# Environmental Management System Ref: AL01/ Feb 11

## Allwayste Recycling Ltd

Waste Recycling & Transfer Facility,
Unit 5 Shawfield Road,
Carlton Industrial Estate,
Barnsley,
S71 3HS.

# Allwayste Ltd Recycling and Transfer Facility

## Environmental Management System

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Document Reference Numbers

AL/01 –Environment Management System
AL/02 – Waste Management Plan
AL/03 – Risk Assessment including H1 Assessment
AL/04 – Flow Chart of on site operations

AL/05A – Ordnance Survey map of site
AL/05B – Site plan of operations
AL/06 – Non – Technical summary
AL/07 – Site Condition report.
AL/08 – Acceptable Waste Types.
AL/09 – To Scale Area of Site (including drainage system)
AL/10 – Index for Doc AL/09

## 1. Management

Specific Written instruction issued separately and to be attached to the site copy of Environmental Management System.

Updates in training will be necessary or when the waste management licence or site Environmental Management System brings a change to the duties or expectations of personnel.

### 1.1 Access to Site

All Vehicles will be directed to the relevant unloading area by a site operative. Once at the appropriate deposit area the site operative will instruct the driver of the vehicle the exact position of discharge.

### 1.2 Waste Inspection

Once the vehicle has discharged its load, the site operative will visually check its contents to ensure no waste outside the conditions of the permit is included, or that there is no material contrary to processing needs. See doc ref AL/04

### 1.3 Unacceptable Waste

If the site operative identifies waste for which the site is not permitted or is unsure of its acceptability, the site manager will be informed. See doc ref AL/04

If it is safe to do so, the unlicensed waste will be loaded back onto the vehicle that discharged it. If not possible or safe to do so, the manager will consult the Environment Agency on the course of action to be taken.

The producer of the waste will be informed and advised as to future conduct.

Details of such events will be recorded in the site diary.

### 1.4 Treatment

Treatment of all waste types will only be treated at Unit 5 Shawfield Road, Carlton Industrial Estate, Barnsley, S71 3HS.

### 1.5 Site Maintenance See Doc ref AL/03

All surfaces for vehicle movements, waste deposit, storage will be hard surfaced to prevent the direct escape of any pollutants.

Surfaces will be drained in accordance with the Prevention of Pollution.

The existing concrete surfaces within the units will provide an impermeable surface for the operations. Where repairs and additions to the concrete are necessary the suitable materials will be used. An outside contractor will be used to provide any necessary alterations.

1.5.1 **Recyclables Storage Areas**
The source segregated wastes including glass, metal, foam and plastic are considered to be a low pollution risk, will be stored in suitable containers either within units or on hard standing area.

1.5.2 **Existing Surface Water Drainage** See Doc Ref AL/09
The existing surface water drainage system on site was constructed prior to Allwayste's occupancy of the site. This drainage system for Rainwater is provided by a rainwater gully; this has grates connected to it, which then carries the rainwater to the existing Yorkshire Water drainage system. The effluent water from the hard surfaced area will run off into a covered drain which runs the length of the area, this will be then piped into the existing effluent water drain provided by Yorkshire Water.

**1.5.3 Tooling**
Production and maintenance tooling is subject to routine inspection and testing, any defects found will be reported to site management and logged in site diary. Contractors will be contacted to organise repair to allow operations to return to normal.

**1.5.4 General Maintenance and Inspection**
Routine inspections of the licensed area will be undertaken by the site manager, who will report any defects. A maintenance programme for cleaning and maintaining site is as follows. All inspections and necessary maintenance will be recorded in site diary.

- Daily inspections of site security (including monoflex to boundaries) tidiness, odour and dust.
- Monthly inspection of concrete hard standing.
- Additional checks required whenever spillages occur or at any time deemed necessary by site manager
- All staff will be taught how to apply and produce risk assessments to any circumstances, or unforeseen incidents that may arise. See doc ref AL/03

**1.6 Accidents** See Doc ref AL/03

**1.6.1 Fires**

Potential sources of sparks and flame will not be permitted. A no smoking policy will operate in all areas of the site. All incoming Wastes will be inspected on deposit to check for burning, smouldering or smoking wastes.

In the event of a small fire, fire extinguishers are located in the site office these will be used if safe.

The fire equipment will be visually checked on a weekly basis to ensure readiness for use. An annual certification check will be carried out and recorded in by an external professional on all fire equipment to ensure full compliance with fire requirements.

Advice to all operatives on fire procedures will be recorded in the site diary. At least twice per year a fire drill will be carried out under the direction of the site manager. This will ensure all site staff are aware of the procedures, and of locations and methods of use of fire equipment. Records of these events will be kept in the site diary. Any procedures, equipment or training that require improvement will be reported to the site manger.

Fire safety measures:

1. No wastes to be burned within the site.

2. A No Smoking policy will be established within all areas And appropriate notices displayed and instruction given.

3. Any outbreak of fire will be treated as an emergency and both the fire service and Environment Agency contacted.

4. In the event of any fire the technically site manager will be informed and no other person will be permitted to enter the site until the fire has been adequately extinguished and is safe to do so.

5. The waste transfer site will be evacuated in the event of a fire.

6. Fire extinguishers are available at locations indicated on the plan displayed in the site office. These will be used to extinguish small fires where the operative is not putting themselves or any other person at risk.

7. Other combustible materials will be isolated from the fire where possible and safe to do so.

8. Clear directions will be given to the firs service and a member of staff will wait at the entrance to site on the

speediest arrival, to ensure the speediest service is provided.

9. The fire service will be informed of any person missing or suspected to remain on site.

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

11. Documentation of actions and decisions taken will be held on site and by the relevant personnel. This will be in the form of site diary, personal diaries and letters.

12. The circumstances of any fire will be investigated by the site manager to avoid repetition.

### 1.6.2 Dangerous Substances

1. Should dangerous substances be delivered to site and be discharged at the site before the site personnel; identify, the substances will be isolated to ensure no person comes into contact by provision of an exclusion zone marked out with cones and rope or similar.

2. Should there be a spillage of material within the controlled area, which gives rise to vapours, the area will be immediately evacuated and the emergency services called.

3. The site manager and the environment agency will be informed immediately and advise sought on how to deal with the materials.

4. Appropriate actions will be taken to remove the substances from the site following consultations with the site manager, the fire service and the environment agency.

1.7 **Incidents & Non-conformances** See Doc ref AL/03
Maintenance procedures summarised in 1.5 functions as detection of most on site failures of structure of operations. In the event of a failure the following steps are taken:

Site Surface
If compromised areas of the impermeable surface are identified which could lead to the fugitive emissions of pollution from the site the area is to be immediately quarantined and the on site manager notified immediately. All potential sources of liquid emissions are removed from the area and placed on secure impermeable surface,

operations and were possible moved to another area of the site. Contractors are contacted to organise the repair to allow operations to return to normal.

Spillages

Spillages of any waste liquids are reported immediately to the site manager and logged in the site diary. The cause of the accident must be identified through investigation and potential solutions to further minimise the risk of this occurring in the future will be implemented. Review the preventative procedures for the process-giving rise to the accident.

## 1.8 Site Security

Outside working hours

The site is primarily engaged in the recovery of household skip waste, including some metals. This material can be high in value, which is very often a target of theft. It is therefore important that this waste is stored securely so as not to attract the attention of such theft.

All metals are to be stored in the highest security area of the site.

Recovered materials that are high in value will be stored in the confines of a secure building as this is attractive to thieves and therefore constitute the primary motivation for illegally entering the site.

It is also important that the site is not accessible by children as waste materials kept within the site compound may cause injury to children and harm to the environment if tampered with.

To deter both potential security risks the site is surrounded by a two meter high palisade fence, gated and locked at two key points every evening after operations finish. The site is sign posted as potentially hazardous to people and the environment without supervision.

The site generally is located the Carlton Industrial Estate; outside normal business hours access to the trading gated at the entrance. CCTV coverage also operates across the site.

The site security will be visually checked once per day, formally inspected once per week within the weekly inspection schedule, and repaired as necessary to ensure security is maintained.

Within working hours

During working hours all access to site is supervised. Visitors are logged into the visitor's book. Visitors are supervised at all times.

Contractors logged into the visitor's book then checked for the relevant industry standards for working on such industrial site.

## 1.9 Competent Persons & Resources

Dale Fox will provide site management.
A manager will be present on site for at least 20% of the actual operational hours of the site, that being at least 12 hours per week.

| |
|---|
| Monday to Friday - Opening hours 0800 to 17.00 hrs |
| Saturday – Opening hours 0800 to 13.00 hrs |

Responsibilities include day-to-day operations and activities at the site, ensuring compliance with the licence and planning conditions, and liaison with the environment agency and other regulatory bodies.

At times of sickness or annual leave other site managers at the appropriate level will be brought onto site as necessary, details of these will be held in the site diary.

Contractors are asked to provide all relevant documentation as proof of competency before access to the site is granted to carry out work.

Operations staff

A minimum of two people will be on site at all times during operational hours. Site operatives will be responsible for controlling incoming and outgoing vehicles, inspecting waste to ensure compliance with licence conditions and duty of care notes, controlling vehicle movements, using and being responsible for site equipment, ensuring good general tidiness, and reporting any problems to the site manager.

Staff training

All staff and drivers will be given relevant training and supervision on the equipment used at site. They will also be given instruction on the relevant parts of the planning consent; waste management licence and working plan to effectively and efficiently carry out their job function.

Staff training will be an ongoing process where all staff will be helped to gain NVQS in waste transfer management.

On a day to day basis the management will arrange regular tool box talks to keep staff upto date on any training issues, and these will be also used to advise staff on any complaints or non-compliance, all complaints and toolbox talks will be logged and kept in the site office.

## 1.10 Record Keeping

### 1.10.1 Health and safety instruction

All visitors entering the site must report to the site office. First time visitors to the site will be required to read the displayed notice giving instructions on health and safety and site procedures. Visitors must sign the Visitors book before proceeding onto site, and sign out prior to leaving.

All Staff must report any Accident or Incident to a senior member of staff who will deal with the problem accordance with Health and Safety guidelines and also Environment Agency guidelines. All Accidents and Incidents must be logged in the site Accident/ Incident report book. The details must include time/date, reported to, incident/ accident description/how managed /outcome. At this point a risk assessment must be completed to try to prevent reoccurrence.

### 1.10.2 Duty of care

The driver of incoming vehicles will be required to provide a document detailing the source of location and description of the waste they are carrying for Duty of Care purposes. A copy of the description will be kept at the site office.

Annual Duty of Care notes may be provided by some customers for inputs where, the producer, description of waste, and appropriate quantity does not vary. A copy of these notes are held in the site office.

### 1.10.3 Carrier Registration

Allwayste Ltd will ensure that all haulers collecting waste for disposal or reprocessing hold a current carriers registration issued by the Environment Agency.

### 1.10.4 Waste Description

The site operative will question the driver if unsure about the waste description to ensure it complies with the requirements of the waste management licence for the site. The site operative will make a visual check, whenever possible, to ensure an adequate description has been provided.

If the site operative is satisfied that the waste is acceptable at the site within the terms of the waste management licence, the driver will be directed to the relevant deposit area.

If the site operative is not satisfied by either the waste description or the content of the incoming load, the load will be checked thoroughly and a decision made on its acceptability, if necessary requesting help from the site manager.

If the site operative is satisfied that the waste is not acceptable under the terms of the waste management licence, entry to the site will be refused

*and the vehicle will be directed to an alternative licensed site. The producer will be informed of the problem and expectations in the future. A record will be made in the site diary. The site manager will be informed.*

1.10.5 **Outgoing Vehicles**

All outgoing vehicles carrying materials out of the site will be safely loaded and sheeted where necessary, prior to exiting the site. The site personnel will ensure that these requirements are carried out.

Records will be kept of all incoming and outgoing wastes.

All vehicles will be checked daily for any vehicle defects this will be logged in site diary, any defects will be repaired immediately by outside contractor. All vehicles will also undergo a 6 weekly inspection in line with VOSA procedures, paperwork of these inspections will be available in site office.

### 1.11 Access to the permit

A site copy is kept and will be available to all members of staff and contractors at all times.

A copy of this environmental management system is to be available on site at all times and provided when appropriate in hard copy or electronically. Any queries will be dealt with by the site manager.

## 2. Operations

### 2.1 **Permitted Activities** See Doc Ref AL/04

2.1.1 List of activities

(a) Waste enters site paperwork checked.
(b) Waste manually separated / sorted
(c) Waste placed to relevant holding area.
(d) Waste transfer to appropriate disposal facility.

### 2.2 Waste Acceptance

2.2.1 Waste shall only be accepted if:

(e) It is of a type and quantity listed in table 2.2 Doc Ref AL/08

(f) It conforms to the description on the documentation supplied by the producer and holder.

2.3 **The site**

2.3.1 The activities shall not extend beyond the site, being the land shown edged in green on the site plan attached to the permit.

2.3.2 The activities shall not be carried out within 200 metres of a European site or a SSSI

**2.4 Quantities**

2.4.1 The total Quantity of waste accepted at this site will be less than 4,999 tonnes per year.

2.4.2 The break down of above will be Non- hazardous waste Non-Biodegradable 3,000 tonnes per year and Non - Hazardous Waste biodegradable 2,000 tonnes.

2.4.3 Records of theses quantities will be recorded in the waste management plan. Doc Ref AL/02 attachments a-d.

3. **Monitoring** See Doc ref AL/03

**3.1 Odour**

3.1.1
Emissions from the activities shall be free from odour at levels likely to cause pollution outside the site, as perceived by an authorised officer of the Environment Agency, unless the operator has used appropriate measures, including, but not limited to, those specified in any approved odour management plan, to prevent or where that is not practicable, to minimise, the odour.

3.1.2 Allwayste Recycling Ltd shall:

(a) if notified by the Environment Agency that the activities are giving rise to pollution outside the site due to odour, submit to the Environment Agency for approval within the period specified, an odour management plan;
(b) Implement the approved odour management plan, from the date of approval, unless otherwise agreed in writing by the Environment Agency.

**3.2 Noise and Vibration**

3.2.1 Emissions from the activities shall be free from noise and vibration at levels likely to cause pollution outside the site, as perceived by

an authorised officer of the Environment Agency, unless the operator has used appropriate measures, including, but not=t limited to, those specified in any approved noise and vibration management plan, to prevent or where that is not practable, to minimise, the noise and vibration.

3.2.2 Allwayste Recycling Ltd shall:

(a) If notified by the Environment Agency that activities are giving rise to pollution outside the site due to noise and vibration, submit to the Environment Agency for approval within the period specified, a noise and vibration management plan;
(b) Implement the approved noise and vibration management plan, from the date of approval, unless otherwise agreed in writing by the Environment Agency.

## 4. Information

### 4.1 Records

4.1.1 All records required to be made by the Permit rules shall:

(a) be legible;

(b) be made as soon as reasonably practicable;

(c) if amended, be amended in such a way that the original and any subsequent amendments remain legible or are capable for retrieval; and

(d) be retained, unless otherwise agreed by the environment Agency, for at least 6 years from the date when records were made, or in the case of the following records until permit surrender:

(i) off site environmental effects; and

(ii) matters, which affect the condition of land and groundwater.

4.1.2 Allwayste Ltd shall keep on site records, plans and the management system required to be maintained by these standard rules, unless otherwise agreed in writing by the Environment Agency.

### 4.2 Reporting

4.2.1 Allwayste Recycling Ltd shall send reports and notifications required by these standard rules to the Environment Agency using the contact details supplied in writing by the Environment Agency.

### 4.3 Notifications

4.3.1 The environment agency shall be notified without delay following the detection of:

(a) any malfunction, breakdown or failure of equipment or techniques, accident which has caused, is causing or may cause significant pollution;

(b) the breach of a limit specified in these standard rules; or

(c) any significant adverse environmental effects.

4.3.2 Written confirmation of actual or potential pollution incidents of emission limits shall be submitted within 24 hours.

4.3.3 The environment Agency shall be notified within 14 days of the occurrence of the following matters except where such disclosure is prohibited by Stock Exchange rules:

(a) Where the operator is a registered company:

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

(b) Where the operator is a corporate body other than a registred company;

(i) any change to the operator's name and address; and
(ii) any steps taken with view to the dissolution of the operator.

(c) In any case;

(i) the death of any named operators (where the operator consists of more than one named individual);
(ii) any change in the operator's name(s) or address(es); and
(iii) any steps taken with a view to the operator, or any of them, going into bankruptcy, entering into a composition or arrangement with creditors, or, in the case them being in a partnership, dissolving the partnership.

(f) It conforms to the description on the documentation supplied by the producer and holder.

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(a) if notified by the Environment Agency that the activities are giving rise to pollution outside the site due to odour, submit to the Environment Agency for approval within the period specified, an odour management plan;
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(ii) any change in the operator's name(s) or address(es); and
(iii) any steps taken with a view to the operator, or any of them, going into bankruptcy, entering into a composition or arrangement with creditors, or, in the case them being in a partnership, dissolving the partnership.

Doc Ref AL/08

Table 2.2 waste types and quantities

Maximum Quantities
The total quantity of waste accepted st the site shall be less than 4,999 tonnes a year

Exclusions
wastes having any of the following characteristics shall not be accepted:
* Consisting solely or mainly of dusts, powders or loose fibres.

| Waste for recycling - description | Code | Notes |
|---|---|---|
| Green glass bottles and jars | 15 01 07 | |
| Brown glass bottles and jars | 15 01 07 | |
| Clear glass bottles and jars | 15 01 07 | |
| mixed glass bottles and jars | 15 01 07 | |
| Flat glass | 20 01 02 | |
| Paper | 20 01 02 | Newspaper, Office paper, not packaging |
| Cardboard | 15 01 01 | Corrugated boxes and other packaging |
| Books | 20 01 01 | |
| Mixed paper and card | 20 01 01 | |
| Steel cans | 15 01 04 | |
| Aluminium cans | 15 01 04 | |
| Mixed cans | 15 01 04 | |
| Other scrap metal | 20 01 40 | Excludes abandode vehicles - not MSW |
| Aluminium foil | 20 01 40 | |
| Electrical goods - TV's, Videos, CD players | 20 01 36* | Correct code depends whether or not they |
| Mobile phones, toasters etc | 20 01 36 | contain dangerous substances |
| Plastic | 20 01 39 | |
| Clothes and footwear | 20 01 10 | |
| Other textiles | 20 01 11 | |
| Green waste only | 20 02 01 | |
| Wood | 20 01 37 | |
| | 20 01 38* | |
| Furniture | 20 01 38 | |
| Rubble | 17 01 07 | |
| Co mingled materials | 20 03 01 | |
| Paint | 20 01 28 | |
| Other materials | | |
| Construction & demolition Waste | 17 01 07 | Not code for mixtures of bricks and concrete |
| Bulky waste | 20 03 07 | |
| Waste arising from clearance of fly tipping | 20 03 01 | Waste from households and similar only |
| | | |