

**UNIT 3
CLYDESMUIR INDUSTRIAL ESTATE
TREMORFA**

PAUL WILLIAMS

**WORKING PLAN FOR THE TRANSFER STATION/
WASTE RECYCLING STATION**

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UNIT 3 CLYDESMUIR INDUSTRIAL ESTATE

CONTENTS

1.0	GENERAL CONSIDERATIONS	3
1.1	Site operation & licence holder.....	3
1.2	Site history and planning status	4
1.3	Permit area & waste management operations.....	4
1.4	Hours of operation	4
1.5	Waste types and quantities.....	5
1.6	Staffing and management.....	5
1.7	Health and Safety	5
1.8	Fit and proper persons	6
2.0	SITE INFRASTRUCTURE	7
2.1	Access and parking.....	7
2.2	Notice board and signs.....	7
2.3	Site security	7
2.4	Site office.....	7
2.5	Weighbridge.....	8
2.6	Fuel & chemical storage.....	8
2.7	Waste transfer & storage	8
2.8	Drainage	9
2.9	Vehicles, plant and equipment	9
3.0	SITE OPERATIONS	10
3.1	Preliminary procedures.....	10
3.2	Checking in and inspection of loads.....	10
3.3	Waste Recycling.....	10
3.4	Waste deposit.....	11
3.5	Waste collection.....	11
4.0	ENVIRONMENTAL CONTROL, MONITORING AND REPORTING.....	12
4.1	Breakdowns and spillages	12
4.2	Site inspections and maintenance	12
5.0	AMENITY CONTROL	13
5.1	Control of mud and debris.....	13
5.2	Control and monitoring of dust	13
5.3	Litter control	13
5.4	Control of pests, birds and other scavengers	13
5.5	Control and monitoring of noise and vibration	14
5.6	Odour control.....	14
5.7	Control of Fire.....	14
5.8	EA Reporting Mechanism	15
5.9	Environmental Management System	15
6.0	SITE RECORDS	16
7.0	APPENDICES	17

1.0 GENERAL CONSIDERATIONS

1.1 Site operation & licence holder

PW Skip Hire has applied for an environmental permit for a waste transfer facility at Unit 3, Clydesmuir Industrial Estate, Cardiff, CF24 2QS. The proposed commercial and industrial waste transfer station is intended to service the needs of PW Skip Hire and allow the operator to increase the amount of waste recycled from its skip hire business. It is intended that the site accept waste from domestic, commercial and industrial customers. Third party customers will be accepted on site subject to meeting the requirements set out in this document. The working plan has been produced in order to support the Environmental Management System (EMS) and Environmental Permit (EP) in compliance with the requirements of Environmental Permitting (England and Wales) Regulations 2010.

Recent developments in legislation has increased the effectiveness and scope of operations for waste transfer and recycling centres, generating greater recovery rates for recyclable waste. This facility is intended for the reception and storage of wastes prior to recovery and disposal. The proposed recycling operations include sorting household, commercial and Industrial waste to produce materials suitable for reprocessing and re-use, hence, reducing the demand for virgin materials.

The registered office for PW Skip Hire is:

Flat 1
88 Marlborough Road
Penylan
Cardiff
CF23 5BY

PW Skip Hire Ltd. has applied for a standard rules environmental permit for a Household, Commercial and Industrial Waste Transfer Station with Treatment (SR2008No3).

ESP Ltd. has been employed to act as consultant for PW Skip Hire, to assist in the preparation of this working plan and EMS. Contact details for ESP Ltd. are as follows: -

ESP Limited
33 Cardiff Road
Taffs Well
Cardiff
CF15 7RB

Telephone: 029 2081 3385
Fax: 029 2081 3386

1.2 Site history and planning status

The site is located on land at Unit 3, Clydesmuir Industrial Estate, Cardiff, CF24 2QS. National Grid Reference ST 20616 77375 as shown on Figure 1.

Planning for a waste transfer, recycling and recovery facility has been applied for from Cardiff County Council.

1.3 Permit area & waste management operations

The area, which is the subject of the Environmental Permit (EP) application, is outlined in red on Figure 2. All references to 'the site' in this working plan shall mean this area and the infrastructure, plant and equipment associated with the site.

The EP would permit the sorting and storage of waste prior to recovery and/or disposal. Specified waste management operations will include waste disposal and waste recovery operations listed in Parts III and IV of schedule 4 of the Waste Management Licensing Regulations 1994. They are in summary:

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

1.4 Hours of operation

The operating hours for the receipt, sorting or removal of waste will be:

Monday to Friday	 to
Saturday	 to
Sunday	 to
Bank Holidays	 to

Suitable lighting will be made available on site for operations that are carried out after official lighting up times to ensure that operations can be carried out safely. Any proposal to conduct site operations outside the hours listed will be subject to prior notice to the Environment Agency Wales and Local Planning Authority.

1.5 Waste types and quantities

The waste types to be accepted at the site are listed in **Appendix 1**, they will be: solid, dry non-hazardous household, commercial and industrial wastes; as defined in the Controlled Waste Regulations 1992 and Section 75 of the Environmental Protection Act 1990. The waste will be from household, commercial and industrial premises. Excluded wastes - the following wastes will not be accepted:

- All hazardous waste as defined under the Hazardous Waste (England and Wales) Regulations 2005.

Waste delivered to the site will principally be from skip vehicles operated by PW Skip Hire.

The maximum amount of waste to be stored on site at any time will betonnes.

The maximum annual throughput will be less than 75000 tonnes.

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 site.

1.6 Staffing and management

The site will be open for the receipt of waste or for other essential operations during the hours listed in Section 1.4. Positions in bold italic print below are the minimum staff requirements when the site is open for the reception of waste:

<i>Position</i>	<i>No.</i>	<i>Responsibilities</i>
Site Operative	1	Overall site management (fully conversant with the requirements of the (EP).

Additional staff employed by PW Skip Hire will also be utilised on site during busy periods to carry out site maintenance works and plant maintenance etc. Details of staff training, issue of written work instructions, roles and responsibilities will be held in the EMS system.

1.7 Health and Safety

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 all users** are attached to this working plan as **Appendix 2**.

PW Skip Hire operates a permit to work system covering:

- contractor safety information.
- electrical work.
- Excavation.
- hot work.
- working at height.

1.8 Fit and proper persons

Technical competence – Paul Williams will provide technical competence for the facility and will enrol with WAMITAB to undertake the relevant award. Paul Williams will either meet the minimum requirements required under the WAMITAB scheme to demonstrate competence or will use a third party to provide technical competence cover until he has achieved the necessary award.

Any third party offering technical competence cover will demonstrate competence to the EAW prior to starting on site.

Relevant convictions - at the date of writing Paul Williams had not been convicted of a relevant offence.

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2.0 SITE INFRASTRUCTURE

2.1 Access and parking

Access to the site is gained from the Clydesmuir Road; the site entrance is shown on Figure 1 and Figure 2.

There is adequate parking space available on the site for the parking of all 'site vehicles' associated with the operational activities and off-site for private vehicles, see Figure 2

2.2 Notice board and signs

A notice board will be positioned at the site entrance and will display the following information:

- The site operator's name, emergency contact name, address and telephone number.
- The hours of operation of the site.
- The site permit number and authorisation by the EA.
- Emergency national telephone number for EA (08708 506506).

Additional signs will be displayed to state the following:

"No unauthorised access - all persons entering the site must report to the site office."

"No Smoking" (situated in the waste handling areas).

2.3 Site security

Gates - The entrance to Unit 3 is gained from entering through a steel door as shown Figure 2. The door will be locked at all times when the site is unmanned.

Site security may be required to prevent the unauthorised deposit of waste and vandalism of equipment including potentially polluting liquids from oil drums/plant.

2.4 Site office

The office for the site will be located as shown on Figure 2. The site records detailed throughout this working plan will be maintained in the site office and will be made available for inspection by the Environment Agency Wales on request.

The list below details the relevant site documents which will be kept for at least 6 years:

- Environmental Permit and supporting application details
- The Working Plan
- Site Diary
- EA inspection reports
- In-house inspection sheets
- Duty of Care Transfer Notes (2 years only)
- Waste delivery tickets
- Weighbridge tickets (if any)
- Visitor Book
- Accident book
- Staff competency/ training
- Permit to work system

The following documents will be kept until the environmental permit is surrendered:

- Site Condition Report including any updates will be kept until permit surrender.
- Records associated with any pollution event offsite.
- environmental effects alleged to have caused harm or health.
- Effects.
- Design, construction and maintenance records.
- All site inspection records including third party inspections.
- Details of any non conformances including spillages and Incidents.

2.5 Weighbridge

The site does not have the benefit of a weighbridge and will estimate weights using the conversion factors (**Appendix 3**).

2.6 Fuel & chemical storage

Any fuels and chemicals stored on site will be in mobile storage containers or steel drums. These containers will be double skinned or stored within bunded areas or on drip trays. The location may vary with operational requirements.

2.7 Waste transfer & storage

All waste sorting operations will take place within the waste transfer station building shown on Figure 2. The floor area is surfaced with concrete.

In the event of the deposit of unforeseen, unauthorised wastes on site; a clearly signed and enclosed container/skip will be provided in an area to be allocated for quarantine purposes. The location of this container may vary as operating conditions permit.

2.8 Drainage

Due to the permitted area being completely enclosed within an industrial building, the surface water drainage system has only been designed to deal with rainwater from the roof; hence, the risk of contamination is low.

All waste handling and waste storage area surfaces within the transfer station building are carried out on an impermeable concrete floor with side walls.

Foul water from the welfare facilities will be disposed off to foul sewer using the existing foul water connection.

2.9 Vehicles, plant and equipment

Waste will be loaded and sorted on site using a small wheeled loading shovel (JCB Loadall or similar and a 360° excavator with grab). The plant will be stored on site. Additional plant will be hired to cover any busy periods and as operational needs demand.

3.0 SITE OPERATIONS

3.1 Preliminary procedures

Guidance will be given by the site management to all employees, subcontractors, other waste carriers and customers regarding waste types that are acceptable at the site. The waste arriving on site will predominantly be brought in by vehicles operated by PW Skip Hire or delivered by other hauliers who hold current waste carriers registration certificates. Details will be taken for all new haulage operations bringing waste to the site and the details will be periodically checked with the EAW to ensure registration.

As the waste accepted will principally be from PW Skip Hire vehicle(s) then staff will check the load prior to uplift from the customer to ensure that the contents are in line with the Duty of Care and in line with those permitted by the EP. Any non conformances will be recorded and follow the procedure for waste rejection in below.

3.2 Checking in and inspection of loads

All incoming vehicles are required to report to the site operative. The details of the load will be recorded and the duty of care (transfer note) and company documentation will be checked by the operative, to ensure that the load is acceptable. Any deviation from the procedures or problems with any load will be reported to the Paul Williams.

If the waste does not meet the description stated on the controlled waste transfer note the customer will be advised to check the note and give a more detailed description of the waste. If the more detailed description of the waste reveals that the waste is not permitted at the transfer site then the customer will be advised to contact the Environment Agency Wales to find an alternative site.

The nature of commercial waste makes full inspection difficult until the load is deposited. If unauthorised waste is discovered after its deposit, two courses of action are available:

- (i) Return the waste to the producer and advise the Environment Agency Wales of the deposit;
or,
- (ii) Where the producer of the load cannot be contacted or where the removal off site of the waste may cause further problems then the waste will be deposited in the quarantine container provided for unauthorised wastes. The Environment Agency Wales will then be contacted to agree a course of action.

3.3 Waste Recycling

The purpose of the transfer station is to allow waste streams to be sorted into wastes that can be recycled i.e. inerts, wood and metals, which are removed from the residual waste that will go for end disposal. This will reduce the need for landfill and for the use of virgin materials.

The transfer station building will have dedicated skips/containers to allow for the storage of segregated material that can be recycled as well as that material which cannot be recycled.

3.4 Waste deposit

Once a load has been accepted for deposit (in accordance with procedure above) and is found to comply with the conditions of the EP the following procedure will apply:

- (i) The driver will be directed to deposit in the waste transfer building.
- (ii) Mixed dry waste *may* be sorted by hand or mechanical plant and the reusable waste such as plastics, paper, cardboard, etc. will be deposited in skips or clearly segregated areas.
- (iii) The fraction of waste that cannot be recycled will be stored within the waste transfer building to be removed to a suitably permitted waste management site.
- (iv) Wood waste may be segregated and stored within the separate wood skip.
- (v) Inert waste may be segregated prior to being placed within segregated inert waste skips on site.

If the maximum storage capacity of the site is reached then no further waste will be tipped until waste can be removed from the site and taken to a suitably permitted or exempt waste management operation.

Unsorted waste will be stored within the waste transfer building for a maximum of seven days.

3.5 Waste collection

When a collection vehicle arrives at the site the driver will be instructed to report to the site operative. All relevant documentation will be completed and checked and the vehicle will be passed to load the waste and transport it to the disposal site.

All waste disposal outlets will be checked for suitability against Duty of Care requirements and recorded in the EMS prior to coming on site.

4.0 ENVIRONMENTAL CONTROL, MONITORING AND REPORTING

4.1 Breakdowns and spillages

In the event of breakdown of the loading plant an alternative will be brought on site until repairs are complete; or not if repairs can be carried out quickly without causing the operations of the site to breach any EP conditions.

The surface of the waste transfer bay will be cleared of all waste at least once every 31 days to allow inspection of the site surface and to carry out any necessary repairs. Any spillages will be cleared immediately by depositing sand or absorbents on the affected area, the sand or absorbents will then be placed in a suitable container prior to being taken to a suitably permitted site for disposal.

Any breakdown of plant that could lead to a breach of EP conditions and any spillage will be reported to the EA as soon as is practically possible.

4.2 Site inspections and maintenance

The inspection frequencies for maintenance & housekeeping are listed on record form **Appendix 4**. The inspection form will be completed by Paul Williams or a person who is familiar with the requirements of the working plan and EP 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 and all repairs will be carried out within 5 working days unless agreed otherwise with the Environment Agency Wales.

All repairs to site security 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 effected. Any major defects found during the daily site inspection which are likely to lead to a breach of licence 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 the Environment Agency Wales will be contacted to agree a suitable time-scale for repair.

All vehicle & plant maintenance will be carried out within the transfer station building and any spillages will be dealt with as per the spillage procedure.

5.0 AMENITY CONTROL

5.1 Control of mud and debris

Mud on roads - The surfacing of the entire operational area of the site is an impermeable pavement (concrete). The strict use of the dust control measures listed in Section 5.2 significantly reduces the risk of mud deposition on the approach roads.

Road vehicles will not track through areas where waste is stored. However, the deposit of material on the public highway will be treated as an emergency and will be cleaned with a mechanical vacuum sweeper, or similar, immediately.

5.2 Control and monitoring of dust

All site operations will be carried out to minimise the creation of dust. If required a hosepipe or mist air system may be used within the waste transfer station building and any other areas that may be prone to dust.

It is not thought that the way and quantity of waste stored on site will cause dust issues.

Sheeting of vehicles - vehicles carrying potentially dusty loads off site will be securely sheeted before leaving the site. Other loads will be sprayed with water, if necessary, before leaving the site to reduce dust emissions.

5.3 Litter control

The site surface will be inspected daily when the site is in operation and debris will be swept as required and placed in a skip. Any litter which does escape will be collected and removed for disposal before the end of the working day on which it is discovered.

Sheeting of vehicles – all vehicles carrying loads off site will be securely sheeted before leaving the site. Other loads will be sprayed with water, if necessary, before leaving the site to reduce aerial emissions.

5.4 Control of pests, birds and other scavengers

Vermin, insects & bird control - It is unlikely that vermin will present a problem because of the waste types handled at the site but a recognised pest control contractor will be brought in if any problems are encountered.

The site will be inspected as part of the weekly site inspection and the presence of vermin noted in the site dairy (**Appendix 4**).

5.5 Control and monitoring of noise and vibration

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

No vibrating plant will be used on site.

5.6 Odour control

All incoming waste will be subject to the acceptance procedures as detailed in Section 3.2. If any waste exhibiting offensive odours are deposited on site it will be deposited in the quarantine area for rejected waste or removed from the site immediately to a suitable disposal site.

It is not perceived for odours to be a problem. Odours can be mitigated using good operational techniques. Should odour become an issue then the following action will be taken:

- Investigate the source of the odour
- Investigate operations management
- Investigate other potential sources exterior to the site
- Investigate complaint

If odours are detected within the site then action will be taken to improve site operations. If this is not sufficient then alternative control methods will be employed such as odour masking sprays.

5.7 Control of Fire

Naked flames and smoking are not allowed on site, other than designated areas. No waste material shall be burned within the boundaries of the site, unless under a specified exemption from Waste Management Licensing Regulations Paragraph 5. There will be sufficient fire fighting equipment on site such as hydrants, extinguishers and inert material.

Any fire at the site will be regarded as an emergency and immediate action shall be taken to extinguish it with the appropriate fire extinguisher, provided that the person feels competent to tackle the fire. In the event that the fire cannot be tackled with the equipment provided the Fire Brigade should be called and the fire hydrants shall be utilised.

All outbreaks of fire shall be notified forthwith to the Environment Agency.

5.8 EA Reporting Mechanism

Any incidents involving the following will be reported to the EAW as soon as is practicably possible either through a direct line or using the national 24 hour line where out of normal office hours:

- Accidents.
- Incidents (including near misses).
- Plant breakdowns and malfunction that could have an adverse affect.
- On the environment or human health and could lead to a breech of EP conditions.
- Waste rejection.
- Any significant environmental effects including damage to any sensitive receptors and significant impacts on properties.

5.9 Environmental Management System

PW Skip Hire operates an Environmental Management System (EMS) in line with the requirements of the Environmental Permitting Regulations 2010 and based on the Environment Agency's "General Waste Sector Toolkit (2009)".

The EMS maybe updated as and when required due to an operational change.

The EMS will be periodically audited for compliance by a third party. Copies of all audits will be made available upon request to the Environment Agency Wales.

6.0 SITE RECORDS

Documented procedures and records for the identification, collection, storage and disposal of waste have been established.

The following details will be recorded using a Waste Transfer Note for every load deposited at the site:

- (i) The date and time of delivery.
- (ii) The name and address of the waste producer.
- (iii) The type and quantity of waste (in tonnes or cubic metres).
- (iv) The carriers name or driver name.
- (v) Vehicle registration number.
- (vi) Signature of person inspecting waste.

The details will be entered into a computer system to assist with the production of auditable records of waste inputs as required by the Environment Agency Wales.

The following details will be recorded for all deposits of unauthorised waste at the site and will be forwarded to the Environment Agency Wales:

- (i) Date and time of deposit.
- (ii) A description of the waste.
- (iii) The quantity of waste (in tonnes or cubic metres).
- (iv) Name, address and telephone number of waste producer.
- (v) The carrier's name, registration number and vehicle registration.
- (vi) Reason for the rejection of waste and action taken.

The details will be recorded on a Rejected Waste Form **Appendix 5**

The following details will be recorded for every load of waste leaving the site:

- (i) The date and time of removal.
- (ii) The type and quantity of waste (in tonnes or cubic metres).
- (iii) The destination waste management site or exempt facility.
- (iv) The name and registration number of the carrier removing the waste (if applicable).

The details will be recorded on a waste transfer note and may be entered into a computer system to assist with the production of auditable records of waste outputs as required by the Environment Agency Wales.

A summary of waste types and quantities deposited at and removed from the site will be forwarded to the Environment Agency Wales at intervals specified in the EP for the site.

Site diary - The outcome of all inspections of site infrastructure will be recorded in the site diary (including action taken or proposed).

Visitors to the site will sign the visitor's book upon arrival and exit stating the purpose of their visit and whom they represent.

7.0 APPENDICES

- 1 Waste Types (EWC)
- 2 Site Safety Rules
- 3 Volume/Weight Conversion Tables
- 4 Site Inspection Form
- 5 Waste Rejection Form
- 6 Risk Assessments
- 7 Drawings
- 8 Site Service Plans (Via External Provider)

APPENDIX 1

WASTE TYPES (EWC)

Table 2.2. Waste types and quantities

01	WASTES RESULTING FROM EXPLORATION, MINING, QUARRYING, AND PHYSICAL AND CHEMICAL TREATMENT OF MINERALS
01 01	wastes from mineral excavation
01 01 01	wastes from mineral metalliferous excavation
01 01 02	wastes from mineral non-metalliferous excavation
01 03	wastes from physical and chemical processing of metalliferous minerals
01 03 06	tailings other than those mentioned in 01 03 04 and 01 03 05
01 03 09	red mud from alumina production other than the wastes mentioned in 01 03 07
01 04	wastes from physical and chemical processing of non-metalliferous minerals
01 04 08	waste gravel and crushed rocks other than those mentioned in 01 04 07
01 04 09	waste sand and clays
01 04 11	wastes from potash and rock salt processing other than those mentioned in 01 04 07
01 04 12	tailings and other wastes from washing and cleaning of minerals other than those mentioned in 01 04 07 and 01 04 11
01 04 13	wastes from stone cutting and sawing other than those mentioned in 01 04 07
02	WASTES FROM AGRICULTURE, HORTICULTURE, AQUACULTURE, FORESTRY, HUNTING AND FISHING, FOOD PREPARATION AND PROCESSING
02 01	wastes from agriculture, horticulture, aquaculture, forestry, hunting and fishing
02 01 03	plant-tissue waste
02 01 04	waste plastics (except packaging)
02 01 07	wastes from forestry
02 01 10	waste metal
02 02	wastes from the preparation and processing of meat, fish and other foods of animal origin
02 02 03	materials unsuitable for consumption or processing
02 03	wastes from fruit, vegetables, cereals, edible oils, cocoa, coffee, tea and tobacco preparation and processing; conserve production; yeast and yeast extract production, molasses preparation and fermentation
02 03 04	materials unsuitable for consumption or processing
02 04	wastes from sugar processing
02 04 01	soil from cleaning and washing beet
02 04 02	off-specification calcium carbonate
02 05	wastes from the dairy products industry
02 05 01	materials unsuitable for consumption or processing
02 06	wastes from the baking and confectionery industry
02 06 01	materials unsuitable for consumption or processing
02 06 02	wastes from preserving agents
02 07	wastes from the production of alcoholic and non-alcoholic beverages (except coffee, tea and cocoa)
02 07 01	wastes from washing, cleaning and mechanical reduction of raw materials
02 07 02	wastes from spirits distillation
02 07 04	materials unsuitable for consumption or processing
03	WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND CARDBOARD
03 01	wastes from wood processing and the production of panels and furniture
03 01 01	waste bark and cork
03 01 05	sawdust, shavings, cuttings, wood, particle board and veneer other than those mentioned in 03 01 04

SR2008No3_75kte (version 3.0)

03 03	wastes from pulp, paper and cardboard production and processing
03 03 01	waste bark and wood
03 03 07	mechanically separated rejects from pulping of waste paper and cardboard
03 03 08	wastes from sorting of paper and cardboard destined for recycling
03 03 10	Fibre rejects, fibre-, filler- and coating-sludges from mechanical separation
04	WASTES FROM THE LEATHER, FUR AND TEXTILE INDUSTRIES
04 01	Wastes from the leather and fur industry
04 01 08	waste tanned leather (blue sheetings, shavings, cuttings, buffing dust) containing chromium
04 01 09	wastes from dressing and finishing
04 02	wastes from the textile industry
04 02 21	wastes from unprocessed textile fibres
04 02 22	wastes from processed textile fibres
06	WASTES FROM INORGANIC CHEMICAL PROCESSES
06 09	wastes from the MSFU of phosphorous chemicals and phosphorous chemical processes
06 09 02	phosphorous slag
06 09 04	calcium-based reaction wastes other than those mentioned in 06 09 03
06 11	wastes from the manufacture of inorganic pigments and opacifiers
06 11 01	calcium-based reaction wastes from titanium dioxide production
07	WASTES FROM ORGANIC CHEMICAL PROCESSES
07 02	wastes from the MFSU of plastics, synthetic rubber and man-made fibres
07 02 13	waste plastic
09	WASTES FROM THE PHOTOGRAPHIC INDUSTRY
09 01	wastes from the photographic industry
09 01 07	photographic film and paper containing silver or silver compounds
09 01 08	photographic film and paper free of silver or silver compounds
09 01 10	single-use cameras without batteries
09 01 12	single-use cameras containing batteries other than those mentioned in 09 01 11
10	WASTES FROM THERMAL PROCESSES
10 01	wastes from power stations and other combustion plants (except 19)
10 01 01	bottom ash, slag and boiler dust (excluding boiler dust mentioned in 10 01 04)
10 01 05	calcium-based reaction wastes from flue-gas desulphurisation in solid form
10 01 07	calcium-based reaction wastes from flue-gas desulphurisation in sludge form
10 01 15	bottom ash, slag and boiler dust from co-incineration other than those mentioned in 10 01 14
10 01 19	wastes from gas cleaning other than those mentioned in 10 01 05, 10 01 07 and 10 01 18
10 01 24	sands from fluidised beds
10 02	wastes from the iron and steel industry
10 02 01	wastes from the processing of slag
10 02 02	unprocessed slag
10 02 08	solid wastes from gas treatment other than those mentioned in 10 02 07
10 02 10	mill scales
10 02 14	filter cakes from gas treatment other than those mentioned in 10 02 13
10 02 15	other filter cakes
10 03	wastes from aluminium thermal metallurgy
10 03 02	anode scraps
10 03 05	waste alumina
10 03 16	skimmings other than those mentioned in 10 03 15
10 03 18	carbon-containing wastes from anode manufacture other than those mentioned in 10 03 17
10 03 24	solid wastes from gas treatment other than those mentioned in 10 03 23
10 03 26	filter cakes from gas treatment other than those mentioned in 10 03 25
10 03 28	wastes from cooling-water treatment other than those mentioned in 10 03 27
10 03 30	wastes from treatment of salt slags and black drosses other than those mentioned in 10 03 29

SR2008No3_75kte (version 3.0)

10 04	wastes from lead thermal metallurgy
10 04 10	wastes from cooling-water treatment other than those mentioned in 10 04 09
10 05	wastes from zinc thermal metallurgy
10 05 01	slags from primary and secondary production
10 05 09	wastes from cooling-water treatment other than those mentioned in 10 05 08
10 05 11	dross and skimmings other than those mentioned in 10 05 10
10 06	wastes from copper thermal metallurgy
10 06 01	slags from primary and secondary production
10 06 02	dross and skimmings from primary and secondary production
10 06 10	wastes from cooling-water treatment other than those mentioned in 10 06 09
10 07	wastes from silver, gold and platinum thermal metallurgy
10 07 01	slags from primary and secondary production
10 07 02	dross and skimmings from primary and secondary production
10 07 03	solid wastes from gas treatment
10 07 05	filter cakes from gas treatment
10 07 08	wastes from cooling-water treatment other than those mentioned in 10 07 07
10 08	wastes from other non-ferrous thermal metallurgy
10 08 09	other slags
10 08 11	dross and skimmings other than those mentioned in 10 08 10
10 08 13	carbon-containing wastes from anode manufacture other than those mentioned in 10 08 12
10 08 14	anode scrap
10 08 18	filter cakes from flue-gas treatment other than those mentioned in 10 08 17
10 08 20	wastes from cooling-water treatment other than those mentioned in 10 08 19
10 09	wastes from casting of ferrous pieces
10 09 03	furnace slag
10 09 06	casting cores and moulds which have not undergone pouring other than those mentioned in 10 09 05
10 09 08	casting cores and moulds which have undergone pouring other than those mentioned in 10 09 07
10 09 14	waste binders other than those mentioned in 10 09 13
10 09 16	waste crack-indicating agent other than those mentioned in 10 09 15
10 10	wastes from casting of non-ferrous pieces
10 10 03	furnace slag
10 10 06	casting cores and moulds which have not undergone pouring, other than those mentioned in 10 10 05
10 10 08	casting cores and moulds which have undergone pouring, other than those mentioned in 10 10 07
10 10 14	waste binders other than those mentioned in 10 10 13
10 10 16	waste crack-indicating agent other than those mentioned in 10 10 15
10 11	wastes from manufacture of glass and glass products
10 11 03	waste glass-based fibrous materials
10 11 10	waste preparation mixture before thermal processing, other than those mentioned in 10 11 09
10 11 12	waste glass other than those mentioned in 10 11 11
10 11 16	solid wastes from flue-gas treatment other than those mentioned in 10 11 15
10 11 18	filter cakes from flue-gas treatment other than those mentioned in 10 11 17
10 12	wastes from manufacture of ceramic goods, bricks, tiles and construction products
10 12 01	waste preparation mixture before thermal processing
10 12 05	filter cakes from gas treatment
10 12 06	discarded moulds
10 12 08	waste ceramics, bricks, tiles and construction products (after thermal processing)
10 12 10	solid wastes from gas treatment other than those mentioned in 10.12 09

SR2008No3_75kte (version 3.0)

10 12 12	wastes from glazing other than those mentioned in 10.12.11
10 13	wastes from manufacture of cement, lime and plaster and articles and products made from them
10 13 01	waste preparation mixture before thermal processing
10 13 04	wastes from calcination and hydration of lime
10 13 07	filter cakes from gas treatment
10 13 10	wastes from asbestos-cement manufacture other than those mentioned in 10 13 09
10 13 11	wastes from cement-based composite materials other than those mentioned in 10 13 09 and 10 13 10
10 13 13	solid wastes from gas treatment other than those mentioned in 10 13 12
10 13 14	waste concrete
11	WASTES FROM CHEMICAL SURFACE TREATMENT AND COATING OF METALS AND OTHER MATERIALS; NON-FERROUS HYDRO METALLURGY
11 01	wastes from chemical surface treatment and coating of metals and other materials (for example galvanic processes, zinc coating processes, pickling processes, etching, phosphating, alkaline degreasing, anodising)
11 01 10	filter cakes other than those mentioned in 11 01 09
11 01 14	degreasing wastes other than those mentioned in 11 01 13
11 02	wastes from non-ferrous hydrometallurgical processes
11 02 03	wastes from the production of anodes for aqueous electrolytical processes
11 02 06	wastes from copper hydrometallurgical processes other than those mentioned in 11 02 05
11 05	wastes from hot galvanising processes
11 05 01	hard zinc
11 05 02	zinc ash
12	WASTES FROM SHAPING AND PHYSICAL AND MECHANICAL SURFACE TREATMENT OF METALS AND PLASTICS
12 01	wastes from shaping and physical and mechanical surface treatment of metals and plastics
12 01 01	ferrous metal filings and turnings
12 01 03	non-ferrous metal filings and turnings
12 01 05	plastics shavings and turnings
12 01 13	welding wastes
12 01 17	waste blasting material other than those mentioned in 12 01 16
12 01 21	spent grinding bodies and grinding materials other than those mentioned in 12 01 20
15	WASTE PACKAGING; ABSORBENTS, WIPING CLOTHS, FILTER MATERIALS AND PROTECTIVE CLOTHING NOT OTHERWISE SPECIFIED
15 01	packaging (including separately collected municipal packaging waste)
15 01 01	paper and cardboard packaging
15 01 02	plastic packaging
15 01 03	wooden packaging
15 01 04	metallic packaging
15 01 05	composite packaging
15 01 06	mixed packaging
15 01 07	glass packaging
15 01 09	textile packaging
15 02	absorbents, filter materials, wiping cloths and protective clothing
15 02 03	absorbents, filter materials, wiping cloths and protective clothing other than those mentioned in 15 02 02
16	WASTES NOT OTHERWISE SPECIFIED IN THE LIST
16 01	end-of-life vehicles from different means of transport [including off-road machinery] and wastes from dismantling of end-of-life vehicles and vehicle maintenance (except 13,14, 16 06 and 16 08)
16 01 03	end-of-life tyres
16 02	wastes from electrical and electronic equipment
16 02 14	discarded equipment other than those mentioned in 16 02 09 to 16 02 13

SR2008No3_75kte (version 3.0)

16 02 16	components removed from discarded equipment other than those mentioned in 16 02 15
16 03	off-specification batches and unused products
16 03 04	inorganic wastes other than those mentioned in 16 03 03
16 03 06	organic wastes other than those mentioned in 16 03 05
16 06	batteries and accumulators
16 06 04	alkaline batteries (except 16 06 03)
16 06 05	other batteries and accumulators
16 11	waste linings and refractories
16 11 02	carbon-based linings and refractories from metallurgical processes others than those mentioned in 16 11 01
16 11 04	other linings and refractories from metallurgical processes other than those mentioned in 16 11 03
16 11 06	linings and refractories from non-metallurgical processes others than those mentioned in 16 11 05
17	CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)
17 01	concrete, bricks, tiles and ceramics
17 01 01	Concrete
17 01 02	Bricks
17 01 03	tiles and ceramics
17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 02	wood, glass and plastic
17 02 01	Wood
17 02 02	Glass
17 02 03	Plastic
17 03	bituminous mixtures, coal tar and tarred products
17 03 02	bituminous mixtures other than those mentioned in 17 03 01
17 04	metals (including their alloys)
17 04 01	copper, bronze, brass
17 04 02	Aluminium
17 04 03	Lead
17 04 04	Zinc
17 04 05	iron and steel
17 04 06	Tin
17 04 07	mixed metals
17 04 11	cables other than those mentioned in 17 04 10
17 05	soil (including excavated soil from contaminated sites), stones and dredging spoil
17 05 04	soil and stones other than those mentioned in 17 05 03
17 05 08	track ballast other than those mentioned in 17 05 07
17 06	insulation materials and asbestos-containing construction materials
17 06 04	insulation materials other than those mentioned in 17 06 01 and 17 06 03
17 08	gypsum-based construction material
17 08 02	gypsum-based construction materials other than those mentioned in 17 08 01
17 09	other construction and demolition wastes
17 09 04	mixed construction and demolition wastes other than those mentioned in 17 09 01, 17 09 02 and 17 09 03
19	WASTES FROM WASTE MANAGEMENT FACILITIES, OFF-SITE WASTE WATER TREATMENT PLANTS AND PREPARATION OF WATER INTENDED FOR HUMAN CONSUMPTION/INDUSTRIAL USE
19 01	wastes from incineration or pyrolysis of waste
19 01 02	ferrous materials removed from bottom ash
19 01 12	bottom ash and slag other than those mentioned in 19 01 11

SR2008No3_75kte (version 3.0)

19 01 18	pyrolysis wastes other than those mentioned in 19 01 17
19 01 19	sands from fluidised beds
19 02	wastes from physico/chemical treatments of waste (including dechromatation, decyanidation, neutralisation)
19 02 03	premixed wastes composed only of non-hazardous wastes
19 02 10	combustible wastes other than those mentioned in 19 02 08 and 19 02 09
19 04	vitrified waste and wastes from vitrification
19 04 01	vitrified waste
19 05	wastes from aerobic treatment of solid wastes
19 05 01	non-composted fraction of municipal and similar wastes
19 05 02	non-composted fraction of animal and vegetable waste
19 05 03	off-specification compost
19 12	wastes from the mechanical treatment of waste (for example sorting, crushing, compacting, pelletising) not otherwise specified
19 12 01	paper and cardboard
19 12 02	ferrous metal
19 12 03	non-ferrous metal
19 12 04	plastic and rubber
19 12 05	Glass
19 12 07	wood other than that mentioned in 19 12 06
19 12 08	Textiles
19 12 09	minerals (for example sand, stones)
19 12 10	combustible waste (refuse derived fuel)
19 13	wastes from soil and groundwater remediation
19 13 02	solid wastes from soil remediation other than those mentioned in 19 13 01
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS
20 01	separately collected fractions (except 15 01)
20 01 01	paper and cardboard
20 01 02	Glass
20 01 08	biodegradable kitchen and canteen waste
20 01 10	Clothes
20 01 11	Textiles
20 01 34	batteries and accumulators other than those mentioned in 20 01 33
20 01 36	discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35
20 01 38	wood other than that mentioned in 20 01 37
20 01 39	Plastics
20 01 40	Metals
20 01 41	wastes from chimney sweeping
20 02	garden and park wastes (including cemetery waste)
20 02 01	biodegradable waste
20 02 02	soil and stones
20 03	other municipal wastes
20 03 01	mixed municipal waste
20 03 02	waste from markets
20 03 03	street-cleaning residues
20 03 07	bulky waste

SR2008No3_75kte (version 3.0)

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APPENDIX 2

SITE SAFETY RULES

SITE SAFETY FOR USERS

**PW Skip Hire
Waste Transfer Station
Unit 3, Clydesmuir Industrial Estate
Cardiff
CF24 2QS**

The following rules apply without exception to all site users. Waste Recycling Centres are potentially hazardous: by following these rules you will safeguard your own and other site users' safety. Failure to comply may result in restrictions on access to the facility. If in any doubt please ask site staff for assistance.

PERSONAL PROTECTIVE EQUIPMENT

The minimum standard of PPE to be worn on site is high visibility clothing and safety footwear, although it is recommended that you also wear overalls and gloves.

Appropriate eye and respiratory protection should be issued when disposing of dusty loads.

PW Skip Hire reserve the right to prevent access to the site for anyone not equipped with the appropriate PPE.

ACCIDENTS OR INCIDENTS

All accidents or incidents, which may occur at the facility, must be reported immediately to the site operative.

PW Skip Hire accepts no responsibility for damage occurred whilst on site.

It is recommended that you thoroughly wash your hands before consuming food or drink.

SITE ACCESS

All vehicles and visitors to the site must report to the site office before proceeding onto the site.

You are required to provide the site operative, with any information they may require in respect of the load.

You must follow their instructions and observe all warning signs en-route to the designated tipping area.

All visitors including drivers must wear high visibility clothing and suitable safety footwear whilst on site.

Passengers must remain in vehicle cabs at all times.

All loads must be secure and appropriately sheeted until the load is about to be tipped.

VEHICLES ON SITE

Drivers must observe any speed restrictions and obey all traffic signs.

In adverse weather conditions use dipped headlights and reduce speed accordingly.

Watch out for pedestrians who may be on site.

Be aware of other drivers climbing down from their cabs or adjusting sheeting on their vehicles.

Remember that drivers of plant may not be able to see you.

DEPOSITING LOADS

Drivers must approach the tipping area with caution and always follow the directions of PW Skip Hire personnel.

Allow vehicles already tipping plenty of space.

Reverse to the tipping area as directed (do not disengage any body locks until the tipping position has been confirmed by site staff).

Remove all sheeting or netting.

Hinged rear doors must be secured before the container or body is elevated.

The driver must check that there is no danger to other personnel from door, tail gates and loose swinging chains.

Drivers must remain in or close to their vehicles whilst tipping – vehicles must not be left unattended.

Drivers or passengers must not scavenge in any load after deposit.

All vehicle bodies/containers must be lowered and all tail gates/doors secured before vehicles move from the tipping area.

NO SMOKING is allowed on site.

LEAVING THE SITE

Drivers must ensure that their vehicles are in a roadworthy condition when leaving the site.

APPENDIX 3

VOLUME/WEIGHT CONVERSION TABLES

VOLUME TO WEIGHT CONVERSION FACTORS

Waste category	Typical waste types	Cubic metres to tonnes - multiply by:	Cubic yards to tonnes - multiply by:
Inactive or inert waste	Largely water insoluble and non or very slowly biodegradable: eg sand, subsoil, concrete, bricks, mineral fibres, fibreglass etc	1.5	1.15
General industrial waste - non-special, not compacted. (As compaction can only increase the density of this category of waste, if you accept compacted waste you will need to uplift the conversion factor accordingly)	Paper and plastics	0.15	0.11
	Card, pallets, plasterboard, canteen waste, sawdust, textiles, leather	0.4	0.3
	Timber, building and construction wastes, factory waste and sweepings, etc	0.6	0.46
	Foundry sands, slags, pulverised fuel ash, ashes from waste incineration.	1.5	1.15
Household waste - not compacted	Non-special, non-inert waste from domestic premises, including collected household waste	0.2	0.15
Commercial waste - compacted (includes all bulk disposals)	Non-special, non-inert waste from domestic premises, including collected household waste	0.4	0.3
Commercial waste - not compacted (As compaction can only increase the density of this category of waste, if you accept compacted waste you will need to uplift the conversion factor accordingly)	Non-special, non-inert wastes from shops, hospitals, leisure centres, offices, etc, including civic amenity waste, parks and garden waste, street litter, supermarket, shop and restaurant waste, general office waste.	0.2	0.15

APPENDIX 4
SITE INSPECTION FORM

Site Inspection Form

Area	Description	✓	X	Comments
Office	WML & WP Available			
Office	Site Diary Completed			
Office	Weather Conditions			
Office	TCM on Site			
Office	Minimum Staffing Requirements			
Office	Hours of Operation			
Office	Waste Acceptance Procedures			
Office	Site Records			
Office	Waste Carriers Registration			
Office	Visitor Book			
Office	Accident Book			
Office	Insurance Displayed			
Yard	Gates & Barriers			
Yard	Speed Signs			
Yard	HGV Parking			
Yard	Vehicles - Clean Wheels			
Yard	Site Identification Board			
TFS	Permitted Waste Types			
TFS	Dust			
TFS	Noise			
TFS	Odors			
TFS	Burning of Waste			
TFS	Storage of Liquids			
TFS	Storage of Waste			
TFS	Sorting of Waste			
TFS	Permitted Quantities of Waste			
TFS	Spillage Procedure			
TFS	Site Drainage			
TFS	Prevention of Mud / Debris			
TFS	Quarantine Area			
Overall	Litter			
Overall	Site Security			
Overall	Site Tidiness			
Overall	Pests			
Overall	Fire Extinguishers			
Overall	Safety Notices			
Overall	First Aid Boxes			

Signed: _____

3. Maintenance Checklist

Item requiring checking	How often? (tick the appropriate box)						Where are maintenance instructions?	Who is responsible ?
	Day	Week	Month	Year	2 years	5 years		
Clean up spills on surfaced areas	✓						Working Plan (office)	BF
Weather conditions	✓							BF
Minimum staffing requirements met	✓						Working Plan (office)	BF
Waste types within permit	✓						Permit (office)	BF
Accident book	✓						Office	BF
Hours of operation	✓							BF
Storage of liquids (drip trays)	✓							BF
Storage of waste according to Permit	✓							BF
Dust	✓						Office	BF
Noise	✓						Office	BF
Odour	✓						Office	BF
Litter	✓						Office	BF
Pests	✓						Office	BF
Bobcat inspection	✓							BF
Visually check the un-surfaced areas to ensure that there are no spills. Clean up if necessary.		✓						BF
Check state of fences and gates – (to avoid vandals or children getting in and, for example, letting liquids out of a drum).		✓						BF
Availability of Environmental Permit, Planning Permission, Working Plan, EMS, Permit to Work		✓						BF
Visitor book		✓					Office	BF
Provision of quarantine area		✓						BF

3. Maintenance Checklist

Item requiring checking	How often? (tick the appropriate box)						Where are maintenance instructions?	Who is responsible?
	Day	Week	Month	Year	2 years	5 years		
Site Identification Board			✓					BF
First aid boxes			✓				Office	BF
Site records as required by Permit			✓				Office	BF
Check transfer station bay and push walls for evidence of failure or potential failure			✓					BF
Check the de-pollution area concrete for cracks or excessive oil.				✓				BF
Fire extinguishers				✓				BF
Permitted quantities of waste				✓			Office	BF

APPENDIX 5
WASTE REJECTION FORM

Waste Rejection Form

Date	Time	Vehicle Reg.	Company	Driver
Waste Description		Reason for Rejection	Action Taken	Signature
Environment Agency Notified				
Contact Name	Date	Time	Comments	

APPENDIX 6

RISK ASSESSMENTS

DRAFT

RISK ASSESSMENT CONTROL PLAN

SOURCE OF HAZARD	RISK	HAZARDOUS EVENT & PATHWAY	SEVERITY IN THE ABSENCE OF FORMAL CONTROL	RISK	PROPOSED SITE CONTROLS	RISK
WASTE ACCEPTANCE	Acceptance of non-compliant waste	Hazardous waste types present significantly increased risk of environmental pollution and should be subject to specific risk management assessment and control. These wastes are excluded from the site and are thus not included in this assessment.	Potential harm to human health	M	Defined acceptance procedure (section 3.2)	L
			Potential detriment to the amenity	M	Inspection and verification of waste and delivery paper work prior to acceptance	L
			Potential harm to the environment	M	Any waste that does not conform to the conditions of the Environmental Permit will not be accepted. (section 3.2)	L

SOURCE OF HAZARD	RISK	HAZARDOUS EVENT & PATHWAY	SEVERITY IN THE ABSENCE OF FORMAL CONTROL	RISK	PROPOSED SITE CONTROLS	RISK
STORAGE & SORTING						
Solid wastes which may contain a significant proportion of dusts, powders or particulates	Risk of airborne dust, fibres or particulates	Release to air of dust, fibres or particulates either from wastes exhibiting these properties or as a result of waste handling on site	Potential harm to human health	M	Waste control procedures (section 3.2)	L
			Potential detriment to the amenity	M	These wastes are only accepted if they are received and stored in sealed containers	L
			Potential harm to the environment	M	Visual monitoring of aerial emissions	L
Wastes that may give rise to offensive odors	Risk of strong odors in normal ambient conditions	Aerial release of odors which may be harmful or offensive beyond the site boundaries	Potential harm to human health	L/M	Waste control procedures (section 3.2)	L
			Potential detriment to the amenity	L/M	These wastes are only accepted if they are either received and stored in sealed containers	L
			Potential harm to the environment	L/M	Monitoring of aerial emissions for odor	L

SOURCE OF HAZARD	RISK	HAZARDOUS EVENT & PATHWAY	SEVERITY IN THE ABSENCE OF FORMAL CONTROL	RISK	PROPOSED SITE CONTROLS	RISK
STORAGE & SORTING						
Light wastes and other wastes which are likely to give rise to significant quantities of litter	Risk of wind blown litter	Release of litter via atmosphere beyond the site boundary	Potential harm to human health	L/M	Waste control procedure (section 3.2) Litter control (section 5.3)	L
			Potential detriment to the amenity	M		L
			Potential harm to the environment	M		L
Solid wastes which are likely to produce contaminated or polluting run off	Risk of contaminated run off	Release of contaminated site drainage to the environment	Potential harm to human health	L/M	Waste control procedure (section 3.2) Wastes will only be deposited on a concrete surface. (section 2.7) This system to be monitored and cleaned when necessary	L
			Potential detriment to the amenity	L/M		L
			Potential harm to the environment	M		L

SOURCE OF HAZARD	RISK	HAZARDOUS EVENT & PATHWAY	SEVERITY IN THE ABSENCE OF FORMAL CONTROL	RISK	PROPOSED SITE CONTROLS	RISK
STORAGE & SORTING						
Combustible wastes such as wood, paper and plastic	Flammable materials resulting in fire	Fire, leading to direct damage and pollutant releases to the environment	Potential harm to human health	M	Waste control procedure (section 3.2) Good housekeeping Fire prohibition and control plan Fire fighting equipment provided and staff trained in use.	L
			Potential detriment to the amenity	M		L
			Potential harm to the environment	M/H		L
Wastes which are likely to attract pests	Risk of pest infestation	Pest infestations migrating outside the site boundary	Potential harm to human health	M	Routine monitoring for pests and action taken if control measures necessary (sections 5.4)	L
			Potential detriment to the amenity	M		L
			Potential harm to the environment	M		L

SOURCE OF HAZARD	RISK	HAZARDOUS EVENT & PATHWAY	SEVERITY IN THE ABSENCE OF FORMAL CONTROL	RISK	PROPOSED SITE CONTROLS	RISK
STORAGE & SORTING						
Wastes that are likely to attract scavengers	Risk of attracting scavengers	Deposit of scavenged waste outside site boundary Presence of birds on or around site	Potential harm to human health	M	Waste control procedures (section 3.2) Use of recognised scavenger control contractor if required (section 5.4)	L
			Potential detriment to the amenity	M		L
			Potential harm to the environment	M		L
Waste operations which are likely to give rise to mud or debris	Risk of mud or debris being carried and deposited outside site boundaries	Mud or debris on the highway or public areas outside the site	Potential harm to human health	L/M	Monitoring and remedial cleaning of road outside the site if necessary (section 5.1)	L
			Potential detriment to the amenity	M		L
			Potential harm to the environment	L/M		L

SOURCE OF HAZARD	RISK	HAZARDOUS EVENT & PATHWAY	SEVERITY IN THE ABSENCE OF FORMAL CONTROL	RISK	PROPOSED SITE CONTROLS	RISK
WASTE DISPATCH	Dispatched to incorrect site Dispatch of non-compliant waste	Would present significantly increased risk of the environmental pollution	Potential harm to human health	M	Defined dispatch procedure Outgoing waste accompanied by transfer note and dispatched to licenced site or exempt disposal site (section 3.4)	L
			Potential detriment to the amenity	M		L
			Potential harm to the environment	M		L
SITE OPERATIONS	Noise - engine and vehicle movement	Low sensitivity area. Site situated in an industrial area	Potential harm to human health	L/M	Regular maintenance of vehicles and associated equipment (section 4.2)	L
			Potential detriment to the amenity	L/M		L
			Potential harm to the environment	L/M		L

APPENDIX 7
SITE DRAWINGS

APPENDIX 8

SITE SERVICE PLANS
(VIA EXTERNAL PROVIDER)