



ENVIRONMENTAL MANAGEMENT SYSTEM

Rhydeinon Household Waste Recycling Site

Rhydeinon HWRS

Llanarth,
Cardigan.
SA47 0QP

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AUTHORISATION SHEET

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DISTRIBUTION	
	Beulah
	Rhydeinon
	NRW

1. CHANGE RECORD

[illegible]

2. INTRODUCTION

2.1 INTRODUCTION

This Environmental Management System (EMS) has been prepared with guidance from

- How to comply with your permit (Document 433_11 (Version 5)):
 - Part 1 - General Management All Activities (pages 9-14)
 - Part 2 - General Management for Waste Operations (pages 25-29)
- Horizontal Guidance Note H6: Environmental Management Systems (GEH00410BSHK-E-E,2010)
- OPRA for EPR Version 3.7 Annex B - Opra scheme for Waste facilities, April 2012.
- IPPC Reference document on Best Available Techniques for the Waste Treatment Industries August 2006.

Operational is defined as accepting or removing waste or undertaking any process or activity involving waste that should be under the day to day control of a technically competent manager.

2.2 D I EVANS CYF

D I Evans Cyf is a family run waste management business started in 1946 specialising in agricultural contracting and plant hire.

In 1983 upon the retirement of Mr D.I.Evans a partnership was formed between Mr Elfed Evans and his wife Mrs Janet Evans. The partnership now trades as D.I.Evans Cyf.

Over the years the business has continued to develop and change in response to current needs and demands. The service of agricultural contracting is now minimal due to decrease in demand and diversification into waste disposal that at present is the growing part of the business.

The Company is based at Beulah and operates a transfer station for biodegradable waste from this location.

The two civic amenity sites managed for Ceredigion County Council (Cilmaenllwyd and Rhydeinon) form part of the business.

2.3 RHYDEINON

The civic amenity site is owned and have been constructed to standard civil engineering specifications by Ceredigion County Council and is operated under contract to the County Council.

The site is designated to accept household waste, delivered by householders with all recyclable materials segregated for onward transmission to a permitted recycling facility.

All remaining waste will be transported to a permitted waste disposal facility either direct or via a suitably permitted transfer station. Any waste within the “Hazardous” category will be subject to pre-notification procedure prior to removal from the Civic Amenity Site. Non Hazardous waste will be subjected to the Duty of Care procedures ensuring that all waste movements are such that there is no environmental damage / hazard.

In order for the site to operate in compliance, and to enable company growth in the future, the scope of the permit was identified by NRW and the appropriate permit compiled. The license content was determined as the most appropriate for the site to hold and covers household waste. This is likely the most applicable for both current and future D I Evan Cyf operations and has been confirmed by the NRW.

Subsequent modification to the permit have also be made in 2007 and 2012

Rhydeinon HWRS, Llanarth, Cardigan. SA47 0QP

Grid Reference SN43081 54487.

52.166276 -4.2957823

2.4 MAP LOCATION



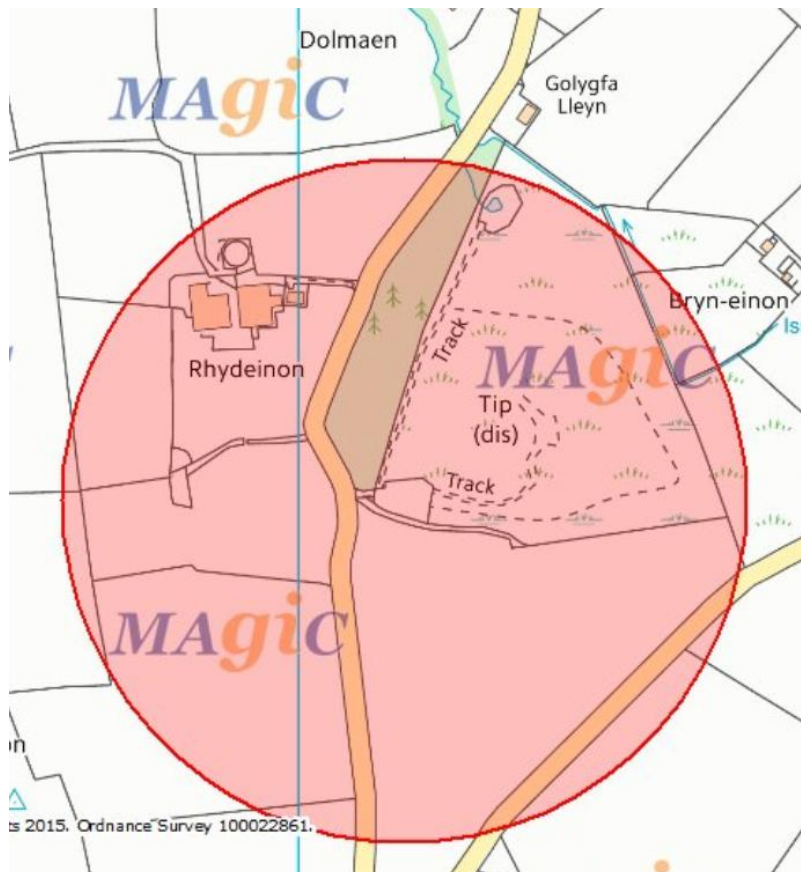
Maps from streetmap.co.uk and Google.com.

3. ENVIRONMENTAL RISK ASSESSMENT

3.1 OUTLINE FORESEEABLE RISKS ONSITE

D I Evans Cyf site is within 300m radius of a nitrate vulnerable zone with marsh land to the north east.

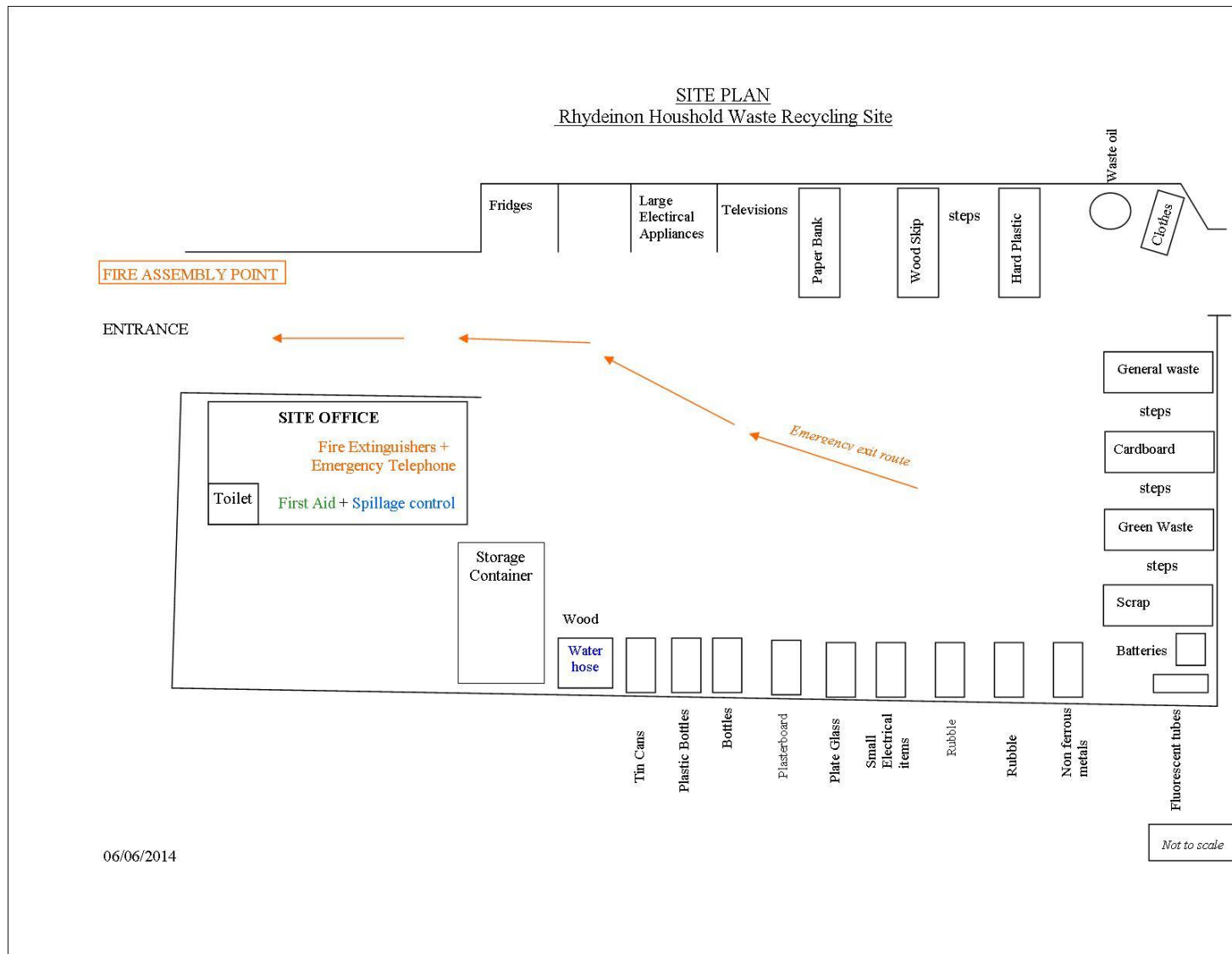
To the north of the site runs a land drain from Bryn-eion which intersects the tributary leading to Afon Lleith. To the north is a drain pool from the marsh land which is the start of the tributary to Afon Lleith. There is in place between the household site and the pool/land drain a soil barrier.



The site surface is laid to concrete and the site drains pass to french drains an inspection chambers located around the site.

A site risk assessment has been completed and is below:

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3.2 HISTORICAL INCIDENTS

Historically the site was a land fill site now capped and monitored by the council.

There has been no environmental incidents on the house hold waste site in the past 10 years.

3.3 DESCRIPTION OF THE APPROPRIATE MEASURES USED TO MINIMISE THESE RISKS

EMISSIONS TO AIR

Process / Activity / Equipment on site	Potential Impact	Is impact controlled by	Is impact controlled by	Person trained in the procedure	Comments
Fumes from diesel powered vehicles i.e. Roller compactor, roll on role off hook lorry and skip loading and unloading activities.	Local emissions from diesel combustion – CO ₂ , NO _x , SO ₂ and Particulate matter (PM)	Yes	Yes	Yes	NVQ training in the use of roll compactor and NOPORs certification for roll and skip lorries.
Noise from activates	Noise assessments were undertaking as part of the planning permissions and it was found that it would be no different to baseline	Yes	Yes	Yes	Site operators instructed in the use of machinery and the need to turn off when not in use.
Dust from waste tipping and loading.	All dust will be generated within the perimeter. The dust being generated will come from a hard core skip, plasterboard skip and soil skip. As the material stored is limited to one full and one spare container the levels of dust shall be minimal.	No	Yes	n/a	Site operators instructed in how to minimize dust and in suppression methods.
Potential for odours	Should be low odour as all waste will be inert or in sealed containers/skips, and wastes will be processed quickly	No	No	n/a	Site Operators instructed in the means of receiving and storage of materials (see 4.1 below)

EMISSIONS TO LAND

Process / Activity / Equipment on site	Potential Impact	Is impact controlled by	Is impact controlled by	Person trained in the procedure	Comments
All wastes to be processed within the confines of the perimeter and impermeable surface. Interceptors are located on the entrance to the site and raised curbing and wall prevents any land contamination.	No pathway to land	n/a	n/a	n/a	Site operatives trained to tip and sort waste.

EMISSIONS TO WATER

Process / Activity / Equipment on site	Potential Impact	Is impact controlled by	Is impact controlled by	Person trained in the procedure	Comments
Onsite drainage – sealed surface that slopes to catch pits on the site. Made up ground forms a barrier between adjacent water courses.	Inspection chambers located on site may not stop pollution when full.	Yes	Yes	Yes	Drains are monitored by onsite personnel during the day. Annually IC's are inspected and residue removed. In the event of an incident cleaning shall be carried out automatically.

Process / Activity / Equipment on site	Potential Impact	Is impact controlled by	Is impact controlled by	Person trained in the procedure	Comments
French drains and ditch surround the transfer site.	French drains may become contaminated.	Yes	Yes	Yes	Drains are monitored by onsite personnel during the day. Annually IC's are inspected and residue removed. In the event of an incident cleaning shall be carried out automatically.
No Water is used is used on the site as part of the processes.	n/a				

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3.4 REGISTER OF MOST APPLICABLE LEAGAL REQUIRMENTS

Legislation	Summary of legislation	What does D I Evans have to do?	Responsible persons	Licence number
Waste (England and Wales) Regulations 2011	Requires businesses to apply the waste management hierarchy, introduces a two-tier system for waste carrier and broker registration, and excludes some categories of waste from waste controls. Amends the Hazardous Waste Regulations 2005. Revokes The Environmental Protection (Duty of Care) Regulations 1991, The Waste Management Licensing Regulations 1994, The Controlled Waste (Registration of Carriers and Seizure of Vehicles) (Amendment) Regulations 1998 as they apply in England and Wales. Revokes the whole of The Environmental Protection (Duty of Care) (England) (Amendment) Regulations 2003 and The Environmental Protection Act	Hold a license as a carrier/ broker / dealer	Lindley Evans	License number CB/DC5974JB

Legislation	Summary of legislation	What does D I Evans have to do?	Responsible persons	Licence number
	1990 (Amendment of Section 57) (England and Wales) Regulations 2005.			
Controlled Waste Regulations (2012) as amended 2012.	Classifies waste as household, Industrial or commercial waste, and lists the types of waste for which local authorities may make a charge for collection and disposal. Amends a number of regulations. Revokes the Controlled Waste Regulations 1992 (SI 19921588) and the Waste Management Licensing (Amendments etc) Regulations 1995	Use these codes to categorise wastes that we receive / send away.		
Control of Pollution (Amendment) Act 1989	Requires carriers of controlled waste to register with the Environment Agency or SEPA and outlines the penalties (including seizure and disposal) for vehicles shown to have been used for illegal waste disposal. Provides the European Waste Catalogue list of codes used to	Hold a license as a carrier/ broker / dealer		License number CB/DC5974JB

Legislation	Summary of legislation	What does D I Evans have to do?	Responsible persons	Licence number
	classify wastes.			
The List of Wastes (England) Regulations 2005 and amendment 2005	Provides the European Waste Catalogue list of codes used to classify wastes.	Use these codes to categorise wastes that we receive / send away.		
The Hazardous Waste (England and Wales) Regulations 2005	These Regulations set out the regime for the control and tracking of the movement of hazardous waste for the purpose of implementing the Hazardous Waste Directive (Directive 91/689/EC). The Regulations extend to England and Wales. The Waste Regulations 2011 has amended Schedule 4.	Hazardous waste may be held by D I Evans under the conditions of the permit EPR/XB3097TA.		
The Waste Management (England and Wales) Regulations 2006	Extends controlled waste to cover mine, quarry and agricultural waste. Categorises waste as household, industrial or commercial. Bans householders from treating, keeping, disposing of controlled waste if it could pollute the	No action		

Legislation	Summary of legislation	What does D I Evans have to do?	Responsible persons	Licence number
	environment			
The Site Waste Management Plans Regulations 2008	Requires the preparation of a site waste management plan for any construction projects with an estimated cost of over £300,000.	Inform contractors / customers of these regulations as applicable.		
The Environmental Permitting (England and Wales) Regulations 2010	Provide a consolidated framework for environmental permits and exemptions for industrial activities, mobile plant, waste operations, mining waste operations, water discharge activities, groundwater activities and radioactive substances activities. It also sets out the powers, functions and duties of the regulators. There are a number of other previous revisions and revocations between 2007 and 2012.	Hold an environmental permit for operations at Rhydeinon - EPR/XB3397TP		Permit number EPR/XB3397TP
Waste Electrical and Electronic Equipment Regulations 2006 and amendments 2007, 2009,	Requires that WEEE be collected and recycled rather than disposed of, makes disposal	WEEE must be dealt with as hazardous, and cannot be accepted at Grove Yard. A		

Legislation	Summary of legislation	What does D I Evans have to do?	Responsible persons	Licence number
2010	illegal	quarantine area is provided for wastes which are later discovered which are hazardous, and these will be taken away by the client.		

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4. SITE OPERATIONS

4.1 NORMAL AND ABNORMAL OPERATING PROCEDURES

These are to minimise the risks of pollution as identified in the Site Environmental Risk Assessment. Written instructions provide direction on how equipment is to be used to achieve the work objective and address any precautions which are to be taken as part of that work to ensure any risks to the environment posed by the use of the equipment are minimised or eliminated. These instructions include details of what to do when things go wrong, that is, when the plant or equipment malfunction and how to stop a malfunction causing an adverse environmental impact. They must refer to relevant good practice, such as codes of practice, British Standards or industry standards.

Normal operational procedures are available in 10 - Appendix 1 - Procedures.

As the site will be under constant patrol by attendants, this movement of personnel will be alert to any environmental controls that need to be implemented e.g. to deal with odours, noise, litter, pests, mud and debris and any accidental spillages.

Statutory records will be held initially at the site office and on a more permanent basis at the Permit holder's head office.

4.2 DISPLAY A NOTICE

A notice will be displayed at all times at or near the site entrance telling people the nature of the site and who they can contact if they want further information or have any concerns. Must include:

- Permit holder's name (company name)
- Emergency contact name and telephone number
- Statement that the site is permitted by the EA
- Permit number

NRW national numbers - 0300 065 3000 and incident number 0800 807060

Members of the public have been notified by public advertisement that the site is available for acceptance of household waste only and at specified times and days.

Copies of the schedule of permitted waste types will be placed in the site office for guidance and if necessary training purposes.

4.3 TECHNICALLY COMPETENT PERSON

The technically competent person will be Lindley Evans, a record shall be maintained in the site diary or separate log of weekly operational hours, site attendance and records of start and finish times of operations. There shall also be a log of the arrival and departure times of the technically competent manager. This record shall be available for the NRW to inspect.

The technically competent person must be in a position to direct activities onsite. On D I Evans Cyf site they will be present for a minimum of 2% of the time that the site is operational each week (a week is Sunday midnight to Sunday midnight).

4.4 AVOIDANCE, RECOVERY AND DISPOSAL OF WASTES

- All waste is segregated at site into its waste streams. Further segregation is carried out at the waste transfer site at Beulah. The waste is then documented by weight, type and code before being forwarded onto an approved waste re-processor or to an approved land fill site.
- Each waste stream is comprehensively characterise and quantified according to the facility and permit.
- Reference to government guidance on how each stream is recycled, recovered or disposed of is made during the process of segregation and waste management. Where possible recycling is favored unless it is material that cannot be reused or there is no current out let for the material.
- The site will be provided with identifiable containers for specific waste types and attendants on site will be available to advise householders of specific waste types and will assist members of the public in placing waste items in the specific container.

4.5 STORAGE OF WASTE

Specific containers, designed for the particular waste type are provided and each is marked with clear identification.

These containers include;

- open containers (skips)
- enclosed containers,
- bunded liquid storage containers,
- battery boxes
- and any other container types as use demands.

Specific attention is paid to the storage and handling of bonded asbestos which, as the delivery is by householder, will require a “bagging” procedure.

Transfer of the bonded asbestos will be carried out by the site attendants, using the appropriate protective equipment. Large bonded asbestos items will be placed carefully into the marked container whilst smaller pieces (under 600mm in any one direction) will be double bagged prior to storing in the container.

The double bagging will consist of the asbestos pieces being carefully placed in the RED plastic bag which will then be sealed.

The RED plastic bag will then be placed inside a TRANSPARENT plastic bag which will also be sealed in such a manner to create a “balloon” effect. This double bagged asbestos waste will then be carefully placed in the lockable container on site.

5. MAINTENANCE

D I Evans Cyf will carry out a programme of Planned Preventative Maintenance and follow inspection and maintenance schedules, these shall be recorded and reference in the EMS. D I Evans Cyf shall identify any maintenance advice provided by a manufacturer, supplier or installer and apply it to its work equipment according to frequency and use.

No	Type of equipment for Household waste sites	How Often?						Where are the instructions	Who is responsible
		Day	Fort-night	Month	6 Weeks	Year	2 Years		
1	Interceptors					✓		D I Evans Cyf	Lindley Evans
1	Roll on of skip lorry	✓			✓			D I Evans Cyf	Lindley Evans
2	Skip lorry	✓			✓			D I Evans Cyf	Lindley Evans
80	Skips of various sizes From 5m ³ to 35m ³	✓					✓	D I Evans Cyf	Lindley Evans
1	2.8t Transit Flatbed	✓			✓			D I Evans Cyf	Lindley Evans
1	Compactor Roller	✓			✓			D I Evans Cyf	Lindley Evans

Records of maintenance are kept at the main transfer depot at Gwrthwynt Beulah

6. ACCIDENT MANAGEMENT PLAN

6.1 ACCIDENT MANAGEMENT PLAN

As part of the EMS an accident management plan has been developed for the site, this plan:-

- Identifies potential accidents and put in place measures to minimise them happening
- identifies events or equipment failures that could damage the environment, for example fires, vandalism, flooding or other extreme weather events such as drought, heat waves or strong winds;

- identifies how likely these events or failures are to happen;
- identifies the consequences if they do happen;
- identifies the steps needed to minimise them happening;
- identifies the steps needed to minimise any impact if they do happen;
- contains a site plan;
- explain how such events will be record and investigate complaints, pollution incidents or breaches of the permit and the actions taken.

Possible Accident / Incident	What would the harm to the environment / workplace be?	What is the likelihood of it happening?	How do we reduce the chances of it happening?	What to do if it happens
Spillage during transfer, sorting of wastes	Contamination of french drains and ditch On site drainage system, groundwater via hardstanding, personnel movements, vehicle skidding. Run off from impermeable surface or onto hardstandings	Low	Inspect and validate all incoming wastes. Trained staff in monitoring of site and activities	Follow spill procedure, spill kit will be kept in clearly marked location
Accidental spillages of liquid waste being delivered by members of the public or by leaks or spillages from plant or vehicles on site	Contamination of french drains and ditches On site drainage system, groundwater via hardstanding, personnel movements, vehicle skidding. Run off from	Low	Inspect and validate all incoming wastes. Trained staff in monitoring of site and activities	Follow spill procedure, spill kit will be kept in clearly marked location

Possible Accident / Incident	What would the harm to the environment / workplace be?	What is the likelihood of it happening?	How do we reduce the chances of it happening?	What to do if it happens
	impermeable surface or onto hardstandings			
Spillage during delivery/recovery of oil or fuel	Contamination of french drains and ditch On site drainage system, groundwater via hardstanding, personnel movements, vehicle skidding. Run off from impermeable surface or onto hardstandings	Low	Supervise fuel deliveries. Use drip trays and spill materials.	Follow spill procedure, spill kit will be kept in clearly marked location
Spillages during refuelling of plant and equipment.	Contamination of french drains and ditch. On site drainage system, groundwater via hardstanding, personnel movements, vehicle skidding. Run off from impermeable surface or onto hardstandings.	Low	Plant and equipment will be refuelled in designated areas with impervious surface and will use drip trays and spill materials	Follow spill procedure, spill kit will be kept in clearly marked location
Slow seepage of liquids from imported contaminated materials. Slow seepage can be less noticeable than 'spills'	Contamination of french drains and ditch On site drainage system,	Low	Incoming materials that are contaminated for example paint or oil, will only be stored on	Follow spill procedure, spill kit will be kept in clearly marked location

Possible Accident / Incident	What would the harm to the environment / workplace be?	What is the likelihood of it happening?	How do we reduce the chances of it happening?	What to do if it happens
	groundwater via hardstanding, personnel movements, vehicle skidding. Run off from impermeable surface or onto hardstandings		impervious surfaces that are drained to monitored inspection chambers.	
Spillage of solid waste due to mishandling by members of the public or vehicles being overloaded.	Contamination of french drains and ditch. Injury to members of the public or site employees. Tripping over solid spillage on access routes.	Low	Inspect and validate all incoming wastes. Trained staff in monitoring of site and activities	Follow spill procedure, spill kit will be kept in clearly marked location Hand sweep material. (exception being asbestos, asbestos clear up procedure to be followed)
Fire	Air emissions from fire, potential for firewater to fill and overflow French drains, ditch.	Low	All machines to be switched off when not in use. Smoking will not be allowed on the site.	Attack fire if possible, evacuate if not and as well as the fire service provision for chamber pumping to suck out inspection chambers.
Catastrophic failure of oil/fuel storage tanks	Contamination of french drains and ditch.	Low	110% double skinned bunding of the tank in accordance with the Oil Storage Regulations	Follow spill procedure, spill kit will be kept in clearly marked location and inform the NRW

Possible Accident / Incident	What would the harm to the environment / workplace be?	What is the likelihood of it happening?	How do we reduce the chances of it happening?	What to do if it happens
Surface Water Drainage System Blockage.	Increase in surface water, resulting in contaminated water.	Low	Daily inspection of permitted area and standing water noted will indicate possible hazard. Regular drainage maintenance	Any standing water reported to site manager / supervisor and standing water isolated by barriers to prevent vehicle/ personnel entering affected area. Standing water removed without delay and remove any contaminated water to suitably permitted facility
Dust	Airborne contaminates spread across site affecting personnel and adjacent land. Human health and environment both on site and adjacent premises	Low	Constant attendance on site will identify dust particularly during inclement weather i.e. dry windy conditions.	Application of fine water spray from mains or mobile bowser on source.
Odour.	On site personnel and adjoining premises.		Constant attendance on site will identify odour source.	Application of de-odouriser by site personnel.
Pests (Vermin)	On site personnel and adjacent		Inspection to identify	

Possible Accident / Incident	What would the harm to the environment / workplace be?	What is the likelihood of it happening?	How do we reduce the chances of it happening?	What to do if it happens
	premises. Health of personnel and public from pest transmitted diseases.		infestation. Application of rodent control.	

Additionally, the accident management plan shall be displayed on site in the building and include:

- A site map, which will include all the information mentioned in the risk assessment as well as information on where accident response equipment such as spill kits and fire extinguishers are located.
- A list of key contacts and contact numbers
- Information on preventing accidents which could occur on the site and what to do if an accident happens

6.2 INCIDENTS

All incidents and non-conformances will be recorded by D I Evan Cyf in the accident book

This includes those reported by external people as well as those picked up in monitoring, reviews and audits of the site.

Incidents that require investigation include any malfunction, breakdown or failure of plant or equipment or techniques and any near misses which affect or potentially affect the environment. Non-conformances include where the management system is not followed as well as non-compliances with the conditions in the permit.

If an incident or non-conformance occurs the EMS will be reviewed to find the root cause of the problem and steps will be taken to ensure that there is no re-occurrence. The findings of the review will be communicated to employees to ensure they understand any changes that need to

be made to operations or procedures.

6.3 INVESTIGATION OF FAILURE

D I Evans Cyf will investigate any malfunction, breakdown or failure of plant and equipment, techniques and any near misses, releases to the environment, or impacts on the local area. These will be recorded in the accident book.

6.4 COMPLAINTS SYSTEM

All complaints received by D I Evans Cyf about its activities will be recorded in the form of a table similar to that below and acted upon. If the site receives a complaint the table will be completed and available to the NRW when they visit the site. This can be used as evidence that any complaints received have been taken seriously and that actions have been taken to rectify any problems identified, especially if the NRW has also received the same complaint. The full procedure can be found in [section 10.6](#).

Date	Complaint and person making complaint	Action to take	Done? And Person who signed off.

7. STAFF TRAINING AND COMPETENCE

7.1 COMPETENCY

Staff must be competent in the activities they are expected to carry out. Staff are expected to not only be competent in normal situations but also be adequately trained so that they are competent in abnormal situations such as plant failures or accidents.

Any person with duties that are controlled by the permit will have convenient access to a copy of it, kept at or near the place where they work. This includes not only staff but any contractors that may be working on the site as well. The copy may be in paper form or electronically available. The most important aspect is that staff and contractors are aware of the permit, what is contained in it, what their obligations are under it and where and how to access it.

7.2 TRAINING POLICIES AND PROCEDURES

All staff have been trained in the aspects of the services provided which gives them additional options for the type of work they do but also makes the company more flexible and able to avoid any disruption to the services provided. Training commences for all staff at Induction and is ongoing according to an individual training matrix. Within each training matrix staff have skills appraisals to ensure their knowledge is comprehensive for the tasks that they undertake. Staff are encouraged to train for a variety of jobs but certain training is compulsory eg. Health and safety, First Aid, Equality and Diversity.

All employees are made aware that customer service is of high importance and only staff with good communication skills will work at the sites. A bilingual member of staff will be available at all times.

Training will be provided where necessary to those attendants in identifying waste types and where necessary, use of the appropriate Personal Protective Equipment when handling hazardous waste types.

7.3 STAFF ROLES AND RESPONSIBILITIES PROCEDURE

D I Evans Cyf will record the following training:

- evidence there is enough staff to run the site;
- a list of the skills and training the staff need;
- a general training record for each staff member;
- evidence staff are trained in aspects that can lead to pollution and the measures to be

taken to prevent that pollution;

- evidence staff are trained to deal with accidents;
- evidence staff are aware of the Company's responsibilities under our permit;
- records of staff training for key equipment and plant;
- evidence of competence

Where appropriate D I Evans Cyf will keep written instructions for the work they do. These will be referred to if there is an incident.

D I Evans Cyf clearly define staff roles and responsibilities in the following table:

Role	Part of operations responsible for	Any other legislative responsibilities	Skills required	Required training received? Records?
Lorry Drivers	Delivering and moving waste skips, hook containers	Driving licence	NOPRS to lorry type	Photocopy of licence taken and placed in personal file
Compactor roller drivers	General duties in operations for compacting waste		NOPRS or equivalent	
Technical Competent person	Overall Manager of the site and must attend for 5% of the time the site is operational		EPOC and WAMITAB	

8. CLOSURE

When the NRW receives an application to surrender a permit, it requires operators to show that the site has been returned to its original state. It's therefore, especially important to ensure D I Evans Cyf as operators know the state of the land where the permitted activities will be taking place, prior to starting the activities.

D I Evans Cyf management system will ensure that processes are in place to record details of how the land under the site was thoroughly protected when the operations started and during operations under the permit. For example, by recording the use and maintenance of impermeable surfacing and leak tight drains. Historic contamination will already be marked on the site plan under the Environmental Risk Assessment.

The records of how the land was protected and where relevant, of any historic contamination will provide a point of reference, to be considered at permit surrender alongside records of any relevant spills and incidents which occurred during the time the site was permitted and what was done to rectify and clean up after those incidents. These are available as records in this EMS.

9. RECORDS

As a minimum the following information shall be kept:	Location:
Clear records of all the environmental risks that the site poses;	Section 3 Error! Reference source not found. of this document.
Records of all actions taken to minimise them;	Section 4 and Section 6 of this document.
References to any relevant good practice such as codes of practice, British standards and industry standards;	Good practice is referred to throughout this document and the procedures.
Records of the changes made to the management system.	Section 1 of this document.
Waste operations: A site diary of weekly	This record is available in the site office.

As a minimum the following information shall be kept:	Location:
operational hours and site attendance, and records of start and finish times of operations, including arrival and departure times of the technically competent manager shall be kept.	

10. APPENDIX 1 PROCEDURES

10.1 WASTE IN PROCEDURE

Only those wastes that D I Evans Cyf has the permit and capability of dealing with will be accepted. Therefore these wastes are clearly defined to the customer on signage on entering the site and the site attendants monitor incoming material from the public.

If material brought to the site by the public is not within the permit criteria it will be refused by the attendance on site. If however, such waste is then located after disposal by the public it shall be quarantined and the technical competent manager informed.

The site will then be instructed on the actions in accordance with the non-conformance procedure to follow and any emergency procedures as required. (see 10.8)

10.2 ACCEPTANCE:

The maximum capacity of the site will be kept in mind. Waste receptacles shall be monitored on a continued basis by the attendance. When capacity of the receptacles are reaching their capacity arrangements are made with the transfer station to collect and replace the waste receptacles.

Attendants visually inspect the waste IN to check compliance with the types of waste accepted at the site under the permit. All staff will be trained in this and if there is any unambiguous criteria the waste shall be rejected.

D I Evans Cyf has a dedicated quarantine waste storage area and written procedures to manage non-accepted waste. If the inspection or analysis indicates that the wastes fail to meet the acceptance criteria then the wastes can be temporarily stored there safely. Such storage and procedures are designed and managed to promote the rapid management (typically a matter

of days or less) to find a solution for that waste

10.3 DAY TO DAY OPERATION

Waste will arrive from the public and be tipped inside the site on its sealed drainage system. Waste will be segregated into identified skips by the public with the attendants overseeing the operation. Waste receptacles are removed from site by D I Evans Cyf or other licensed transporters.

10.4 REFUELLING - DIESEL

When vehicles need to be refueled they will be driven to the filling area onsite. As the quantity of fluke required to operate the equipment on site is small a jerry can shall be used to fill the roll compactor. Suitable spill mats shall be used to prevent any spillage from the operation contaminating the ground area.

10.4 DISCOVERY OF HAZARDOUS OR NON-CONFORMING WASTE

Waste being delivered will be visually inspected before it is placed in the waste skips. Staff are trained to identify non-conforming wastes. The waste shall be refused or placed in the quarantine area.

10.5 SPILLAGE OUTSIDE THE BUILDING

This spill procedure has been prepared in line with PPG21.

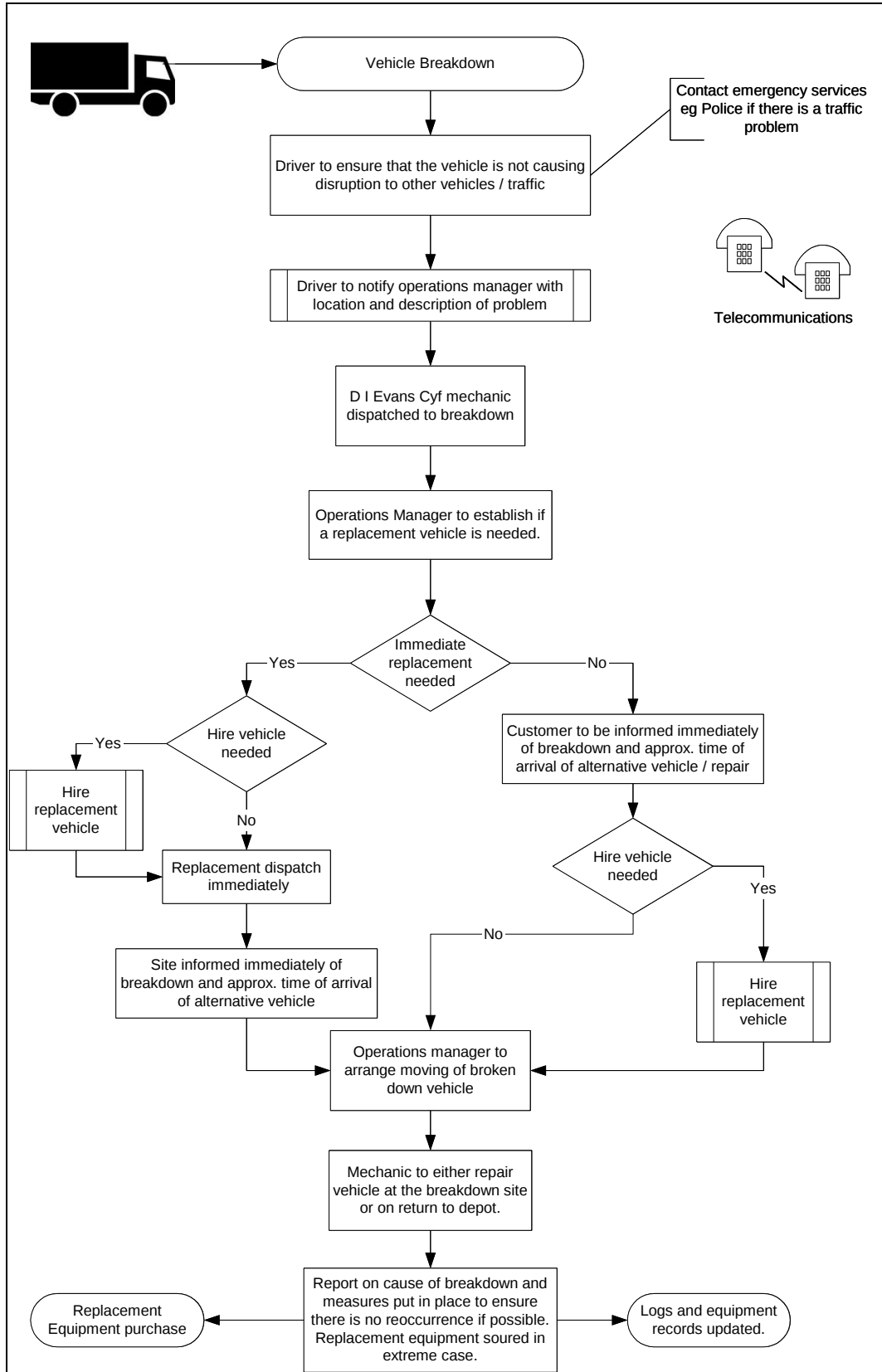
In the event of an emergency on site:

Spillage/Chemical Contamination

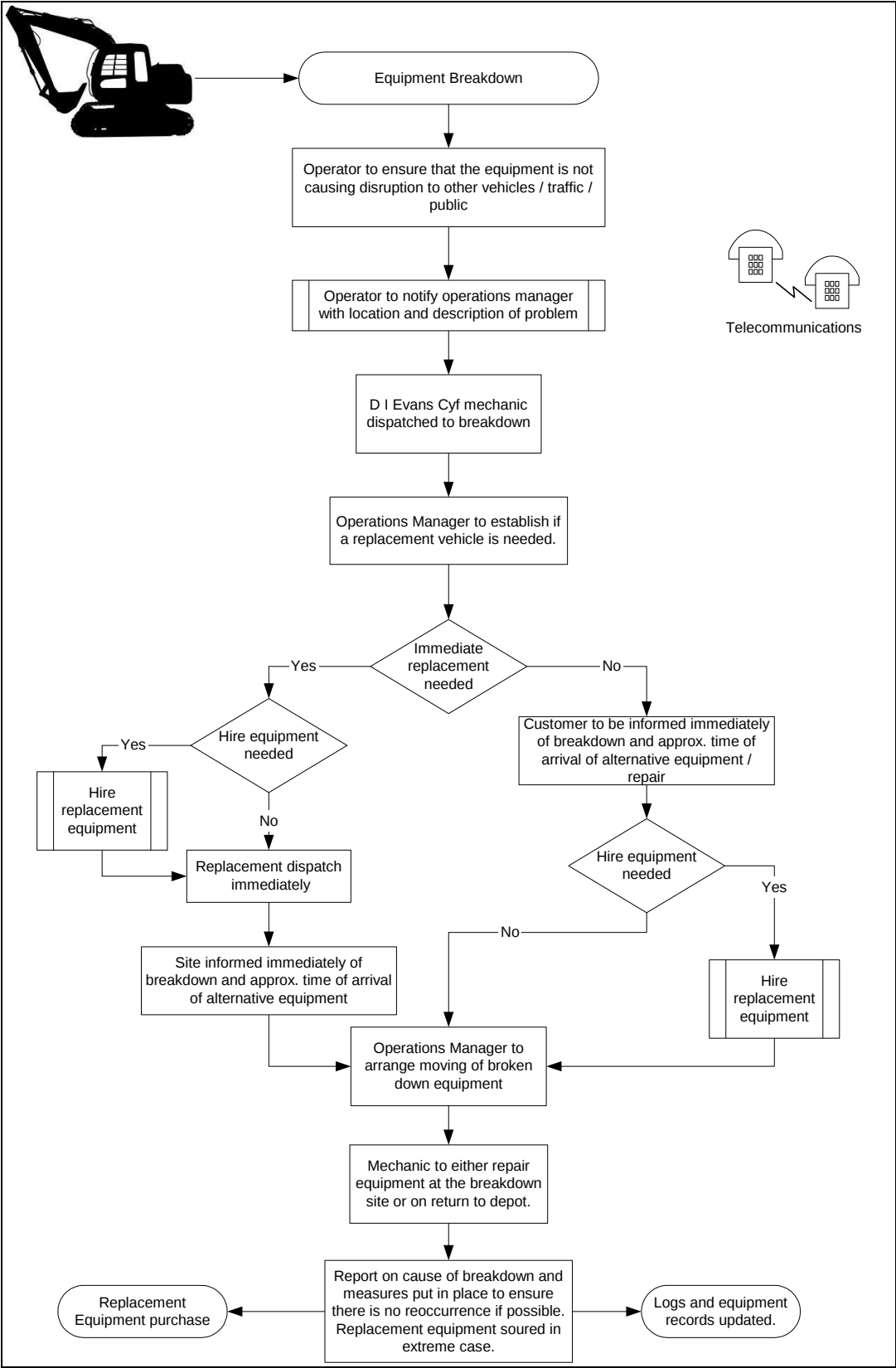
1. Aim to contain/block the spillage to prevent spillage going into drains with rags or spillage kit, to limit danger to persons, the environment and property;
2. Refer to COSHH sheets on chemical, if necessary
3. Use PPE kit i.e gloves, overalls if necessary
4. Contact the site management chemicals have spilled into drains so they can contact welsh water to inform of contamination.
5. Check company job sheets for any specific site information to do in the event of an emergency or near miss

6. Inform D I Evans Cyf Office Management of incident
7. Emergency Number for drainage/pollution incidents is Welsh Water:
8. You will need to know:-
 - Date and time of incident.
 - Chemicals involved
 - Estimated volume
 - Action taken
9. Notify Natural Resources Wales.

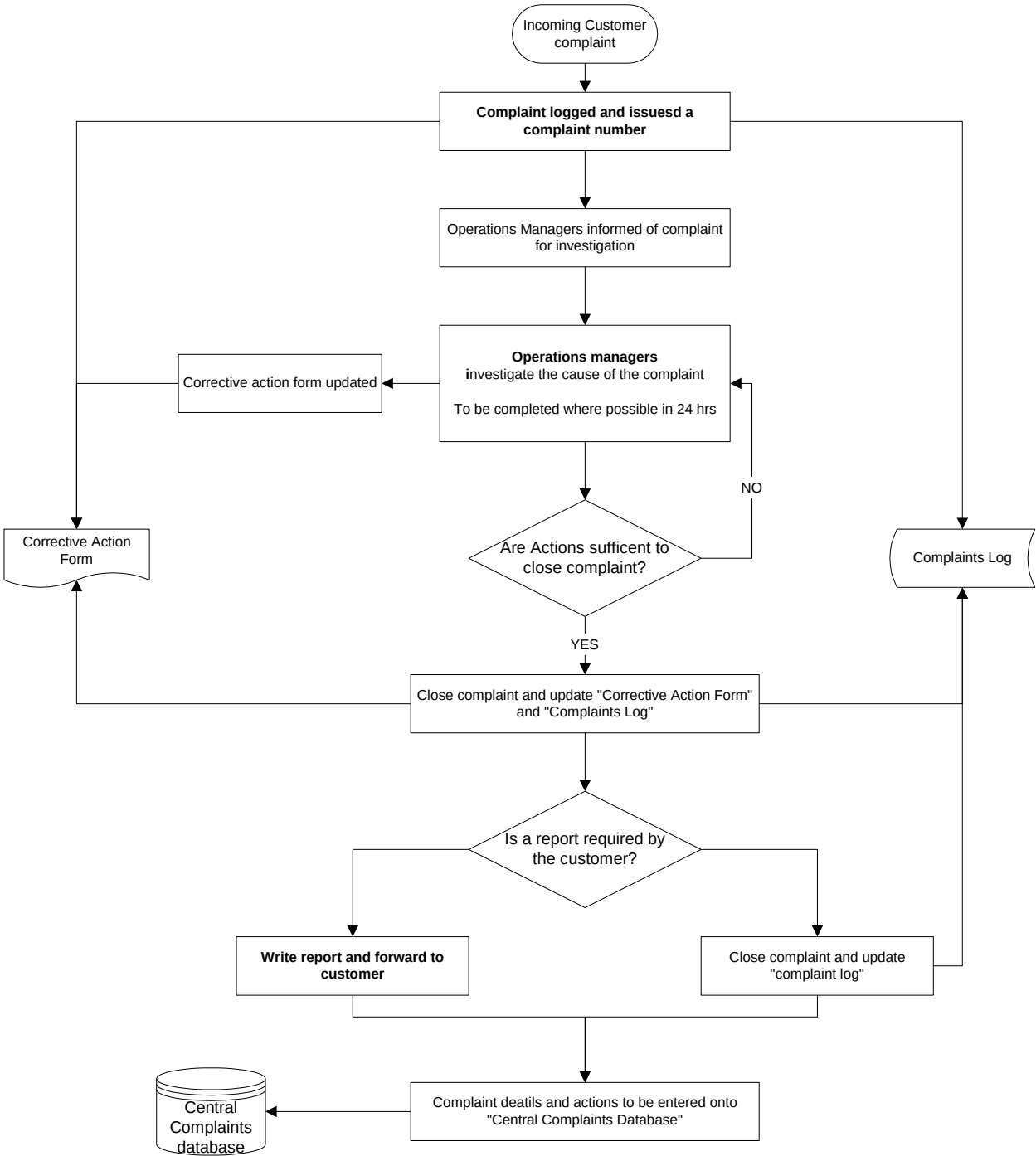
10.5 VEHICLE BREAKDOWN CONTINGENCY PROCEDURE



10.6 EQUIPMENT BREAKDOWN CONTINGENCY PROCEDURE



10.7 CUSTOMER COMPLAINTS PROCEDURE



10.8 CHANGING WASTE RECEPTACLES PROCEDURE

General controls:-

- Before delivery commences all equipment is checked and inspected before it leaves the Beulah yard by the driver. (daily vehicle check sheet)
- The site staff will ensure that there are no members of the public on site.
- The gates would be closed once all the public are out. Signs placed on gates "Skip delivery in progress " to explain to customers why the gates are closed and how long the process will take.
- The driver will undertake a review of the unloading and loading conditions before carrying out the unload and load sequence.
- One member of staff will watch for traffic outside the gates
- One member of staff will assist the driver with the replacing of the container and ensure that the place is secure and safe before the Public are allowed back in.
- Cargo netting is placed over open skips before leaving site.
- Operatives to wear BS approved safety foot wear and high visibility vests.

Sequence of works:-

- Site arrival, ensure area safe with enough room for delivery/pick up
- Place signs/cones to prevent access by public to the delivery area.
- Deliver yard skip to the appropriate area

Plant and equipment

- Pick up lorry, trailer
- Vehicle Maintenance and checks carried out every day before departure. Six Week inspection carried out by Edward Davies mechanic.
- Driver has valid LGV licence

Related documentation and assessments

- Risk assessment Ref No 07. 'Loading and unloading chain skips'
- Risk assessment Ref No 10. 'Loading and unloading roll on and off skips'

Safety precautions

- D. I. Evans Cyf employees are not allowed to smoke on site.
- The driver is responsible for the reporting of accidents immediately to Lindley Evans, who will then follow up the accident with an investigation.
- Lindley Evans is the Appointed Person/First aider in case of an accident.
- Personal protective equipment provided and worn: -
 - Safety boots.
 - Gloves.
 - Safety helmet
 - Hi visibility jackets.
- All operatives are trained for the job they are employed to do.
- A hazard spotting procedure is used, as detailed in employee handbooks, allowing an identified hazard to be remedied through discussion with a supervisor.
- The work activity is presently assessed as not likely to generate any excess noise.

10.9 EMERGENCY PROCEDURES

Scope

This emergency plan outlines procedures to be adopted in the event of any of the following incidents occurring : -

- Fire
- Explosion or Risk of Explosion
- Chemical Spillage
- Fuel/Oil Spillage
- Serious Accident
- External Situations

Responsibilities

Lindley Evans is responsible for providing adequate information and if necessary training to enable personnel on site to discharge their responsibilities under this plan.

Contractors and site supervisors are responsible for ensuring that their personnel understand the requirements of this plan, in particular their assembly points and roll-call requirements.

All personnel on site have a responsibility to understand and comply with the requirements of this Plan and undertake NO ACTION that will endanger themselves or others.

The Site Supervisor or a competent nominated deputy will undertake the duties of the INCIDENT CONTROLLER specified in this Plan.

Security

The possibility of potential emergency situations arising from arson, sabotage or vandalism should not be overlooked. On site all personnel are vigilant to prevent such situations occurring.

In particular:-

- Vulnerable areas should be kept locked and secured when unmanned.
- Access routes and roads must be kept clear of obstructions and parked vehicles.
- Security arrangements to control pedestrians and vehicles on site must be complied with.

- Non bona-fide personnel on site should be challenged about their presence and if necessary reported to security or the police.
- Ensure that the boundary fence is maintained in good condition. An inspection of this is to be carried out daily – defects should be reported to the site manager for immediate action.

Emergency Evacuation Procedure

Dependent on the type and nature of each Incident the procedure for a full evacuation is as follows:

- Sound the evacuation alarm – a rotary bell.
- Ensure all relevant emergency services have been summoned
- Instruct a suitable competent person to undertake a roll-call of personnel at the Assembly point.
- Establish an incident control centre at a convenient SAFE venue and from there liaise with the relevant authorities and emergency services to manage the Incident and the search for any missing or trapped personnel.
- Ensure, where appropriate and safe to do so, that unnecessary plant and equipment is shut down
- Ensure, through nomination of a competent person, that the emergency services are directed through a safe route to the incident. Also that they are provided with any necessary information to deal with the Incident e.g. plan of site, COSHH data sheets and risk assessments etc.
- Ensure that no personnel re-enter the site until advised by the emergency services that it is safe to do so.
- If appropriate, cordon off the area of the incident to prevent unauthorised access and contamination of a possible investigation by management of the enforcing authorities
- Inform the management of the incident and where appropriate the safety adviser and the enforcing authorities

- Prepare a preliminary incident report.
- Where portable fire-fighting appliances have been used ensure that they are replenished from the main office as soon as possible for future operation.

Assembly Point

The main assembly point is **AT ENTRANCE**

In the event that the main entrance is at risk by the incident then the Standby Assembly Point is **ROADSIDE OUTSIDE ENTRANCE**

Emergency Incidents

Fire

Anyone discovering a fire should:-

- Raise the alarm by contacting the incident controller or by appropriate other means such as a manual 'break glass' button.
- Advise the incident controller of the size, type and location of the fire and any other relevant information.
- Tackle the fire, if they are trained and competent and it is safe to do so, without endangering themselves

The incident controller will, acting on the information supplied, call the emergency service and if necessary, implement the emergency evacuation procedure.

Explosion or Risk of Explosion.

In the event of an explosion or the imminent risk of an explosion (e.g. from a leaking LPG or Welding Gas Bottle) any personnel becoming aware of the situation must inform the incident controller IMMEDIATELY and warn adjacent personnel to proceed to the assembly point via a safe route.

The incident controller will immediately contact the emergency services and invoke the emergency evacuation procedure.

Chemical/ Polluting Liquid Spillage

The person discovering the spill will immediately inform the incident controller and if possible

identify to him the chemical(s) involved and any injured personnel. He must also warn adjacent personnel to proceed to the assembly point via a safe route.

All local discharge points e.g. gullies, outlets etc will be “blocked off” using sand bags (stored in site office/stores)

The area surrounding the spillage will be isolated by application of absorbent granules or clean sand.

Sufficient absorbent material will be applied until all liquid has been absorbed.

The incident controller will immediately contact the emergency services informing them of the nature of the spillage, the chemical(s) involved and have available the relevant COSHH data sheet and the COSHH risk assessment.

If appropriate the incident controller will invoke the emergency evacuation procedure.

Fuel/Oil Spillage

A person becoming aware of a fuel/oil spillage should immediately contact the incident controller, advising him of the location and hazards generated by the incident.

The incident controller will then determine how the spillage will be dealt with, with reference to the relevant COSHH assessment and if necessary, by summoning the appropriate emergency services or specialist services.

If appropriate, the incident controller will invoke the emergency evacuation procedure.

Serious Accident

In the event of a serious accident occurring (e.g. collapse of structure) the incident controller must be informed immediately.

The incident controller will call the emergency services to deal with the Incident and treat any casualties and if the hazards remaining warrant it, he will invoke the emergency evacuation procedure.

External Situation

Where there is a possibility of a major incident arising from any adjacent premises it may be necessary to evacuate the site.

When such circumstances arise the incident controller will liaise with the emergency services called to the external incident, and take their advice as to the continuation of work on site.

In the event of an evacuation of the site being necessary the incident controller will invoke the emergency evacuation procedure.

Action by Other Personnel.

Unless nominated to undertake specific duties by the incident controller, on becoming aware of an emergency situation or hearing the evacuation alarm all OTHER PERSONNEL will:-

If safe to do so, shut down plant and equipment and render it safe, and then follow a safe route to their assembly point taking NO ACTION that will endanger themselves.

- Report their presence at the assembly point to their supervisor and assist the supervisor in accounting for any missing personnel.
- Personnel with specialist training and certificate i.e. first aiders should then report to the incident controller and render any assistance as directed by the incident controller. First Aid 'Grab Bags' should be positioned at the exits and these should be taken by first aiders, providing this does not delay their exits.
- Supervisor at the assembly point must account for staff and visitors under their control to the nominated person undertaking the roll-call. Any missing personnel should be reported to the incident controller for the emergency services to locate.

Following Dealing with Emergency situations the Incident Controller must :-

In the event of a chemical spillage resulting in contaminated granules/sand load this into suitable drums and prepare for transportation to a suitable licensed disposal site.

In the event of major spillages the Environment Agency should be informed.

Prepare a full report of the incident and make an appropriate note in the site diary.

SITE PERSONNEL ARE NOT TO PLACE THEMSELVES OR ANY OTHER PERSON AT RISK WHEN CARRYING OUT ANY OF THE ABOVE PROCEDURES.