



Waste Transfer Station,  
Motorworks, Rhondda.

## WASTE TRANSFER & RECYCLING STATION MOTORWORKS RHONDDA.

### WORKING PLAN

#### CONTENTS

#### 1-Site location and Overall Principles

#### 2 Site Infrastructure

##### 2.1 Site Security

##### 2.2 Access

##### 2.3 Site Surfaces

##### 2.4 Site Office and Welfare

##### 2.5 Site Services

##### 2.6 Storage

#### 3. WASTE TYPES

#### 4. OPERATIONS

##### 4.1 Site Staffing

###### 4.1.1 Management

###### 4.1.2 Operations Staff

###### 4.1.3 Staff Training

##### 4.2 Operational Hours

##### 4.3 Plant and Equipment

#### 5. OPERATIONAL PROCEDURES

##### 5.1 Incoming Waste

##### 5.2 Site Operations

###### 5.2.1 Access to Transfer Area

###### 5.2.2 waste Inspection

Waste Transfer Station,  
Motorworks, Rhondda.

5.2.3 Unacceptable Waste

5.2.4 Spillage

5.2.5 waste Turnaround

## 6. ENVIRONMENTAL CONTROLS

6.1 Prevention of Pollution

6.2 Fire

6.3 Litter Control

6.4 Odour Control

6.5 Dust Control

6.6 Noise Control

6.7 Vermin Control

6.8 Cleanliness of Access and Highway

## 7. EMERGENCY PROCEDURES

7.1 Fire

7.2 Dangerous Substances

## APPENDIX A SITE DRAWINGS

## APPENDIX B OPERATIONAL RISK ASSESMENT

Waste Transfer Station,  
Motorworks, Rhondda.

## 1. SITE LOCATION AND OVERALL PRINCIPLES

The site is located near Tonyrefail its former use is a depot for coaches and former workshops. New measures of work will be undertaken to comply with a transfer and recycling licence. The wastes are to recycled or non recyclables to be taken to a suitable licensed landfill site.

*Recycling +  
Disposal!*

## 2. SITE INFRASTRUCTURE

### 2.1 Site Security

The site is located within 8ft concrete walls with a lockable 6ft steel sheeted gate, which is locked outside of operating hours. The rear of the site is protected by the Williamstown bypass. We have CCTV in operation on site premises

### 2.2 ACCESS

The site can be accessed four ways, Tonypandy bypass A4119, Tonyrefail bypass A4119 or Tonyrefail and Trebanog B4278.

*Which to use? 200!  
side entrance  
NGP -  
licence?  
etc.*

The drawings shows the area of the site and surrounding streets, and shows the layout of our yard.

*Which one?* → Entrance to the site will be swept clean morning and afternoon to minimise dust and mud problems from entering the public highway.

*?* On site entrance numbers for site, environment office, emergency contact numbers, with days and business hours on display.

### 2.3 SITE SURFACES

Tipping area is consisting of concrete surface which drains into a interceptor drain which is located by the roll on off.

*where does  
this  
discharge  
to?*

### 2.4 SITE OFFICE AND WELFARE

The site is on the right on entering the yard with drainage, hygiene facilities, first aid equipment, fire extinguisher telephone with fax facility.

Site diary, visitors book and accident books are kept within the site office.

Waste Transfer Station,  
Motorworks, Rhondda.

## 2.5 Site Services

The site is provided with mains water, electricity and a telephone within the site office. Toilet and sink waste will drain to the sites existing sewer.

## 2.6 Storage

All sorted and segregated wastes will be stored in their appropriate containers ready for transfer or appropriate landfill site.

## 3. WASTE TYPES

### 3.1 The site will accept the following waste materials

Inert material i.e. subsoil and rubble;

Household, Commercial and Industrial Wastes;

The following wastes will be segregated and stored separately in containers for recycling purposes:-

Soils and rubble, wood, scrap metal and cardboard.

*what is being disposed of?*

### 3.2 The maximum storage on site at any time will not exceed 50 TONNES

## 4. OPERATIONS

### 4.1 Site Staffing

#### 4.1.1 Management

A technically competent person will be available at all times. This includes day to day operations and site activities to comply with licence and planning conditions.

#### 4.1.2 Operations Staff

Minimum of two personnel are on site at all times during working hours. One person will be responsible for the control of incoming and outgoing vehicles, Duty of Care documentation, inspecting waste for compliance with licence conditions and keeping all records.

These two persons will also control vehicle movements, segregating wastes for landfill or recycling and ensuring site cleanliness.

Waste Transfer Station.  
Motorworks, Rhondda.

#### 4.1.3 Staff Training

All staff have received instructions and documented training on all operational procedures, site licences and requirements for the environment and health and safety laws. With back up refreshers every 12 months.

*What Site  
Licences?*

#### 4.2 Operational Hours

The site working hours are:

Monday to Friday 0700 to 1600 hrs  
Saturday 0700 to 1300 hrs

#### 4.3 Plant and Equipment

A JCB Site master will be used to load the recyclable materials into their suitable containers. A 360-degree machine also works within the transfer station area loading the roll on off with landfill waste.

### 5. OPERATIONAL PROCEDURES

All vehicles entering site must report to site office. This also applies to site visitors who will be shown site safety sheet and they must sign the visitor's book before entering the site and sign out when leaving the site.

All Duty of Care notes for the waste the driver is carrying must describe waste contents and address of the subject waste.

If the site staff is satisfied that the waste is acceptable, the customer or employee will be directed to the tipping or recycling area.

If the site staff are not satisfied that the waste description it will be refused and the registration number of the vehicle noted in the site diary.

This will then be reported to the environment agency.

All incoming and outgoing waste will be recorded for future reference to hand.

#### 5.2 Site Operations

##### 5.2.1 Access to Transfer Area

All vehicles are directed to tipping are the driver is instructed where to discharge their load. No waste is kept longer than 24hrs on site.

## 5.2.2 Waste Inspection

Once the waste is discharged the site staff checks that no waste outside of the licence is included. This monitoring continues whilst the load is being deposited within its required containers.

## 5.2.3 Unacceptable Waste

No toxic or hazardous waste is permitted on site. If at any one time we receive this waste the registration of the lorry will be noted and the environment agency will be informed. No tipping will commence until the environment agency have made a decision on what action to take.

## 5.2.4 Spillage

Any spillage that may occur will be dealt with dry sand or absorbent cork.

An interceptor drain is constructed at the tipping area to ensure that any spillage is contained within that area and drains to a sealed catch pit.

Interceptor

## 5.2.5 Waste Turnaround

No waste will be kept on site longer than 24hrs. With landfill waste no longer than 12hrs.

# 6. ENVIRONMENTAL CONTROLS

## 6.1 Prevention of Pollution

The site construction means that all wastes are deposited, sorted, stored and loaded on an impermeable concrete pavement. An interceptor drain in front of the building access will collect all surface water run-off from the concrete slab. The drain discharges to a sealed catch pit with a capacity of 1500 litres. The catch pit is to be inspected for its contents no less than daily and after rain. The catch pit is to be emptied when the collected liquids reach 80% capacity of the catch pit. A note of inspections and emptying of the catch pit is to be made in the site diary.

Infrastructure

Any excess water collected in the sump will be disposed off-site to a suitably licensed facility.

As a result of any minor spillage; it shall be cleaned up immediately; using sand stored within the building to clean up liquids and subsequently placed in alternative suitable containers for appropriate disposal.

Motorworks, Rhondda.

In the event of any major spillage which are causing or are likely to cause polluting emissions to the environment; immediate action shall be taken to contain the spillage and prevent liquid from entering surface water drains; water courses and unsurfaced ground. On implementing the container measure the spillage shall be cleared and placed in appropriate alternative containers. The Environment Agency shall be informed of any such spillage as soon as possible after the event.

## 6.2 Fire

A work instruction and fire emergency plan is to be displayed in the site office. All operators on site will be made aware of this work instruction to gain an understanding of the appropriate procedures in case of the outbreak of fire.

Fire equipment is located around the site and these consist of fire extinguishers in the site office and welfare facility.

## 6.3 Litter Control

Litter pickers will be employed or hired in as necessary to keep the site and its surrounds tidy. Priority will be given to off-site areas with the tidiness of the of the site attended to once are clear.

Where the winds are so severe that litter control is difficult and litter is leaving the site; customers will be told to bring in heavy loads only.

## 6.4 Odour Control

Strong odours are unlikely to be generated at such a facility due to the nature of the permitted wastes. Nevertheless any such wastes will be loaded into the first available bulk lorry departing the site. The temporary nature of retention of waste 24hrs will ensure that odour is not a nuisance.

## 6.5 Dust Control

The concrete working areas will serve to keep dust generation to a minimum. The working area will be swept to prevent dust build up.

The sorting and loading areas of the site and haul road will be damped down with a fine mist spray when necessary.

Motorworks, Rhondda.

## 6.6 Noise Control

All Equipment utilised as part of the site operation are to be turned off when not in regular use.

## 6.7 Vermin Control

The site shall be inspected daily for the presence of vermin. If vermin are discovered, the site operator will implement the appropriate control measures. Alternatively a pest control firm will be contracted to carry out such controls.

## 6.8 Cleanliness of Access and Highway

The site and highway outside the site will be kept free from mud and debris. Opportunity for vehicles using the site to collect such mud and debris on wheels is minimal as the entire operational area consists of concrete hard standing and site access roads are surfaced. Should any mud or debris be tracked onto the access area and highway it will be immediately cleaned by site personnel or a contractor hired to undertake the works.

# 7. EMERGENCY PROCEDURES

## 7.1 Fire

No waste will be burned within the site.

A no smoking regulation will be established within the waste transfer and recycling area and appropriate notices displayed and instructions given.

Any outbreak of fire will be treated as an emergency and both the Fire Department and Environment Agency will be informed.

Fire extinguishers will be available at locations indicated on a site layout plan displayed in the site office and staff facility area. These will be used to extinguish small fires where the operative is not putting themselves or others at risk.

Clear directions will be given to the fire service to direct them to the fire upon arrival, to ensure that the speediest service is provided.

Motorworks, Rhondda.

The fire service will be informed of any person missing or suspected to be still within the site.

Should there be any perceived risks to neighbours, in terms of fire spread or smoke, evacuation of nearby buildings will be undertaken in consultation with the fire service and other outside agencies.

Documentation of actions and decisions taken will be held on site by relevant personnel. This will be in the form of a site diary.

## 7.2 DANGEROUS SUBSTANCES

Should dangerous substances be delivered and discharged at the site they will be isolated from any area by provision of an exclusion zone marked out with cones and rope or similar and the tipping area closed.

Spillage of any such material will be dealt with.

On assessment of the material tipping will continue in the alternative-tipping zone.

The Environment Agency will be informed immediately and advice sought on how to deal with materials.

# Working Plan of Our yard

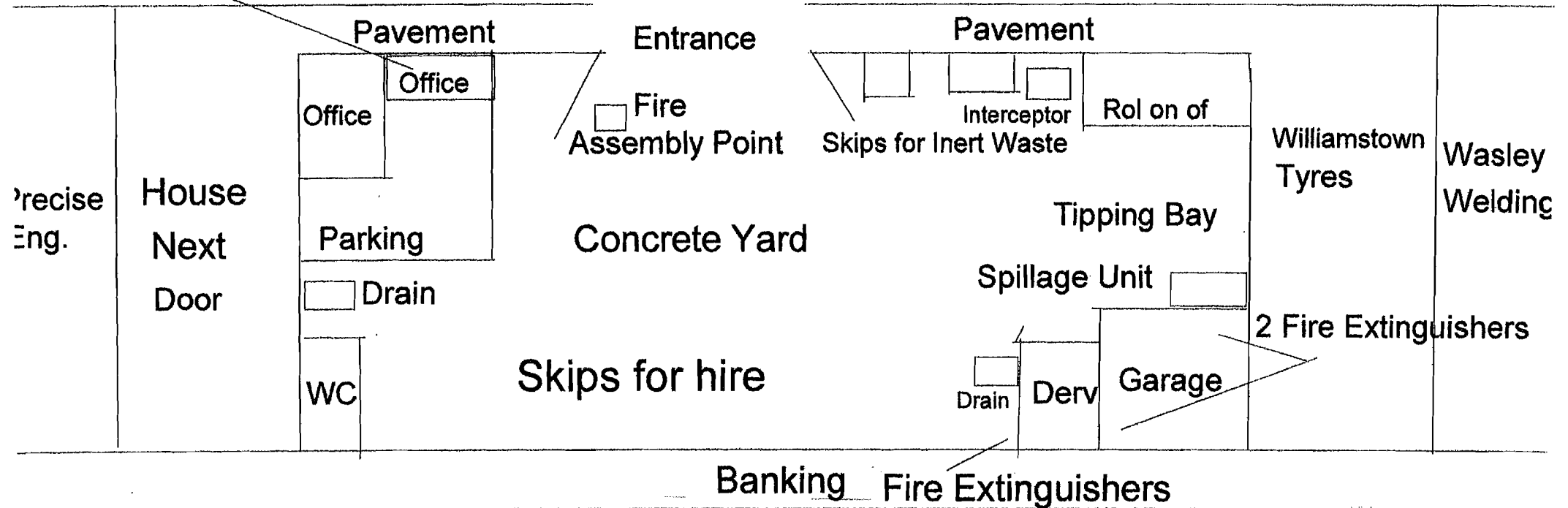
Greenmeadow Housing Estate

Banking

Houses

Penrhiwfer Road B4278

First Aid Kit & Fire Extinguisher within office



Williamstown By Pass A4119