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Environmental Permit Application Operating Techniques
Document reference- Doc 02
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1.0 INTRODUCTION

3Sixty Waste Ltd has prepared an application for an Asbestos Waste Transfer Station permit under IED regulations.

3Sixty Waste Ltd
Unit 31
Spytty Road
Leeway Industrial Estate
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NP19 4SL

We propose to operate a Waste Transfer Station (WTS) under the Environmental Permitting I.E.D.

The site is located within the boundary of unit 31 it has a secure boundary within a access gate. No public access is allowed on this site. Entrance security gate prevents this.

The site location is detailed on drawing doc 022a. Drawing doc 22b illustrates the site compound layout.

Upon entrance to the WTS all persons will comply will site rules: Doc 015.

It is proposed that 2 No. x 35 cubic yard enclosed lockable sealed skips (1 Bonded & 1 Fibrous) will be on site for the majority of operational hours which will allow licensed asbestos removal contractors to deliver their asbestos waste in double bagged 1000 micron bags & wraps in HD polythene for the purpose of "Bulking Up" before being taken to landfill for the final stage.

It is proposed that the site would be permitted to accept both hazardous Bonded and Fibrous asbestos waste bags.

When the proposed skip becomes full it will be taken to the final disposable site located below.

Newport Landfill (Hazardous Cell)
Docks Way Area 2 Landfill
Maes Glas
Newport
NP20 2NS

Permit No. -EPR/DP3733BK

1.1.1 Report Structure

This report describes the operating techniques that would be implemented at the facility to ensure compliance with the conditions of the Environmental Permit. The report has been drafted to satisfy the requirements of Natural Resource Wales (NRW) Guidance and is divided
into the following Sections.

Section 1 Introduction
Section 2 Management
Section 3 Operations
Section 4 Emissions and Monitoring
Section 5 Information

2.0 MANAGEMENT

2.1 Management System

We will operate an Integrated Management System (IMS), which includes a Health and Safety & Quality Management System, which is certified to BS8555.

Quickstep Environmental Ltd will attend 3Sixty Waste within the first 7 days of operating and begin BS8555. Regular visits would then ensure the management procedures are being followed. Copies of all audits / visits will be kept of site in the management office readily available for inspection.
Quickstep Environmental Ltd is an independent company with no affiliation to 3Sixty Waste Ltd.

Steph Woods
Quickstep Environmental
07780 230580
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The management systems would therefore ensure that:
• the risks that the activities pose to the environment are identified;
• the measures that are required to minimize the risks are identified;
• the activities are managed in accordance with the management system;
• performance against the management system is audited at regular intervals; and
• the Environmental Permit is complied with.

The IMS would be reviewed at least once every year or in response to significant Changes to the activities, accidents or noncompliance. The IMS would be supplemented by This document which outlines the proposed operating techniques at the site and Demonstrates conformance with the requirements of relevant and published Guidance.

2.1.1 Management Structure and Responsibilities

The 3Sixty Waste manager- Mr Mark Selway will be responsible for day to day operations and compliance with the Environmental Permit.

Whenever the site is open to receive or dispatch wastes, or is carrying out any of the waste management operations, it would be supervised by at least one member of staff who is suitably trained and fully conversant with the requirements of the permit regarding:

- waste acceptance and control procedures;
- operational controls;
- maintenance checklist;
- record-keeping;
- emergency action plans;
- accident management plans; and
- notifications to NRW.

2.1.2 Technical Competence and Training

The site would be managed by sufficient staff, competent to operate the site. The management system would deliver the following:

- All staff would have clearly defined roles and responsibilities;
- Records would be maintained of the skills required for each post;
- Records would be maintained of the training and relevant qualifications undertaken by staff to meet the requirement of each post; and operations would be governed by standard operating instructions.

Management

- Asbestos Medical Examination every 2 years.
  (Reg 22- Control of asbestos regulations 2012)
- Asbestos Half facemask Fit test carried out annually.
- Respiratory protection namely Sundstrom SR100 Half face mask with a SR510 filter will be worn whilst handling asbestos waste bags.
- WAMITAB & Business Management certification will be obtained with 12-18 months from date of permit transfer.

The WAMITAB assessment will be carried out by Mr Neil David of Waste Savers Ltd, address listed below, he will attend 3Sixty Waste Ltd premises on a monthly basis and carry out an assessment whilst various activities are carried out.

WAMITAB training code is .....

2.1.3 Site Security

In order to prevent unauthorised access to the site, site security measures would be in place.

- The site has a secure lockable access gate with 2.5 meter fencing around the perimeter of the boundary line.
- The access gate will be closed and locked secure at all times when the site is not operational (outside of working hours) and security lighting used as appropriate.
- Gates and fencing would be inspected at the commencement of each working day.
- Any defects or damage which compromises the integrity of the premises would be made secure by temporary repair by the end of the working day. Permanent repairs would be affected as soon as practicable. All inspections, defects, damage and repairs would be recorded in the daily site diary (doc- 011).

Children & public are not allowed on this site.

2.1.4 Permit Application & Surrender

Before commencement of operation an asbestos sampling exercise will be carried out and samples analyzed by an independent UKAS accredited asbestos survey company. A report (Doc- 043) will be supplied to 3Sixty Waste Ltd showing sample locations where dust samples were taken from and analyzed.

Random sampling will then be carried out. All reports will be filled and kept on site in the site office available for inspection.

To assist in permit surrender, all records would be demonstrated how the land beneath the site has been protected at all times between the date of permit issue and the end of permit operations. A second asbestos survey / land sampling exercise will be carried out to show that no contamination has been caused to the land / concrete floor.

Records to be would include:

- All sampling activities;
- Maintenance of impermeable surfacing;
- Actions taken to clean up incidents and spillages.
- Surrender of permit – asbestos sampling exercise.

2.1.5 Display of Environmental Permit

A copy of the Environmental Permit would be kept available for reference by all staff and Contractors whose work may have an impact on the environment.

The Permit will be displayed adjacent to the main access gate to the premises. Please see site plan doc 22b for detailed location of permit board.

2.1.6 Managing Documentation and Records

Controls would be in place to ensure that all documents are issued, revised and maintained in accordance with the conditions of the permit.

The documents that would be included within the scope of the controls are as follows:

- policies;
- responsibilities;
- targets;
- maintenance records;
- procedures;
- monitoring records;
- results of audits;
- results of reviews;
- complaints and incident records;
- exposure Records:
- training records.

Records would be made and kept up to date on a daily basis to reflect deliveries, on-site treatment and dispatches. All records relating to the pre-acceptance of waste would be maintained and kept readily available on site and kept for a minimum of 2 years after the waste has been removed off site. Backup copies of computer records would be maintained on & off-site.

2.1.7 Reporting Non-Compliance and Taking Corrective Action

Procedures would ensure appropriate corrective action is taken in response to problems identified at the site. The procedure would ensure that non-conformances are reported, investigated and rectified, and that failures and weaknesses are prevented. The following aspects would be considered:

- actual or potential non-compliance;
- system failure discovered at internal audit;
- suppliers or subcontractors breaking the agreed operating rules;
- incidents, accidents, and emergencies;
- malfunction, breakdown or failure of plant;
- other operational system failure; and
- complaints.

The action taken in response to the non-conformance may include:

- obtaining additional information on the nature and extent of the non-conformance;
- discussing and testing alternative solutions;
- modifying procedures and responsibilities;
- seeking approval for additional resources and training; and
- contacting suppliers and contractors (as applicable).

2.1.8 Auditing and Legal Compliance

There would be a formalized internal auditing procedure to ensure the facility is audited at defined intervals and that the progress of corrective and preventative action is monitored. Independent Audit will begin at commencement of permit by:

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Quickstep Environmental
07780 230580
info@quickstepenvironmental.co.uk

2.1.9 Monitoring, Measuring and Reviewing Environmental Performance

A formalized management structure would review environmental performance, and ensure any necessary actions are taken.

2.1.10 Operational Control, Preventative Maintenance and Calibration

The Environmental Management System would complement operational procedures so as to ensure effective control of site operations, the use of approved suppliers and contract services, the maintenance of operational equipment and the calibration of monitoring equipment.

All plant and equipment would be subject to a programme of planned preventative maintenance (PPM) which would follow the inspection and maintenance schedule recommended by the manufacturer.

2.1.11 Design and Construction Quality Assurance

All relevant elements of the site (not already constructed) shall be designed in accordance with recognised standards, methodologies and practices.

The design process would use a risk-based approach and would be appropriately documented using drawings, specifications and method statements to provide an adequate audit trail.

Construction Quality Assurance (CQA) plans would govern all construction activities necessary in the future. These CQA plans would be prepared by competent and suitably qualified persons and would detail the assurance and validation process for relevant elements of the installation, which shall include:

- material selection;
- handling, storage and installation;
- conformance and performance testing; and
- inspection and validation.

A competent and suitably qualified person would supervise the activities.

2.2 Accident Management Plan

We recognise the importance of the prevention of accidents that may have environmental consequences and that it is crucial to limit those consequences. We have developed a system to identify, assess and minimise the environmental risks and hazards of accidents and their consequences which forms the accident management plan.

The accident management plan would be implemented and maintained at the site to ensure the site and site staff are fully prepared for such incidents. The accident management plan would be reviewed at least every 1 year or as soon as practicable after an incident with changes made accordingly to minimise the risk of occurrence.

The following accident management plan describes the techniques that would be implemented to minimise the risks posed to the environment. Activities affecting the health and safety (H&S) of operatives, contractors and visitors would be separately managed in compliance with H&S regulation and company H&S Policy.

Should an accident occur namely an asbestos waste bag may split while transferring from waste vehicle to skip: Persons will apply PPE, a Cat 3 Type 5/6 overall and Sunstrom SR100 Half Face respiratory mask, they will then restrict access for an area minimum of 2 square metres and vacuum clean with a H Type Vacuum cleaner with current DOP test cert & HEPA filter. Waste will then be re-doubled bagged and placed in the onsite asbestos waste skip. Incident will then be recorded in the daily site diary Doc 011.

1 x Pump spray containing 15 litres of asbestos suppressant will be located adjacent to the skip during operating hours to assist with an emergency such as this.

1 x H Type vacuum cleaners will be located adjacent to the skip during operating hours to assist with an emergency such as this.

2.2.1 Hazard Identification

The following hazards have been identified:

- unauthorised waste receipt and processing;
- fire;
- loss of containment - spillage and leakage;
- security and vandalism; and
- flooding.

2.3 Risk Estimation

The Accident Management Plan (Table 2-1) has adopted a risk assessment approach to each potential hazard by combining the probability and magnitude of the potential risk to give an estimation of the risk prior to any mitigation measures. The risk management measures, which are designed to reduce the likelihood of occurrence, are then detailed followed by an estimation of the actual risk post-mitigation (Residual Risk Rating).

Table 2-1 Accident Management Plan

Accident Scenario and Consequence
Probability of accident occurring
Magnitude of Potential Impact Risk rating before mitigation
Risk Management Residual Risk Rating (following mitigation)
Unauthorised Waste Receipt and Processing
Acceptance of unauthorised materials could result in unacceptable wastes being stored and treated at the site.
Low Moderate Medium All wastes would be subject to inspection and checking against the declaration on the waste transfer note. In the event that unauthorised waste is delivered to the site, the waste would be segregated and stored in a designated Quarantine/isolation area prior to export from site.

Fire
No risk of fire.
Air transport or smoke,
Spillages and contaminated

Low Severe Medium To prevent and minimise the risk of fire the following action would be taken:
All vehicles delivering waste would be checked for any evidence of waste that is on fire or that is smoldering on arrival at the site;
The plant inspection schedule would include checks of electrical equipment within the site to ensure that any faults are identified and repaired;
Fire extinguishers would be provided at designated locations;
Smoking would not be permitted on site;
The operators working practices would ensure assessment of fire hazards and training of employees in fire prevention, e.g. the use of fire extinguishers and emergency procedures;
N R W would be advised of all incidents of fire as soon as practicable; and
No wastes shall be burned on the site and any fire at

Accident Scenario and Consequence
Probability of accident occurring
Magnitude of Potential Impact Risk rating before mitigation

Risk Management Residual Risk Rating (following mitigation)
The site would be treated as an emergency In the event of fire, the following action would be taken:
The fire brigade would be notified immediately and N R W soon as practicable;
The burning area would be isolated and attempts would be made to extinguish the fire utilising the on site fire extinguishers if safe to do so;
The site would be evacuated if the fire is not containable.

Spills and Leaks / Loss of containment
Loss of containment could lead to spillage and leakage of potentially contaminating materials impacting on local land quality, surface water and groundwater.

Medium / Low
Storage vessels: storage tanks would be constructed to the appropriate British Standard;
Inspection: tanks would be inspected visually on a daily basis by the site staff to ensure the continued integrity of the tanks, and identify the requirement for any remedial action;
Spill kits: materials suitable for absorbing and containing minor spillages would be maintained on site;
• Monitoring techniques: the site staff would undertake

Security and Vandalism
Medium/ Low - the site is located on the currently operational Ind Est, No public access is a rule on this site.
Our premises would have the following security measures in place;
• Lighting: the proposed waste facility would have security lighting as required;
• 2.5m fencing is currently in place around the perimeter of the WTS;
• Security gate: the gates to the site would be locked closed whenever the site is not accepting waste;

Accident Scenario and
Consequence Probability of accident occurring
Magnitude of Potential Impact Risk rating before mitigation
Risk Management Residual Risk Rating (following mitigation)
Inspection: gates and fencing extending around the site would be inspected daily by the operations staff to identify deterioration and damage, and the need for any repairs;
Maintenance and repair: fencing and gates would be maintained and repaired to ensure their continued integrity. In the event that damage is sustained repairs would be made by the end of the working day. If this is not possible, suitable measures would be taken to prevent any unauthorised access to the site and permanent repairs would be affected as soon as practicable;
Authorised access system: all visitors to the site would be required to register in the visitor's book and sign out again on exit to Minimise the risk of unauthorised visitors being present on site; and Monitoring techniques: operational procedures, including regular inspections would ensure continual monitoring of security provision at the site.
In the event of a breach of security at the site, the cause would be investigated and appropriate mitigation measures implemented. Records maintained would include inspections and maintenance of security fencing and gates, breaches of security, investigations and actions taken.
Flooding Could lead to potentially contaminating liquids impacting on local land quality, surface water and groundwater.
A Flood Risk Assessment
Low Moderate -The site is shown to lie on flat land and has no potential for flooding. Further investigation has confirmed that likely flow paths would not encroach on the site and so is not
considered to be at significant risk from this source of flooding. Measures have been taken in the design of the proposed site so that critical and vulnerable infrastructure would be located

Medium/ Low Accident Scenario and
Consequence Probability of accident occurring

Magnitude of Potential Impact Risk rating before mitigation
Risk Management Residual Risk Rating (following mitigation)

3.0 OPERATIONS

3.1 Process Description
It is proposed that the site would accept Both Fibrous & Bonded Hazardous Waste.

3.2 Permitted Activities
The waste management operations to be carried out at the site will be subject to hazardous waste regulations and not accept more than 3,650 tpa.

3.2.1 Permitted Categories and Types of Waste
Bonded & Fibrous waste will be accepted, Asbestos must be double bagged in 1000 gauge asbestos waste bags clearly displaying identification & legislation / waste codes.
Wraps will be "Wrapped" in HD polythene and labeled accordingly.

Any unauthorized waste will be refused and contractor will be advised accordingly in nearest permitted site.

3.3 Waste Acceptance

3.3.1 Hours of Operation
The delivery of waste to the facility would take place between 07.00 and 17.30 hours on Monday to Fridays and 07.00 and 16.00 hours on Saturdays. Closed on Sundays.

3.3.2 Load Inspection and Waste Control
All drivers bringing waste material to the site would report to the site office where the materials would be visually inspected, where possible, in order to confirm their description and composition against the relevant waste transfer note, and other accompanying documentation. All wastes would undergo a further visual inspection during direct placement form the waste transit vehicle into the secure onsite skip.
Wastes would not be accepted onto the site unless sufficient storage capacity exists and the site is adequately resourced to receive the waste. All containers would be checked to confirm quantities against the accompanying paperwork. These containers would be checked that they are clearly labelled.

3.3.3 Means of Measurement
Wastes entering the site would be recorded upon arrival and waste removed from site would also be recorded on exit.

3.3.4 Waste Quarantine Procedures
If it is suspected that waste which does not conform to that permitted under the Environmental Permit has been deposited at the site, it will be refused or placed in a designated quarantine area. This waste would be removed as soon as possible to a suitably permitted facility. A record would be kept in the site diary of all rejected wastes. The waste producer and NRW would be notified of the non conformance.
Please see doc 22b- Site plan for location of Quarantine area.

3.4 Site Infrastructure and Equipment

3.4.1 Site Identification Board
A site identification board which is easily readable from outside the entrance during hours of daylight would be provided at main site entrance.
The identification board would be inspected at least once per week. In the event of damage or defect that significantly affects the legibility of the board it would be repaired or replaced

within a timescale agreed with NRW.
The board would display the following information:
• site name and address;
• permit holder;
• permit number (s);
• emergency contact name and telephone number;
• NRWW national telephone numbers; and
• days and hours site is open to receive waste.

3.4.2 Plant and Equipment
All items of plant and equipment would be maintained in accordance with manufacturers Recommendations.

4.0 EMISSIONS AND MONITORING
The site would be constructed and operated so that there shall be no point source emissions to air, surface water, groundwater or land, apart from clean surface water runoff.

Asbestos air monitoring will be carried out by a UKAS accredited air monitoring company, Air monitoring pumps will be placed at random intervals around the waste transfer station area whilst various tasks / operations are carried out to "gather" a realistic calculation of exposure whilst carrying out that task.
Information obtained from this independent report will be transferred to the "Operative Exposure Records" doc 014.

4.1 Surface water and Groundwater
Within the permitted boundary areas of the site used for waste handling operations, the site currently is concrete impermeable surfacing and has 1 No drainage point nearby. This will be covered over with a "Drain Lid".

4.1.1 Engineered Containment and Site Drainage
Waste management activities would all take place within the WTS compound, including delivery, tipping, storage, 'bulking up' and collection.

Site surfacing would be subject to an inspection and maintenance programme to ensure continued integrity of the surface within the building and in the yard area.

Clean surface water from the yard area would drain under gravity.
There would therefore be no potential for contaminations to escape from the site.

4.1.2 Containment Bunding
All storage containers (Skips) will be
• Impermeable and resistant to the stored materials;
• have no outlet and drain to a blind collection point;
• have pipework routed within bunded areas with no penetration of contained surfaced;
• be designed to catch leaks from tanks or fittings;
• have a capacity greater than 110% of the largest tank or 25% of the total tankage;
• be subject to regular visual inspection

4.2 Sewer
There would be no direct discharges to sewer from waste management operations at the facility.

4.3 Odour
There would be no point source emissions to air from waste management operations at the facility. Odour has been assessed as a fugitive emission.
The facility would accept mixed wastes from commercial licensed Asbestos Removal Companies.

4.3.1 Monitoring and Control of Odour Generation

Incoming wastes would be subject to inspection by site personnel who would be aware of the permitted wastes that can be accepted at the facility and those which could be potentially malodorous and which could require special attention.

All waste would be discharged directly into the enclosed WTS skips and any waste which is found to be excessively malodorous would be immediately removed off site in a suitable vehicle and taken to an appropriately permitted facility. If the permitted site is closed, abatement measures would be employed and recorded until such waste is removed from the site. The area of the malodorous deposit would be swept, washed down and decontaminated as appropriate.

The WTS would have regular removal of skips when full by a licensed contractor before taken to landfill.

4.4 Dust

Due to the nature of the wastes proposed to be accepted at the WTS it is not anticipated that excessively dusty waste would arrive at the facility. However, the mitigation measures are proposed in Section 4.4.1 below.

4.4.1 Control of Dust, Fibers' and Particulates

A number of measures would be taken in order to minimize the dust emissions from the site. These include:

- all waste management activities would be enclosed within the main waste transfer Station boundary;
- all inbound and outbound vehicles (owned by us) shall be sheeted with Corex 2millimeter black sheet board to prevent fugitive emissions of dust;
- regular visual inspections of the haul roads and yard would be undertaken by the company director or their nominee and remedial action instigated as necessary.

Visual inspections would be carried out by the company director or their nominee and site operatives during the working day, especially during dry and windy conditions. The Site Manager would assess the need for remedial action and implement such action where necessary. All information will be recorded in the daily on site diary.

4.5 Noise

The site is not expected to produce any noise, Vehicles will leave the ind est via the main industrial estate entrance which adjoins the bypass. The nearest residential properties are located approximately 1000m away to the north of the proposed WTS permit boundary.

Noise associated with the proposed WTS would mainly be from vehicles passing on the road nearby and vehicles entering / leaving site and from the unloading of wastes.

4.5.1 Control of Noise Generation

All waste operations would be carried out within the confines of the WTS building.
All equipment would be maintained and operated in accordance with manufacturer's guidance and would be maintained in good working order.
Any defective plant would be repaired as soon as practicable. Alternatively the plant may be 'stood down' from active operations.
Our own vehicles will comply with current Tax & MOT regulations and be fully insured for their purpose and be registered as a licensed waste carrier. Vehicles delivering waste by a third party will be presumed to be fit for purpose and in good working order.
Waste would not be delivered to the site outside of the consented hours of working.
Good operational site practices would be followed at all times. These procedures would include:

- where possible, mobile plant would be located away from noise-sensitive receptors;

• dropping materials from height would be avoided; and
• all plant would be switched off when not in use.

4.5.2 Noise Monitoring

The monitoring of noise levels generated by the operation would be undertaken on a continuous basis by the site staff. It would be the Managing Directors responsibility to identify and control any excessive noise that occurs. Active, quantitative monitoring would only be undertaken if it is identified that problems are being caused. A record of any complaints arising regarding noise emissions and the actions taken would be kept in the site diary.

4.6 Pests

The facility would be inspected by both site management and operatives for infestations of pests, vermin and insects on a routine basis. In the event that specific waste is found to be responsible for attracting scavengers or pests or infestation, this waste would be removed from the proposed waste facility as soon as practicable.

A specialist pest control contractor would be deployed if required. Contact details of a suitable contractor would be kept on site and would be available to all staff and NRW on request.

4.7 Litter

All waste handling and storage would take place within the confines of the WTS building. The boundary of the site and its environs would be regularly checked and any wind blown litter collected and disposed of appropriately.
It would be the responsibility of the site staff to constantly monitor the site for any signs of Escaping materials either from site or from vehicles delivering or removing materials to and from the site. Inspections would be carried out on a daily basis and a record maintained within the site diary.

4.8 Mud and Debris

The access road for the facility is concrete, as is the WTS compound area, it is not anticipated that mud and debris would be a particular problem at the site, as all waste handling operations would take place within the enclosed WTS building.
Within the site the following measures would be taken in order to minimise the deposition or tracking of mud or debris from the site onto public areas of highways:
• areas of hard standing would be maintained free of significant quantities of mud/debris;
• all operational areas would be subject to monitoring by staff throughout the working day to identify accumulations of mud requiring remedial action; and In the event that mud, debris or waste arising from the site is deposited onto areas outside the site, the following remedial measures would be implemented:
• the affected areas outside the site would be cleaned; and
• traffic would be isolated from sources of mud and debris within the site to prevent further tracking of mud and debris, and measures would be taken to clear any such sources as soon as practicable.
Currently there is no mud on or near the proposed 3Sixty HQ.

5.0 INFORMATION

All relevant notifications and submissions to the NRW regarding the site would be made in writing and would quote the permit reference number and the name of the permit holder.
Records would be maintained indefinitely, however in the case of offsite environmental effects, and matters which affect the condition of land and groundwater, the records would be kept until permit surrender.

5.1 Reporting and Notifications

5.1.1 Changes in Technically Competent Persons

NRW would be informed in writing of any changes in the technically

competent management of the site and the name of any incoming person together with evidence that such person has the required technical competence.

5.1.2 Waste Types and Quantities

A summary report of waste types and quantities accepted and removed from the site for each quarter, would be submitted to NRW within 1 month of the end of the quarter unless otherwise required by the permit conditions.

5.1.3 Relevant Convictions

NRW would be notified of the following events:

- We being convicted of any relevant offence; and
- any appeal against a conviction for a relevant offence and the results of such an appeal.

5.1.4 Notification of Change of Operator's or Holder's Details

NRW would be notified of the following:

- any change in the operator's trading name, registered name or registered office address; and
- any steps taken with a view to the company going into administration, entering into a company voluntary arrangement or being wound up.

5.1.5 Adverse Effects

NRW would be notified without delay following the detection of the following:

- any malfunction, breakdown or failure of equipment or techniques;
- any accident;
- fugitive emissions which have caused is causing or may cause significant pollution; and
- any significant adverse environmental and health effect.

6.0 CLOSURE

This report has been prepared with all reasonable skill, care and diligence, and taking account of the manpower and resources devoted to it by Information reported herein is based on the interpretation of data collected and has been accepted in good faith as being accurate and valid. No warranties or guarantees are expressed or should be inferred by any third parties.

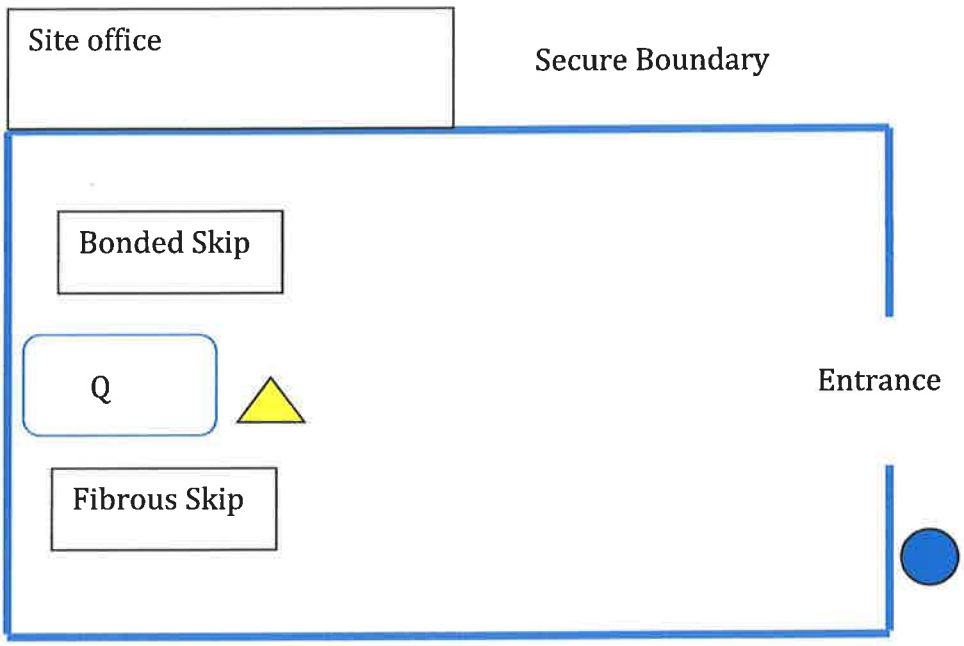
This report may not be relied upon by other parties without written consent from 3Sixty Waste Ltd.

We disclaim any responsibility to in respect of any matters outside the agreed scope.

Doc 022a -Site Location

2.5m Fencing with lockable gates around the perimeter of compound.

Doc 022b- Site Compound Layout



KEY

= 110v H Type Vacuum Cleaner & Dust Suppressant

= Permit Board / Contact Information / Company Policies

Q : = Quarantine Area.

Appendices

I. Health & Safety Policy - Doc 09

Health & Safety Policy

At 3Sixty Waste ltd we provide specialist waste disposal services to industry & commerce throughout the United Kingdom.

We recognize our obligation to ensure the health and safety of all its employees, customers and others who may come into contact with the company and its operations. It is therefore the policy of 3Sixty Waste ltd to ensure that all current health and safety legislation, and specific health and safety requirements of our customers are fully complied with. Such obligations are set out in the *Health and Safety at Work Act 1974,* and particularly the Management of *Health and Safety at Work Regulations 1999* and all associated asbestos waste transfer station legislation.

To achieve this policy the company will develop and maintain a formal management system setting out arrangements and procedures, which assures compliance with these obligations. This system is based upon good working practices and complies with the requirements of our forthcoming **BS 8555 accreditation.**

This policy will be regularly communicated to all employees to assure full awareness of our individual responsibilities, the need to work in a safe manner and to not endanger ourselves, colleagues or others – and to not put plant or equipment at risk of damage. Moreover, arrangements are maintained for employees and management to regularly consult on health and safety issues. Where training needs are identified then these are addressed as a priority.

3Sixty Waste ltd is committed to preventing injury or ill health, and protecting the welfare of all its employees and where applicable, those outside the company who may be impacted. Health and safety performance is regularly reviewed and the identification and setting of specific time based objectives assures continual improvement and continued effectiveness.

Signed:

Managing Director, August 2017

II. Doc 10 – Environmental Policy

Environmental Policy

3Sixty Waste ltd provides specialist services to industry, commerce and the public sector throughout the United Kingdom.
The Management and all who work for 3Sixty Waste ltd are committed to minimizing our impact upon our environment and preventing pollution. The Company seeks to minimize waste, promote recycling and where possible to work with suppliers who they themselves have sound environmental policies.

3Sixty Waste ltd ensures that all current environmental legislation and specific environmental control requirements of our customers are fully complied with.

To achieve this policy the company has developed and maintains a management system that covers all areas of the company's activities. This system is based upon good working practices and complies with the requirements of **BS 8555.** An essential feature of the environmental management system is the commitment to continual improvement in environmental performance. This is achieved by the identification and setting of specific time based objectives and the regular monitoring and review of environmental performance.

Environmental objectives and targets are published throughout the organization and all employees are encouraged to actively contribute toward identifying and implementing on-going continual improvements in environmental performance.

RESPONSIBILITES

1. Overall and final responsibility for effective environmental management lies with the Managing Director

2. Day-to-day responsibility for ensuring this policy is put into practice is delegated by the Managing Director.

3. To ensure the impact upon the environment by the Companies activities is negated or minimized, the following people have responsibility in the following areas:

Name	***Responsibility***
Managing Director	Ensuring environmental policies and procedures are written and kept up to date Ensuring Emergency plans are in place and kept up to date. Responsible for producing an annual management system plan. Ensuring the Companies Environmental Impact Assessments are undertaken and documented Ensuring any environmental incident reports are fully investigated and closed out. Conducting Site Audits.
	Management, control and review of environmental policies. Monitoring of environmental management performance on operational sites. Investigating environmental incident reports. Identification of training needs to improve environmental management performance. Conducting Site Audits Ensure a full understanding of statutory requirements for environmental compliance are understood, documented and communicated. Conducting Site Audits and ensuring closing out of non- conformance's Implementing environmental processes and instructions. Conducting Employee and Management environmental management meetings Contributing to toolbox talk topics and relaying to Managers and Employees. Investigating environmental incidents, preparing incident reports, reporting to relevant enforcing authorities Carrying out COSHH assessments ensuring storage, waste handling and environmental impact are highlighted. Carrying out environmental impact assessments of all Company activities and maintaining an Environmental Aspects Register and making that available to all staff. Ensuring the Companies potential environmental impact and environmental management are highlighted during new employee inductions. Completing environmental management sections of prequalification documents.

ARRANGEMENTS

Employee's duties

2.1

All employees must:

- co-operate with managing director & course Tutors on environmental matters;
- be aware of the potential environmental impacts associated with their work and ensure all instructions are fully complied with.
- Raise any environmental concerns to their Management.
- not interfere with anything provided to safeguard the environment.

2.2a Environmental risks arising from our work activities

An Environmental Aspect register will be prepared as a basis by the Management.

The Environmental Aspect register will form part of the company policy. The managing director will ensure agreement and compliance.

2.3 Consultation with employees

Reference should be made to the IMS Process 'Consultation and communication'.

Consultation on environmental management matters and issues with employees is undertaken by all levels of management:

- A site specific environmental impact assessment will be reviewed.
- Regular toolbox talks take place between Management and site Operatives. These allow specific environmental topics and improvement ideas to be discussed.

Consultation with employees is not restricted to the above methods alone. Employees are encouraged to voice any environmental concerns at any time to Management.

3.2 Correct handling, use and disposal of substances and packaging

Reference should be made to the Instruction 'COSHH' and the IMS Process 'Job Preparation'.

The managing director is responsible for ensuring that information about the storage, handling, disposal and any specific environmental concerns of all materials are obtained for any new materials introduced such that a full environmental impact assessment can be made.

The managing director will undertake the environmental impact assessment using this information.

Employees are for responsible for ensuring that all actions and controls identified in this assessment are implemented.

3.3 Information, instruction & supervision

Reference should be made to the IMS Processes 'Job Preparation'. 'Job Completion, Consultation & Communication'.

The required documents displayed at site, normally in the canteen area: e.g. health and safety law poster, the health and safety policy statement, the environmental policy statement and the public liability insurance.

Environmental management advice is available from the Managing Director or Natural Resources Wales. A Safety, Health and Environmental Management handbook is regularly issued to all employees and this details responsibilities and actions required of all Company personnel to assure effective environmental management.

3.4 Competency for tasks & training

Reference should be made to the IMS Process 'Training' Instruction 'Training & Competence'

Induction training and where appropriate, job specific training is provided by the Company, Any specialist training identified is provided by appropriate personnel (internal or external) depending upon the training required.

Training records are kept indefinitely.

Operational training will be identified, arranged and monitored. Any office based training will be identified, arranged and monitored by the Director.

3.5 Environmental Incidents

Reference should be made to 'Incident Reporting and Investigation'.

Any incident where there has been, or could have been an adverse effect upon the environment must be reported and an incident report, or a near-miss report raised.

The managing director is responsible for the investigation of any such incidents or near misses.

The managing director is responsible for reporting any such incident to the enforcing authority if that is appropriate.

3.6 Monitoring

Reference should be made to 'Site Audit'.

To check that set operational procedures designed to either negate or minimize the environmental impact of the Companies activities are both being employed and are effective the Company will:-

- Regularly review the environmental impact assessment, assess each task and implement the appropriate control measures.
- Check that such control measures are being employed and are effective.
- Review such control measures at intervals during the project to ensure that any changes to work scope or the surrounding environment are considered.
- Report and investigate all environmental incidents
- Undertake audits and inspections to identify any non-compliance
- Document, track and close out any actions arising from audits, incident investigations, inspections etc.

End.

III. Doc 011 - Daily Site Diary

Location: 3Sixty Waste Ltd			Date	
1. Weather (General Description)	Hours Lost	Temp (F)	8.00am	3.00am
Onsite Labour (Total Strength)				
Productive	Non-Productive	Staff	Total	Absentees
Hours Worked	Reason:			
Lost Time Stopped	Reason:			
Site Visitors				
Name	Company	Purpose of visit		
Instructions or Variations: (Each to be confirmed)				
From	Brief Particulars	Other Information		
Work Done : (Brief Description of work carried out)				
Main Materials Delivered:				
Description	Quantity	Supplier		
Other Notes				
SIGNED,	**Date,**			
	POSITION			

IV. Doc 014 - Weekly Asbestos Exposure Record

Personal Exposure Record Form

Week Comencing		Employees Name			N.I Number			
All areas must be complete, if in doubt contact your manager.	Job no./ Address	Type of asbestos White, Brown or Blue.	Works carried out, eg; removal, Setting up or env Clean.	Type of RPE wom I.e half mask p3 or full face p3 or disposable.	State if exposure is assumed Or measured. (A or M)	Exposure Level in F/ml if it is Measured by an Analyst Give Ref no; (A)	Hours worked with ACMs, (B)	Total Exposure in hours for day, (A) x (B)
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
				You must now add together all the total exposure hours to get weekly exposure,& transfer to a 12 summary for this employee.				

V. Doc 14 - 12 Weekly Asbestos Exposure Record

Asbestos Removal Procedures	Doc - 014		Dated Jan 2016

Personal Exposure Record 12 Week Summary

Note, Please read all parts of this form before attempting to complete, if in doubt speak to your manager.								
Date of 12 week commencing;		Employees Name		Employees N.I number				
	Week 1 to week 4			Week 5 to week 8			Week 9 to week 12	
Week comencing;	Weekly total taken from exposure record;		Week Comencing;	Weekly total taken from exposure record;		Week Comencing;	Weekly total taken from exposure record;	
Week comencing;	Weekly total taken from exposure record;		Week Comencing;	Weekly total taken from exposure record;		Week Comencing;	Weekly total taken from exposure record;	
Week comencing;	Weekly total taken from exposure record		Week Comencing;	Weekly total taken from exposure record;		Week Comencing;	Weekly total taken from exposure record;	
Week comencing;	Weekly total taken from exposure record		Week Comencing;	Weekly total taken from exposure record;		Week Comencing;	Weekly total taken from exposure record;	
Sum total of weeks 1-4 (A) =			Sum total of weeks 5-8 (B) =			Sum total of weeks 9 - 12 (C)		
			Add total from above; A + B + C =			= fn/ml over 12 week summary		

12 Week Summary Compiled by..... Date Completed / /

VI. Doc 023 - Month PPE Mask Check

Make		**Model;**	
Serial No;		**Issued To;**	
Month Of Inspection -		**Year -**	**2016**

THIS FORM MUST BE KEPT FOR THE WHOLE MONTH OF USE - DO NOT USE MULTIPLE FORMS.

	FULL FACE RPE									HALF FACE RPE							
Date	Cleaniness	Filter Check	Face -Pierce / seal	Head Straps	Harness	Valves	Hosse/Cables	Batteries Charged	Air-flow-test	Cleaniness	Filter Check	Pre Filter Check	Face -Pierce / seal	Head Straps	Valves	Maintennance	Date Action Complete
1st																	
2nd																	
3rd																	
4th																	
5th																	
6th																	
7th																	
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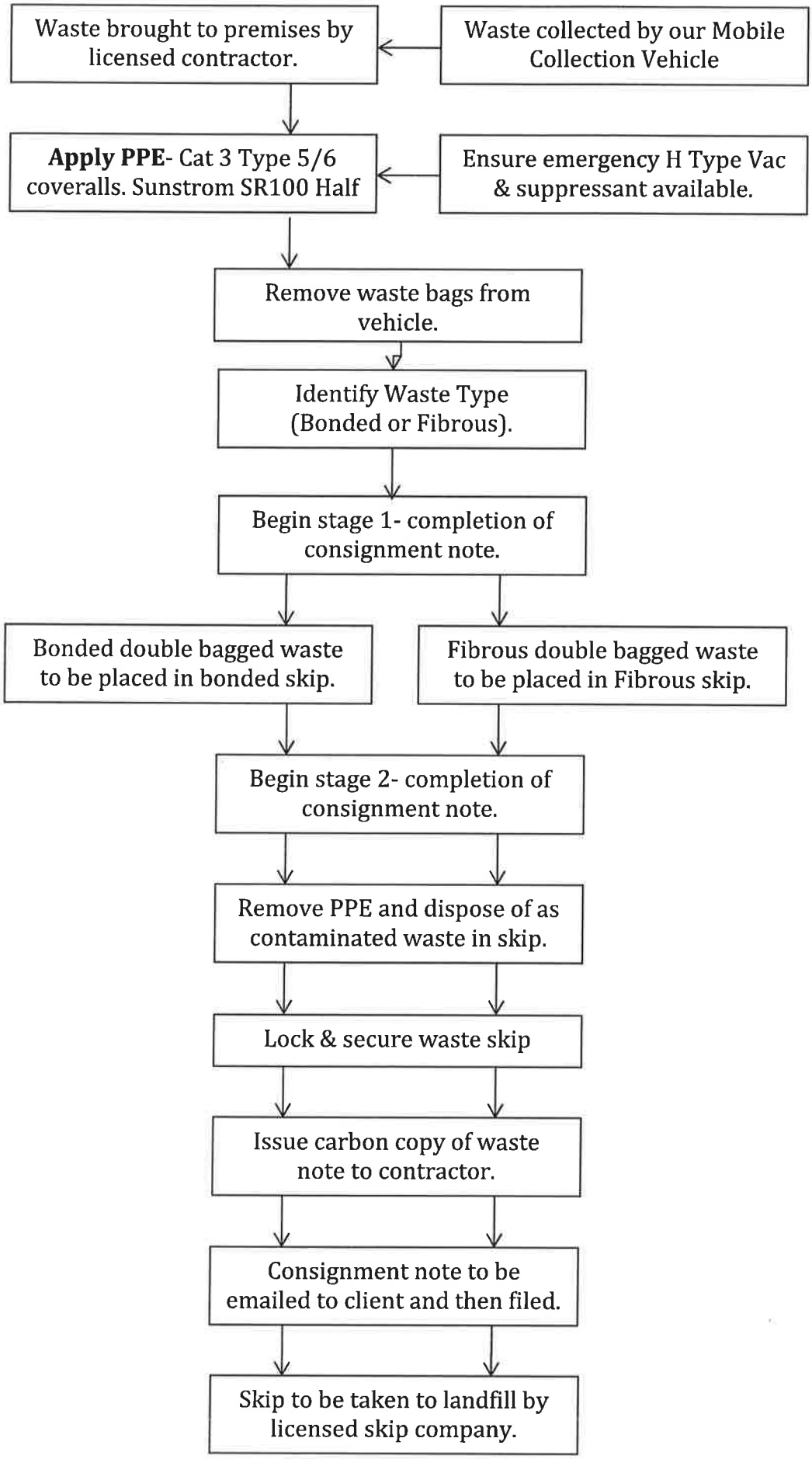
30th																	
31st																	

I have examined and tested this RPE to the criteria as above and it is suitible for use - Yes / No

Date Of Examination		Signature	

VII. Doc 05 – Company Insurance Policy

VIII. Doc 17 – Waste Management Process



IX - Qualifications

Please see Doc 020.

Asbestos Survey Report- Please see Doc 043