order to prevent or mitigate associated adverse health, safety or environmental impact.

This procedure is applicable to any of The Company's Civic Amenity (CA) Sites and Transfer Station(s) or associated operations.

5.0 REFERENCES

- SOP1 Accident, Incident, Near Miss Reporting Procedure
- Site License and Working Plan
- Control of Contaminated Fire Water Procedure

4.0 RESPONSIBILITIES

The nominated manager is responsible for ensuring that the requirements of this procedure are adhered to at all times. Non-compliance with this work instruction may lead to disciplinary action.

5.0 PROCEDURE

If a fire is detected:-

- Sound fire alarm via nearest break glass point and/or shout 'FIRE'.
- If you are trained and competent, OR to aid your escape OR the escape of a trapped colleague, then try to extinguish the fire. If this is necessary, ensure the most appropriate fire fighting apparatus provided.

NEVER PUT YOURSELF OR OTHERS IN DANGER



Environmental Management Systems

On hearing the fire alarm:-

- Stop what you are doing.
- If accompanying visitors, explain what the sound means and escort them from the building via the nearest designated escape route.
- Offer assistance to those more vulnerable, for example, children or disabled.
- Follow instructions issued upon the 'Fire Action' notices.
- Report to fire assembly point ASAP and await further instructions

THE FOLLOWING PERSONNEL HAVE SPECIFIC RESPONSIBILITIES

Fire Warden(s) 1 Site operatives;

- To evacuate personnel from main unit in an orderly fashion.
- To ensure, as far as is reasonably practicable, that all personnel have evacuated the premises. Isolated areas should be checked to ensure no one on site.
- To ensure no other person(s) enter the site.

Fire Warden(s) 2 Office staff;

- To evacuate personnel from office area in an orderly fashion.
- To ensure, as far as is reasonably practicable, that all personnel have evacuated the office area. Isolated areas such as toilets should be checked to ensure no one remains in the building.

Receptionist/Weighbridge Operator

- To co-ordinate the call-out of the emergency services.
- To ensure the signing in/ visitor book is collected to assist in the role call.

Managers/Supervisors

- To take role call and ensure all personnel are present; site manager must ensure all Polish agency staff are present.
- To ensure personnel are positioned correctly, causing no obstructions to emergency services.
- To assist emergency services on arrival to site, for example, possible missing persons, location of potentially hazardous area such as flammable/explosive materials, gas mains etc.

DO NOT RE-ENTER THE PREMISES UNTIL CONFIRMED SAFE TO DO SO

- The EA must be informed as soon as practicable and a record of the incident should also be completed and forwarded to the EA at the earliest convenience. In the event of a serious fire causing pollution the EA must be informed immediately by telephone.



Environmental Management Systems

- Residues remaining after extinguishing the fire should be collected, placed within a sealed skip and transferred off site for disposal.
- As an emergency measure to minimise pollution from contaminated fire water, drainage lines to interceptor tanks can be shut off by a series of valves and pumping stations closed down. Any contaminated residues should be collected and disposed of appropriately.

Contacts

The emergency contact telephone numbers are listed below if appropriate:-

1.	Emergency Services	999
2.	Health and Safety Executive	0845 345 0055
3.	Environment Agency	0800 807060
4.	Nominated Manager	07792 232539
5.	Operations Manager, External	07977 242450
6.	Health & Safety Adviser	07967 665649



Environmental Management Systems
Civic Amenity Site and Transfer Station Operations

Emergency Plan; Contamination/Pollution Incidents

1.0 ISO14001

4.4.7 Emergency Preparedness and Response

6.0 PURPOSE AND SCOPE

The objective of this procedure is to ensure that CWM Environmental (The Company) personnel can effectively and efficiently manage contamination or pollution incidents, in order to contain and carry out remedial works to mitigate associated adverse health, safety and environmental impacts.

This procedure is to be applied whereby wastes received at the site have caused, or have the potential to cause, pollution of water courses, land and/or air.

7.0 REFERENCES

- SOP1 Accident, Incident, Near Miss Reporting Procedure
- Site License and Working Plan
- Applicable Legislation

4.0 RESPONSIBILITIES

The nominated manager is responsible for ensuring that the requirements of this procedure are adhered to at all times. Non-compliance with this work instruction may lead to disciplinary action.

5.0 PROCEDURE

- The source/cause of pollution/contamination must be identified and if possible, rectified immediately, e.g. turning pump off.
- In the event of a potentially polluting release of material, site personnel must attempt containment as soon as possible, in order to minimise harmful effects on the environment. This may be achieved by the application of absorbent material present on site, such as sand, clay or earth.



Environmental Management Systems

- Site management must be informed immediately where such incidents occur, as soon as practicable. Site management may suspend operations, pending the remedial/corrective action to be taken.
- Site management will resource and co-ordinate any labour, plant or equipment required to prevent further pollution and deal with the remedial works effectively.
- Operations Manager will be responsible for informing relevant statutory body, e.g. Environment Agency or Environmental Health of the incident to ensure compliance with the site permit and other legal requirements.
- The Site Manager/Operations Manager will decide on re-commencement of operation(s), if applicable.
- The contaminated material/absorbent materials should be securely stored and analysed prior to off site transfer/disposal (if required). Depending upon the nature/type of contaminants present, then a suitably licensed and authorised disposal facility should be sourced as soon as practicable.
- The appropriate incident report form should be completed, and further investigations carried out to reduce the risk of similar incidents occurring in future.

Contacts

The emergency contact telephone numbers are listed below if appropriate:-

1.	Emergency Services	999
2.	Health and Safety Executive	0845 345 0055
3.	Environment Agency	0800 807060
4.	Site Manager	07792 232539
5.	Operations Manager External	07977 242450
6.	Health & Safety Adviser	07967 665649



Environmental Management Systems
Civic Amenity Site and Transfer Station Operations

In The Event Of An Incident

1.0 ISO14001

4.4.7 Emergency Preparedness and Response

8.0 PURPOSE AND SCOPE

The objective of this procedure is to ensure that a consistent approach is adopted by CWM Environmental (The Company) in the event of an incident, resulting in the potential of causing a risk to health, safety or the environment.

This procedure is applicable to all of The Company's Sites and associated operations.

9.0 REFERENCES

- SOP1 Accident, Incident, Near Miss Reporting Procedure
- Site License and Working Plan
- Applicable Emergency Procedures

4.0 RESPONSIBILITIES

The nominated manager is responsible for ensuring that the requirements of this procedure are adhered to at all times. Non-compliance with this work instruction may lead to disciplinary action.

5.0 PROCEDURE

The following are incidents:

- Any emergency situation stipulated in Emergency Procedures for Civic Amenity Site and Transfer Station Operations.
- Any accident involving serious injury.
- Incident resulting in loss or damage.
- A near miss.
- Any contamination or pollution occurrence.
- Any identified major non-compliance with company procedures or site license requirement.



Environmental Management Systems

DO (where possible)

- Write down the incident details on the correct Incident Report Form for clarity even when initial contact with appropriate management will be by telephone.
- Notify Site Management ASAP and undertake appropriate action to rectify the situation accordingly if possible, in conjunction with the Manager's guidance/instruction.

DON'T

- Deal with the situation without first seeking advice as above, except where necessary to avert immediate further damage/injury where safe to do so.
- Leave the Incident Report until later.
- Forget, if in any doubt treat it as an incident – better safe than sorry!

Contacts

The emergency contact telephone numbers are listed below if appropriate:-

1.	Emergency Services	999
2.	Health and Safety Executive	0845 345 0055
3.	Environment Agency	0800 807060
4.	Nominated Manager	07792 232539
5.	Operations Manager	07977 242450
6.	Health & Safety Adviser	07967 665649

