Rowley Gate Farm

Environmental Management System

RGF001

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This Environmental Management System is for the Rowley Gate Farm site at Devils Lane, Leek.

The Site Management Plan comprises this description of site operations.

1. Location

The site is in a rural area located west of Leek on Devils Lane. The site is bordered from all directions by open green land. The nearest neighbour to the site is approximately 300m away.

2. Operating Hours

The site is open from;

Mon – Fri: 07:00 to 18:00
Saturday: 07:30 to 13:00

3. Operating design capabilities

The site is permitted to handle up to 75,000 tonnes per annum of mixed wastes. The site is operated under a Standard Rules Permit, SR2015_No6_75kte. Each waste stream has its own operating area with areas for the storage of products as appropriate.

Waste is not brought onto site. The waste is already on site due to previous fly tipping; this waste will be brought into the general waste area where it will be sorted into the 4 stockpiles e.g. Plastic, Wood, Inert and Paper. Some of the waste will undergo some processing e.g. Shear, Air Blower and Trommel, however no waste will be left in the building overnight.

Mixed Waste
Mixed wastes will only be received from the already fly tipped waste on site. These wastes shall be hand and machine sorted prior to despatch off site to a suitable disposal point or downstream recycler.

4. Waste Types Accepted

The range of wastes handled on site are described in section 3 above.

5. Personnel and Duties

The site is operated by a number of personnel with discrete duties and responsibilities. A management structure is shown in Appendix 1 attached to this Site Management Plan.

Technically competent management is available on site. A copy of the CV and WAMITAB certificate of the COTC holder is kept on site.

6. Training

All staff receive training at the commencement of their employment. Induction training is used to provide a basic level of training necessary to begin work and to identify training needs not identified during the recruitment process.

The induction process incorporates an introduction to the Environmental Management System, Site Working Procedures Manual and Environmental Permit.

Drivers are required to provide evidence of their continued ability to drive by submitting their licences and CPC documents each year.

A training register is maintained to record qualifications and training to identify any skills shortages or training requirements within the Company. Any additional training needs will be implemented following discussions with staff.

7. Weighing Facilities

The site does not have the benefit of a weighbridge. Tonnages are estimated by recording the size of each baled waste. Some wastes leaving site may be weighed at the receiving site, in other cases, the waste tonnages are again estimated from the size of the load.

8. Traffic management

Traffic management is simple as the site doesn't handle any waste from outside. There will be occasional vehicle movements for the waste leaving the site. Traffic movements are limited in number and controlled by site operatives.

9. Operating arrangements

Various items of plant and equipment are available on site and are used for the variety of the sites activities. Breakdown events will be dealt with in accordance with section 10 below.

Products and wastes leaving site are transported using company vehicles. The company may use hauliers to maintain operational flexibility and has the ability to call in additional transport as conditions require.

Similarly, the company will maintain a number of outlets for the various materials and is not tied contractually with any single outlet. In the event of problems at a downstream recycler or disposal point the company can switch to another outlet immediately.

In the unlikely event that all outlets were unavailable for a particular product/waste then that product/waste would be stored on site until the limits for the particular product/waste type were reached when the site would close to that product/waste until such time as the stockpiles could be reduced.

10. Inspections & Maintenance

All items of plant and equipment are subject to a Planned Preventative Maintenance programme to minimise downtime and unplanned failures. A service planner is maintained to ensure that the required inspection and servicing is undertaken in a timely manner.

The Service Planner also includes fixed items such as the interceptor and site drainage and therefore compliments the Site Inspection arrangements.

Routine site inspections are carried out daily by the site manager and weekly by the COTC holder. Where any defects or damage is found to site infrastructure or plant these shall be reported and then repaired or rectified within set timescales,

Plant & Vehicles – 48 hours
Fencing – 48 hours
Drainage – 7 days
Buildings – 7 days

Or if this is not possible alternative arrangements shall be made as detailed below.

In the event of breakdowns lasting more than 48 hours alternative arrangements shall be considered as follows;

Wagons
- Hire in a temporary replacement

A site inspection shall be completed weekly by the COTC holder and the results recorded on the Site Inspection Sheet. As a minimum the site inspection shall consider;

- The condition of concreted areas,
- Concrete walls
- Site access
- Fencing
- Condition and availability of plant
- Waste records
- Site tidiness/stockpiles
- Litter, pests, mud, dust and odour

Any non-conformances found will be dealt with promptly and within the timescales highlighted above.

A review of Site Inspections shall take place at management meetings. Any trends identified will be discussed and action taken to address the issues.

11. Waste Handling

Waste reception and handling is subject to a number of Site Working and all operations are in accordance with these procedures.

Waste is inspected prior to off-loading. Once inspected and the relevant details taken the load is directed to the appropriate tipping point and the waste deposited.

Any non-conforming materials found at this point will be dealt with in accordance with the rejecting wastes procedure.

Wastes are then handled according to the various requirements of the planning permission, the permit and the requirements of the end markets.

12. Non-conforming Waste

All loads on site will be checked. Such checking shall be visual by person or by a camera. All loads found to be containing non-acceptable materials prior to tipping will be rejected and removed from site.

Non-conforming materials found after tipping will be segregated and stored under suitable conditions, pending disposal at a suitably licensed facility.

If necessary, non-conforming loads shall be reported to the appropriate authorities.

13. Hazardous Waste Handling Procedures

Hazardous wastes are not permitted under the exemptions and site permit. However, procedures are in place for hazardous wastes found in mixed waste streams following tipping.

14. Site Tidiness

The site shall be inspected daily by the site manager and any litter or accumulated debris shall be removed by a manual sweeper.

Stockpiles shall be maintained within the limits set out in the environmental permit.

The site access and concrete hard standing shall be swept as necessary by a manual sweeper or mechanical sweeper (if required).

15. Site Security

The site perimeter consists of concrete and brick walling with a security gate to prevent any security breaches. The site does not have a recent history of break-ins or thefts.

16. Dust Control

Certain waste where there is the potential for dust to arise may be treated with dust suppression methods consisting of sprinklers/spray nozzles to enable water to be sprayed onto the wastes as they are loaded/unloaded and in the event the high winds pose a risk of dust becoming airborne.

Any accumulation of dusts or dusty materials on the site will be doused by bowser and removed by a manual sweeper.

The concreted areas of the site and the site access will also be swept as required by a manual sweeper to prevent dust becoming a nuisance.

17. Noise Management

Certain suggestions have been made to minimize noise generated by permitted operations. These include fitting closed engine covers to all machinery and using effective silencers and alarms.

Other measures to be taken are;

- Vehicles and plant are only to be operated within the site within normal working hours.
- Vehicles must switch engines off whilst unloading or waiting to unload.
- When not in use all plant engines are to be switched off and not left to “tickover”.
- Suppression to be used on any plant operated in the site to lower noise transmission and to reduce vibration.
- Noise suppression equipment fitted to any item of plant is to be maintained in good working order.
- Incidents of complaints regarding noise are to be recorded and investigated in accordance with the Complaints Procedure.

18. Odour Control

The nature of the waste types held on site mean that odour could become an issue. Specific procedures are in place to minimise the risk of odour becoming an issue.

If an odour problem does develop it will be dealt with by a combination of methods:

- The malodourous wastes will be removed from site for final disposal at the next available opportunity.
- Deodourising equipment consisting of a portable spray unit and proprietary deodourising chemicals shall be employed to deal with the odours in the intervening period.

19. Litter Control

Some of the waste streams may produce litter. The nature of the wastes and the relatively small scale of this operation is such that litter should not be generated in significant quantities.

Where wastes do present a risk of producing windblown litter, they will be stored concrete bays and be covered.

Any litter that does escape these areas will accumulate in areas on site or will be caught by the site perimeter walls which will largely ensure that any litter arising is contained within the site.

During periods of high wind, a number of measures can be taken to mitigate and reduce the incidence of windblown litter;

- Employ additional temporary staff to clear accumulations of litter,
- Restrict inputs of those wastes which might give rise to windblown litter.

20. Pest Control

The nature of the waste types accepted on site means that pests may become a problem. If a problem does develop, reasonable measures will be taken to use commercially available products and services to control pests.

If a particular waste is determined to be the cause of a problem, it shall be removed from site at the earliest available opportunity and consideration given to mitigation measures that may be implemented before any more waste from that source is accepted on site.

21. Fire Control and Prevention Provisions

Mains water is available at the office and at the garage. Such water is used for maintenance purposes.

Dust suppression equipment may also be used to damp down combustible wastes and to limit fires.

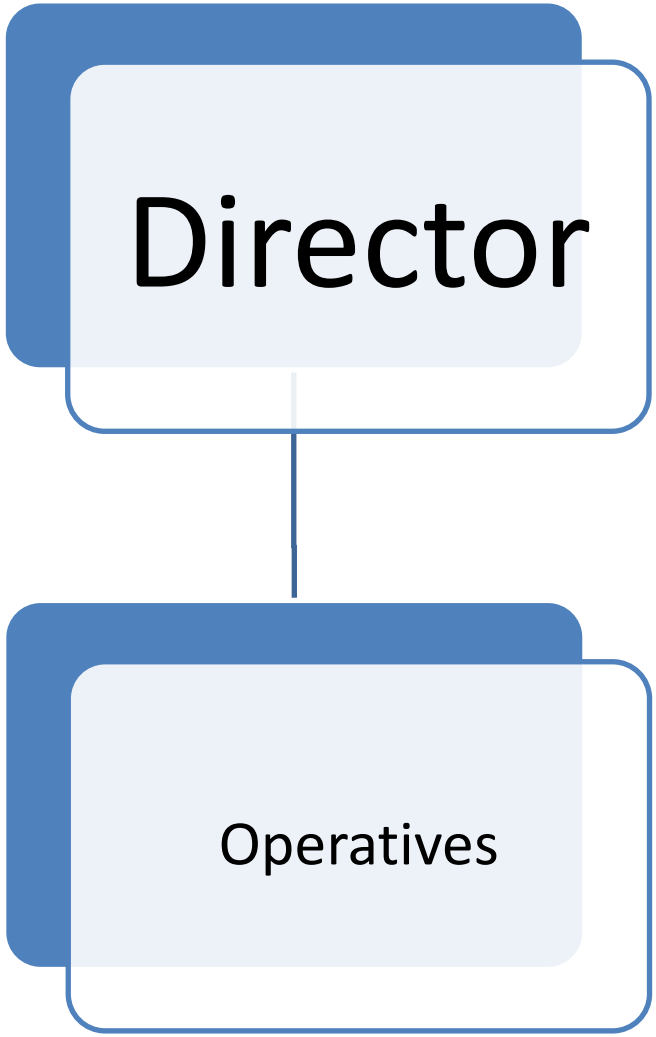
The company currently uses a sub-contractor for supply and inspection of fire extinguishers and a range of these are available around the site.

Fire prevention will be practiced through good housekeeping.

22. Complaints

Any complaints received shall be dealt with in accordance with the Complaints Procedure.

APPENDIX 1: MANAGEMENT STRUCTURE



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