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La Collette Reclamation Site – Construction, Demolition and Excavation Waste Processing

Working Plan

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WP 0 Site incident plan and contacts

0.1 Key site information

Key Information	Response
Name of Site	La Collette Reclamation Site – CDEW Recycling
Type of Site	Soil and Aggregate Recycling from Construction and Demolition Wastes
Address	La Collette Reclamation Site St Helier JE2 3NX
Telephone	01534 448351
Site	Reference to 'site' or 'CDEW Recycling site' in this working plan means the site defined by the current version of drawing in **Error! Reference source not found.**.
La Collette Reclamation Site	Reference to 'La Collette Reclamation site' in this working plan means the site defined by the current version of drawing in Appendix F.
Directions	The site is only accessible by road from La Route du Veule. La Route du Veule is accessible via South Hill from the A16 or A4. Access to the La Collette Reclamation site is from La Route du Veule via private road. The private road also leads to the EfW facility.
Water	Mains water available.
Date of Plan	July 2014
Review Date	December 2014
Approved by	
Date	

0.2 Emergency contact details

Contact	Telephone Contact Details
Emergency Services	999 or 112
Local Police (Non Emergency)	Jersey Police - 01534 612612
Department of the Environment	01534 445508

0.3 Site operator contact details – AAL Recycling Ltd

Contact	Telephone Contact Details
Office Hours (Monday - Thursday 8.45am - 5.15pm Friday 8.45am - 4.45pm)	Alan Langlois Tel: 01534 862400 / 07797 715404 Jay Baker Tel: 07797 715403 Tim Pedley Tel: 07797 749000
Out of Hours	Emergency Contact: Tel: 07797 712859

Transport and Technical Services contacts

Contact	Telephone Contact Details
Office Hours (Monday - Thursday 8.45am - 5.15pm Friday 8.45am - 4.45pm)	Transport and Technical Services Tel: 01534 445509
Out of Hours	Emergency Contact: Tel: 01534 725351

0.4 Incident Procedures

Incident Type	Likely Consequences	Action Required
Fuel Spillage During Refuelling (Mobile plant)	Contamination of the Facility Surface Contamination of surface water run off Contamination of Waste	▪ Cease refuelling and return pump nozzle to drip tray. ▪ Using a spill kit carried with mobile fuel bowser, use granules, matting and socks to soak up the spillage. Work from the outside of the spillage inwards. ▪ **DO NOT** wash away spill kit materials with water or detergent. ▪ Once spillage is absorbed remove spent granules, matting or socks to a sealed container (such as a blue clamp top plastic drum). ▪ Where waste has been contaminated this shall be isolated and removed to a sealed container (such as a blue clamp top plastic drum). ▪ Where spillage has taken place on an unsealed surface (dirt, hardcore etc.) any contaminated surfacing material should also be removed. ▪ Any spent spill kit contents and any contaminated site surfacing/materials shall be removed to a suitable sealed container. ▪ Make arrangements for the correct disposal of the spent absorbent materials and/or the contaminated waste. ▪ Make arrangements to restock spill kit and absorbent materials. ▪ If surfacing has been removed, repair surfacing. ▪ Record incident in Site Diary.

Incident Type	Likely Consequences	Action Required
Release of Lubricating or Hydraulic Oil during Plant Maintenance or Plant Breakdown (skip loader, mobile plant). Spillage of Wastes (oils, lead acid, chemicals etc)	Contamination of the Facility Surface. Contamination of the normal run off. Contamination of Waste	▪ Block off drainage system. ▪ Using the on-site spill kit, use granules and matting from the appropriate spill kit to soak up the spillage. Work from the outside of the spillage inwards. ▪ **DO NOT** wash away with water or detergent. ▪ Once spillage is absorbed remove granules, matting, etc. to a sealed container. ▪ For lead acid spills use lead acid battery spill kit. ▪ For chemical spills use chemical spill kit. ▪ Where other waste has been contaminated by the spill this shall be isolated and removed to a sealed container. ▪ Where spillage has taken place on an unsealed surface (dirt, hardcore etc.) any contaminated surfacing material should also be removed. ▪ Make arrangements for the correct disposal of the spent absorbent materials and/or the contaminated wastes. ▪ Make arrangements to restock absorbent materials. ▪ If surfacing has been removed, repair surfacing. ▪ Record incident in Site Diary.
Fire	Atmospheric Pollution. Engineering Damage. Polluted Fire Water run-off from Facility.	▪ If the scale of fire warrants attendance by the Fire Brigade, call them immediately. Use the address data in this section. ▪ Contact the Department of the Environment ▪ Refer to Section 6.7 ▪ If safe to do so, isolate fire. ▪ If safe to do so, fight fire using on-site fire fighting equipment. ▪ Where possible trap fire fighting water and allow for recirculation of water and minimise contaminated run-off.

WP 1 Introduction

1.1 Site background

1.1.1 La Collette Construction, Demolition and Excavation Waste (the "CDEW") recycling operation is located within the main La Collette Reclamation facility. The CDEW operation is principally designed to provide a recycling facility to recover soils and aggregates from construction and demolition wastes but also receives other smaller quantities of incidental wastes such as glass and metals.

1.1.2 Waste that is not suitable for recovery and that does not meet the agreed acceptance criteria is directed to the TTS La Collette Reclamation weighbridge.

1.1.3 The operation address is:

La Collette Reclamation Site
St Helier
JE2 3NX

1.1.4 The CDEW operation is provided on behalf of TTS by a private contractor, AAL Recycling Ltd ("AAL").

1.1.5 The feedstock for the operation is principally generated by the activities of commercial building, demolition and excavation contractors working on the Island as well as hauliers tasked with the movement and management of such materials on behalf of waste producers.

1.1.6 There are to be several Waste Management Licenses authorising the waste management operations at La Collette, including this one for aggregate recycling.

1.1.7 Waste Management Licenses for La Collette aggregate recycling operations will be held by AAL.

1.2 Purpose of Working Plan

1.2.1 This Working Plan ("WP") sets out how the AAL will meet the conditions of the WML issued by the Department of the Environment that permits specific waste operations to be undertaken.

1.2.2 This Working Plan describes how those operations are undertaken including the control measures to be employed. The combination of the WML and the WP are designed to sufficiently control the receipt, storage and treatment of waste in a manner so as not to:

- Cause pollution of the environment;
- Cause harm to human health; or
- Cause serious detriment to the amenity of the locality.

1.2.3 The operational practices and mitigation measures described in this WP are based on a risk assessment for the licensed operations. The risk assessment is contained within Appendix A.

1.2.4 The WP does not include details on the management of Health & Safety for members of staff nor users, as this is outside of the remit of the WML system. TTS La Collette aggregate recycling site rules are, however, included in Appendix D for reference.

1.2.5 This WP states the waste operations that are relevant and also list the wastes types to be accepted and submitted to those operations. The relevant waste operations and waste types are detailed in Section WP 2 below.

WP 2 Control of licensed operations

2.1 Hours of operation

2.1.1 The CDEW operation is open to users to deposit wastes at the following times:

Monday to Friday	07:30 – 16:15hrs
Saturdays	07.30 – 12:30hrs

2.1.2 The site operator is permitted to process received wastes and dispatch materials between the following times:

Monday to Saturday 07:00 – 19.00hrs

Exceptional circumstances may require work to be permitted outside the above operational hours. However, these occurrences must be limited to activities which do not generate high noise and/or dust emissions.

2.1.3 The site is not open to the public on public or bank holidays.

2.2 Notice board

2.2.1 AAL will provide and maintain a notice board, easily readable in daylight and night time hours from outside La Collette Aggregate recycling entrance gate which will display the following information:

> Site name and address;
> Waste Management Licence Number and holder name;
> Emergency contact name and telephone number of licence holder;
> A statement that the site is licensed by the Department of the Environment; and
> The days and hours during which the site is open to receive waste and when that waste can be treated or handled.

2.3 Facility Staffing

2.3.1 The WML requires that AAL shall manage and operate the site using sufficient competent persons and resources. Table 2.1 lists the site personnel and details their respective roles and responsibilities.

Table 2.1 – Competent Persons

Position	Role and Responsibility
CDEW Site Manager	• Overall responsibility to manage the site in compliance with the Contract, WML and WP. • To ensure that the reporting information required by the WML is correctly completed and passed to the Department of the Environment • To manage a response for any incoming loads that upon tipping have been identified as containing physical or chemical contaminants that could adversely affect the recycling effort or

Table 2.1 – Competent Persons	
Position	**Role and Responsibility**
	other site operations • To ensure that all site staff are fully conversant with the content of and rationale for the WML and this WP • To maintain the facility Site Diary
CDEW Site Foreman	• To manage the site 'on the ground' • To manage a response for any incoming loads that upon tipping have been identified as containing physical or chemical contaminants that could adversely affect the recycling effort or other site operations • To ensure that all site staff are fully conversant with the content of and rationale for the WML and this WP • To undertake facility inspections
CDEW Site Operatives	• To inspect incoming loads before and upon tipping for compliance with the WML and WP • To inspect incoming loads upon tipping for the presence of potential physical or chemical contaminants that could adversely affect the recycling effort. The inspection is to involve visual and olfactory (smelling) checks only • To sort and segregate waste and undertake site cleaning / housekeeping • To report to the Site Foreman or Site Manager any issues that could lead to pollution, harm to human health or nuisance to the site

2.3.2 Assessment of technical competence and the ongoing maintenance of technical competence are to be managed through the employment specification for each role and the selection of employees against that specification. Formal training during employment is designed to maintain competence during employment and to correct any deficiencies or gaps in competence.

2.3.3 Technical competence in relation to the undertaking of waste management operations is specifically designed to enable those undertaking those operations to do so without:

> Causing pollution of the environment;
> Causing harm to human health; or
> Causing serious detriment to the amenity of the locality.

AAL will maintain records of training undertaken by its site personnel and the details of that training. AAL will make these records available for inspection by authorised officers of TTS and the Department of the Environment.

2.3.4 This WP will be kept up-to-date with a full list of facility staff, which is contained within Appendix B. The list shall be updated each time there is a permanent change of facility staff.

2.3.5 All staff will be required to sign in every day and sign out at the end of the working day using a Staff Log to be held within the onsite AAL administration office.

2.4 Waste operations

2.4.1 The WML for La Collette Aggregate recycling facility allows for the following operations to be undertaken (within Table 2.2 below).

Table 2.2 – CDEW Recycling Waste Operations

Description of activities (Recovery activities)	Limits of activities
1. Storage of wastes pending any of the recovery operations 2. Recycling/reclamation of other inorganic materials	Treatment consisting only of manual sorting, separation, screening, baling, shredding, crushing or compaction of waste into different components for recovery

2.5 Waste types and quantities

2.5.1 The WML for La Collette Aggregates recycling facility permits the wastes to be accepted are those listed within Table 2.3

2.5.2 The primary activities that will take place at the facility are the reception and treatment of waste to recover usable materials.

2.5.3 The CDEW recycling operation will not accept wastes with hazardous properties nor will it accept readily biodegradable waste, other than soil with turf. The organic fraction will be screened out and taken to the Green Waste reception for composting.

2.5.4 No waste will be burned on site.

Table 2.3 – Waste types and quantities

Maximum Quantities

Maximum annual input quantities are those specified in the WML

Exclusions

Wastes having any of the following characteristics shall not be accepted:

> Wastes that are in a form which is either sludge or liquid; and
> Waste consisting solely or mainly of dusts, powders or loose fibres with the exception of gypsum based construction materials waste (plasterboard).

Waste Code	Description
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 02	Glass
17 03	Bituminous mixtures, coal tar and tarred products
17 03 02	Bituminous mixtures other than those mentioned in 17 03 01

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
20	MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS
20.02	Garden and park waste (including cemetery wastes)
20 02 02	Soil and stones

Notes: Table Explanation

03	WASTES FROM WOOD PROCESSING AND THE PRODUCTION OF PANELS AND FURNITURE, PULP, PAPER AND CARDBOARD	= Waste Code Chapter Heading only. Is not a specific waste.
03 01	Wastes from wood processing and the production of panels and furniture	= Waste Code Sub Chapter Heading only. Is not a specific waste.
03 01 01	Waste bark and cork	= Specific Waste that can be accepted

The waste codes above are based on those listed in United Kingdom Legislation: The List of Wastes (England) Regulations 2005. UK Environment Agency guidance on the use of these codes can be found on http://www.environment-agency.gov.uk/static/documents/Business/low_guide_v1.2_1397222.pdf

2.6 Fully recovered

2.6.1 The principle aim of the operation is to receive and recover CDEW wastes so that they can be used instead of virgin materials. AAL has established a formal procedure to demonstrate the point at which waste materials are considered to be fully recovered and thus no longer classified as waste. This local protocol is based on waste protocols established in the UK. The AAL Protocol is to be contained within Appendix G.

2.7 Hazardous waste

2.7.1 No hazardous waste will be knowingly accepted at the CDEW recycling facility.

2.7.2 Notwithstanding the condition at 2.7.1, should hazardous waste be discovered in incoming loads the quarantine procedures set out in Section 4.7 will be implemented.

Excluded wastes

2.7.3 The following waste types will not be accepted at the site:

- Wastes that are in a form which is either sludge or liquid; and
- Waste consisting solely or mainly of dusts, powders or loose fibres.

WP 3 Waste containment

3.1 General

3.1.1 The primary mitigation measure to prevent pollution of the environment is one of restricting the types of waste that are accepted for recycling.

3.1.2 The secondary mitigation measure is to create a suitable working area for the operations proportionate to the risks posed by the wastes accepted. This is to minimise the possibility that received wastes will pollute the environment by creating a barrier. For the CDEW recycling operation, this is achieved by creating a hard aggregate-based working surface so that this surface does not degenerate due to wet weather, thereby avoiding the mixing of the surfacing material itself with wastes stored and processed on that surface.

3.1.3 The tertiary mitigation measures are those that are operational-based and that involve undertaking operations in a certain way within an environment of defined control systems, such as the rejection of unacceptable waste streams, non-conforming waste measures and incident response measures.

3.2 Site surfacing

3.2.1 All operational areas of the site will be engineered with a working surface that can bear the weight and action of mobile plant used for the movement and processing of accepted wastes. The land drainage for the site is described in Paragraph 3.3.1 below.

3.2.2 The layout of the CDEW recycling site is provided in **Error! Reference source not found.**.

3.3 Drainage

3.3.1 The general arrangements and features of the site drainage for La Collette Reclamation site as a whole are shown in Appendix F.

3.3.2 The CDEW recycling area of the La Collette Reclamation site does not have a formal drainage system. Run-off from rainfall will drain through the site surfacing though the environmental conditions experienced at La Collette mean that rainfall is quite low generally and evaporation rates are quite high, which results in the site drying out quickly.

3.4 Bunded containment

3.4.1 Liquid wastes, such as waste oils, are not permitted to be accepted at the CDEW facility. However the operations require the use and the storage of non-waste liquids such as fuel oils and hydraulic oils.

3.4.2 All tanks used to store liquids that are potentially polluting will be integrally or separately bunded and that bund will enclose a volume that is equal to, or greater than, 110% of the tank volume.

3.4.3 Dispensing units attached to tanks will also be managed so that drips and spills are contained within the bund or in a separate catch tank.

3.4.4 All hoses and pump handles will be stored within bunded areas when not in use.

3.4.5 All tank valves and pump handles will be securely locked when not in use to prevent unauthorised access.

3.4.6 In lieu of specific Jersey guidance the information provided in United Kingdom Environment Agency Pollution Prevention Guide PP2 will be used as guidance in relation to the storage of potentially polluting liquids in tanks. (http://publications.environment-agency.gov.uk/PDF/PMHO0811BUCR-E-E.pdf)

3.4.7 Potentially polluting fluids stored in drums and IBCs will be stored in enclosed lockable units, such as a shipping container, fitted with internal leak proof sumps or absorbent matting and/or drip trays. In lieu of specific Jersey guidance for the safe storage of fluids in drums and IBCs, the guidance provided in Environment Agency Pollution Prevention Guide PPG23 will be followed (http://publications.environment-agency.gov.uk/PDF/PMHO0511BTPG-E-E.pdf).

3.4.8 Non-bulk potentially polluting liquids, such as those required for plant servicing and maintenance will be stored in an enclosed lockable container (i.e. a shipping container).

3.4.9 All potentially polluting liquids will be stored in the site's maintenance area and, where practically possible, dispensing of these fluids will only take place in this area. Where fluids are required to be dispensed in other areas of the site, these fluids will be transported in appropriate containers and accompanied by a suitable spillage kit.

3.4.10 All bunds, drip trays and containment bunds will be inspected at the intervals specified in Table 3.1.

Table 3.1 – Liquid / fluids containment inspection regime

Action	Frequency
Routine visual inspection of bunds and other liquid containment systems	Daily
Visual inspection of suspected damage or spillage incident	As soon practicable after suspicion is raised.

3.4.11 Where damage is identified or liquid is identified in bunds the action to be taken is specified in Table 3.2. Table 3.3

Table 3.2 – Liquid / fluids containment inspection regime

Level of damage or degradation	Repair or action
Bund contains liquid – from rainwater	Arrange for liquid to be pumped out and disposed of at an appropriate facility within 1 week of identification
Bund contains liquid – same substance as tank contents	Compare filling and dispensing records to see if any tank liquid is unaccounted for. Check level in bund, is this level increasing in height? Is the tank level decreasing? If it appears that the tank is leaking into the bund, lock tank and arrange for the contents to be transferred to another tank by the end of the working day, or, where necessary (given the time of day the discovery of the leak took place), as soon as possible and before the end of the following working day. Examine tank and then repair or replace as required. If the tank is not leaking into the bund check dispensing equipment for leaks and/or misuse. Where dispensing equipment is found to be leaking, lock tank and take

Table 3.2 – Liquid / fluids containment inspection regime	
Level of damage or degradation	**Repair or action**
	dispensing unit out of service and repair within 1 week.
Valve of pump handle does not shut off	Lock tank to isolate dispensing system. Arrange for dispensing equipment to be repaired or replaced as necessary within 1 week.
Damaged hose	Where hose is partially damaged but not leaking, the hose should be taken out of service and then a temporary repair should be made using a hose repair kit by the end of the working day. A permanent repair should be completed within 1 week. Where hose is leaking, the tank should be locked to isolate contents from the hose. The hose should be placed in a container sufficient to capture the contents of the hose. The hose should be repaired or replaced as appropriate within 1 week.

3.5 Waste containment maintenance schedule

3.5.1 Maintenance is required to continue the performance of the secondary containment system.

3.5.2 The specific details of the containment system and the maintenance is described in the Table 3.3

Table 3.3 – Waste containment maintenance schedule	
Action	**Frequency**
Routine visual inspection of engineered containment (surfacing etc)	Daily
Visual inspection of suspected damage	As soon practicable after suspicion is raised.

3.5.3 Where damage or degradation is discovered by means of visual inspection, repairs will be carried out in accordance the timescale outlined in Table 3.4

Table 3.4 – Waste containment maintenance schedule	
Level of damage or degradation	**Repair within**
Damage or degradation identified but not considered likely to affect the protection afforded by engineered containment system.	One month
Damage or degradation identified considered likely to affect the protection afforded by the engineered containment system.	A temporary repair and area to be cordoned off by the end of the working day following identification. Permanent repair within 7

Table 3.4 – Waste containment maintenance schedule	
	working days.

3.6 Site layout

3.6.1 The site layout is shown in **Error! Reference source not found.**

3.6.2 The site is split into four core zones:

- Waste inspection
- Waste processing
- Waste infilling
- Storage of recovered secondary aggregates awaiting dispatch

3.7 La Collette weighbridge(s)

3.7.1 All wastes entering the CDEW Recycling site are required first to pass through the AAL weighbridge facility operated by AAL.

3.7.2 Category 1 and Category 2 loads will be accepted onto site by AAL.

3.7.3 Each load is booked in at the 'IN' weighbridge by the AAL weighbridge operator. The load will be categorised by the weighbridge operator in accordance with the classifications detailed at 4.3 below.

3.8 Waste inspection zone

3.8.1 The CDEW AAL recycling operation has a separate and clearly defined inspection zone, which is not part of the main AAL La Collette Reclamation facilities weighbridge station.

3.9 Waste processing zones

3.9.1 The main processing zone (Zone A) will receive all Category 1 (Green loads) and Category 2 (Amber loads) inert waste materials deemed to be suitable for recycling to produce secondary aggregates. These feedstock materials will be stockpiled within Zone A in segregated areas according to type (i.e. rock, concrete, weathered asphalt).

3.9.2 The different types of waste material will be delivered to the mobile crushing and screening plant for processing in batches, as part of the aggregate recycling operations, depending on the type of secondary aggregate being produced.

3.9.3 Based on the prevailing weather conditions, the inspection zone operative will decide on the extent to which a Category 2 load is suitable for stockpiling within Zone A for recycling.

3.9.4 Any Category 3 (Red loads) or loads refused due to non-compliance received across the AAL weighbridge, once inspected by the AAL reception and inspection zone operative, will be directed back to the TTS weighbridge.

3.9.5 The following mobile processing plant is used in the inert waste processing operations:

- Aggregate Crusher QJ240 — Sandvik
- Aggregate Screener QE340 — Sandvik
- Aggregate Screener QA140 — Sandvik
- Aggregate Screener QA140 — Sandvik
- Aggregate Screener — Reed
- Excavator 240CL — Volvo
- Excavator 140C — Volvo
- Dumper A25 — Volvo
- Payloader — Volvo

3.10 Recovered materials storage zones

3.10.1 Recycled materials that have been recovered through the completion of processing operations will be stockpiled and stored in separate 'Product Zones', which will be clearly marked out using signage of a colour different to that used for the waste reception zones. Each of the saleable categories of recycled aggregates will be stockpiled in zones separated into the form of bays, which will be constructed using temporary infrastructure such as concrete mega-blocks and recycled railway sleepers

3.10.2 The following secondary aggregates will be stockpiled for sale from the site:

- Sub-Base Type 1 / Sub-Base Type 2
- Pipe Bedding Type 1 / Pipe Bedding Type 2
- 100mm/250mm stone
- 50mm/100mm stone
- 20mm/50mm stone
- 0mm/20mm stone
- 0mm/10mm stone
- 0mm/5mm CRF
- 10mm/20mm (20mm Clean) stone
- 4mm/10mm (10mm Clean) stone
- Fine Hoggin
- Black Sand
- 0mm/75mm Scalpings & 0mm/40mm Scalpings
- Asphalt Planings

WP 4 Site operations

4.1 Staffing and management

4.1.1 For daily operation the following staffing levels will pertain:

Table 4.1 – Site staff roles and responsibilities

Position	Role and Responsibility
CDEW Site Manager	• Overall responsibility to manage the site in compliance with the WML and WP. • To ensure that the reporting information required by the WML is correctly completed and passed to TTS for it to submit to the Department of the Environment • To manage a response for any incoming loads that upon tipping have been identified as containing physical or chemical contaminants that could adversely affect the recycling effort or other site operations • To ensure that all site staff are fully conversant with the content of and rationale for the WML and this WP • To maintain the facility Site Diary
CDEW Site Foreman	• To manage the site 'on the ground' • To manage a response for any incoming loads that upon tipping have been identified as containing physical or chemical contaminants that could adversely affect the recycling effort or other site operations • To ensure that all site staff are fully conversant with the content of and rationale for the WML and this WP • To undertake facility inspections
CDEW Site Operatives	• To inspect incoming loads before and upon tipping for compliance with the WML and WP • To inspect incoming loads upon tipping for the presence of potential physical or chemical contaminants that could adversely affect the recycling effort. The inspection is to involve visual and olfactory (smelling) checks only • To sort and segregate waste and undertake regular site cleaning and housekeeping

Table 4.1 – Site staff roles and responsibilities	
Position	**Role and Responsibility**
	• To report to the Site Foreman or Site Manager any issues that could lead to pollution, harm to human health or nuisance to the site

4.1.2 There will be a minimum staffing level on site during facility operation, which will consist of:

> One technically competent person; and
> One operative

4.2 Incident management and health & safety

4.2.1 This WP does not contain or discharge full information that relates to the correct management of health & safety for the operation. AAL will carry out the CDEW recycling operation in accordance with the provisions of its own health & safety policy.

4.2.2 Site safety rules are attached to this working plan within Appendix D.

4.2.3 Visitors to the site that are not involved in the delivery or removal of wastes and/or materials, where not accompanied by a member of the AAL staff or an authorised officer of either TTS or the Department of the Environment, will be required to undertake and successfully complete a site induction. The site safety rules at Appendix D of this WP will be made available to site visitors as part of the site induction process.

4.2.4 An Incident Plan containing basic information and procedures relating to the site is contained within Section WP 0.

4.2.5 All visitors to the CDEW recycling operation will be directed to the site office. Any necessary site inductions will be undertaken by the site manager or the site foreman and the necessary PPE issued before a visitor is authorised to proceed to other areas of the site.

4.3 AAL waste acceptance

4.3.1 In accordance with the procedures detailed at 3.7 above, each load is booked in via the IN weighbridge by the AAL weighbridge operator.

4.3.2 Each load destined for the CDEW Recycling site will be categorised by the AAL weighbridge operator based on information provided by the consignee and also from a visual inspection using the weighbridge CCTV system.

4.3.3 Each load will be categorised as follows based on the approximate percentage of recyclable materials in each load:

> '**Green load**' Category 1 = 80% or greater of recyclable waste
> '**Amber load**' Category 2 = Between 80% and 40% recyclable waste

Category 1 (80/20 Recyclable): Segregated loads containing greater than 80% of recyclable aggregates. Mainly comprising rock and CDEW, to include concrete, clay bricks, weathered asphalt, mortar and plaster.

Category 2 (40/80 Recyclable): Partially segregated loads containing less than 80% but greater than 40% of recyclable aggregates. Comprising rock and CDEW as described in Category 1 with permissible contamination to include clays, soils and aggregate fines.

4.4 AAL Waste acceptance procedural overview

4.4.1 The CDEW recycling operation will have a clearly identified inspection zone, which is not part of the main AAL site weighbridge station. This waste inspection zone will include the AAL site office and welfare facilities together with a separate inspection office, which will be manned by an inspection zone operative.

4.4.2 No tipping of CDEW will take place in the inspection zone.

4.4.3 The inspection zone operative will receive notification via radio from the AAL weighbridge operator detailing the categorisation of each load booked in at the 'IN' weighbridge. The inspection zone operative will then inspect the load and direct it to the relevant reception zone for tipping.

4.4.4 In the event a load has been incorrectly identified at the time it is booked in over the AAL weighbridge and this has not been recognised by the inspection zone operative, the reception zone operative will inform both the weighbridge operator and the load carrier accordingly. After the re-categorisation of the load has been agreed between the reception zone operative and the weighbridge operator, the latter will amend the weighbridge records to reflect the correct category assigned to the load and issue the proper documentation at the time the load carrier leaves the site at the 'OUT' weighbridge. The reception zone operative will also inform the inspection zone operative that a re-categorisation had been required. Any loads re-classified as Category 3 or non-compliant loads will be re-loaded and sent to the TTS weighbridge.

4.4.5 The operations for the CDEW processing are undertaken using mobile plant as detailed in section 3.9 above and this plant is not fixed in position. The operations will be reconfigured, both in terms of the layout arrangement and the position within La Collette Reclamation site, based on the ongoing processing requirements. The processing area may also be split into a number of sub zones in order to match storage and processing requirements to the types and quantities of materials to be processed.

4.4.6 In all configurations the inspection zone will remain in the same position. The remainder of the site zones, including the processing zones, will be adjusted and configured to suit the available space and needs of the process. An up-to-date layout plan that reflects the current arrangements will be maintained at all times (see **Error! Reference source not found.**) and a copy of this plan will be kept in the AAL site office.

4.5 Non-conforming wastes – reception facility and inspection zone

4.5.1 If waste materials that do not conform to the acceptable criteria for processing within the CDEW recycling operation or for tipping in the designated waste infilling zone are discovered by the inspection zone operative, the following actions will be taken:

- The consignee will be informed that the load is not acceptable and the consignee will be asked to leave the site before the load is tipped;
- The AAL La Collette weighbridge operator will be informed that the consignee has tried to deliver an unacceptable load; and
- The AAL site foreman and/or site manager will be informed that the appropriate entry should be made in the site diary.

4.5.2 If waste materials that do not conform to the acceptable criteria for processing within the CDEW recycling operation or for tipping in the designated waste infilling zone are discovered after they have been tipped, the site foreman and/or site manager will inspect and assess the non-conforming waste before taking the following action:

> Where safe to do so, the waste will be repackaged as necessary to allow

safe transport to another facility or an alternative La Collette Reclamation waste operation;

- Where the waste can be moved but no receiving facility has been identified, the waste will be moved to the designated quarantine area; and
- Asbestos and asbestos-containing wastes will be left in-situ. They will be damped down by spray with a hose and covered over with suitably heavy-duty polythene sheeting before being clearly marked. Arrangements will be made with the La Collette Asbestos Facility operated by TTS to remove the waste as soon as possible.

4.5.3 All instances of non-conforming waste will be recorded in the Site Diary and, where possible, these records will include information relating to the entity that deposited the non-conforming wastes.

4.6 Waste containing suspected chemical contamination

4.6.1 Waste may be deemed acceptable to receive at the reception facility and inspection zone but, due to unforeseen contamination within the waste, the load may not be suitable for use in land reclamation.

4.6.2 Upon discovery, this contaminated waste will be isolated in order to allow further assessment to be undertaken. A modified version of the UK's Inert Landfill Waste Acceptance Criteria will be used to determine whether the waste is suitable to be tipped or processed for recycling. The current WML will contain the testing requirements.

4.7 Quarantine procedures

4.7.1 Within all CDEW recycling operation configurations a clearly defined quarantine area will be established. The quarantine area should, where possible, be located on an AAL-managed sealed surface.

4.7.2 The quarantine zone will be clearly marked and access limited to only those operatives authorised to enter and/or undertake work within this area. This area, including the receiving of materials to be quarantined, is to be managed by AAL.

4.7.3 Where contaminated materials cannot safely be moved, they will be isolated in-situ using moveable plastic barriers or another other suitable cordon system. TTS and the AAL site foreman and/or site manager will be informed. A course of action will then be determined with TTS in order to safely manage the quarantined waste.

4.7.4 As detailed in 4.5.2 above, asbestos and asbestos-containing wastes will be left in-situ. They will be damped down by spraying with a hose and covered over with heavy-duty polythene sheeting and clearly marked. Arrangements will then be made with the La Collette Asbestos facility operated by TTS to remove the waste to this facility as soon as possible

4.7.5 All instances of non-conforming waste that has been quarantined will be recorded in the Site Diary and details of actions taken will be included in the record.

4.8 Residue Wastes

4.8.1 Wastes that are residues of the CDEW processing operation or waste that has no potential for recycling will be disposed of through the TTS weighbridge.

4.9 General

4.9.1 The site will be inspected daily by the AAL site foreman.

4.9.2 Daily checks will also be made of the water supply, fire hoses, electrical outlets and isolators.

4.9.3 Bad odours when/if they occur, will be suppressed with the use of neutralising agents, via misting, or other appropriate means.

4.9.4 Spill kits containing absorbent granules, socks and matting will be located at various points within the site, including at points adjacent to any areas used for the storage of fuel oils and lubricating/hydraulic oils.

4.9.5 Please refer to Appendix D for the Site Safety Rules.

4.10 Materials dispatch

4.10.1 All materials (such as secondary aggregates) consigned from the operation will pass over the main AAL La Collette Reclamation OUT weighbridge.

4.10.2 All materials leaving the site can only do so while the weighbridge is open for logging and weighing materials.

WP 5 Environmental management

5.1 General

5.1.1 Operational environmental controls, which will be in place on site, are described in the subsections below.

5.1.2 Please refer to Appendix D for the overall La Collette Reclamation Site Safety Rules.

5.1.3 All waste handling and processing will take place within the site.

5.1.4 All vehicles used to remove waste or recovered materials from the CDEW recycling operation site will be caged, sheeted or covered to avoid litter nuisance where appropriate.

5.1.5 The site will be inspected once a day by the AAL site foreman or manager. This inspection is to monitor the site compliance with WML conditions, WP requirements and health & safety matters.

5.1.6 Daily checks will be made of the water supply, fire hoses, spill kits, electrical outlets and isolators.

5.1.7 On site litter will be picked up regularly (i.e. once a week) as part of general site housekeeping.

5.1.8 An environmental risk assessment is included in Appendix A.

5.2 Drainage system

5.2.1 Please refer to Section 3.3 above.

5.2.2 TTS will manage the wider drainage system for the La Collette Reclamation site.

5.3 Breakdowns and spillages

5.3.1 In the event of the breakdown of a site-loading shovel, excavator or other item of plant, AAL has an arrangement to call in a fitter to carry out repairs.

5.3.2 Any liquid spillages will be cleared as soon as practicable by depositing absorbents on the affected area. Spill kits will be provided and clearly signed. Any mobile fuel bowsers shall carry a spillage kit.

5.3.3 Used absorbents will be suitably contained (blue plastic clamp drum or similar) prior to being taken to an appropriately licensed site for disposal. See Section 0.4 for more details.

5.4 Site inspection and maintenance

5.4.1 A site inspection form (see Appendix C) will be completed by a person who is familiar with the requirements of the WP and WML for the site. The frequency of inspection will be commensurate with the level of activity. For ordinary levels of activity, this inspection will be undertaken daily, reducing in frequency where operations are suspended or scaled back. All details of any defects or problems discovered and the remedial actions taken will be recorded within the site diary as soon as practical.

WP 6 Amenity management and monitoring

6.1 Control of mud and debris

6.1.1 All operational areas of the site are covered with permeable hardstanding. All the waste handling and processing operations will take place within the site

6.1.2 All vehicles that leave the CDEW recycling operation after depositing waste or collecting materials are required if deemed necessary to pass over a wheel wash system that is part of the TTS weighbridge complex at La Collette after their departure from the OUT weighbridge station.

6.1.3 TTS are responsible for the correct maintenance and operation of the wheel wash and the cleaning of the road leading to and from the main La Collette Reclamation site gate to the Island road network.

6.1.4 It is noted that it is the intention, in the future, for AAL to have an independent wheel-wash system and at that time this procedure will be amended accordingly.

6.1.5 AAL will, in partnership with TTS, inform and direct all vehicles leaving the CDEW operation that they are required if deemed necessary to pass over the wheel wash prior to exiting the La Collette Reclamation site.

6.2 Control and monitoring of dust

6.2.1 The main potential sources of fugitive dust will be from the passage of vehicles over the unsealed road surfaces within the facility, from wind scouring the waste deposited and during the transfer of wastes/materials or the processing of wastes using mobile plant.

6.2.2 Vehicles moving around the site will be speed restricted (15mph). This will effectively avoid the raising of dust due to excessive air turbulence.

6.2.3 All unsealed road surfacing connected with the operation of the CDEW recycling site will be damped down using a water bowser where this is identified by the site foreman or manager as being required during the daily site inspection. The suppression of dust on the remainder of the roadways within La Collette, which are connected with other waste operations, will be managed by TTS.

6.2.4 When mechanical processing of waste is undertaken using mobile plant (crushers, screeners, etc.) then where an integral dust suppression system is fitted to that mobile plant it will be used to control dust emissions. The site foreman and/or site manager will assess whether additional suppression is required.

6.2.5 Where mobile plant is not fitted with an integral dust suppression system then a mobile dust suppression system should be used. The mobile dust suppression system should be placed as close as possible to the source of the dust generation in order to control the dust at source. The mobile system will be appropriate to the dust suppression required. It will generally comprise of localised damping down with a hose or hose and spray bar. The effectiveness of the mobile system will be monitored during use. Where it is not effective, AAL will investigate potential alternative systems and adopt them where appropriate.

6.2.6 Where possible, dust suppression systems shall minimise the consumption of water in order not only to minimise resource consumption but also to minimise the wetting of the site surface and waste that could lead to the generation of mud.

6.2.7 Dust suppression should be used to control dust from the reception of wastes and also for the stockpiling of wastes and recovered materials including the transfer/loading of materials.

6.2.8 All site operations will be carried out to reduce the creation of dust where possible. Restrictions may be placed on tipping heights during any transfer of wastes and materials.

6.2.9 AAL will investigate the need to install dust suppression systems such as sprinklers for stockpiles of recovered materials and instigate a system if required.

6.2.10 Unsealed surfaces should be improved either by placement of granular materials and/or the use of agents to bind the in-situ materials where necessary.

6.2.11 Any events of dust emission beyond the La Collette Reclamation site boundary or beyond the boundary of the CDEW operation should be notified to TTS. Each incidence will be investigated by the site foreman and/or the site manager and any necessary remedial actions will be adopted. The incidence of an emission and the remedial action taken will be recorded in the site diary as soon as practicable after the event.

6.2.12 All AAL staff will be trained so that they are aware of the appropriate dust control measures, including how and when to use them.

6.2.13 Operations that could give rise to large amounts of dusts will be restricted or stopped during periods of high winds at the site. The site foreman and/or site manager will determine whether certain operations need to be curtailed or stopped depending on their assessment of the conditions.

6.3 Litter control

6.3.1 Due to the types of waste being processed at the CDEW operation, the generation of litter is not considered to be a major potential hazard.

6.4 Control of pests, birds and other scavengers (PBS)

6.4.1 The site will be inspected monthly for the presence of vermin and the findings of the inspection noted in the site diary.

6.4.2 It is considered unlikely that PBS will present a problem because of the nature of waste types handled at the site. Should a PBS problem be highlighted, however, it will be managed through use of an appropriate pest control contractor.

6.5 Control and monitoring of noise and vibration

6.5.1 The following mitigation measures will be put in place to minimise noise:

- Where appropriate, Best Practicable Means are to be applied in the selection of plant and equipment to ensure the quietest equipment for any given operation is always used and any new equipment acquired should be the quietest available;
- Mobile plant will be maintained in accordance with the manufacturers' recommended service intervals;
- No speed humps will be provided on access roads to minimise banging;
- The surfaced and un-surfaced roadways will be maintained to a good standard to avoid excessive rattle noise;
- Exposure of operatives to noise will be monitored and any necessary remedial action will be taken. Operatives will be required to wear suitable noise-reducing ear defenders where necessary;
- A maximum speed limit of 15mph will be established within the CDEW operation area and enforced by AAL staff through the use of clear signage and direct instruction to drivers; and
- Drop heights will be kept to a minimum to minimise vibration.

6.6 Odour control

6.6.1 Incoming waste will be subject to the acceptance procedure detailed in Section 4.3

6.6.2 The waste types accepted by the CDEW recycling operation are generally not of the type that would give rise to odour nuisance, however olfactory assessments will be made by the Site Manager and/or Site Foreman at regular intervals

throughout working hours. The presence of a detectable malodour will be recorded in the diary together with details of any remedial measures taken to reduce the detectable odour as soon as practicable after the event.

6.6.3 Where a malodour is detected but this is clearly associated with other La Collette operations (Composting, etc.), this will also be noted and TTS will be informed.

6.6.4 Olfactory assessments should be made when site personnel arrive at the site and not after they have been on site for some time to reduce any de-sensitising effect.

6.7 Control of fire

6.7.1 Smoking is not allowed on site.

6.7.2 No waste material will be burned on site.

6.7.3 Fire extinguishers will be located in appropriate locations throughout the site, including within the reception facility/welfare buildings and adjacent to the areas used for the storage of fuels and oils. Extinguishers will be selected to suit the potential fire hazards identified at each location. They will be used to control fires on site and will be checked on a weekly basis as part of regular site inspections.

6.7.4 A record will be kept, in the site diary, of fire drills carried out on site.

6.7.5 In the event of fire, the Fire Brigade will be called.

6.7.6 All outbreaks of fire will be notified to TTS.

6.8 Control of security

6.8.1 The CDEW recycling site is within a larger waste facility where public access is prevented by security fencing and CCTV. The perimeter security is maintained and managed by TTS.

6.8.2 AAL mobile plant, stores and site building will be locked and secured when not in use to prevent unauthorised access out of hours.

Appendix A Risk assessment

Data and information				**Judgement**			**Action (by permitting)**		
Receptor	*Source*	*Harm*	*Pathway*	*Probability of exposure*	*Consequence*	*Magnitude of risk*	*Justification for magnitude*	*Risk management*	*Residual risk*
What is at risk? What do I wish to protect?	*What is the agent or process with potential to cause harm?*	*What are the harmful consequences if things go wrong?*	*How might the receptor come into contact with the source?*	*How likely is this contact?*	*How severe will the consequences be if this occurs?*	*What is the overall magnitude of the risk?*	*On what did I base my judgement?*	*How can I best manage the risk to reduce the magnitude?*	*What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).*
Local human population	Releases of particulate matter (dusts) and micro-organisms (bioaerosols).	Harm to human health - respiratory irritation and illness.	Air transport then inhalation.	Low	Medium	Low	Permitted waste types do not include …. dusts, powders or loose fibres but the treatment activities will produce particulate matter but the facility is at some distance from the local population and within a larger waste management facility so a Low magnitude risk is estimated.	Restriction on waste types and additionally mitigation at production source though use of targeted dust suppression.	Low
Local human population	As above	Nuisance - dust on cars, clothing etc.	Air transport then deposition	Low	Low	Low	Limited local sensitive human receptor s due to the location of the facility.	Restriction on the types of waste to those with limited potential to generate litter. Litter management (picking etc) within WP	Low
Local human population, livestock and wildlife.	Litter	Nuisance, loss of amenity and harm to animal health	Air transport then deposition	Low	Medium	Medium	Limited human receptors, but wildlife receptors are present.	As above.	Low
Local human population	Waste, litter and mud on local roads	Nuisance, loss of amenity, road traffic accidents.	Vehicles entering and leaving site.	Medium	Low	Low	Site has a private dedicated long and well surfaced access road.	Site has a dedicated wheel wash which all leaving vehicles but pass through. The road	Low

Data and information				Judgement			Action (by permitting)		
Receptor	*Source*	*Harm*	*Pathway*	*Probability of exposure*	*Consequence*	*Magnitude of risk*	*Justification for magnitude*	*Risk management*	*Residual risk*
What is at risk? What do I wish to protect?	*What is the agent or process with potential to cause harm?*	*What are the harmful consequences if things go wrong?*	*How might the receptor come into contact with the source?*	*How likely is this contact?*	*How severe will the consequences be if this occurs?*	*What is the overall magnitude of the risk?*	*On what did I base my judgement?*	*How can I best manage the risk to reduce the magnitude?*	*What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).*
								is swept by La Collette reclamation site operators.	
Local human population	Odour	Nuisance, loss of amenity	Air transport then inhalation.	Low	Low	Low	Local residents often sensitive to odour, however the site is at some distance from such receptors and waste types are restricted to those that do not normally cause malodours.	Control of acceptable waste types to those not known to cause malodours.	Low
Local human population	Noise and vibration	Nuisance, loss of amenity, loss of sleep.	Noise through the air and vibration through the ground.	Low	Low	Low	Local residents often sensitive to noise and vibration, however the site is at some distance from such receptors.	Control through operational measures.	Low
Local human population	Scavenging animals and scavenging birds	Harm to human health - from waste carried off site and faeces. Nuisance and loss of amenity.	Air transport and over land	Low	Low	Low	Permitted wastes are unlikely to attract scavenging animals and birds..	Limit on the types of wastes that are accepted.	Very low
Local human population	Pests (e.g. flies)	Harm to human health, nuisance, loss of amenity	Air transport and over land	Medium	Medium	Medium	Insect pests can multiply on permitted wastes, particularly in summer months	As above	Low
Local human population and / or livestock after gaining unauthorised access to the waste operation	All on-site hazards: wastes; machinery and vehicles.	Bodily injury	Direct physical contact	Low	Medium	Low	Permitted waste types are non-hazardous or inert so only a medium magnitude risk is estimated.	Activities shall be managed and operated in accordance with the WP which includes site security measures to prevent unauthorised access.	Low

Data and information				**Judgement**			**Action (by permitting)**		
Receptor	*Source*	*Harm*	*Pathway*	*Probability of exposure*	*Consequence*	*Magnitude of risk*	*Justification for magnitude*	*Risk management*	*Residual risk*
What is at risk? What do I wish to protect?	*What is the agent or process with potential to cause harm?*	*What are the harmful consequences if things go wrong?*	*How might the receptor come into contact with the source?*	*How likely is this contact?*	*How severe will the consequences be if this occurs?*	*What is the overall magnitude of the risk?*	*On what did I base my judgement?*	*How can I best manage the risk to reduce the magnitude?*	*What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).*
Local human population and local environment.	Arson and / or vandalism causing the release of polluting materials to air (smoke or fumes), water or land.	Respiratory irritation, illness and nuisance to local population. Injury to staff, firefighters or arsonists/vandals. Pollution of water or land.	Air transport of smoke. Spillages and contaminated firewater by direct run-off from site.	Low	Medium	Low	Permitted waste types do not include sludges or liquids and are non-hazardous so only a medium magnitude risk is estimated. The materials accepted are generally non combustible in nature.	WP contains measures to control fire and spillages. Control over the types of waste accepted.	Low
Local human population and local environment	Accidental fire causing the release of polluting materials to air (smoke or fumes), water or land.	Respiratory irritation, illness and nuisance to local population. Injury to staff or firefighters. Pollution of water or land.	As above.	Medium	Medium	Low	Risk of accidental combustion of waste is moderate.	As above (excluding comments on access to waste). Licensed activities do not include the burning of waste.	Low
Water environment	Spillage of liquids, leachate from waste, contaminated rainwater run-off from waste e.g. containing suspended solids.	Acute effects: oxygen depletion, fish kill and algal blooms	Direct run-off from site across ground surface, via surface water drains, ditches etc.	Low	Medium	Low	Permitted waste types do not include sludge's or liquids so only a medium magnitude risk is estimated. Acceptable wastes are low risk due to their nature, little or no leachabilty.	All liquids shall be provided with secondary containment.... (applies to non- wastes such as fuels). WAC within WML.	Very low
Water environment	As above	Chronic effects: deterioration of water quality	As above. Indirect run-off via the soil layer	Low	Low	Low	Waste types are non-hazardous to inert so harm is likely to be temporary and reversible.	As above	Low

Data and information				**Judgement**			**Action (by permitting)**		
Receptor	*Source*	*Harm*	*Pathway*	*Probability of exposure*	*Consequence*	*Magnitude of risk*	*Justification for magnitude*	*Risk management*	*Residual risk*
What is at risk? What do I wish to protect?	*What is the agent or process with potential to cause harm?*	*What are the harmful consequences if things go wrong?*	*How might the receptor come into contact with the source?*	*How likely is this contact?*	*How severe will the consequences be if this occurs?*	*What is the overall magnitude of the risk?*	*On what did I base my judgement?*	*How can I best manage the risk to reduce the magnitude?*	*What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).*
Groundwater	As above	Chronic effects: contamination of groundwater, requiring treatment of water or closure of borehole.	Transport through soil/groundwater then extraction at borehole.	Medium	Medium	Medium	There is a potential for contaminated rainwater run-off or leachate from permitted waste types.	As above	Low
Protected sites - Ramsar	Any	Harm to protected site through toxic contamination, nutrient enrichment, smothering, disturbance, predation etc.	Any	Low	Medium	Low	Waste operations may cause harm to and deterioration of nature conservation sites. Predation unlikely as waste types will no attract scavengers etc.	Control over the types of waste permitted to be accepted is restricted. Incident procedures in place.	Low

Appendix B Current facility staff

Name	Role	Date first on site	Date of leaving
This table is not a substitute for formal personnel records for this site.			

Appendix C

Site Inspection Form / Site Diary template

Checks to Undertake	*Checked?*	*Description*	*Comments or Actions taken*
Checked Site Engineering?	☐(tick)	*Check condition of site surfacing, drainage, walls etc (Visual)*	
Checked Site Identification Board	☐(tick)	*Check condition of Site Identification Sign (Visual)*	
Checked Site Security?	☐(tick)	*Check condition of site fence, gates, hedges*	
Checked for Odour?	☐(tick)	*Check for odour at or beyond site boundary*	
Checked for Pests?	☐(tick)	*Check for evidence of pests*	
Scavengers?	☐(tick)	*Check for evidence of scavengers*	
Litter?	☐(tick)	*Complete daily litter check*	
Dust/Noise?	☐(tick)	*Undertake check for dust or noise during operations(i.e. when tipping, sorting etc)*	
Drainage Tank / Drainage Checked?	☐(tick)	*Check Drainage Tank oil/silt level*	
General Issues	*Circle*	*Description*	*Comments of Actions taken*
General Maintenance Undertaken?	Yes/No	*Has any general site maintenance been undertaken? See Maintenance Schedule*	
Breakdowns/Spillages?	Yes/No	*Has any site machinery/plant broken down? Have spillages resulted? (Follow spillage plan)*	
Emergencies/Incidents?	Yes/No	*Have any Emergencies/incidents occurred? (complete incident plan)*	
Problems with Waste Received?	Yes/No	*Have there been problems with wastes, difficult, non-permitted?*	
Any Complaints?	Yes/No	*Nature of Complaint and action taken*	
Any Other Issues?	Yes/No	*Anything else of interest?* *e.g. Environment Department Inspection?*	

Appendix D Site safety rules

La Collette Aggregate Recycling Site

All visitors must wear high visibility clothing and hard hats; and if working on the site they must also wear protective safety boots and overalls.

The speed limit on the site is 15 miles per hour. Visitors must remember there are constant vehicle movements and remain aware of the special risk that this represents – especially if they are moving around the site on foot.

Visitors should also remember that due to the movement of recycled waste, the shape of the site is constantly changing.

Toilet facilities and first aid equipment are available and visitors can ask AAL site staff to help them locate these facilities when necessary. There will also be a trained first aider on site.

In accordance with TTS (& AAL) policy, smoking is not allowed anywhere on site. Eating/drinking must only be undertaken in the areas specifically set aside for breaks and lunches.

Finally all rules relating to personal hygiene must be followed and hands must be washed thoroughly using disinfectant soap before eating, drinking or smoking. Hands must all be washed when leaving the site.

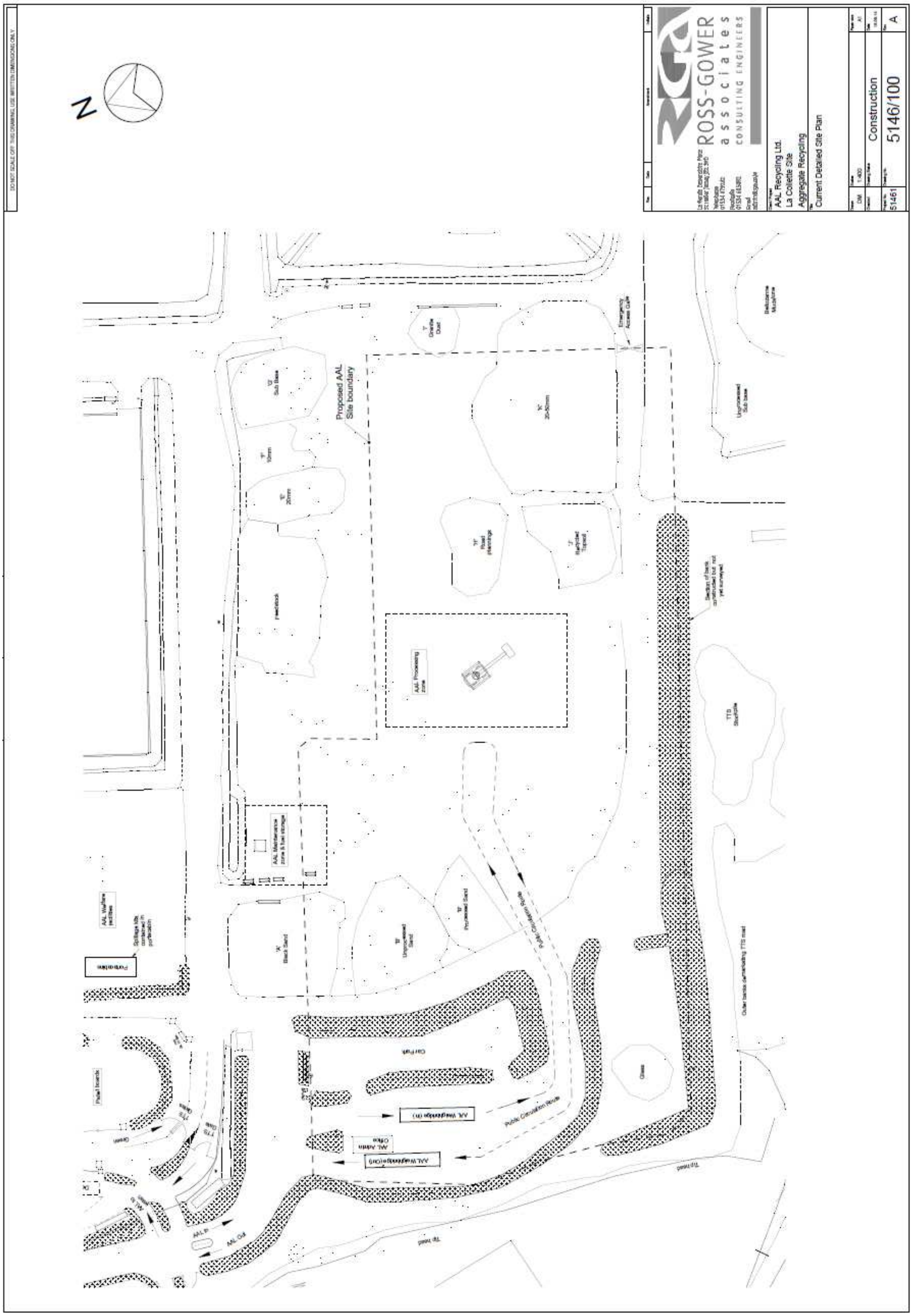
Visitors must always sign in when arriving on site and sign out when leaving the site.

Appendix E Current Site Plan

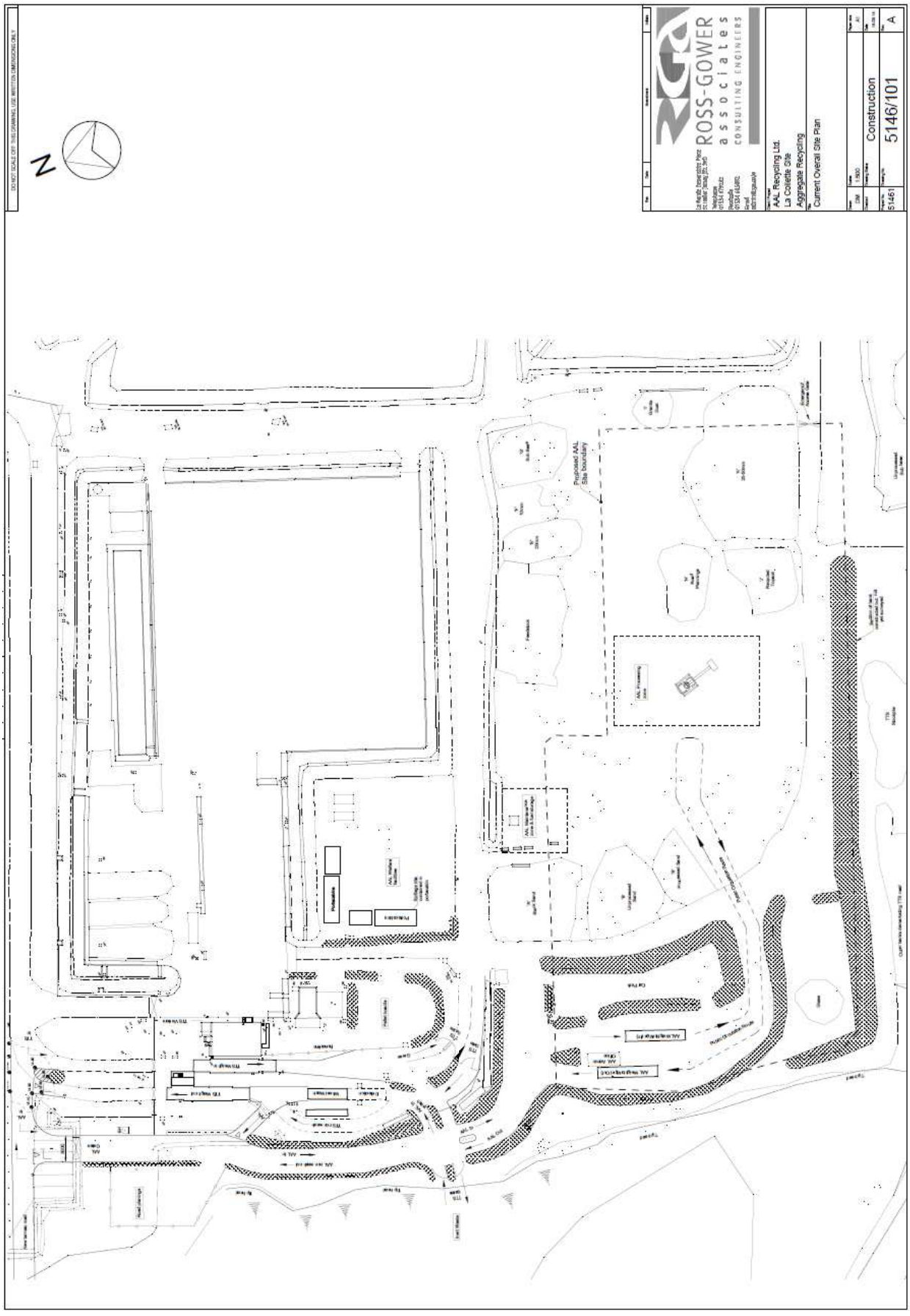
An up to date to version of the overall site plan should be inserted into this appendix. A copy should also be displayed in the La Collette weighbridge office and in the AAL Recycling Ltd La Collette site office.

The plan should show as a minimum the current position and extent of:

- The location of the incoming and outgoing weighbridges;
- The overall boundary of La Collette CDEW Recycling operation that is covered by this working plan;
- The location of AAL Recycling Ltd administration offices and welfare facilities;
- The location of any maintenance zones including those that are used for the storage of use of potentially polluting fluids such as fuel oils and hydraulic oils;
- The location of spillage kits;
- The location of incoming waste being stockpiled for processing;
- The location of the processing zone;
- The location of processed materials stockpiles; and
- The access arrangements and the circulation route.


ROSS-GOWER
associates
CONSULTING ENGINEERS
AAL Recycling Ltd.
La Collette Site
Aggregate Recycling
Current Detailed Site Plan
Construction
5146/100
A
Proposed AAL
Site boundary
AAL Processing zone
AAL Maintenance zone & fuel storage
Car Park
Public Circulation Route

Appendix F La Collette Reclamation Site Overall Plan


ROSS-GOWER associates
CONSULTING ENGINEERS
AAL Recycling Ltd.
La Collette Site
Aggregate Recycling
Current Overall Site Plan
Construction
5146/101
A
Proposed AAL Site boundary

Appendix G

AAL Waste Recovery Protocol