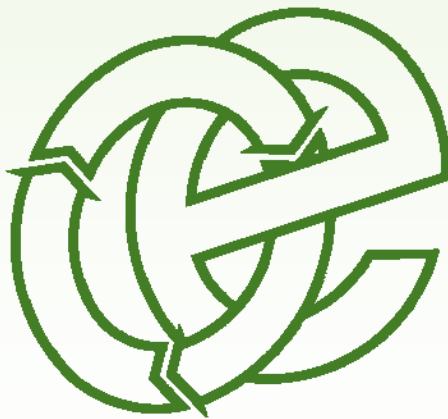


ENVIRONMENTAL MANAGEMENT SYSTEM

Plot 6, Mona Industrial Estate, Mona, Anglesey, LL65 4RJ

Grays Waste Management Ltd

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Appendix I - Drawings

Drawing No. 3725/819A/01 – Site Location Map

Drawing No. 3725/819A/02 – Permit Boundary Plan

Drawing No. 3725/819A/03 – Site Layout Plan

Appendix II Record Keeping Forms (for example only as the operator may substitute these with their own forms)

GWM/RF/1 - Waste Input Record Form

GWM/RF/2 - Rejected Waste

GWM/RF/3 - Waste Output Record Form

GWM/RF/4 - Site Diary/Inspection Form

GWM/RF/5 - Visitors Log

GWM/RF/7 - Complaints Form

GWM/RF/10 - Carrier Registration Check Form

GWM/RF/12 - Employee Training Record

GWM/RF/4A - Fire Check Inspection Form

Appendix III - Permit Document

Appendix IV - Health and Safety – Conditions of site use for staff and visitors

Appendix V - Fire Check Inspection Form

Site Information & Key Contacts List

Site Address:	Plot 6, Mona Industrial Estate, Mona, Anglesey, LL65 4RJ		
Site Operator:	Grays Waste Management Ltd	National Grid Ref:	

<u>CONTACT</u>	<u>Description</u>	<u>Office Hours</u>	<u>Out of Hours</u>
Trefor Jones	Site Manager and Technically Competent Manager	0845 680 1407 07790 541 598	0845 680 1407 07790 541 598
Matthew Davis	Director and Technically Competent Manager	07730 920 206	07730 920 206
Ysbyty Gwynedd - Penrhosgarnedd, Bangor, Gwynedd, LL57 2PW	Local NHS Hospital (Main)	01248 384384	999
	Accident & Emergency (A&E)	999	999
The Surgery - Gwalchmai, Anglesey, LL65 4RS	Local Doctor Surgery (GP)	01407 720202	999
Holyhead Police Station - Holyhead, Anglesey, LL65 1HL	Local Police Non-Emergency	101	
	Police Emergency	999	999
North Wales Fire and Rescue Service - Fire Safety Department/Isgrraig, Llangefni LL77 7PT	Fire and Rescue Service (in Emergency Dial 999)	999 / 01248 725140	999
Natural Resources Wales (NRW)	General Enquiries	0300 065 3000	
Isle of Angelsey County Council – Llangefni, Anglesey, LL77 7TW	Environmental Health Dept.	01248 750057	
Welsh Water DCWW	Fresh Water Provider	0800 052 0130	
Oaktree Environmental Ltd – Lime House, 2 Road Two, Winsford, Cheshire, CW7 3QZ	Specialist Advisor (Waste and Planning Issues)	01606 558833	

1 GENERAL CONSIDERATIONS

1.1 Site operator/permit holder

- 1.1.1 The site has an environmental permit (Ref No.EPR/ZP3798VA) which is for a household, commercial and industrial waste transfer station with treatment. The facility is operated by Grays Waste Management Ltd.
- 1.1.2 Developments in legislation such as the regular increases in the Landfill Tax have increased the need for effectiveness and scope of operations at waste transfer and recycling centres, leading to greater recovery rates for recyclable waste. The mechanical processing equipment which includes a picking station will enable more recyclable materials to be removed from the waste input thus complying with local, regional and national targets.
- 1.1.3 The site will receive waste from in-house operations and a number of other carriers from surrounding areas.
- 1.1.4 The recycling centre allows for the sorting, storage and treatment of household, commercial and industrial wastes to permit recycling and recovery to produce building materials, hardcore, aggregate replacements, wood waste and other recyclable materials such as metals, glass, plastics, paper/card for further recovery elsewhere. The residual waste will be sent to an appropriately permitted landfill site.
- 1.1.5 The site is not permitted to accept hazardous wastes.

1.2 Relevant contacts

- 1.2.1 The contact details for Grays Waste Management Ltd are as follows:

Grays Waste Management Ltd	Contact:	Matthew Davis
Plot 6	Position:	Director
Mona Industrial Estate	Contact:	Trefor Jones
Mona	Position:	Site Manager
Angelsey LL65 4RJ		

1.2.2 Oaktree Environmental Ltd have been engaged to act as consultants for Grays Waste Management Ltd to assist in the preparation of this Management System update. This Management System has been prepared to meet the requirements of The Environmental Permitting (England and Wales) Regulations 2010.

1.2.3 Contact details for Oaktree Environmental are as follows:

Oaktree Environmental Ltd	Contact:	Jan Edwards
Lime House	Position:	Senior Environmental Consultant
Road Two	Tel:	01606 558833
Winsford Industrial Estate	E-mail:	jan@oaktree-environmental.co.uk
Winsford		
Cheshire CW7 3QZ		

1.3 Site location

1.3.1 The site is located on Land at Plot 6, Mona Industrial Estate, Mona, Anglesey, LL65 4RJ as shown on Drawing No. 3725/819A/02. The national grid reference for the site is NGR SH4180 7570.

1.4 Permit area/waste management operations

1.4.1 The permit boundary area is outlined in green on Drawing No. 3725/819A/02. All references to 'the site' in this EMS shall mean this area and the associated infrastructure, plant and equipment.

1.4.2 The Environmental Permit is required for the storage (keeping) prior to removal, and treatment (all types of handling/processing) of waste. Waste treatment processes to be carried out on site may include the following:

- Bulking up for disposal (<50 tonnes per day) or recovery
- Sorting (with loading shovel / 360° excavator or by hand)
- Screening (by using appropriate manual or mechanical screening plant and equipment)
- Separation (by using appropriate manual or mechanical screening plant and equipment)

- Baling (by mechanical shredding equipment)
- Shredding (by mechanical shredding equipment)
- Crushing (by mobile plant brought onto site if required)

1.4.3 Specified waste management operations include waste disposal and waste recovery operations listed Annex IIA and IIB of The Waste Framework Directive 2000/442/EEC. They are listed in summary below:

- D9: Physico-chemical treatment of waste for disposal.
- D14: Repackaging of waste prior to disposal.
- D15: Storage of waste pending disposal.
- R3: Recycling or reclamation of organic substances.
- R4: Recycling or reclamation of metals.
- R5: Recycling or reclamation of other inorganic materials.
- R13: Storage of waste pending recovery.

1.5 Hours of operation

- 1.5.1 The site will be open for the delivery and receipt of waste on site and for all processing operations according to the hours specified below:

Monday to Friday 07:00 – 19:00

Saturday 07:00 – 16:00

Sundays, Bank/Public holidays 07:00 – 16:00

Closed Christmas Day

- 1.5.2 The only activities on site which will be permitted outside of these hours are maintenance works and general office use.

- 1.5.3 During times where the site is closed or not in operation, the site will be locked and secured to prevent unauthorised vehicular and/or pedestrian access.

1.6 Waste types and quantities

- 1.6.1 The waste types handled on site will consist of dry, inert and non-hazardous household, commercial and industrial waste arising from activities within the surrounding area. These wastes are as defined in the Controlled Waste (England and Wales) Regulations 2012 and Section 75 of the Environmental Protection Act 1990.

- 1.6.2 The throughput of the site will be to a maximum of 500 tonnes per day and <45,000 tonnes per annum. Notwithstanding the daily limit the limits outlined in Table 1 below will apply to other waste types:

- 1.6.3 The maximum amount of waste to be stored on site at any one time is set out in Table 2 below along with residence times for each waste type.

Table 2: Waste Storage Times / Quantities

WASTE TYPE	MAX DURATION OF STORAGE	MAXIMUM QUANTITY STORED (TONNES)
Mixed waste (degradable)	3 months	400
Inert waste	12 months	200
Metal waste (ferrous)	3 months	50
Metal waste (non-ferrous)	3 months	25
Separated and baled recyclable wastes (e.g. plastic, wood, paper, card, etc.)	3 months	200
Green waste	3 months	100
Rejected waste	31 working days	<8

- 1.6.4 If the maximum storage capacity of the site is reached then no further waste will be accepted until waste can be removed from the site and taken to a suitably permitted or exempt site.
- 1.6.5 Stockpiling of aggregates and inert materials will be limited to a maximum height of 5m, all other waste materials stored externally will be limited to 5m or below the height of the storage bay walls or container within which they are contained. Waste stored internally will not be stored in excess of 5m or if stored within bays or containers the height of the waste stockpile will be kept below the height of the wall of container.
- 1.6.6 Strict requirements will apply to certain types of wastes*, i.e.
- Empty used containers which have contained chemicals or hazardous waste must be cleaned or certified as clean before they are accepted. Paint tins or other containers are accepted if they have residues in as long as those residues are solid and non-hazardous.
 - Potentially dusty loads or loads containing powder have to be notified in advance to ensure that suitable plant and equipment is available to reduce dust emissions. Some powdered wastes are bagged prior to receipt to prevent a dust problem. No whole loads of powdered waste are accepted.
 - Tyres are not routinely accepted (only concealed within a load) - and will be stored for submission to an appropriate facility.

* None of the above wastes are accepted if they are defined as hazardous wastes.

1.7 Staffing and management

1.7.1 The site will open for the deposit of waste or for other essential operations during the hours listed in Section 1.4. The table below details the staff structure of the site when operating at full capacity. Positions in bold italic print below are the minimum staff requirements when the site is open for the reception of waste:

Table 3: Staffing Levels

<i>POSITION</i>	<i>EMPLOYEES</i>	<i>RESPONSIBILITIES</i>
<i>Site manager (TCM)</i>	1(1)	<i>Overseeing all activities which take place at the site</i>
<i>Admin / Office Staff</i>	3	<i>Managing site administration</i>
<i>Machine / Plant Operator</i>	3(1)	<i>Waste handling/processing, reception and plant operation</i>
<i>General Operatives/drivers</i>	5(1)/4	<i>Waste sorting, maintenance & tidying</i>

1.8 Health and safety

1.8.1 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 Management System as Appendix IV. These conditions will be shown to all site users and must be signed prior to using the site. Anyone refusing to comply with the conditions of use will be asked to leave the site.

1.9 Fit and proper persons

1.9.1 The facility and its operations will be under the direct control of a nominated Technically Competent Manager (TCM) by the permit holder, Grays Waste Management Ltd, who will be qualified by means of holding a Certificate of Technical Competence [COTC] issued by WAMITAB.

1.9.2 The TCM will provide the required attendance time at the facility as required by guidance periodically issued by the Natural Resources Wales.

- 1.9.3 The company, through the TCM, will ensure that a nominated deputy is sufficiently trained and familiar with the Environmental Permit and this EMS document in addition to all relevant company procedures who, in the absence of the TCM, will act the competent person. If either the TCM or deputy is changed, the Natural Resources Wales will be informed of the change and the relevant details of the replacement as soon as possible.
- 1.9.4 At the time of application, none of the relevant people within Grays Waste Management Ltd had been convicted of a relevant offence.

2 SITE ENGINEERING AND INFRASTRUCTURE

2.1 Access and parking

2.1.1 The site is located on Land at Plot 6, Mona Industrial Estate, Mona, Anglesey, LL65 4RJ as shown on Drawing Nos. 3725/819A/01 and 3725/819A/02 and access is gained from the A5 onto Holyhead Road which then leads to the Industrial Estate.

2.2 Notice board and signs

2.2.1 A notice board will be erected at the site entrance displays the following information:

- The site name and address.
- The name of the permit holder and operator.
- The Environmental Permit number and accompanying statement stating that the site is permitted by the Natural Resources Wales.
- Natural Resources Wales contact details, Emergency No. 03000 65 3000 and
- General Enquires No. 03000 65 3000.
- Operator's "out of hours" emergency contact details (telephone number).
- Operating hours.

2.2.2 Additional signs will be displayed around the site for operational / health & safety purposes. All staff and visitors will be required to comply with the requirements of all signs whilst on site.

2.3 Site security

2.3.1 The site is secured with a 2.4 metres high section steel security fencing and building extremities, which serve to prevent unauthorised access to the site being gained.

2.3.2 The site access gates are steel construction to a height of 2.4 metres and are lockable to prevent unauthorised vehicular and/or pedestrian access.

- 2.3.3 The site benefits from CCTV with 24 hour looped playback system which is located in the reception office and allows access to coverage with emergency response in place should the need arise.

2.4 Site office

- 2.4.1 The site benefits from a office and welfare facilities located within the transfer building as shown on Drawing No. 3725/819A/03.
- 2.4.2 The table below details the relevant site documentation which will be kept in the site office.

Documents to be retained in site office
<i>The Environmental Permit (original & any subsequent variations)</i>
<i>This Environmental Management System (NRW agreed document)</i>
<i>Current site diary (to record all inspections/visitors to the site)</i>
<i>Natural Resources Wales inspection (CAR) forms</i>
<i>In-house inspection sheets/recording forms</i>
<i>Duty of care transfer notes (for 2 years minimum)</i>
<i>Hazardous waste consignment notes (rejected waste, etc., kept for 3 years)</i>
<i>Waste delivery tickets</i>
<i>Accident book (& 1st aid kit)</i>

2.5 Fuel storage

- 2.5.1 Any fuel tanks which are stored on site will be surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank. All pipework and associated infrastructure will be enclosed within the bund. A lock will be fitted to the tank valve to prevent unauthorised operation. All valves and gauges on the bund will be constructed to prevent damage caused by frost. The tank will be clearly marked showing the product within and also its capacity.

2.6 Waste transfer & storage areas

- 2.6.1 The location of the operational and storage areas are shown on Drawing No. 3725/819A/03.
- 2.6.2 Clearly labelled enclosed skip/containers will be provided for the deposit of rejected waste which cannot be removed from the site immediately. The location of these skips may be varied as operating conditions permit (i.e. to permit the loading of rejected wastes but clear labelling and management control will ensure its use as specified).

2.7 Drainage

- 2.7.1 The site is entirely concreted and waste storage areas surfaces are laid to a fall into the site gullies and into the oil interceptor (Class II bi-pass separator). The yard's surface water and drainage from the building flow via the interceptor into the main foul drainage system which serves the industrial estate. The outflow from this water drainage system can be isolated by means of inserting drain plug into the outlet from the interceptor and/or using drainage mats which may be used in an emergency to ensure the whole site will be hydrologically isolated from outside drainage system.
- 2.7.2 See Drawing No. 3725/819A/03 for the location of the key drainage features.
- 2.7.3 The site supervisor as part of his weekly site checks the site's drainage system and undertakes a visual inspection of the discharge from the interceptor. The chambers of the interceptor will be periodically inspected and recorded in the site diary by the site supervisor.
- 2.7.4 The interceptor is emptied every 6 weeks The interceptor will be emptied as and when required (as rule every 6 weeks by an authorised drainage contractor).
- 2.7.5 Any repairs and maintenance will be undertaken as soon as possible or within 7 days.

- 2.7.6 The drainage from the main recycling building (where the main mixed waste treatment activities are undertaken) drains into the site's surface water system as shown on Drawing No 3725/819A/03.

2.8 Vehicles, plant and equipment

- 2.8.1 Waste will be handled using the plant listed in Table 3 below. Additional plant will be hired to cover any very busy periods. Only trained operators will be permitted to drive/operate the plant listed below. Any changes to the list will be notified to the Natural Resources Wales prior to implementation. The minimum requirements when the site is operational are shown in bold italic print.

- 2.8.2 Table 3: Plant & Equipment

ITEM	NUMBER	FUNCTION
<i>JCB telehandlers</i>	<i>2(1)</i>	<i>Loading/unloading/movement/sorting</i>
<i>Bobcat wheeled 360° excavator</i>	<i>1</i>	<i>Loading/unloading/movement/sorting</i>
<i>Gehl Skid Steer</i>	<i>1</i>	<i>Loading/unloading/movement/sorting</i>
<i>Dumper truck</i>	<i>1</i>	<i>Loading/unloading/movement/sorting</i>
<i>Skid steer with yard brush</i>	<i>1</i>	<i>Movement of waste-housekeeping of yard surface</i>
<i>Shredder</i>	<i>2</i>	<i>Shredding material into smaller fractions</i>
<i>13 tonne 360 excavator</i>	<i>1</i>	
<i>Picking line</i>	<i>May be installed in the future</i>	<i>Manual separation of wastes by operatives</i>
<i>Crusher</i>	<i>(Hired-in if required)</i>	<i>Crushing / size reduction of hardcore / inert wastes</i>

Note: The plant/equipment on site will vary depending on the amount of waste to be processed/treated. The list is the maximum that will be on at site at any one time.

3 SITE OPERATIONS

3.1 Preliminary procedures

- 3.1.1 Guidance will be given by the site management to all employees, sub-contractors, other waste carriers and customers regarding the waste types and operations which are acceptable at the site i.e. a copy of Appendix III of this document. The site will be used for the waste collections by Grays Waste Management Ltd's own skip hire operations and for waste from third-party users, whose details will be checked prior to delivery of waste to the site. The procedures below are followed prior to the receipt of waste on site.
- 3.1.2 For in-house collections, the driver employed by the permit holder will arrive at the waste producer's premises he/she will inspect the load for conformity with relevant regulations and safety procedures.
- a) If the load is satisfactory the driver will sign the relevant paperwork (Duty of Care transfer note/delivery ticket) and remove the load from the premises.
 - b) If the waste does not meet the description stated on the controlled waste transfer note the customer is advised to check the note and give a more detailed description of the waste.
 - c) If the more detailed description of the waste reveals that the waste is not permitted at the recycling centre then the customer is advised that the waste must be taken to another site which is appropriately permitted to accept the waste(s).
 - d) If further instructions are needed the driver may also report back to the site manager.

3.2 Checking in & inspection of loads

- 3.2.1 All incoming vehicles are required to report to the site office. The details of the load will be recorded and the Duty of Care transfer note and company documentation will be further checked by the operator to ensure that the load is acceptable at the site. Any deviation from these procedures or problems with any loads will be reported to the site manager.

- 3.2.2 Once a load has been accepted by the operator, the driver will be asked to unsheet the vehicle (if it is sheeted) and a visual inspection of the contents will be carried out to ensure that the waste types comply with the Environmental Permit. The nature of mixed construction/demolition and general waste makes full inspection difficult until the load is deposited. If rejected waste is discovered before deposit, the load will remain on the delivery vehicle and will be returned to the producer if possible or disposed of at an approved facility. In cases where the presence of unauthorised waste is likely to lead to a breach of permit conditions, the Natural Resources Wales will be contacted immediately to agree a course of action.

3.3 Waste deposit, handling and storage

- 3.3.1 If the load is acceptable the driver will be instructed to deposit it within the waste reception area which is located inside the waste transfer building as shown on Drawing No. 3725/819A/03. If the load is unacceptable after deposit it will be loaded back onto the delivery vehicle, or stored until it can be taken to an approved facility to be disposed of. Otherwise, the Natural Resources Wales will be contacted and the load will be taken to a suitably permitted or exempt site.
- 3.3.2 Mixed waste will be deposited in the “waste reception area” in the building, it will be subject to the following handling procedures (see Drawing No. 3725/819A/03 for location details):
- a) Recyclable wastes will be crudely sorted by hand from the mixed waste stockpile to remove any recyclable materials, bulky items or non-conforming waste prior to processing through the materials recycling plant.
 - b) The recycling process consists of cleaning up the mixed waste. This will be achieved either manually handpicking the recyclables or mechanically by way of a picking line to remove more of the recyclable materials and non-target wastes into bays/containers beneath.
 - c) Any conveyor which carries residual waste through the recycling process may be fitted with an overband magnet in the future with bays beneath for the removal of ferrous metals. The finally bay for the discharge conveyor will contain all residual wastes not removed from the recycling process (this is most likely to be bulky inert wastes).

- d) Any wastes which are delivered to the site as wholly inert (hardcore/excavation materials) will be discharged directly into the bulky inert waste bay.
- e) The separated wastes and residual wastes will be transferred to the appropriate storage location on site to await removal from site to an onward reprocessing facility and/or for disposal to landfill.

3.3.3 Rejected wastes discovered at any stage in the process will be deposited in the quarantine area provided for non-conforming wastes. Where necessary, particularly where the rejected waste discovered would be classed as a difficult, hazardous or clinical waste, the Natural Resources Wales will then be contacted to agree a course of action. The contents of the rejected waste containers will be recorded in the site diary.

3.3.4 For outward consignments of wastes produced on site, the driver of the collection vehicle will be instructed to report to the site office (see Section 2.4.1) or the machine/plant operator. All relevant documentation will be completed and the vehicle will be passed to pick up the load and take it to the designated recycler/disposal site. The product or waste will be loaded using the loading shovel.

3.4 Record keeping

3.4.1 The details in this section will be recorded on a combination of the record keeping forms listed in Appendix II, invoices and the site diary.

3.4.2 Records will be kept in paper/electronic format.

3.4.3 The following details will be recorded for every load deposited at the site (i.e. record form GWM/RF/1):

- i) The date and time of delivery.
- ii) The name and address of the waste producer.
- iii) The detailed and accurate description of the waste including type, quantity (in tonnes and/or cubic metres) and EWC codes.
- iv) How the waste is contained e.g. loose, container type.

- v) The carrier's name and address.
- vi) Driver's name, signature and vehicle registration No.
- vii) Signature or initials of person(s) producing/ accepting/ inspecting/ carrying the waste.
- viii) Additional handling details/notes made by the driver after inspection of the load.
- ix) SIC code of the premises which produced the waste (where relevant).
- x) Waste hierarchy declaration.
- xi) Information on previous treatment of the waste e.g. manual or mechanical (if relevant).

3.4.4 The following details will be recorded for all deposits of non-conforming waste at the site and will be forwarded to NRW, where required (i.e. record form GWM/RF/2):

- i) Date and time of deposit.
- ii) A detailed, accurate description of the waste including type and EWC code.
- iii) The quantity of waste (in tonnes or cubic metres).
- iv) How the waste is contained e.g. loose, container type.
- v) Name, address and telephone No. of waste producer.
- vi) The carrier's name, registration number and vehicle registration.
- vii) Signature or initials of persons who produced, accepting/inspecting and carrying the waste.
- viii) Reason for the rejection of waste and action taken.

3.4.5 The following details will be recorded for every load of waste leaving the site (i.e. record form GWM/RF/3):

- i) The date and time of removal.
- ii) Detailed and accurate description of the waste including type, quantity of waste (in tonnes or cubic metres) and EWC codes.
- iii) How the waste is contained e.g. loose, container type.
- iv) The destination waste management site or exempt facility.

- v) The name and registration No. of the carrier or employee removing the waste (if applicable) and vehicle registration No.
- vi) Signature or initials of persons i.e. transferor, transferee and carrier of the waste.
- vii) SIC code of the premises transferring the waste.
- viii) Waste hierarchy declaration.
- ix) Type of treatment waste subjected to (if relevant) e.g. manual, mechanical.

3.4.6 A summary of waste types and quantities deposited at and removed from the site and origin and destination details are then forwarded to Natural Resources Wales using the standard NRW spreadsheet, with submission due within one month of the end of each quarter as below:

- a) Quarter 1: January to March (due on or before 30th April)
- b) Quarter 2: April to June (due on or before 31st July)
- c) Quarter 3: July - September (due on or before 30th October)
- d) Quarter 4: October - December (due on or before 31st January of the following year)

3.4.7 Outcomes of inspections of waste types, hardstanding areas, transfer/treatment areas, storage areas, drainage channels, interceptor, etc., will be recorded on site inspection form GWM/RF/4 and detailed comments will be entered into the site diary (including action taken or proposed).

3.4.8 Visitors to the site will sign the visitor's book upon arrival and exit stating the purpose of their visit and whom they represent (GWM/RF/5).

3.4.9 Complaints will be recorded on form GWM/RF/7 (see section 4.9).

3.5 Weighing and categorising loads

3.5.1 The weight of each load into and out of the site will be weighed using the site's weighbridge to obtain accurate data for the purposes of providing waste returns and tracking the annual throughput of waste.

- 3.5.2 Should the weighbridge be off-line for any reason (fault/maintenance/failure/etc.), the weights of loads will be estimated using the standard Natural Resources Wales and WRAP agreed volume-to-weight conversion factors as found below:

WASTE TYPE	CONVERSION FACTORS	
	Tonnes/m ³	Tonnes/yd ³
Foundry Sand	1.60	1.22
Topsoil/subsoil	1.30	1.00
Clay	1.60	1.22
'Light' loads	0.46	0.35
Metals	0.42	0.32
Mixed builder's skips	1.20	0.92
Paper/cardboard	0.20	0.15
Tree cuttings	0.20	0.15
Glass	0.75	0.57
Industrial sweepings/general rubbish	0.63	0.48
Commercial sweepings/general rubbish	0.33	0.24
Waste packaging/containers	0.20	0.15
Wood	0.70	0.53
Green waste	0.75	0.58

3.6 Preventative maintenance

- 3.6.1 All items of plant and vehicles are subject to preventative maintenance checks to ensure their safe operation and to prevent any potential situations which may give rise to adverse impacts on the environment.
- 3.6.2 Much of the plant and equipment on site and all vehicles in the fleet are subject to periodic manufacturer maintenance to ensure proper working order in the form of service contracts. Site management will undertake or delegate additional preventative maintenance checks on a more frequent basis to ensure, where possible, the machinery is mechanically sound. These checks will be carried out using a preventative maintenance checklist and any results / defects will be recorded in the site diary and actioned immediately and, in any event, prior to operational use.

4 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. If an alternative machine cannot be used then waste will be stored securely until the plant is repaired. The repair will be carried out at the most convenient location with absorbents used to clear oil or fuel spillages.
- 4.1.2 All site surfaces will be inspected daily when the site is in operation. Debris will be swept as required and placed in a skip for disposal to a suitably permitted site.
- 4.1.3 Any spillages of fuel/oil will be cleared immediately by depositing sand or absorbents on the affected area. The sand or absorbents will be placed in a skip to be taken to a suitably permitted site for disposal. All spillages of waste and windblown litter will be cleared by the end of the working day in which they occur. Spillage clearance procedures are detailed in Section 5.3. Sand and absorbents will be stored on site.
- 4.1.4 The site benefits from drain plugs to prevent any escape of potentially polluting runoff into the drains on site should a spillage be detected and if handling in accordance with the above procedures is not possible or feasible.
- 4.1.5 All wastes liable to give rise to contamination will be removed from the site if the site is not secure or if operations cease or are temporarily suspended.

4.2 Site inspections and maintenance

- 4.2.1 The inspection frequencies for maintenance/housekeeping are listed on record form GWM/RF/4. The inspection form will be completed by a person who is familiar with the requirements of the management system and permit for the site. All details of defects, problems and repairs carried out will be recorded on the form on the day that each event occurs. Detailed comments may also be recorded in the site diary. All repairs will be carried out within 5 working days unless agreed otherwise with the Natural Resources Wales.

4.2.2 All repairs to site security including gates and fencing will be made within 5 working days of the discovery of the damage and the site will be made secure until the repair has been carried out.

4.2.3 Any major defects found during the daily site inspection which are likely to lead to a breach of permit conditions will be repaired by the end of the working day in which they are found, where possible. If a repair is not possible by the end of the working day and a potential breach of permit conditions may occur, the Natural Resources Wales will be contacted to agree a suitable timescale for repair.

4.2.4 All defects and problems likely to give rise to pollution will be recorded on the form GWM/RF/4 with repairs/solutions being carried out immediately.

4.3 Control of mud and debris

4.3.1 Vehicles will be visually inspected before exit to check that loads are safe and that no mud is carried out on the wheels or body of the vehicle. Visual inspections of the site roads are carried out daily (see GWM/RF/4), however, staff will report any problems with mud or debris on the site roads immediately to the site manager.

4.3.2 All site roads will be kept free from mud/debris to ensure maximum efficacy.

4.3.3 The deposit of material on the access road or public highway will be treated as an emergency and will be cleared immediately by the operator using either a brush and shovel or vacuum tanker/road sweeper if necessary. Silt will not be washed into roadside drains or gullies.

4.4 Control and monitoring of dust

4.4.1 A series of dust mitigation measures will be implemented on site to ensure dust emissions are controlled as far as is practically possible. The measures include:

- Sheeting of vehicles delivering waste to the site (if necessary);
- Sheeting of vehicles transporting potentially dusty loads off site;
- Mains water or a mobile bowser / IBC may be used to damp down materials stockpiles, vehicle running surfaces, vehicle loads and areas on and around

machinery which may give rise to dust, especially during dry and windy conditions;

- Cleaning of any spillages using wet cleaning methods;
- stockpiling of aggregates and inert material will be limited to a maximum height of 5m
- Stockpiles of other wastes will be limited by the height of the containment bays or containers unless contained within a building.
- Mixed waste tipped and sorted within a building
- Use of crusting agents on stockpiles, if required;
- Drop heights **ALWAYS** minimised to prevent dust emissions.

4.4.2 Site operatives will continuously monitor dust emissions whilst the site is in operation and will report back to the site supervisor for advice if required. The site supervisor will make a formal visual inspection of dust emissions at least once per day. Results of monitoring will be entered into the site diary / record forms.

4.4.3 A permanent water supply is available on site in all climatic conditions to ensure that the dust suppression systems can function effectively. Any external water pipes will be lagged to prevent frost damage during winter months.

4.5 Odour control

4.5.1 The containment of waste within the site and waste which has the potential to be odorous is stored and treated within a building, plus the strict turnaround times for any wastes which could give rise to odours will mean the site will present a low risk of odour nuisance. If malodorous waste is deposited on site it will be consigned to the skip for rejected waste or removed from the site immediately.

4.5.2 Olfactory assessments will be carried out daily and results recorded on the inspection form for the site (i.e. record form GWM/RF/4). Any wastes identified as giving rise to an offensive odour will be quarantined, where possible, and removed from site immediately, where practicable.

4.5.3 The complaints procedure in record form GWM/RF/7 will be rigorously enforced should a third-party complaint be received from a public or private source.

4.6 Litter control

- 4.6.1 Given the nature of wastes accepted at the site (i.e. light wastes including paper/cardboard), there is a risk of litter from the site and therefore careful management is required to reduce the risk to low/negligible.
- 4.6.2 The reception area for mixed wastes is located entirely within a building or covered bays/containers to prevent the escape of litter.
- 4.6.3 All externally stored light weight materials will be limited to either the container height in which they are stored or in baled form to prevent wind-whipping of light wastes. Any residual waste skips will be placed in a sheltered area to prevent litter being blown onto the site, if necessary, screens will be built to prevent and minimise windblown debris being blown off site. During windy weather where there may be a risk of waste blowing off site, any containers containing light weight material will be sheeted to prevent escape or relocated into the waste transfer building, litter nets may be deployed if required.
- 4.6.4 Daily inspections of the site boundary will be carried out for the presence of windblown litter and operatives will be instructed to collect the litter and place it in a skip for disposal/recovery before the end of the working day. In any event, all light waste will be placed in skips before the end of the working day.
- 4.6.5 Regular checks of the areas immediately beyond the site boundary will be carried out by site operatives.

4.7 Control of pests, birds and other scavengers

- 4.7.1 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. If any occurrences are noted, a suitable pest controller will be called to site within 48 hours to eradicate the problem. Pest controller undertakes as a minimum weekly inspections of the site.

4.8 Control and monitoring of noise & vibration

- 4.8.1 The waste operations will be carried out using the Best Practicable Means at all times. All plant and equipment operating at the site will be fitted with appropriate sound deadening equipment and operated in accordance with the manufacturers instructions.
- 4.8.2 A site-specific Noise Management Plan, prepared as part of this EMS, is shown in Table 4 below, which will ensure the noise levels at the site are managed appropriately by identifying: the likely sources of noise arising from the development; and, the actions to be taken / procedures to be followed or planned in order to prevent or minimise levels.

Table 4: Noise Management Plan

POTENTIAL NOISE SOURCE	ACTION TO BE TAKEN TO PREVENT OR MINIMISE NOISE
<i>HGVs travelling to and from the site for delivery/collection of wastes/products.</i>	<ul style="list-style-type: none"> - <i>All vehicles are required to be driven onto and off site with due consideration for neighbouring premises.</i> - <i>HGV movements will be spread out evenly throughout the day.</i>
<i>Loading/unloading of waste delivery vehicles</i>	<ul style="list-style-type: none"> - <i>Vehicles must be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around the site (5mph site speed limit).</i> - <i>Engines to be switched off when not in use.</i> - <i>Reversing alarms to be preferentially fitted with white noise alarms to minimise impacts on neighbouring sites.</i> - <i>Drivers must lower the tipper body for inert waste deposits before driving away from the reception area.</i> - <i>No shaking of vehicle bodies whilst raised.</i>
<i>Operation of materials recycling plant</i>	<ul style="list-style-type: none"> - <i>Engines to be switched off when not in use.</i> - <i>Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated.</i>
<i>Operation of any processing equipment eg screening plant (trommel) and crushing plant (jaw crusher)</i>	<ul style="list-style-type: none"> - <i>Engines to be switched off when not in use.</i> - <i>Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated.</i> - <i>Where possible, crushing and/or screening plant to be operated using any material stockpiles as a natural sound barrier.</i>
<i>Operation of loading plant (i.e. loading shovel / 360° excavator)</i>	<ul style="list-style-type: none"> - <i>Drop heights to be kept to a minimum, particularly when loading empty tipper wagon/skip/container to minimise noise/vibration.</i> - <i>Engines to be switched off when not in use.</i> - <i>Plant to be well maintained and operated with silencers. Moving parts to be regularly lubricated. All vehicles must be driven slowly around site.</i> - <i>Loading plant/machinery will only be operated at ground level, i.e. never on stockpiles.</i>
<i>Small vehicles travelling to and from the site (e.g. staff and visitor's cars, courier van deliveries etc.)</i>	<ul style="list-style-type: none"> - <i>All those working on and visiting the site to be made aware of need for considerate driving and keeping vehicles well maintained.</i> - <i>Small vehicles will arrive marginally earlier than the main site operating hours.</i>

4.9 Complaint procedure

- 4.9.1 All complaints will be recorded on form GWM/RF/7 and will include a record of the complaint, particulars of the complainant and details of any action taken to alleviate the problem.

5 EMERGENCY PROCEDURES

5.1 General

- 5.1.1 In addition to obligations imposed by RIDDOR '13 (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) the permit holder will notify the Natural Resources Wales of any serious injuries to employees of Grays Waste Management Ltd, other site users or members of the public arising as a result of operations on site. Minor injuries such as cuts and grazes etc. will be recorded in the accident book on site. Separate procedures will be used for different types of emergency. An emergency at the site is defined by the site management as follows:

“Any incident which is likely to result in harm to human health or pollution of the environment or serious breach of permit conditions and serious detriment to the amenities of the locality.”

- 5.1.2 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. A visitor's book will be kept to check who is on site at all times.

5.2 Fire

- 5.2.1 No waste will be burnt on site other than in plant specifically designed for the purpose and in accordance with the relevant statutory instruments. In the event of a fire occurring on site, the operator/site supervisor will exercise his judgement and extinguish the fire with the water hose or suitable fire extinguisher and/or call the fire service for assistance. Any fires will be reported to the Natural Resources Wales on the working day that they occur and will be confirmed in writing by fax or letter within 3 working days. All staff will be evacuated from the site if necessary.

5.2.2 Smoking is not permitted on site.

5.2.3 All firefighting residues will be disposed of to a permitted waste management facility.

5.2.4 Further fire prevention measures have been included in Section 7 below.

5.3 Spillages

5.3.1 All fuel stores on site are bunded to contain any fuel leaks. If oil and vehicle maintenance chemicals are kept on site these will be stored securely. 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 skip for disposal to a suitably permitted landfill. No chemical leaks are expected in the waste handling area but should they occur the procedures outlined in Section 5.4 will apply.

5.3.2 Any wastes which would be classified as having the potential to cause polluting runoff will be stored on an impermeable pavement which has a sealed drainage system.

5.4 Drums

5.4.1 The deposit of drummed waste will not be allowed at the site. If a drum is concealed within a skip and is not observed until the skip is deposited in the waste transfer area then the following procedure will apply:

- i) The staff member will visually check the condition of the drum from a safe distance, noting any labels referring to the possible contents or hazards.
- ii) The site manager will be contacted to verify the observations and to decide on further action.
- iii) The producer of the waste and the Natural Resources Wales will be contacted for advice and further information if necessary and both will be informed that a breach of the Duty of Care and site permit conditions has occurred as the result of the unauthorised deposit.

- iv) No further waste will be deposited until the emergency has been dealt with.
- v) All spillages will be cleared using a spill containment kit and all contaminated absorbents placed in a skip for disposal to a suitably permitted waste management site.
- vi) If the deposit results in serious reactions with other waste or harmful emissions or the drum contents cannot be identified, then the emergency services and/or specialist waste contractors will be brought in to assist. If necessary staff will be evacuated from the site or to a safe area within the site.

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 skip and does present such a hazard the same procedures as for the deposit of drums (above) shall apply.

5.6 High winds

- 5.6.1 There will be no external sorting, processing or treatment of any wastes which are likely to be blown around during conditions of high winds. Vehicles leaving the site will be sheeted to comply with the requirements of the Duty of Care legislation.

5.7 Poor visibility

- 5.7.1 The site will not operate in conditions of poor visibility such as dense fog to reduce the risk of vehicle collision.

5.8 Operational failure

- 5.8.1 The manager will be contacted by staff 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.

5.9 Terrorist scare

- 5.9.1 In the unlikely event of a terrorist 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 and the situation defused. The Natural Resources Wales will be kept informed of the events on site.

6 TRAINING FOR SITE STAFF

6.1 Training needs assessment

- 6.1.1 All new and existing site staff are subject to a specific training regime based on their responsibilities at the site to ensure all operations are carried out without harm to the environment or amenity of the surrounding area. Training in all aspects of the site and waste operations at the site with regard to the individual responsibilities of the site staff will help to prevent incidents occurring which may have an adverse impact on the environment and/or the employees and their co-workers.
- 6.1.2 An employee training record (i.e. GWM/RF/12 in Appendix II) shall provide a comprehensive checklist for the training needs of all new site staff and also serves as a training review for existing site staff which will be carried out annually or a period set at the operator's preference.

6.2 Site rules and infrastructure training

- 6.2.1 This information will be provided to all employees, visitors and contractors with a full understanding of the site's conditions of use, which will be communicated and documented at induction for all staff with specific induction for visitors and contractors.
- 6.2.2 Competency should be demonstrated within this field to ensure the employee is fully aware of the site's surroundings and operations to ensure their safety and compliance with specific operating conditions at the site.

6.3 Emergency procedures training

- 6.3.1 All employees will be required to be familiar with the Environmental Controls in Section 4.0 and the Emergency Procedures as detailed in the Section 5.0.
- 6.3.2 In addition to normal operating conditions as specified in the site rules, employees must also be trained in dealing with eventualities which may occur outside the scope of normal operating conditions, so they are aware of how to deal with these situations in advance of an occurrence.

6.4 Fire safety / firefighting training

- 6.4.1 Management must provide all employees with appropriate fire safety training with regard to their individual responsibilities.
- 6.4.2 Emergency procedures detailing what measures employees should adopt should a fire occur at the site are detailed in Section 5.2 and will be covered by the 'emergency procedures' training (see Section 6.3).
- 6.4.3 Regular fire drills (at least annually) will be undertaken by site management to ensure proper procedures are followed by employees in the unlikely event that a fire incident occurs. These will be unannounced drills and will not form part of the induction or review training as specified in Section 6.1.

6.5 Recognition of waste types training

- 6.5.1 All employees will be given induction training and subsequent regular training to identify those waste types which are permitted for acceptance at the site under the site's Environmental Permit and those wastes which are not. This will include specific training to identify those common wastes which may be found following deposit and are not permitted at the site and will also include more obscure wastes and how to handle these wastes safely. All employees will be advised that they should refer any unrecognisable or unknown wastes to senior management, who should, in turn, follow procedures outlined in the Management System and/or contact the Natural Resources Wales to agree a suitable method for removal.
- 6.5.2 This training will be provided to all site users who handle waste on site and those in charge of administration and reporting. In-depth training will also be provided to drivers responsible for collecting wastes from the site of production in accordance with Section 3.0. They will be trained to identify any wastes not covered by the Environmental Permit for the site and inform the producer that an alternative facility must be sought for any non-compliant wastes.

6.6 Storage areas / limits training

- 6.6.1 Those employees who carry out their responsibilities at the site and those in senior posts must be trained to identify appropriate waste storage areas to ensure that waste storage operations comply with the requirements of the Environment Permit for the site.
- 6.6.2 Employees in these roles must also be trained to recognize storage limits to ensure that they are in accordance with those specified in Section 1.5.

6.7 Vehicle / plant preventative maintenance training

- 6.7.1 This training is provided specifically for the vehicle and plant operators in order to ensure that all plant and machinery is checked regularly to prevent any occurrences which may lead to any adverse impacts on the environment or human health.
- 6.7.2 Training will be in accordance with Section 3.5 of this document and will be based on the preventative maintenance schedule supplied by the plant/equipment manufacturer.
- 6.7.3 The same training will be provided to senior management enabling a dual-level maintenance programme.

6.8 Duty of care training

- 6.8.1 All employees dealing with consignments of waste will be trained in the completion of Duty of Care Waste Transfer Notes and the appropriate auditing of destination sites and/or contractors to ensure compliance.

6.9 Plant operation training

- 6.9.1 Any employees who are required to operate loading or treatment plant for the movement or processing of waste will be required to undertake the necessary qualifications for the operation of the specific item of plant in question. This will be required prior to operating the plant and will be obtained through necessary external certification programmes.

- 6.9.2 Regardless of general plant operation certification, all operatives will be fully inducted in the operation of the specific make and/or model of plant used on site.

6.10 Permit / management system training

- 6.10.1 All employees will be inducted into the operating conditions as prescribed in the Environmental Permit for the site. Whilst much of the above training will provide specific guidance on many aspects of these documents, all employees will be made aware of the location of the Environmental Permit in the site office. All managerial positions will be made fully aware of the site's operating conditions.

6.11 Training for contractors

- 6.11.1 General site training will be provided to any contractors who are working on the site on a temporary basis as described in Sections 6.2, 6.3 and 6.4 above.
- 6.11.2 Additional training will be provided to contractors in their area of expertise. If they are dealing with specific items of plant/machinery, site operating conditions and a general understanding of the Environmental Permit conditions will be provided to prevent any adverse impacts on the environment.

7 FIRE PREVENTION MEASURES

7.1.1 The following list outlines the materials which have been identified on site as having combustible potential:

- a) **Mixed waste** (Degradable)– Stored within the transfer building (maximum amount stored at any one time 400 tonnes – 3 x max 450m³ (135 tonne) stockpile as per latest fire prevention guidance.
- b) **Mixed waste (CDE)**–Mixed waste consisting of inert materials and aggregates will not pose a fire risk. However, potentially combustible material eg, paper, plastic contained in any mixed load of CDE waste could pose a fire hazard. This mixed waste is picked out from the non combustible waste and stored in designated containers as recommended in the latest Fire Prevention guidance.
- c) **Separated and baled recyclable wastes** – This material will predominantly consist of plastic, paper, metal and wood. Separated wood will be stored in the separated wood stockpile. Other recyclable waste will be stored in skips/containers or bays in the designated area of the site (max quantity stored at any one time 200 tonnes, max stockpiles <450m³ as recommended in latest fire prevention guidance).
- d) **Green waste** – As above, separated wood will be stored in the separated wood stockpile. All other green waste will be stored in skips and bays as residual waste (max quantity stored at any one time 100 tonnes max stockpiles <450m³ as recommended in latest fire prevention guidance).
- e) **Metal waste** –Metal waste will be stored separately from other wastes either in containers or in bay

- f) **Rejected waste** (<8 tonnes) – This material will be stored securely within the clearly marked quarantine area if it cannot be removed from the site immediately. The location of any skips/containers used to store the rejected waste may be varied as operating conditions permit (i.e. to permit the loading of rejected wastes but clear labelling and management control will ensure its use as specified). Rejected items can sometimes contain materials which are particularly susceptible to combustion. If any such items or materials are discovered, they will be subject to individual quarantine and NRW will be contacted to agree a course of action.
- g) **Reactive wastes** – Wastes which are likely to be reactive predominantly consist of liquid or drummed wastes, neither of which are permitted for acceptance at the site. If any such wastes are discovered, they will be subject to individual quarantine and NRW will be contacted to agree a course of action.
- h) **Fuel tanks** (pressurised cylinders) - Any fuel tanks which are stored on site will be surrounded by a bund.

7.1.2 The following list outlines potential sources of ignition for the material on site and outlines specific examples of these sources.

- a) Burning of waste on site
- b) Overheating of stored waste (sources of heat may include heating pipes, light bulbs, space heaters and direct sunlight)
- c) Plant or equipment failure (e.g. spillages of fuel, sparks from machinery)
- d) Electrical faults or damaged/exposed electrical cables
- e) Leakage from fuel tanks (e.g. as a result of damage)
- f) Arson or vandalism
- g) Naked flames/smoking materials

7.1.3 The transfer station is sited on the edge of Mona Industrial Estate and access to the site is gained from the A5 onto Holyhead Road which then leads on to the industrial estate. The site is located some distance away from residential properties. The nearest neighbouring facilities include a drainage contractor, a salt storage depot, an Aerobic Digestion facility to the north east, beyond which is a

broiler unit, Mona flying club and RAF training base lies to the west and a coach depot to the south of the transfer station.

- 7.1.4 The A5 which is located to the south west of the site may be impacted from a fire on site but due to the operator's intention to have a quick turn around of the waste on site, small amounts of potentially combustible material are likely to be held on site, and therefore any impacts from a fire on site can be expected to be relatively minimal.
- 7.1.5 The receptors outlined above are most likely to be impacted by smoke and debris from a fire being transported by the wind. Although the release of some smoke and debris from a fire on site is inevitable, the sections below will outline a number of measures to aid rapid detection and suppression of a fire and limit its size, duration and environmental impact. These efforts will ensure that any potential effect on the surrounding natural environment, businesses or residents is as minimal as possible.
- 7.1.6 Regular inspections of all site areas will be undertaken in accordance with the site's Environmental Management systems. These inspections will include checking site security (daily), the drainage system, plant and equipment checks including fire fighting equipment (weekly), waste quantities, waste containment (daily) and any potential fire hazards (continual observation). All inspections, findings and actions are recorded in the site diary and/or on the site specific recording forms.
- 7.1.7 These inspections will be conducted by a person who is familiar with the requirements of the EMS, EP and this document. This will keep the levels of dust, fibre, paper and other loose combustible materials, which could aid in the acceleration of a fire, on site surfaces to a minimum and ensure all containment of wastes on site (i.e. containers, bays, piles or stacks) are functioning effectively in accordance with the storage limitations of the site.
- 7.1.8 The results of site inspections will be recorded either on the appropriate record form or in the site's diary and made available to NRW, Fire Service and Local Authority upon request.

7.1.9 Fires may smoulder undetected after the end of the working day so a formal close down procedure is undertaken which includes inspection of the site after work has ceased to reduce the risk of a smoulder being undetected and turning into a fire.

7.1.10 Fire check procedure will be carried out daily and will include as a minimum the following visual checks:-

- Fire check procedure will be carried out daily and will include as a minimum
Site security gates, fencing
- Fire fighting equipment eg fire extinguishers, fire alarms
- Provision of water for fire fighting eg bowser, water hoses
- Provision of Fire escapes and muster points and which must be clearly marked
- Site surface water drainage system/Fire water containment system, spill kits
- No smoking signs in place
- Housekeeping ensure site is tidy
- Stockpiles of combustible wastes kept to a minimum and stored away from
ignition sources
- Fire breaks in place
- Quarantine Area clear
- Staff on site have undertaken fire safety training including fire drills
- Plant & equipment

7.1.11 A copy of a Fire Check Inspection form has been included in Appendix II of the EMS.

7.1.12 The following prevention measures will be implemented on site to reduce the likelihood of fires on site. The measures required will be discussed in relation to their associated ignition sources.

a) **Burning of waste on site –**

- i) There will be strictly no burning of waste permitted at the site.
- ii) Employment contracts recognise the severity of any instances of pre-meditated burning of waste and would lead to immediate dismissal and threat of prosecution through civil/criminal courts, depending on the circumstances.

- iii) Firefighting equipment will be kept close to the areas of waste storage should accidental burning of waste occur through negligence.

b) Overheating of stored waste

- i) Direct sources of overheating may include generators, heating pipes, floodlight bulbs, space heaters etc. Any particularly reflective surfaces may also present a risk from direct sunlight.
- ii) Sources of radiant heat (excluding stockpiles) will be kept at least 6m from any stockpiles of suspected combustible or flammable materials (mixed waste).
- iii) Where there is a potential for polluting run-off, stockpiles of potentially combustible wastes will be kept on impermeable concrete surfacing.
- iv) A recording method will be in place to document how long any potentially combustible materials has been on site and it is the operators aim to remove any potentially combustible material off site as soon as possible to reduce the risk of fire.
- v) In the event of any stockpiles overheating, the moisture levels within the stockpile will be increased by adding water and the material will be turned to release heat. If a hot spot is identified in stored or imported waste and turning of the material is not deemed sufficient, the hot spot will be dug out of the stockpile and deposited in a designated emergency quarantine area. As it would be high risk, this area would have increased separation distances and be closely monitored until the risk of combustion had ceased. If a stockpile has been identified as at particular risk to overheating, measures to combat this will be considered, such as shading stockpiles from the sun or cooling with water.
- vi) Due to the fact that some of the waste material stored on site may be combustible, there are strict waste acceptance and verification procedures in place. Consideration will be given to the location of certain stockpiles to ensure no reactions take place between incompatible materials. Furthermore, any wastes identified during the incoming waste inspections which are likely to be either particularly combustible or reactive will be removed and quarantined immediately to await safe

removal from site and NRW contacted (where necessary) if the non-conforming waste discovered is likely to lead to a breach of permit conditions.

- vii) Where possible the operator will reduce risk factors associated with the storage and processing of waste. This may include, but not limited to, reducing the exposed metal content within stockpiles through regular inspections, ensuring the mixing of materials does not generate heat and monitoring any heat generated during treatment.
- viii) The amount of potentially combustible material stored on site at any one time will be kept as low as possible as the operator aims to clear the site of mixed combustible material without unnecessary delay. Stockpiles will not exceed 450m³ in volume, as recommended by the latest fire prevention and risk guidance, to minimise the risk of stockpiles overheating and limit the size of fire if they are ignited.
- ix) Potentially combustible material will be kept on site for no longer than 3 months. This will prevent overly long residence time of stock levels which could lead to overheating.
- x) Any potentially combustible material will be kept in its largest form, to reduce susceptibility to combustion.
- xi) It is unlikely due to the short storage time the waste is held at this facility, but if it is identified upon delivery or if it has been subsequently revealed after storage, that a stockpile is at particular risk to overheating the material will be monitored for temperature periodically, using either the metre long temperature probe and/or the hand-held thermographic (thermal imaging) device. Temperatures will be recorded and closely monitored. Any recorded temperature above 50°C should be reported to a senior member of the management team and the actions outlined in section v above should be put into place.

c) Plant or equipment failure

- i) Any spillages of fuel will be cleared immediately by depositing sand or absorbents on the affected area.
- ii) All site surfaces will be inspected daily when the site is in operation by suitable trained operatives.

- iii) Plant and equipment will be subjected to separate manufacturer-specific and operator-specific preventative maintenance programmes which include regular inspections by the Technically Competent Manager or suitably qualified person(s).

d) Electrical faults or damaged electrical cables

- i) All electrical cables on site will be inspected and periodically maintained to ensure they are not damaged or exposed.

e) Leakage/spillage of fuel

- i) Any fuel tanks which are stored on site will be surrounded by a bund capable of containing a minimum of 110% of the volume of fuel stored in the tank.
- ii) All pipework and associated infrastructure will be enclosed within the bund.
- iii) A lock will be fitted to the tank valve to prevent unauthorised operation.
- iv) All valves and gauges on the bund will be constructed to prevent damage caused by frost.
- v) Tanks will be clearly marked showing the product within and also its capacity.

f) Arson or vandalism

- i) Security fencing is installed around the entire perimeter of the site to prevent unauthorised access.
- ii) CCTV security system is also installed on site
- iii) The site access gates are of steel construction and are lockable to prevent unauthorised vehicular and/or pedestrian access.

g) Naked flames/smoking materials

- i) No naked flames or substantial heat sources are to be present on site or in close proximity to potentially combustible materials.
- ii) Smoking is prohibited on site.

7.1.13 In the unlikely event that a fire were to break out on site, the site has a number of measures in place, in addition to a number of existing characteristics of the site, which would limit the size, duration and impact of a fire on site. These are listed below:

a) Fire Breaks

- i) Upon the discovery of a fire, site operatives will be trained to create fire breaks on site under the guidance of the emergency services.

b) Characteristics of waste on site

- i) As the site accepts inert building and demolition waste, stockpiles of non combustible material this material on site could work towards impeding the spread of fire.
- ii) Operating staff will be trained to identify stored/stockpiled wastes to ensure that should a fire occur, they are able to seek suitable inert wastes to smother the fire and/or isolate the fire by creating an inflammable break. This will only be carried out where it to be safe to do so, which would also feature in the training regime.
- iii) Similarly any stored waste which may be more susceptible to combustion in the stockpiled material will be removed to prevent the spread of fire, again, if safe to do so.

c) Storage on flat ground

- i) The land on which the site is located has a gentle fall, therefore reducing the risk of falling materials accelerating the spread of fire.

d) Drainage system

- i) The site is entirely concreted and waste storage areas surfaces are laid to a fall into the site gullies and into the oil interceptor (bi-pass separator). Drainage mats will be available to place on the inspection chambers to prevent the fire water entering into the surface water drainage system. The outflow to the oil interceptor can be sealed using

drainage plugs which may be used in an emergency to ensure the whole site will be hydrologically isolated from outside drainage system.

- ii) Details of the site's drainage is shown on Drawing No. 3725/819A/03.
- iii) The main recycling building (where the main mixed waste treatment activities are undertaken) on site drains into the site's drainage system (as shown on Drawing 3725/819A) which can be blocked off as detailed above to contain any runoff and which will allow time to contact the local sewage undertaker for permission to discharge or tanker off any potential contaminated water.

7.1.14 In the unlikely event that a fire were to break out on site, the site has a number of measures in place to ensure that a fire on site is detected and handled quickly. These are listed below:

a) Staff training

- i) Staff will be suitably trained in how to raise the alarm, including supervisory contacts and guidance on how to use the extinguishing equipment should the fire be small enough to tackle.
- ii) A full understanding of the site's EMS will be required to be demonstrated as part of the site induction for all new staff.
- iii) Ongoing training will also be provided to ensure site staff are informed of any changes to any of the site management documentation subject to regular review.

b) Infrastructure

- i) **Manual fire alarm systems** - Will be activated on discovery of a fire.
- ii) **Regular manual checks** - The site operator will perform visual checks for fire or situations likely to increase the risk of fire.
- iii) **Fire Extinguishers** - Firefighting equipment will be provided in open and visible locations on site as appropriate and regular training given for their use in tackling small fires.

- iv) **Visible worded signs** - Will be placed strategically around the site, giving full and clear instructions for fire alarm and means of escape (Registration point, 999 instructions).
- v) **Fire Safety Equipment** - Suitable breathing apparatus will be supplied in the event that the fire can be tackled by appropriately trained workers. Operatives will only attempt to extinguish small fires and will be trained in the use of the equipment.
- vi) **Water supply** - There is a constant mains water supply for the site in the unlikely event that a fire were to occur and that fire was extinguishable using water. If a fire does occur and the site operatives are unsure of the nature of the fire, guidance will be taken from the local fire service.

c) Access for emergency services

- i) The site is located off the main highway (A5) which provides adequate and quick access for the emergency services.
- ii) The width of the surrounding roads and the gateway to the site provide sufficient access on site for the FRS.

7.1.15 If a fire is detected or suspected it must be immediately reported to the site manager or Technically Competent Manager. The site manager will then conduct the following procedure:

- a) Raise the alarm (if not already done by another staff member), initiate evacuation of staff and visitors on site to a fire assembly point and instruct delegated person(s) to conduct a roll-call to ensure all site users are accounted for.
- b) Assess the intensity and scale of the fire and make a judgment as to whether the fire can be managed without the requirement for assistance from the emergency services.
- c) If viable and safe, instruct necessary site staff to commence extinguishment.

7.1.16 If successfully extinguished, follow procedure in Section 7.1.19 below. If not:

- a) If not viable or safe to tackle the fire, call the Fire Response Service (FRS) immediately using 999.
- b) Prior to the FRS arriving, inform all neighbouring premises likely to be affected.
- c) Ensure access routes are clear.
- d) Ensure operators of appropriate machinery are standing by in a safe location to help create fire breaks, under the direction of the FRS when they arrive.
- e) The site manager / TCM will identify themselves to the fire service as soon as they arrive on site and will provide them with a copy of the accident plan and update them with relevant information that will assist them in dealing with a fire more effectively.
- f) Implement pollution control measures, such as penstocks to divert firewater, only when safe to do so.

7.1.17 The following actions will be undertaken by site operatives when a fire is detected or suspected on site:

- a) DON'T PANIC
- b) INFORM THE SITE MANAGER OR TECHNICALLY COMPETENT MANAGER IMMEDIATELY
- c) RAISE THE ALARM (IF NOT DONE SO ALREADY)
- d) DO NOT TRY TO TACKLE THE FIRE YOURSELF UNLESS YOU ARE TRAINED IN DOING SO AND YOU ARE SURE OF THE NATURE OF THE FIRE
- e) LEAVE THE SITE USING THE NEAREST EXIT AS QUICKLY AND AS ORDERLY AS POSSIBLE
- f) ASSEMBLE AT THE SPECIFIED FIRE ASSEMBLY POINT
- g) THE SITE MANAGER OR DELEGATED OPERATIVE WILL BE IN CHARGE OF CALLING THE EMERGENCY SERVICES ON "999" AND ENSURING THAT ALL PERSONS WHO WERE WORKING ON SITE ARE ASSEMBLED SAFELY
- h) DO NOT RETURN TO THE SITE UNTIL YOU HAVE BEEN GIVEN THE 'ALL CLEAR' BY THE EMERGENCY SERVICES AND/OR THE SITE MANAGER

7.1.18 When the fire has been successfully dealt with the following actions will take place:

- a) Any fires will be reported to Natural Resources Wales without delay and will be confirmed in writing by fax or letter within 3 working days, including all steps taken by site staff, management and/or emergency services to deal with the fire.
- b) Removal of burnt material using appropriate and lawful disposal.
- c) Investigation into the cause of the fire, to ensure it does not reoccur.
- d) A review of the accident plan and EMS, associated amendments will be implemented.
- e) Review of any training requirements for site personnel.

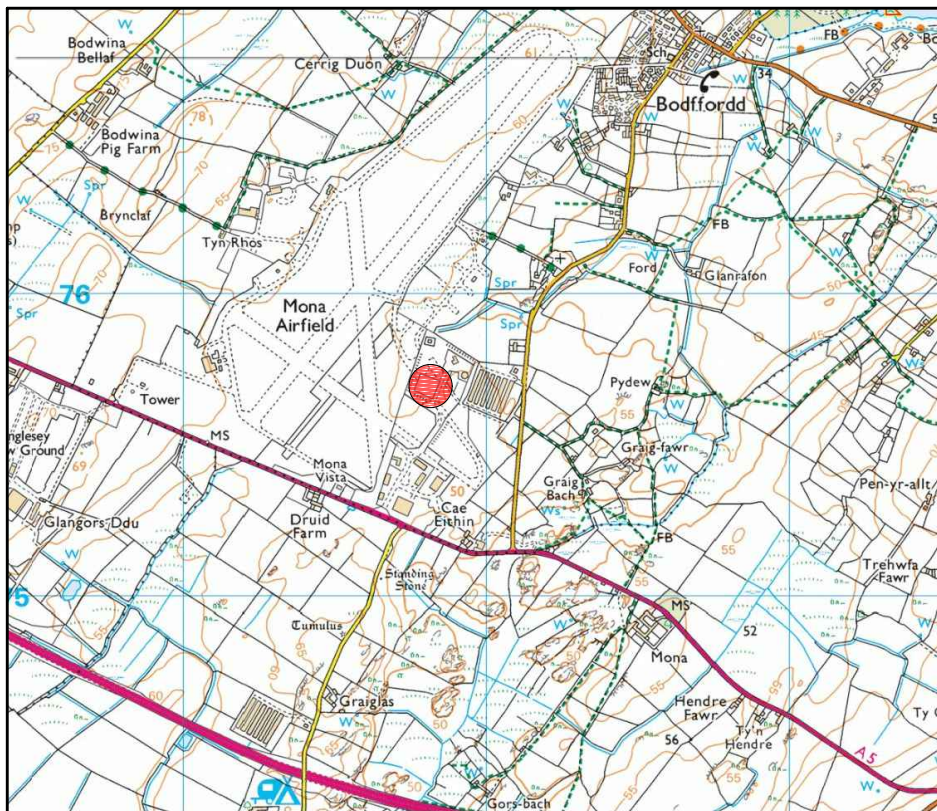
Appendix I

Drawings



Scale Bar (1:25,000)

0 km 1 km 2 km



Oaktree Environmental Ltd

Waste, Planning and Environmental Consultants



Unit 5, Oasis Park
19 Road One
Winsford Ind. Est.
Winsford, Cheshire
CW7 3RY

t: 01606 558833
f: 01606 861182

w: www.oaktree-environmental.co.uk
e: sales@oaktree-environmental.co.uk

Drawing No: 3725/819/01 Rev: -

Title: SITE LOCATION MAP

Site: Plot 6, Mona Industrial Estate,
Anglesey

Client: Grays Waste Ltd

Date: 3 July 2017 Job: 3725

Drawn: CP Checked: JE Client: 819

Scale: 1:2,500 Printed @: A4

Key:
 Site location

Notes:
(1) Drawing for indication only.
(2) Do not scale from this drawing.
(3) All measurements must be verified on site.

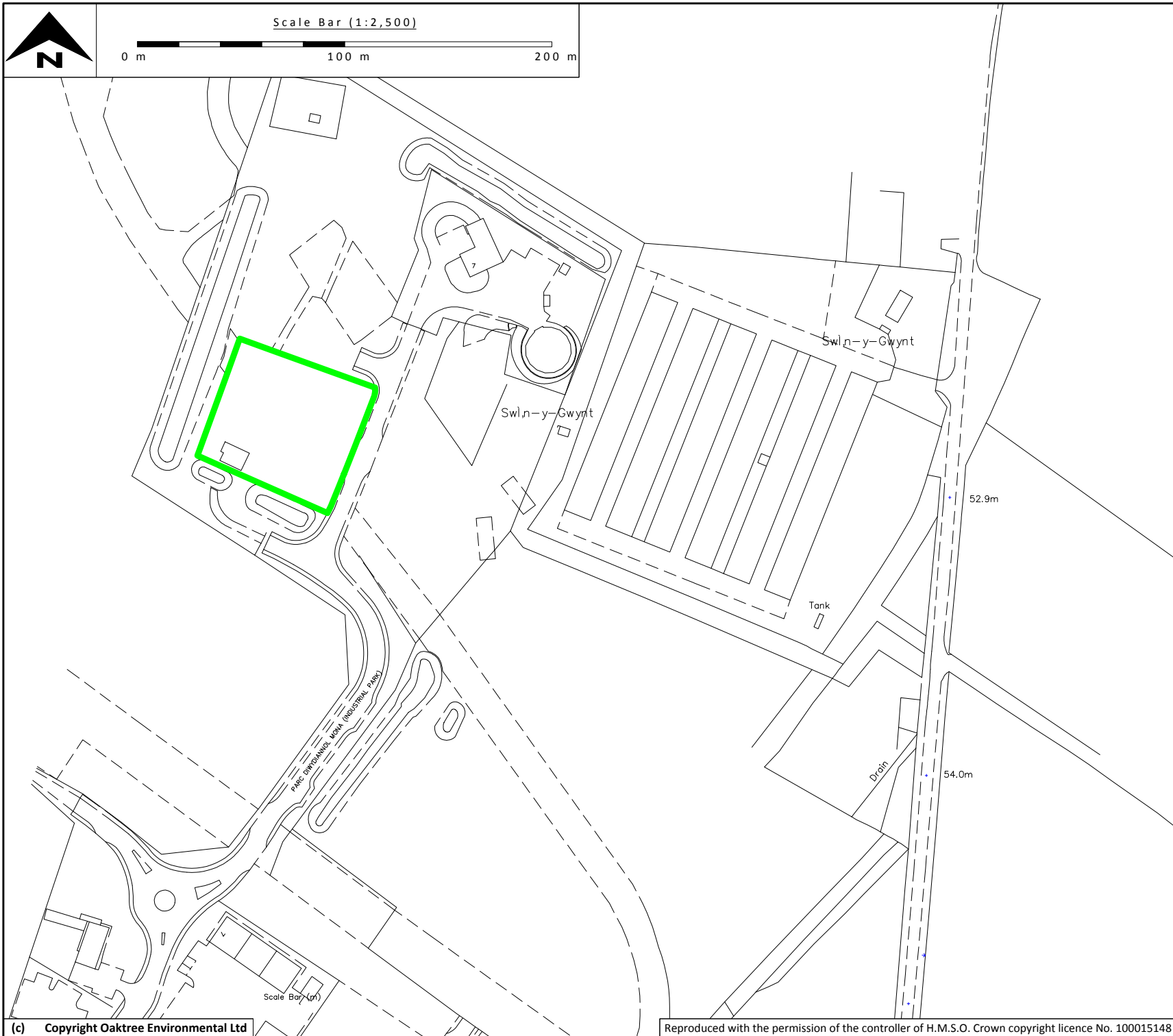
REVISION HISTORY

Rev:	Date:	Init:	Description:
-	03/07/17	CP	Initial drawing



Scale Bar (1:2,500)

0 m 100 m 200 m



Oaktree Environmental Ltd

Waste, Planning and Environmental Consultants



Unit 5, Oasis Park
19 Road One
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Winsford, Cheshire
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e: sales@oaktree-environmental.co.uk

Drawing No: 3725/819/02 Rev: -

Title: PERMIT BOUNDARY PLAN

Site: Plot 6, Mona Industrial Estate,
Anglesey

Client: Grays Waste Ltd

Date: 3 July 2017 Job: 3725

Drawn: CP Checked: JE Client: 819

Scale: 1:2,500 Printed @: A4

Key:

— Permit boundary

Notes:

- (1) Drawing for indication only.
- (2) Do not scale from this drawing.
- (3) All measurements must be verified on site.

REVISION HISTORY

Rev:	Date:	Init:	Description:
-	03/07/17	CP	Initial drawing



Scale Bar (1:500)

0 m 25 m 50 m

KEY:

Application boundary

Sealed buildings

Sealed concreted areas

Other buildings

Asphalt area

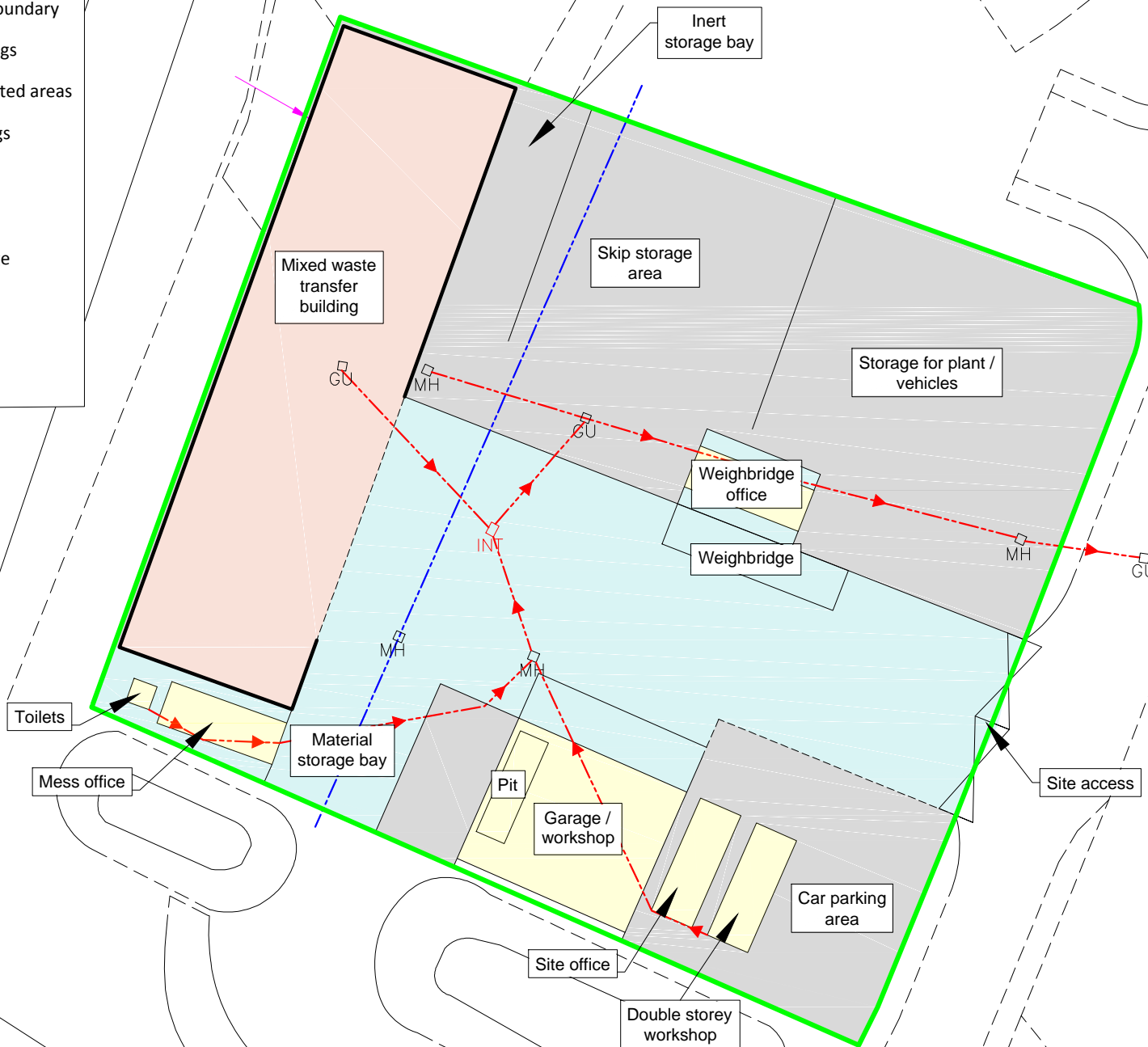
Foul drainage

Mains drainage

MH Manhole

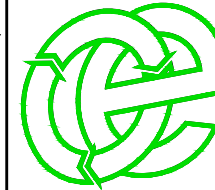
MH Gully

INT Interceptor



Oaktree Environmental Ltd

Waste, Planning and Environmental Consultants



Unit 5, Oasis Park
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Drawing No: 3725/819/03 Rev: -

Title: SITE LAYOUT PLAN

Site: Plot 6, Mona Industrial Estate,
Anglesey

Client: Grays Waste Ltd

Date: 3 July 2017 Job: 3725

Drawn: CP Checked: JE Client: 819

Scale: 1:500 Printed @: A4

Notes:
(1) Drawing for indication only.
(2) Do not scale from this drawing.
(3) All measurements must be verified on site.

REVISION HISTORY

Rev:	Date:	Init:	Description:
-	03/07/17	CP	Initial drawing

Appendix II

Record Keeping Forms

(these are examples only as the
operator may use their own
recording forms)

GRAYS WASTE MANAGEMENT LTD
WASTE INPUT RECORD FORM - GWM/RF/1

DATE:

TIME	PRODUCER/SOURCE	WASTE TYPE	QUANTITY IN TONNES / m ³	NAME OF CARRIER	DRIVERS NAME	DRIVERS SIGNATURE	VEHICLE REG. NO.	WASTE ACCEPTED/ INSPECTED BY
TOTAL FOR THIS SHEET								
TOTAL FROM PREVIOUS SHEET				SHEET No. OF . CHECKED.....				
TOTAL WASTE DEPOSITED								

GRAYS WASTE MANAGEMENT LTD

REJECTED WASTE - RECORD FORM GWM/RF/2

DATE	
TIME	
WASTE DESCRIPTION	
QUANTITY OF WASTE	
PRODUCER/HOLDER'S NAME, ADDRESS & TELEPHONE No.	
NAME OF CARRIER	
VEHICLE REGISTRATION	
CARRIER REG. No.	
REASON FOR REJECTION OF WASTE	
ACTION TAKEN	

GRAYS WASTE MANAGEMENT LTD
WASTE AND PRODUCT OUTPUT RECORD FORM - GWM/RF/3

MONTH.....

DATE	TIME	WASTE TYPE	QUANTITY (TONNES)	DESTINATION SITE	NAME OF CARRIER OR EMPLOYEE REMOVING WASTE	VEHICLE REG. NO.
TOTAL FOR THIS SHEET						
TOTAL FROM PREVIOUS SHEET				SHEET No. OF . CHECKED.....		
TOTAL WASTE EXPORTED						

GRAYS WASTE MANAGEMENT LTD									
SITE INSPECTION FORM (DAILY INSPECTIONS) – GWM/RF/4									
WEEK STARTING									
TYPE OF INSPECTION			DAY						
			M	T	W	T	F	S	S
SITE ENTRANCE/NOTICE BOARD									
SECURITY - GATES									
SECURITY - FENCING									
SITE ROADS / SURFACES									
WASTE CONTAINERS & BAYS									
WASTE STORAGE									
SKIP STORAGE									
PLANT/EQUIPMENT									
FUEL TANK/BUND									
CONCRETE HARDSTANDING									
WASTE TYPES/ QUANTITIES		INERT							
WASTE TYPES/ QUANTITIES		BIODEGRADABLE							
REJECTED WASTE TYPES / STORAGE									
NOISE LEVELS									
FIRES									
LITTER									
DUST									
ODOUR									
VERMIN									
RECORDS									
COMPAINTS RECEIVED									
OTHER -									
INSPECTION CARRIED OUT BY									
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):									
CHECKED BY			SIGNATURE						
POSITION			DATE						
Sheet			of						

GRAYS WASTE MANAGEMENT LTD SITE INSPECTION FORM (DAILY INSPECTIONS) – GWM/RF/4

[illegible]

CHECKED BY		SIGNATURE	
POSITION		DATE	
<i>Sheet</i>		<i>of</i>	

GWM LTD RECYCLING FACILITY (COOKES INDUSTRIAL ESTATE)													
FIRE CHECK INSPECTION FORM (DAILY INSPECTIONS) - GWM/RF/4A													
WEEK STARTING													
TYPE OF INSPECTION		DAY											
		M	M	T	T	W	W	T	T	F	F	S	S
EMERGENCY ACCESS													
SECURITY - GATES													
SECURITY - FENCING													
SITE ROADS / SURFACES (CLEAR FROM HAZARDS)													
WASTE CONTAINERS & BAYS- PROVISION OF FIRE BREAKS													
WASTE TYPES- COMPATIBILITY													
COMBUSTIBLE WASTE STORAGE (WITHIN PROPOSED LIMIT)													
COMBUSTIBLE WASTE STORAGE (AWAY FROM POTENTIAL IGNITION SOURCES)													
FIRE FIGHTING EQUIPMENT EG FIRE EXTINGUISHERS, FIRE ALARMS /SMOKE DETECTORS, ANY FIRE SUPPRESSION SYSTEMS													
PLANT & EQUIPMENT- FIT FOR PURPOSE AND UNDERGONE MAINTENANCE CHECKS													
STAFF ON SITE HAVE RECEIVED FIRE SAFETY TRAINING													
DRAINAGE CHANNELS/GULLIES													
HOUSEKEEPING	DUST												
HOUSEKEEPING	LITTER												
HOT WORKS FIRE WATCH UNDERTAKEN													
HOT EXHAUSTS FIRE WATCH													
WELFARE FACILITIES (CHECKED FOR ANY POTENTIAL FIRE RISK)													
NO SMOKING SIGNS IN PLACE													
QUARANTINE AREA CLEAR													
FIRES (ANY INCIDENTS REPORTED)													
OTHER -													
INSPECTION CARRIED OUT BY													
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):													
CHECKED BY						SIGNATURE							
POSITION						DATE							

GWM LTD RECYCLING FACILITY (COOKES INDUSTRIAL ESTATE)
SITE INSPECTION FORM (DAILY INSPECTIONS) – GWM/RF/4A

NOTES/ACTION (CONTINUATION SHEET):

CHECKED BY

SIGNATURE

POSITION

DATE

Sheet

of

GRAYS WASTE MANAGEMENT LTD
EMPLOYEE TRAINING NEEDS ASSESSMENT / REVIEW - GWM/RF/6

EMPLOYEE NAME					DATE					
POSITION					REVIEW DUE					
TRAINING CARRIED OUT BY										
POSITION										
TRAINING REQUIRED	GENERAL OPERATIVES		HGV DRIVER		PLANT OPERATOR		YARD MANAGER		TECHNICALLY COMPETENT MANAGER	
CARRIED OUT?	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE	Y/N	SIGNED BY EMPLOYEE
SITE RULES AND INFRASTRUCTURE										
EMERGENCY PROCEDURES										
FIRE SAFETY/ FIRE FIGHTING										
RECOGNITION OF WASTE TYPES										
STORAGE AREAS/LIMITS										
RECORD KEEPING										
VEHICLE CHECKS (Preventative Maintenance)										
PLANT CHECKS (Preventative Maintenance)										
DUTY OF CARE WASTE TRANSFER NOTES										
PLANT OPERATION - LOADING PLANT										
PLANT OPERATION - TREATMENT PLANT										
MANAGEMENT SYSTEM & PERMIT										
OTHER 1 (PLEASE SPECIFY)										
OTHER 2 (PLEASE SPECIFY)										

GRAYS WASTE MANAGEMENT LTD
COMPLAINTS REPORT FORM (GWM/RF/7)

Date Recorded:	Reference Number:
Name and address of caller	
Telephone number of caller	
Time and Date of call	
Nature of complaint (noise, odour, dust, other) (date, time, duration)	
Weather at the time of complaint (rain, snow, fog, etc.)	
Wind (strength, direction)	
Any other complaints relating to this report	
Any other relevant information	
Potential reasons for complaint	
The operations being carried out on site at the time of the complaint	
Follow Up	
Actions taken	
Date of call back to complainant	
Summary of call back conversation	
Recommendations	
Change in procedures	
Changes to Environmental Management System (EMS)	
Date changes implemented	
Form completed by	
Signed	
Date completed	

COMPLAINT RECORDING PROCEDURE:

- 1) Any complaints received will be recorded on form GWM/RF/7. This form will normally be completed, signed and dated by the Site Manager; if they are not available the Office Manager will complete the form.
- 2) The name, address and telephone number of the caller will be requested.
- 3) Each complaint will be given a reference number.
- 4) The caller will be asked to give details of:
 - a. the nature of the complaint;
 - b. the time;
 - c. how long it lasted;
 - d. how often it occurs;
 - e. Is this the first time the problem has been noticed; and
 - f. what prompted them to complain
- 5) The person completing the form will then, if possible, make a note of:
 - a. the weather conditions at the time of the problem (rain, snow, fog etc.)
 - b. strength and direction of the wind; and
 - c. the activity or activities taken place on the site at the time the noise was detected, particularly anything unusual.
- 6) The reason for the complaint will be investigated and a note of the findings added to the report.
- 7) The caller will then be contacted with an explanation of the source of the complaint if identified and the action taken to prevent a recurrence of the problem in future.
- 8) If the caller is unhappy about the outcome or unwilling to identify themselves the caller will be invited to contact the Natural Resources Wales and or the Local Authority.
- 9) Following any complaint the relevant management plan(s) will be reviewed to ensure appropriate actions are in place to counter any problems.

Appendix III

Appendix III - Copy of Environmental Permit

Appendix IV

Health & Safety – Conditions of Site Use

HEALTH AND SAFETY - CONDITIONS OF SITE USE

The following guidelines apply to all site personnel, contractors and visitors using the site (where applicable).

- 1) The site is covered by the Health and Safety at Work Act 1974 and its associated regulations and all users must abide by any relevant provisions. Any person found to be in contravention of the requirements of this Health and Safety Statement will be asked to leave the site.
- 2) All visitors and contractors must sign the visitor's book upon entry to and exit from the site. All vehicle drivers must report to the site office and await instruction from the site manager/deputy before proceeding to deposit waste at the site.
- 3) All accidents, diseases, injuries or dangerous occurrences shall be reported to the site manager. All instructions issued by the site manager in respect of health and safety at the site must be followed by all site users.
- 4) A first aid box (including eye-wash bottles) is kept in the site office. If you are injured on site please alert a member of staff/trained first-aider for assistance.
- 5) All persons must wear the appropriate PPE on site including high visibility jackets and hard hat.
- 6) Safety boots must be worn by all persons in the waste sorting/storage areas.
- 7) Protective gloves must be worn for any operations which present a hazard of puncture to or laceration of the skin or for any manual handling work carried out on site.
- 8) Ear defenders, safety helmets (hard hats) and eye protection will be issued when deemed necessary and must be worn by all employees and contractors where required by the site manager or other site representatives.
- 9) Fire extinguishers are kept on site to deal with any fires - fires shall only be dealt with by employees of Grays Waste Management Ltd unless alternative instructions are given by the site manager. Access to fire exits and fire fighting equipment must be kept clear at all times. When the fire alarm sounds please follow instructions and leave the site in an orderly fashion.
- 10) Persons who are suspected to be under the influence of drugs or alcohol will be removed from the site.
- 11) Smoking is not permitted on the site.
- 12) Observe and follow all traffic directions and traffic/safety signs.
- 13) Drivers must comply with all safety instructions given by the site manager or appointed deputy.
- 14) All drivers are responsible for ensuring that their vehicle is safely loaded. Unsafe loads will not be accepted at the site and will not be allowed to leave the site until they have been made safe.
- 15) Drivers waiting to tip at the recycling centre shall follow the instructions of the operator and shall only tip in the designated area, unless advised otherwise. No tipping shall take place over sorted stockpiles.
- 16) Drivers must remain in the cab or stand well clear of the vehicle during loading or tipping. Once the vehicle has been loaded it must be securely sheeted (if necessary) before leaving the site. When sheeting and unsheeting the vehicle ensure that the engine is switched off, the ignition key removed and the parking brake is on. Do not gain access using the mudguards and wheels. Ensure that your ropes, hooks and sheets are in good condition.
- 17) Never travel with the vehicle body raised. Ensure you know the maximum height of the raised body of your vehicle.

Declaration: To be completed by site users

I have read and understand the conditions of use for this site and agree to comply with them at all times. I accept that neither Grays Waste Management Ltd nor their employees shall be liable for any loss or injury arising from my non-compliance with the above conditions.

Signed.....

Print name.....

Company/Organisation.....

Date.....

Note: these conditions are included in the EMS for information only and may be revised regularly as part of the site health and safety policy.

Appendix V

Fire Check Inspection Form

GWM LTD RECYCLING FACILITY (PLOT 6 MONA INDUSTRIAL ESTATE)													
FIRE CHECK INSPECTION FORM (DAILY INSPECTIONS) - GWM/RF/4A													
WEEK STARTING													
TYPE OF INSPECTION			DAY										
			M	M	T	T	W	W	T	T	F	F	S
EMERGENCY ACCESS													
SECURITY - GATES													
SECURITY - FENCING													
SITE ROADS / SURFACES (CLEAR FROM HAZARDS)													
WASTE CONTAINERS & BAYS- PROVISION OF FIRE BREAKS													
WASTE TYPES- COMPATIBILITY													
COMBUSTIBLE WASTE STORAGE (WITHIN PROPOSED LIMIT)													
COMBUSTIBLE WASTE STORAGE (AWAY FROM POTENTIAL IGNITION SOURCES)													
FIRE FIGHTING EQUIPMENT EG FIRE EXTINGUISHERS, FIRE ALARMS /SMOKE DETECTORS, ANY FIRE SUPPRESSION SYSTEMS													
PLANT & EQUIPMENT- FIT FOR PURPOSE AND UNDERGONE MAINTENANCE CHECKS													
STAFF ON SITE HAVE RECEIVED FIRE SAFETY TRAINING													
DRAINAGE CHANNELS/GULLIES													
HOUSEKEEPING	DUST												
HOUSEKEEPING	LITTER												
HOT WORKS FIRE WATCH UNDERTAKEN													
HOT EXHAUSTS FIRE WATCH													
WELFARE FACILITIES (CHECKED FOR ANY POTENTIAL FIRE RISK)													
NO SMOKING SIGNS IN PLACE													
QUARANTINE AREA CLEAR													
FIRES (ANY INCIDENTS REPORTED)													
OTHER -													
INSPECTION CARRIED OUT BY													
NOTES/ACTION (CONTINUE ON A SEPARATE SHEET IF NECESSARY):													
CHECKED BY						SIGNATURE							
POSITION						DATE							

Appendix IV