

La Collette Household Recycling Centre

# Working Plan Version 1.2

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## Drawings

Drawings are contained with the Appendix section.  
Drainage Plan

- *Appendix E “Site Drainage”*

La Collette HRC General Arrangement:

- Appendix D “Site Location”
- Appendix D “Site Layout”

The attached drawings are intended for reference only:



## WP 0 Site incident plan and contacts

### 0.1 Key site information

Key Information	Response
Name of Site	La Collette Reclamation Site (phase 2)
Type of Site	Household Recycling Centre
Address	La Collette Recycling Park St Helier JE2 3NX
Directions	The site is accessible via La Route du Veule..
Water	Site benefits from main water on site.
Date of Working Plan v1	May 2014
First Review Date	May 2015
Approved by	[insert when approved]
Date	[insert when approved]
* Working Plan should be reviewed where operations change, where the surrounding environment changes and in any case annually to keep the Working Plan relevant.	

### 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 441600
Pollution Hotline	01534 709535

### 0.3 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 445509

**0.4 Incident Procedures**

<p>Release of Lubricating or Hydraulic Oil during Plant Maintenance or Plant/Vehicle Breakdown (skip loader, mobile plant etc.).</p> <p>Spillage of Wastes (oils, lead acid, chemicals etc.)</p>	<p>Contamination of the Facility Surface.</p> <p>Contamination of the normal run off.</p> <p>Contamination of Waste</p>	<ul style="list-style-type: none"> <li>▪ Block off drainage system – sand, clay mats, bund socks etc.</li> <li>▪ Using the on-site spill kit, use granules and matting from the appropriate spill kit (oil/fuel/acid) to soak up the spillage. Work from the outside of the spillage inwards.</li> <li>▪ If spill is large concentrate on containing the spill first by creating a bund to stop the spill spreading.</li> <li>▪ <b>DO NOT</b> ‘wash away’ with water or detergent.</li> <li>▪ Once spillage is absorbed remove granules, matting etc. to a sealed container.</li> <li>▪ For lead acid use lead acid battery spill kit.</li> <li>▪ For chemicals use chemical spill kit.</li> <li>▪ Where other waste has been contaminated by the spill this shall be isolated and removed to a sealed container.</li> <li>▪ Make arrangements for the correct disposal of the spent absorbent materials / contaminated wastes.</li> <li>▪ Make arrangements to restock absorbent materials.</li> <li>▪ Record incident in Site Diary</li> </ul>
<p>Damage to Engineered Containment (Surfacing, drainage, bays or containers) Due to Vehicle Strike/Other</p>	<p>Reduction in Pollution Control Effectiveness.</p>	<ul style="list-style-type: none"> <li>▪ Implement the requirements of Management System Section 3.5</li> <li>▪ Where the strike has led to a breach of the containment that allows release of materials or run-off beyond the facility boundary the temporary measures outlined in Section 3.5 should be constructed to prevent or minimise that release until full repairs can be undertaken.</li> <li>▪ Record incident in Site Diary.</li> </ul>

Fire	Atmospheric Pollution. Engineering Damage. Polluted Fire Water Run-off from Facility.	<ul style="list-style-type: none"> <li>▪ If the scale of fire warrants attendance by the Fire Brigade call them immediately. Use the address data in this section.</li> <li>▪ Contact the Department of the Environment.</li> <li>▪ Refer to Section 6.7.</li> <li>▪ If safe to do so isolate the fire.</li> <li>▪ If safe to do so fight fire using on-site firefighting equipment.</li> <li>▪ Where possible the facility engineered containment system should be used to trap firefighting water and allow for recirculation of water.</li> </ul>
Asbestos – unwrapped / broken	Harm to human health.	<ul style="list-style-type: none"> <li>▪ A dedicated asbestos 'spill kit' should be maintained for the clean-up asbestos sheeting</li> <li>▪ The area should be cordoned off.</li> <li>▪ Site operatives wearing appropriate PPE (correct eyewear, respirator and cut resistant gloves).</li> <li>▪ The asbestos and area would be wetted with water, water should have a little washing up liquid in it if possible (keep water with washing up liquid premixed in the spill kit) to reduce surface tension to improve wetting.</li> <li>▪ <b>DO NOT</b> use a vacuum cleaner to clean up the breakage nor power brushes.</li> </ul>

# WP 1 Introduction

## 1.1 Site background

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- 1.1.1 The Household Waste Recycling Centre (HRC) is located within the main La Collette Phase Two Reclamation Site. The facility is principally designed to provide a location at which the general public can dispose of household waste. The HRC is set within an inert land fill site and split over two levels to create a public drop-off area and a non-public bulk storage area.
- 1.1.2 The main elements of the HRC operations are located at:
- > Household Recycling Centre  
La Collette Recycling Park  
St Helier  
JE2 3NX
- 1.1.3 Clear signage and road marking will be provided on the main road leading to the HRC site and within the site to provide clear directions on how to access the HRC area. This signage is particularly important at the beginning of the main access road due to the other operations being undertaken at this location.
- 1.1.4 The HRC is provided and operated by Transport and Technical Services (TTS), a department of the States of Jersey, for the use of the general public (Householders) at which to bring their waste that arises in excess to that which can be collected at the kerbside or is a type that is not normally collected at the kerbside.
- 1.1.5 The HRC has a variety of marked waste containers and bins. Each container or bin is designated for the reception of a certain type of waste. The segregation of the deposited waste is undertaken by the general public under direction of site staff. The aim of the HRC is to maximise the recovery of materials for potential reuse, recycling or recovery.
- 1.1.6 A wide range of wastes are permitted to be received under the Waste Management Licence (WML034) including wastes with hazardous properties.
- 1.1.7 The HRC operations are licensed by a WML [Ref: WML034] to be issued by the Department of the Environment and held by TTS.

## 1.2 Purpose of the Working Plan

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- 1.2.1 This Working Plan (WP) sets out how the Operator (TTS) will meet the conditions of the WML issued by the Department of the Environment. This WP only relates to the operation of the HRC.
- 1.2.2 Other waste operations permitted to be undertaken within the Phase Two La Collette Relocation site will be subject to controls within their own specific licenses and WPs.
- 1.2.3 This Working Plan describes how the 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 package 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.



- 1.2.4 The operation 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.
- 1.2.5 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.

## WP 2 Control of licensed operations

### 2.1 Hours of operation

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2.1.1 The HRC is open to users at the following times:

Monday to Saturday 07:30 – 16:15hrs

Sunday 08:00 – 12:45hrs

2.1.2 The site is not open to users on public or bank holidays.

2.1.3 Staff may undertake operations at the following times

Monday to Sunday 06:00 – 22:00hrs.

2.1.4 Staff may need to operate outside of the hours above on specific occasions when certain materials are required to be loaded to meet shipping tides or to assist when other island infrastructure mandates changes to their receipt times. The hours of operation will be recorded in the Site Diary (see Appendix B).

### 2.2 Notice board

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2.2.1 A notice board easily readable in poor light from outside the site entrance (on the Phase Two La Collette Site) will display the following information:

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

The notice board may also contain pertinent information relating to other waste operations undertaken at these locations and or waste types which are not accepted.

### 2.3 Facility staffing

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2.3.1 The WML requires that the Operator shall manage and operate the site using sufficient competent persons and resources. Table 2.1 lists the site personal and details their role and responsibility.

**Table 2.1 - Competent Persons**

Position	Role and Responsibility
Site Manager	<ul style="list-style-type: none"> <li>• Overall responsibility to manage the site in compliance with the WML</li> <li>• To ensure that the reporting required by the WML is correctly completed and submitted to the Department of the Environment</li> <li>• To ensure that all site staff are fully</li> </ul>

	<p>conversant with the content and reasons for the WML and this WP</p> <ul style="list-style-type: none"> <li>• To maintain the facility Site Diary</li> </ul>
Site Chargehand	<ul style="list-style-type: none"> <li>• To manage site 'on the ground'</li> <li>• To ensure that all site staff are fully conversant with the content and reasons for the WML and this WP</li> <li>• To undertake facility inspections</li> <li>• To Maintain the Site Diary</li> <li>• To update the site manager on the day to day activities</li> </ul>
Site Operatives	<ul style="list-style-type: none"> <li>• To sort and segregate waste and site cleaning / housekeeping</li> <li>• Directing members of the public</li> <li>• Directing commercial skip &amp; waste collection contractors</li> <li>• To report any issues that could lead to pollution, harm to human health or nuisance, to the site Chargehand or Site Manager</li> </ul>

## 2.4 Waste operations

- 2.4.1 The operations permitted to be undertaken are those listed in the current Waste Management Licence.
- 2.4.2 Table 2.2 below sets out the specific details of those permitted operations and limits of operations.

**Table 2.2 – Waste operations**

Description of activities	Limits of activities
<p><b>R3:</b> Recycling/reclamation of organic substances which are not used as solvents</p> <p><b>R4:</b> Recycling/reclamation of metals and metal compounds</p> <p><b>R5:</b> Recycling/reclamation of other inorganic materials</p> <p><b>R13:</b> Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where it is produced)</p> <p><b>Y9:</b> Waste oils/water, hydrocarbons / water mixtures, emulsion.</p>	<p>The maximum quantity of hazardous waste and waste oils (in aggregate) that can be accepted stored or dispatched to a licenced site in connection with a disposal operation.</p> <p>Treatment consisting only of manual sorting, separation or compaction of waste into different components for disposal, (no more than 100 tonnes per day) or recovery.</p> <p>Asbestos waste does not form any part of the waste acceptance criteria.</p>

**2.5 Waste types and quantities**

2.5.1 The primary activities which will take place at the facility are the reception and sorting of waste for onward distribution to specialist recycling facilities and disposal sites. The WML specifies the range of waste permitted; Table 2.3 below specifies the detail.

**Table 2.3 – Waste types and quantities**

<b>Maximum Quantities</b>	
<p>The total quantity of waste accepted at the site shall be less than 10,000 tonnes a year. Not more than 500tonnes shall be stored at any one time.</p>	
<b>Exclusions</b>	
<p>Wastes having any of the following characteristics shall not be accepted:</p> <ul style="list-style-type: none"> <li>• Consisting solely or mainly of dusts, powders or loose fibres</li> </ul>	
Waste Code	Description
<b>13</b> OIL WASTES AND WASTES OF LIQUID FUELS	
13 02	waste engine, gear and lubricating oils
13 02 05*	mineral-based non chlorinated engine, gear and lubricating oils
13 02 06*	synthetic engine, gear and lubricating oils
13 02 07*	readily biodegradable engine, gear and lubricating oils
<b>16</b> WASTES NOT OTHERWISE SPECIFIED IN THE LIST	
16 05	gases in pressure containers and discarded chemicals

16 05 04*	gases in pressure containers (including halons) containing dangerous substances
16 05 05	gases in pressure containers other than those mentioned in 16 05 04
16 05 07*	discarded inorganic chemical consisting of or containing dangerous substances
16 05 08*	discarded organic chemical consisting of or containing dangerous substances
16 05 09	discarded chemicals other than those mentioned in 16 05 06, 16 05 07 or 16 05 08
<b>17</b>	<b>CONSTRUCTION AND DEMOLITION WASTES (INCLUDING EXCAVATED SOIL FROM CONTAMINATED SITES)</b>
17 01	concrete, bricks, tiles and ceramics
17 01 01	Concrete
17 01 02	Bricks
17 01 03	Tiles and ceramics
17 01 07	mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06
17 02	Wood, glass and plastic
17 02 01	Wood
17 02 02	Bricks
17 02 03	plastic
17 06	insulation materials and asbestos-containing construction materials
17 06 04	insulation materials other than those mentioned in 17 06 01 and 17 06 03
17 08	gypsum-based construction material
17 08 02	gypsum-based construction materials other than those mentioned in 17 08 01
<b>20</b>	<b>MUNICIPAL WASTES (HOUSEHOLD WASTE AND SIMILAR COMMERCIAL, INDUSTRIAL AND INSTITUTIONAL WASTES) INCLUDING SEPARATELY COLLECTED FRACTIONS</b>
20 01	separately collected fractions (except 15 01)
20 01 01	paper and cardboard
20 01 02	Glass
20 01 08	biodegradable kitchen and canteen waste
20 01 10	Clothes
20 01 11	Textiles
20 01 13*	Solvents
20 01 14*	Acids
20 01 15*	Alkalines
20 01 17*	Photo Chemicals
20 01 19*	Pesticides
20 01 21*	Fluorescent tubes and other mercury containing waste
20 01 23*	Discarded equipment containing chlorofluorocarbons
20 01 25	Edible oil and fat Wastes from chimney sweeping garden and park wastes (including cemetery waste)
20 01 26*	oil and fat other than those mentioned in 20 01 25
20 01 27*	Paint, inks, adhesives and resins containing dangerous substances
20 01 28	Paint, inks, adhesives and resins other than those mentioned in 20 01 27
20 01 29*	Detergents containing dangerous substances
20 01 30	Detergents other than those mentioned in 20 01 29
20 01 33*	Batteries and accumulators included in 16 06 01, 16 06 02, 16 06 03,

	16 06 04 or 16 06 05 and unsorted batteries and accumulators containing these batteries
20 01 34	Batteries and accumulators other than those mentioned in 20 01 33
20 01 35*	Discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components
20 01 36	Discarded electrical and electronic equipment other than those mentioned in 20 01 21, 20 01 23 and 20 01 35
20 01 37*	Wood containing dangerous substances
20 01 38	Wood other than that mentioned in 20 01 37
20 01 39	Plastics
20 01 40	Metals
20 02 01	Biodegradable waste
20 02 02	Soil and stones
20 02 03	Other non-biodegradable wastes
20 03	Other municipal wastes
20 03 01	Mixed municipal waste
20 03 07	Bulky waste

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. pdf

2.5.2 No waste will be disposed of or burned on site and the maximum amount of hazardous waste stored on site at any one time is shown in Table 2.4 below:

**Table 2.4 - Maximum Quantity of Hazardous Waste to be Stored On-Site**

European Waste Catalogue Code	Waste Type	Maximum Quantity for Storage on site at any one time
13 02 04*	Mineral-based chlorinated engine, gear and lubricating oils	2 x 1000 litres IBC's
13 02 05*	Mineral-based non-chlorinated engine, gear and lubricating oils	
13 02 06*	Synthetic engine, gear and lubricating oils	
13 02 07*	Readily biodegradable engine, gear and lubricating oils	
13 02 08*	Other engine, gear and lubricating oils	
16 05 07* 16 05 08*	Discarded inorganic and organic chemicals	100litres

European Waste Catalogue Code	Waste Type	Maximum Quantity for Storage on site at any one time	
20 01 33*	Batteries and accumulators included in 16 06 01, 16 06 02 or 16 06 03 and unsorted batteries and accumulators containing these batteries.	30m <sup>3</sup>	
20 01 28*	Paint, inks, adhesives and resins other than those mentioned in 20 01 27	1000 litres	
20 01 13* 20 01 14* 20 01 15* 20 01 17* 20 01 19*	Hazardous household chemicals (solvents, pesticides etc.)		
20 01 21*	Fluorescent tubes, compact fluorescent bulbs		8000 tubes/bulbs. Stored in suitably sized and approved containers
20 01 35*	Discarded electrical and electronic equipment other than those mentioned in 20 01 21 and 20 01 23 containing hazardous components.		
Note: Any waste marked with an asterisk (*) is considered as a hazardous waste pursuant to Directive 91/689/EEC on hazardous waste, and subject to the provisions of that Directive unless Article 1(5) of that Directive applies.			

## 2.6 Hazardous waste

2.6.1 The hazardous wastes which will be accepted at the facility are those listed in Table 2.4 within this management system. Where hazardous waste is delivered to the facility or arises in an incoming load this will be segregated from other waste and placed in secure area or container prior to removal from site to an appropriately licenced receiving site using the hazardous waste consignment system.

2.6.2 No hazardous or non-hazardous waste will be treated at the HRC facility.

## 2.7 Excluded wastes

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

- > Wastes that are in a form which is either sludge or liquid, other than paint, ink, varnish, resin, oils and acid contained within batteries; or
- > Waste consisting solely or mainly of dusts, powders or loose fibres.

## WP 3 Waste containment

### 3.1 General

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- 3.1.1 The primary mitigation measure to prevent pollution of the environment is one of containment. The principal containment measure is the use of a suitable site surface that acts as a barrier between wastes and the ground under the site. The site surfacing protection is supplemented by a sealed drainage system that is designed to only discharge potential contaminated run-off to predetermined discharge points.
- 3.1.2 Secondary mitigation consists of further containment through the use of specialist waste containers and bins, each designed to contain a specific waste type.
- 3.1.3 With the exception of fridges, all other wastes will be stored in an appropriate skip or container.
- 3.1.4 Users of the HRC, that wish to deposit green waste, are directed to a specific organic facility which is located on the La Collette Site.

### 3.2 Site surfacing

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- 3.2.1 All operational areas of the site will be engineered with an impermeable hard standing. Drainage for the site is described in WP 3.3 below.
- 3.2.2 Waste will only be handled on impermeable hard standing.
- 3.2.3 The site layout is provided in Drawings contained in Appendix D.

### 3.3 Drainage

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- 3.3.1 The general arrangements of the site drainage system are shown in drawing contained in Appendix E.
- 3.3.2 Surface water from the HRC areas will pass through a silt trap(s) & Separator before discharge through a sealed drainage system into the soak away.

### 3.4 Bunded containment

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- 3.4.1 There will be integrally bunded areas.
- 3.4.2 There will be Intermediate Bulk Containers (IBC) containers for both waste oil (hazardous) and waste vegetable cooking oils. The waste vegetable oil IBC sits on an IBC drip tray.
- 3.4.3 All facilities located above ground for the bulk storage of oils, fuels or chemicals will be sited on impervious bases and bunded (including integral bunds) to contain 110% by volume of the stored substance. They will be constructed and operated in accordance with the guidelines set down in the Environment Agencies' Pollution Prevention Guidelines for Above Ground Storage Tanks (PPG 2) in lieu of specific Jersey guidance.
- 3.4.4 Chemical safes for non-bulk liquids (bottle of pesticides etc.) will be placed on drip trays.
- 3.4.5 Where bunds or drip trays are not integral and thus open to the environment the container and the bund/drip tray will be sheltered so as to prevent rain water collecting in the bund/drip tray.



### 3.5 Waste containment maintenance schedule

- 3.5.1 Maintenance is key to the continued performance for both primary and secondary containment systems.
- 3.5.2 The specific details of the containment systems and their maintenance is described in the Table 3.1

**Table 3.1 – Waste containment maintenance schedule**

Action	Frequency
Routine visual inspection of engineered containment (surfacing, drainage gullies 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 3.2

**Table 3.2 – Waste containment maintenance schedule**

Level of damage or degradation	Repair within
Damage or degradation identified but not considered to effect the protection afforded by the engineered containment system.	One month
Damage or degradation identified considered likely to effect the protection afforded by the engineered containment system.	For liquid wastes – a temporary repair / isolation as soon as practicable. Also use spill kit to cordon off area. Permanent repair as soon as practicable. Consider having container formally emptied.  For solid wastes – a temporary repair / cordoned off by the end of the working day following identification. Permanent repair within 7 working days.

### 3.6 Site layout

- 3.6.1 The site is split into two distinct areas, Public reception and operations. All wastes accepted by the HRC is undertaken within the La Collette recycling park. The HRC layout is shown on drawing “Household Waste Recycling centre layout and Operation” [Ref: 287016A 002] and drawing “Recycling Centre” These drawings are contained in Appendix D.
- 3.6.2 The structures and containers which are present on the site are:
- > Covered storage areas, Ro-Ro Bins and other specialist waste containers

used for the storage of wastes.

- 3.6.3 The containers are arranged to encourage progressive traffic flow throughout the site.

## WP 4 Site operations

### 4.1 Staffing and management

4.1.1 For daily operation the following staffing levels will pertain:

Title	Function	Qualifications/Experience
Site Manager	Site management, record keeping. Licence compliance.	Specified through a role specification and a person specification.
Site Chargehand	Monitor and supervise day to day site operation	Specified through a role specification and a person specification.
Site operative	To sort/segregate waste and site cleaning.  to control vehicle movement on site.  Directing members of the public.	Specified through a role specification and a person specification.  On-site training will be provided as requested.
At least one of the above staff to be fully trained in first aid		

4.1.2 There will be a minimum staffing level shared across the HRC site during facility operation consisting of:

- > One technically competent person (Chargehand/Manager); and
- > Two operatives.

### 4.2 Incident management and health & safety

4.2.1 All operations on site will be carried out in accordance with the relevant legislative requirements. Basic site safety rule will be posted in the appropriate areas. An Incident Plan containing basic information and procedures relating to the site is contained within Section WP 0.

### 4.3 Fit and proper person

4.3.1 The site will be managed by a person of technical competence sufficient for the operation of the HRC. Competence level will be specified through the role specification for employee and through assessment of persons against the person specification.

### 4.4 Waste containers

- 4.4.1 As a guide only, Table 4.1 lists the general types of containers that will be used to store waste on site though the specific detail and number may vary depending on season and container supplier:

**Table 4.1 - Waste Container - Number and Size**

Type	Container	Capacity
General waste	Enclosed Roll-On-Off (x2)	12m <sup>3</sup>
Paper	Roll-On-Off (x1) (paper bank)	12m <sup>3</sup>
Plastic bottles	Roll-On-Off (x1) (bottle bank)	12m <sup>3</sup>
Mixed glass	Roll-On-Off (x1) (bottle bank)	12m <sup>3</sup>
Metal packaging	Roll-On-Off (x1) (bottle bank)	12m <sup>3</sup>
Cardboard	Roll-On-Off (x2)	18m <sup>3</sup> + Integral Compactor
Ferrous metal	Roll-On-Off (x1)	6.5m <sup>3</sup>
non-Ferrous metal	Roll-On-Off (x1)	6.5m <sup>3</sup>
Cooling appliances	Hard standing	Collect on surface in bay
General WEEE	Roll-On-Off (x1)	12m <sup>3</sup>
VDU's (visual display units)	Roll-On-Off (x1)	12m <sup>3</sup>
Aggregates	Roll-On-Off (x1)	12m <sup>3</sup>
Plaster Board	Roll-On-Off (x1)	12m <sup>3</sup>
Fluorescent tubes	Lamp safe banks	500 (approximate) tube capacity lamp safe
Batteries	Battery box (x30) leak proof	1m <sup>3</sup>
Paint	Steel Skip (x1)	5m <sup>3</sup>

Type	Container	Capacity
Waste oils (engine)	Bunded Tank (x1)	1000 litres
Waste oils (cooking)	Bunded IBC (x1)	1000 litres
Flammable Cylinders	Lockable Cage (x1)	8m <sup>3</sup>
Non-Flammable cylinders	Lockable Cage (x1)	8m <sup>3</sup>

4.4.2 Sections 4.5 to 4.14 provide further information to general and specific waste streams.

## 4.5 Non-conforming wastes

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- 4.5.1 Should non-conforming wastes be identified upon deposit of a load, the site manager will follow the process below in this instance:
- > If it is safe to do so, the waste will be removed to a quarantine area within the site or where it is not safe to move the non-conforming waste an exclusion area will be set up in-situ.
  - > The Licence holder will decide upon the course of action and details will be entered in the site diary; and
  - > The Department for Environment will be notified where appropriate.

## 4.6 Handling and storage of fridges and freezers containing Chlorofluorocarbons (CFC) and Hydro chlorofluorocarbons (HCFC)

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- 4.6.1 The receiving and handling of fridges, freezers and cooler cabinets containing CFC and HCFC is covered in the Standard operating procedures (SOPs) index Appendix C

## 4.7 Handling and storage of paints, varnishes and household chemicals

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- 4.7.1 The receiving and handling of fluorescent tubes is covered in the Standard operating procedures (SOPs) index Appendix C

## 4.8 Handling and storage of batteries

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- 4.8.1 The receiving, handling and storage of batteries is covered in the Standard operating procedures (SOPs) index Appendix C

## 4.9 Handling and storage of waste electrical and electronic equipment

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- 4.9.1 The receiving and handling of household WEEE is covered in the Standard operating procedures (SOPs) index Appendix C

**4.10 Handling and storage of waste oils**

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4.10.1 The receiving and handling of waste oils is covered in the Standard operating procedures (SOPs) index Appendix C

**4.11 Handling and storage of pressurized gases and liquid petroleum gas (LPG) containers**

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4.11.1 The receiving and handling of pressurised and LPG containers is covered in the Standard operating procedures (SOPs) index Appendix C

**4.12 Fluorescent tubes**

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4.12.1 The receiving and handling of fluorescent tubes is covered in the Standard operating procedures (SOPs) index Appendix C

**4.13 Asbestos**

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4.13.1 Asbestos will not be accepted at the HRC site. Those users trying to deposit asbestos at the HRC site will be redirected to the La Collette asbestos facility and advised on the opening times. Attempted deliveries will be entered in the site diary including where possible, the registration details of the delivery vehicle.

4.13.2 The handling of discovered asbestos is covered in the site Incident Plan WP 0.4

**4.14 Green Waste**

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4.14.1 Green waste delivers will be redirected to a licenced facility.

**4.15 General**

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4.15.1 The HRC will be inspected once a day by the Site Chargehand.

4.15.2 Daily checks will be undertaken as set out in the site diary template appendix B.

4.15.3 The site will be swept when appropriate during each operational day.

4.15.4 A variety of Spill kit types for the containment and or mop-up of spillages will be located within HRC site.

4.15.5 No hazardous waste treatment will take place at the facility.

## WP 5 Environmental management

### 5.1 General

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- 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 the Standard operating procedure index Appendix C.
- 5.1.3 All waste handling and processing will take place within the licensed area.
- 5.1.4 All vehicles used to remove waste with the potential to generate litter from the site will be caged, sheeted or covered to avoid litter nuisance where appropriate.
- 5.1.5 The site will be inspected once a day. This is to monitor the site compliance with Licence conditions and health and safety issues.
- 5.1.6 Daily visual inspection will be made of the water supply (above ground), fire hoses, spill kits, electrical outlets and isolators.
- 5.1.7 The site spillages will be swept and litter picked regularly or as required as part of general housekeeping. From time to time an industrial road sweeper may be used to clean the whole site.
- 5.1.8 An environmental risk assessment is included in Appendix A

### 5.2 Drainage system

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- 5.2.1 Please refer to Section 3.3 above.
- 5.2.2 The drainage system will be monitored regularly (above ground visual checks) and cleaned when necessary.

### 5.3 Breakdowns and spillages

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- 5.3.1 In the event of site plant breakdown, the company has an arrangement to call in a fitter to carry out repairs. If repairs cannot be made on site, a hired replacement may be obtained until repairs to the original plant have been completed and it can go back into service.
- 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. Used absorbents will then be suitably contained prior to being taken to an appropriately licensed site for disposal. See Section 0.4 for more details.

### 5.4 Site inspection and maintenance

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- 5.4.1 A site inspection form (see Appendix B) will be completed by a person who is familiar with the requirements of the WP and Licence for the site. The frequency of inspection will be commensurate with the level of activity but at least weekly. All details of any defects, problems and remedial actions taken will be recorded within the site inspection form as soon as practical following the occurrence.

### 5.5 Control of security

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- 5.5.1 The HRC site is within a larger TTS facility (recycling park) which includes the Organic recycling and Scrap Metal processing. Public access to the HRC is managed during opening times by use of a marked route (signage/road markings) to guide users to the HRC and keep visitors away from other site operations. Out of

hours access is prevented by security fencing and CCTV but also the topography of the site. The perimeter security is maintained and managed by TTS.

- 5.5.2 Mobile plant, stores and site building will be locked and secured when not in use to prevent unauthorised access out of hours.
- 5.5.3 Entrances to the facility are protected by steel gates that complement the security provided by the palisade fencing and CCTV. It is considered that the perimeter security systems will provide a security standard that will reasonably prevent unauthorised access to the facility.

## 5.6 Security Maintenance

- 5.6.1 The perimeter security system will be visually inspected for damage or degradation in accordance with Table 5.1.

**Table 5.1 – Security System Inspection Frequency**

Action	Frequency
Routine Visual Inspection of Perimeter Security System	Daily
Visual Inspection of suspected damage	As soon practicable after suspicion is raised.

- 5.6.2 Where damage or degradation is discovered by means of visual inspection repairs will be carried out in accordance with the timescale outlined in Table 5.2.

**Table 5.2 – Timescale for Security System Repair**

Level of Damage or Degradation	Repair Within
Damage or degradation identified but not considered to effect the protection afforded by the security system.	One month
Damage or degradation identified considered likely to effect the protection afforded by the security system.	A temporary repair by the end of the working day following identification. Permanent repair within 28 working days.



## WP 6 Amenity management and monitoring

### 6.1 Control of mud and debris

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- 6.1.1 All operational areas of the site are covered with impermeable hard-standing. All the waste handling operations will take place within the licensed area. Considering the nature of the permitted wastes and the nature of the main deliveries (by members of the public) and the access arrangements it is considered unlikely that mud will be an issue. It will, however, be monitored and any occurrence will be immediately cleared.
- 6.1.2 Debris may be an issue where materials have escaped from members of the public's cars and trailers as well as vehicles removing wastes. Staff will be vigilant for debris on the site. Should debris be identified arrangements shall be made to safely remove the debris as soon as practicable.

### 6.2 Control and monitoring of dust

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- 6.2.1 Transportation of the waste to and from the site will be by members of the public's cars, caged waste collection vehicles, roll-on roll-off trucks and other vehicles. The main potential sources of fugitive dust from these transport operations would be dust blown from the waste material as a result of the movement of air over the waste and dust raised from the ground by the passage of the vehicle itself.
- 6.2.2 Vehicles moving around the site will be speed restricted. This effectively avoids excessive air turbulence and the raising of dust.
- 6.2.3 The unloading of waste material will generally be small in nature and by hand with minimal tipping heights.
- 6.2.4 All site operations will be carried out to reduce the creation of dust (restriction of tipping heights during any transfer of wastes etc).
- 6.2.5 The site will be subject to general house-keeping operations including sweeping and washing to minimise ground debris that could be raised by the action of the wind and/or the movement of plant and vehicles over the surface.
- 6.2.6 Any events of excessive dust emission and remedial actions will be recorded in the site diary as soon as practicable after the event.

### 6.3 Litter control

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- 6.3.1 The site will be swept as and when required.
- 6.3.2 The site will be inspected for litter once daily and a litter pick will be used to collect any windblown litter.
- 6.3.3 The skip area will be subject to a formal session of housekeeping (sweeping, cleaning, litter picking) to keep the HRC presentable.

### 6.4 Control of pests, birds and other scavengers

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- 6.4.1 The site will be inspected for the presence of vermin and the findings of the inspection noted in the site diary.
- 6.4.2 It is considered unlikely that vermin will present a problem because of the nature of waste types handled at the site. Should an infestation of vermin be discovered it will be managed through use of an approved pest control contractor.

## 6.5 Control and monitoring of noise and vibration

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- 6.5.1 The following mitigation measures will be put in place to minimize noise:
- > Best Practicable Means will 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 would meet applicable legislation;
  - > Plant and equipment will be located within the facility and shall therefore generally be screened by the local topography;
  - > No speed humps will be provided on access roads;
  - > The hard standing will be maintained to a good standard to avoid excessive rattling noises;
  - > Exposure of operatives to noise is unlikely but will be monitored and any necessary remedial work will be carried out. Operatives will be required to wear suitable noise-reducing ear defenders, if necessary;
  - > Drop heights will be reduced to minimise vibration.

## 6.6 Odour control

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- 6.6.1 Where a malodorous waste is detected within incoming wastes, that waste will be removed from site as soon as is practicable, measures such as washing and use of disinfectant (where appropriate) may be used to cleanse areas or skips affected by malodorous wastes.
- 6.6.2 Skips requiring cleansing to remove malodourous residue will be moved to the gully emptying area to ensure containment.

## 6.7 Control of fire

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- 6.7.1 Smoking is not allowed on site. (TTS operates a no smoking policy)
- 6.7.2 No material will be burned on site.
- 6.7.3 Fires extinguishers will be located in appropriate locations throughout the site. These will be used to control fires on site and will be checked and serviced at an interval determined by the department's safety section and or statutory requirements.
- 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 and the Environment Department notified.

## Appendix A Risk assessment

Date of Working Plan Risk Assessment	September 2014
Risk Assessment Review Date*	September 2015
Approved by	T. Saussey
Date	September 2014
* Risk assessment should be reviewed where operations change, where the surrounding environment changes and in any case annually to keep the assessment relevant.	

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
<i>What is at risk? What do I wish to protect?</i>	<i>What is the agent or process with potential to cause harm?</i>	<i>What are the harmful consequences if things go wrong?</i>	<i>How might the receptor come into contact with the source?</i>	<i>How likely is this contact?</i>	<i>How severe will the consequences be if this occurs?</i>	<i>What is the overall magnitude of the risk?</i>	<i>On what did I base my judgement?</i>	<i>How can I best manage the risk to reduce the magnitude?</i>	<i>What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).</i>
Local human population	Releases of particulate matter (dusts) and micro-organisms (bioaerosols).	Harm to human health - respiratory irritation and illness.	Air transport then inhalation.	Medium	Medium	Medium	Permitted waste types do not include dusts, powders or loose fibres. Deliveries of green waste will be rejected to the Organic Recycling Facility. No processing will take place with the exception of compaction (card)	Restriction on waste types and additionally mitigation at production source though use of targeted dust suppression.	Low
Local human population	Airborne asbestos fibres	Respiratory illness i.e. lung cancer and mesothelioma	Air transport then inhalation.	Low	High	Medium	Site does not permit users to deposit asbestos wastes	Site does not permit users to deposit asbestos wastes.  Incident procedure for asbestos.	Very 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
<i>What is at risk? What do I wish to protect?</i>	<i>What is the agent or process with potential to cause harm?</i>	<i>What are the harmful consequences if things go wrong?</i>	<i>How might the receptor come into contact with the source?</i>	<i>How likely is this contact?</i>	<i>How severe will the consequences be if this occurs?</i>	<i>What is the overall magnitude of the risk?</i>	<i>On what did I base my judgement?</i>	<i>How can I best manage the risk to reduce the magnitude?</i>	<i>What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).</i>
Local human population	Airborne mercury containing dusts/vapours	Toxic – respiratory and nervous system damage	Air transport then inhalation. Vaporisation	Low	High	Medium	Site is permitted to take fluorescent bulbs only. Site staff safety controls through health and safety measures.	Bulbs are stored in a dedicated lamp safe storage boxes prior to shipping for off island processing. Incident procedure for broken bulbs.	Low
Local human population	Waste, litter and mud on local roads	Nuisance, loss of amenity, road traffic accidents.	Vehicles entering and leaving site.	Low	Low	Low	Site accessed via dedicated long and well surfaced access road. Site is surfaced and all access roads are surfaced. Users are member of the public who use cars. The wastes accepted and the nature of the deliveries does not have the characteristics that would lead to the generation of mud and debris.	The site has a good surface and is swept regularly.  Good site management to include general housekeeping.	Low
Local human population	Odour	Nuisance, loss of amenity	Air transport then inhalation.	Medium	Low	Low	Local residents that may be sensitive to odour, however the site is at some distance from such receptors limited waste types that could give rise to odours.	Wastes that could give rise to odours (green waste) are not accepted on site. Green waste deliveries are rejected to the La Collette organics recycling facility.	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 that may be sensitive to noise and vibration, however the site is at some distance from such receptors.	Control through operational measures.	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
<i>What is at risk? What do I wish to protect?</i>	<i>What is the agent or process with potential to cause harm?</i>	<i>What are the harmful consequences if things go wrong?</i>	<i>How might the receptor come into contact with the source?</i>	<i>How likely is this contact?</i>	<i>How severe will the consequences be if this occurs?</i>	<i>What is the overall magnitude of the risk?</i>	<i>On what did I base my judgement?</i>	<i>How can I best manage the risk to reduce the magnitude?</i>	<i>What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).</i>
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 along with site storage duration	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	Bulk of permitted waste types are non-hazardous or inert so only a medium magnitude risk is estimated.  Limited amount of hazardous wastes are accepted and have specific storage requirements.	Activities shall be managed and operated in accordance with the WP which includes site security measures to prevent unauthorised access.  Hazardous wastes are stored in special containers (chemsafes / bunded tanks / lockable containers) which are locked when not in use. HRC staff responsible for taking hazardous wastes from members of the public to make sure they are stored correctly.	Low
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 sludge's and bulk of wastes permitted is non-hazardous so only a medium magnitude risk is estimated. The	WP contains measures to control fire and spillages.  Hazardous wastes are stored in special containers (chemsafes / bunded tanks /	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
<i>What is at risk? What do I wish to protect?</i>	<i>What is the agent or process with potential to cause harm?</i>	<i>What are the harmful consequences if things go wrong?</i>	<i>How might the receptor come into contact with the source?</i>	<i>How likely is this contact?</i>	<i>How severe will the consequences be if this occurs?</i>	<i>What is the overall magnitude of the risk?</i>	<i>On what did I base my judgement?</i>	<i>How can I best manage the risk to reduce the magnitude?</i>	<i>What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).</i>
							<p>materials accepted are generally non-combustible in nature.</p> <p>Limited amount of hazardous wastes are accepted and have specific storage requirements.</p>	<p>lockable containers) which are locked when not in use. HRC staff responsible for taking hazardous wastes from members of the public to make sure they are stored correctly.</p> <p>Control over the types of waste accepted.</p> <p>Site benefits from perimeter security and CCTV.</p>	
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.	<p>As above (excluding comments on access to waste). Licensed activities do not include the burning of waste.</p> <p>Smoking is not permitted on site.</p> <p>Batteries stored in specific battery containers. Lead acid batteries (car) are not accepted are rejected to the La Collette waste metal recycling facility.</p> <p>Combustible waste such as timber and card is stored in skips would contain a fire.</p> <p>Hazardous wastes that are potential flammable are stored in</p>	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
<i>What is at risk? What do I wish to protect?</i>	<i>What is the agent or process with potential to cause harm?</i>	<i>What are the harmful consequences if things go wrong?</i>	<i>How might the receptor come into contact with the source?</i>	<i>How likely is this contact?</i>	<i>How severe will the consequences be if this occurs?</i>	<i>What is the overall magnitude of the risk?</i>	<i>On what did I base my judgement?</i>	<i>How can I best manage the risk to reduce the magnitude?</i>	<i>What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).</i>
								chemsafes or other lockable secure containers.  HRC staff responsible for taking hazardous wastes from members of the public to make sure they are stored correctly.	
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 so only a medium magnitude risk is estimated.  Limited amount of hazardous wastes (including liquids) are accepted and have specific storage requirements.	All liquids shall be provided with secondary containment (applies to non- wastes such as fuels).  Hazardous wastes are stored in special containers (chemsafes / bunded tanks / lockable containers) which are locked when not in use. HRC staff responsible for taking hazardous wastes from members of the public to make sure they are stored correctly.  Site is surfaced and has a sealed drainage system that drains to a WWTW.  Incident and spillage procedures to manage any spillages at source.	Very 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
<i>What is at risk? What do I wish to protect?</i>	<i>What is the agent or process with potential to cause harm?</i>	<i>What are the harmful consequences if things go wrong?</i>	<i>How might the receptor come into contact with the source?</i>	<i>How likely is this contact?</i>	<i>How severe will the consequences be if this occurs?</i>	<i>What is the overall magnitude of the risk?</i>	<i>On what did I base my judgement?</i>	<i>How can I best manage the risk to reduce the magnitude?</i>	<i>What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment).</i>
Water environment	As above	Chronic effects: deterioration of water quality	As above. Indirect run-off via the soil layer	Low	Low	Low	Bulk of waste types accepted are non-hazardous to inert so harm is likely to be temporary and reversible.  Limited amount of hazardous wastes are accepted and have specific storage requirements.	As above	Low
Site Visitor -non users such as School parties etc	Specific visits to the HRC for educational or nonuser purposes are subject to a separate dedicated risk assessment process prior to commencement of HRC visits.								



Date:		Site Name:	La Collette HRC			
Day:		Waste Management Licence Reference:	WML034			
Weather:	Record Conditions:					
Site Open:	__ : __ hrs	Technically Competent Manager on site:	From:	__ : __ hrs	From:	__ : __ hrs
Site Closed:	__ : __ hrs		To:	__ : __ hrs	To:	__ : __ hrs

## Appendix B

## Site Diary Template

Checks to Undertake	Checked?	Description	Comments or Actions taken
Checked Site Engineering?	<input type="checkbox"/> (tick)	Check condition of site surfacing, drainage, walls etc (Visual)	
Checked Site Identification Board	<input type="checkbox"/> (tick)	Check condition of Site Identification Sign (Visual)	
Checked Site Security?	<input type="checkbox"/> (tick)	Check condition of site fence, gates, hedges	
Checked for Odour?	<input type="checkbox"/> (tick)	Check for odour at or beyond site boundary	
Checked for Pests?	<input type="checkbox"/> (tick)	Check for evidence of pests	
Scavengers?	<input type="checkbox"/> (tick)	Check for evidence of scavengers	
Litter?	<input type="checkbox"/> (tick)	Complete daily litter check	
Dust/Noise?	<input type="checkbox"/> (tick)	Undertake check for dust or noise during operations(i.e. when tipping, sorting etc.)	
Drainage Tank / Drainage Checked?	<input type="checkbox"/> (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 C      Standard Operating Procedures Index

<b>Index N°</b>	<b>Version</b>	<b>SOP Title</b>
HRC001	A	Florescent Tubes & Lamp
HRC002		Central Recycling Yard
HRC003		Household Chemicals
HRC004		Oils (Cooking and Engine)
HRC005		Gas Bottles
HRC006		Flares
HRC007		TV's and Monitors
HRC008		Household WEEE
HRC009		Paint's
HRC010		Bulky Waste
HRC011		Batteries

Appendix D

Site layout plans

La Collette Phase two site plan; 10463/150 Rev E

La Collette Household recycling Centre Layout; 287016A 002 Rev7

Appendix E

Site drainage plan

Drainage Plan

La Collette Household Recycling Centre Site Drainage; 287016A 011 Rev 1