SYSTEM MANAGEMENT PLAN

ENVIRONMENTAL PERMIT:

EPR/WE6556AA

CORE FUSION LIMITED
HAVEN QUAY
HAVEN ROAD
CO2 8HT

SYSTEM MANAGEMENT PLAN – INDEX

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Section 1: Introduction & Specified Waste Management Operations

1.1 Introduction

Core Fusion Waste Transfer Station (CFWTS) is a new site to bulk and transfer non-hazardous waste. The site is located on Haven Quay, Haven Road, Colchester, CO2 8HT. The site layout shows the general arrangements of the site for:

- INSIDE THE PERMITTED AREA
  - ✓ Household and commercial waste transfer station
  - ✓ Storage of waste
  - ✓ Work station
  - ✓ Storage facilities
  - ✓ Water storage
  - ✓ Plant parking
  - ✓ Fleet parking

- OUTSIDE OF PERMITTED AREA:
  - ✓ None
  - ✓ Storage of Skips
  - ✓ Fleet Parking

Location and Characteristics

The site is located on Industrial Estate in South of Colchester. The site is accessed via Haven Road and Planning application for Waste treatment and transfer has previously been approved with Colchester Borough Council and Essex County Council.

The purpose of WTS is to receive dry household and commercial waste, collected in skips and sorted/ segregated and bulked prior to onward transportation for disposal al local transfer stations or recycling centres. The waste accepted on site is non-hazardous and can include but is not limited to:

- Domestic rubbish, (Excluding food waste)
- Glass
- Cardboard
- Plastics
- Wood
- Metal
- Household appliances (Excluding WEEE)
- Textiles
- Plasterboard
- Furniture excluding POP items (soft furnishing that may contain Persistent Organic Pollutants)
- Hardcore
- Soil

Vulnerable receptors (illustrated on location map)

Local receptors:

- Essex University (within 1 km radius)
- Old Heath Primary School (within 1 km radius)
- Residential areas (within 1 km radius)
- Industrial areas (within 1 km radius)

The Following receptors, which are residential areas, workplaces, protected habitats and rivers within 1km radius of the site:

- Residential: Whitehall Road, Albany Gardens, Old Heath Road, Caravan Park on Whitehall Estate, Student accommodation on Hythe quay
- Industrial: Silverton, Elvanite, Anglian Water Sewer Treatment plant, Viola, First Bus, Motorcycle Recycle, Autobreak, Whitehall road Industrial park (compromising industrial units for individual businesses) Grange Way (compromising industrial units for individual businesses), Co-Op
- River Colne

Description of Waste Operations

Waste is collected and brought to the site as part of Core Fusion Limited operations. The site will accept other small skip hire companies to dispose of their waste collected from residential properties, providing waste can be traced back with correct duty of care paperwork. Any business or sole trader, wishing to dispose of their waste, will have to produce correct paperwork and licence certificate, a copy of which will be held at site office. These wastes compromise of:

- Domestic/ Recycling/ Trade waste
- Green waste from ground maintenance
- Mixed metals including white goods (excluding WEEE)

Waste operations at the site compromise:

Waste operations at the site comprise the following:

- Receipt of permitted wastes.
- Segregation and separation of wastes.
- **Baling:** Recyclable cardboard and plastics are compressed into high-density bales.
- Storage of waste and "bulk up" pending transfer off-site.
- Quarantine for non-conforming waste.

Mechanical Processing Procedures

To manage the risks associated with baling, the following controls are implemented:

- **Pre-bailing Inspection:** Yard staff must inspect all waste for non-conforming items (e.g., gas canisters, large metal chunks) before feeding manually adding the waste cardboard into bailer to prevent damage or explosions.
- **Dust & Fibre Control:** Waste creating high volumes of dust or loose fibres must be watered down during the sorting process to ensure particles do not become airborne.
- **Baling Operations:** Only clean, segregated cardboard may be baled. Bales must be securely tied with wire or high-strength strapping before being moved to the designated storage area.
- **Noise Management:** Processing activities should be conducted inside the building to utilize the concrete block structure as a noise buffer for vulnerable receptors like local residential areas.

Site operating times

Monday- Friday

7.00 am- 5.00 pm

Saturday

7.00 am – 1.00 pm (ad-hock)

Sunday, Public holidays- CLOSED

Site layout shows the layout of waste operations at the site. Details of the types of waste handled at the site and the storage capacities of facilities at the site are also on the map CFSM- Core Fusion Site Map

Layout of the key site features

The permitted area will be securely fenced around the perimeter at the entrance to the site and alongside road and bordering properties (shown on CFSM) with high 2.1 galvanised steel, lockable gates across the entrance to the access road, leading to the yard. The back yard is fenced alongside the road and has 2.1 m galvanised steel fencing with galvanised steel, lockable gates which opens in the direction of the back yard (shown on CFSM). The back wall of back yard is fenced with brick wall 2.1m high, separating the neighbouring businesses from CFTS. In addition, the Haven Quay is covered by manned CCTV 24hr/day, 7 days per week. The site is also checked by Security firm during night-time hours in form of two (2) visits.

The CFTS Building is allocated for all permitted waste transfer operations, such as: Waste acceptance, Waste segregation, waste separation and storage. The building is built with concrete blocks as well as galvanised steel frame and galvanised roof. Within the building to the front is a site office as well as kitchen and disabled WC. Furthermore an office on the first floor, compromising small WC and further storage room, which can only be accessed by Directors and where all the past waste returns are stored in a secure filing cabinet. Internal CCTV is in operation and monitors the operations within the building during the working hours as well as provide extra fire safety monitoring during the closure time.

All waste storage RO-RO'S, shown on are located within the permitted site and inside the building. Soil and Hardcore are stored within secure containers outside the Unit as per permit and disposed of regularly in Silverton, which is located 20m from Core Fusion.

Site Infrastructure is detailed on CFLM – Core Fusion Location Map. The site has an impermeable surface compromising concrete Slab within the building as well as concrete laid in the front and back yard. The ground is slightly sloped to ensure surface/ rain water can run off into one of site drains, which are connected to 1 of 2 site interceptors.

A Site identification board is installed at the entrance of the CFTS with further signs directing visitors around permitted areas. The administration office is located in the main building on 1st floor. Floodlighting is installed along the access road for extra security as well as within the building to allow for better visibility during winter months.

The site is serviced by Anglian water supply with hose connections 16L/h shown on Fire Prevention Plan (FPP). Firefighting and spillage equipment compromising water and powder fire extinguishers as well as containment and absorbents are stored at designated locations around the site clearly signed.

2. Permitted Wastes

Waste types referred to in Table 1 will only be accepted at this site. Other wastes, will not be accepted on site. Any non-permitted waste found in skips will be treated as quarantine waste and will be isolated pending return to the address of origin.

The maximum quantity of permitted waste, which shall be accepted at the site will be less than 75,000 tonne per year. Permitted waste storage will not exceed the quantities set out in Table 2.

Quarantine Wastes

Wastes found in skips, other than those referred to in Table 1, will be treated as quarantine waste. Procedures set out in FPP will be followed wherever possible to ensure such waste is isolated immediately and scheduled for return. Quarantine wastes will be segregated and stored in facilities appropriate to the nature of the waste within 1 of 2 quarantine areas, clearly shown on CFSM. The maximum capacity of quarantine waste storage at the site will not exceed 6 yard skip (4.3m3)

3. Engineered Site Containment & Drainage Systems

Design standards for specified site components

The site drainage plan is shown on the CFLM. Details of the design and specification for the following site components are given in CFLMDP:

- Impermeable pavements
- Drainage and containment Systems
- Bays and other fixed containers
- Covered roofed buildings and storage facilities

Inspecting site infrastructure

The site infrastructure, including drainage and containment systems will be inspected and maintained by Silverton, the owner of the site. The owner has overall responsibility for ensuring that their procedures are followed.

CFTS site will be inspected on regular basis as part of our daily checks, all the findings will be recorded on the inspection sheet, stored in site office. The routine inspections will include but will not be limited to:

- Internal structure
- Structure of Storage Bing
- Condition of concrete within the unit
- Condition of concrete within Front and Back yard.
- Fencing
- Litter pick within the perimeter of CFTS

Inspecting & Maintenance site infrastructure

If the inspection of the site flags up an emergency repairs are needed in any part of the site, a part of site will be shut down in order to carry out repairs in timely manner. During the repairs the waste collection could be either postponed or slowed down by administration in order to ensure the site and its employees are safe carrying out any tasks during normal operational hours. The repairs could cause the site to be operating outside the normal working hours to ensure all the repairs are completed within the shortest possible time in readiness to resume normal operations.

Any scheduled maintenance, such as ensuring the gutters around the building as well as internal maintenance will be carried out outside normal working hours to ensure safety of staff carrying out the tasks.

The site inspection and maintenance programme set out in table3 will be implemented to ensure effectiveness of the infrastructure and pollution controls of the site.

4. Control of Mud, Debris and Litter

Description of controls employed to prevent mud and debris deposition

CFTS is located on a previously designed site, developed for waste storage and transfer. Elvanite Full Circle Limited has incorporated all necessary steps during the development stage to ensure the site infrastructure as well as access road, pavement, drainage and supply of water can cope with activities carried out on site.

The following practices are in place:

- Well maintained pavement and drainage system
- Provision of vehicle washing facility
- Mains water supply via hosepipe
- Scheduled road sweeping, carried out once a week (Friday)
- Flood lighting around the entire site to ensure good visibility
- CCTV – Covering all communal areas as well as entrance to CFTS

Litter prevention Control

Core Fusion Limited will employ routine housekeeping to ensure site is always kept tidy. Daily walk around will be carried out at the beginning of each working day, findings will be recorded and action plan created, if needed.
The tipping area will be cleared of any combustible waste each day to reduce the risk of fire.

The following practices will be employed:

- Design of containers
- Storing light wastes within confines of designated storage skips
- Use of security netting when waste is in transit.
- Regular inspection of site and surrounding areas for litter
- Timely and effective litter picking in the event of escape.

5. Waste Acceptance & Control Systems

Checking the authorisation of waste carriers

The Technical Competent Manager (TCM) will be responsible for ensuring that all waste carriers hold appropriate registration as a waste carrier under the provisions of the Control of Pollution (Amendment) Act 1989.

A list of carriers who may be allowed to transfer waste to and from site will be maintained by the TCM. New waste carriers will only be added to the list with the approval of the TCM. A copy of the list will be held at the site office. Waste carriers without the relevant documents will be prohibited to handle/ dispose or transfer waste at CFTS site. They will be advised on how to obtain Waste Carrier License and offered help with Duty of Care paperwork.

Sorting: Sorting and segregation of waste must only be carried out in the designated area.

Storage Limits: Baled waste must be stored in designated bays according to the Fire Prevention Plan (FPP) to reduce fire risk.

Combustible Waste: All combustible processed waste must be cleared from the tipping floor at the end of each day to prevent fire spread

General waste acceptance and disposal control Procedures

Waste materials received at, handled and despatched from Core Fusion Waste Transfer (CFWT) will be dealt with according to the procedure set out in Table 3 and 4. The TCM will have an overall responsibility for ensuring the procedures are followed at all times.

Specific actions to deal with incoming and outgoing waste are set out in table 3 (INCOMING WASTE) and table 4 (OUTGOING WASTE-DISPOSAL).
Non permitted waste found in skips/ on site will be quarantined in designated quarantine area, pending further action, Table 6.

Drivers carrying waste will follow any specific directions made to them by the TCM or site supervisor. All signs or instructions on site must be always followed.

Checking and recording incoming waste

Incoming waste delivery vehicle will be directed to the administration office to register deliveries to the site. All incoming waste must be accompanied by the Duty of Care note, which will be presented to the Depot Supervisor on arrival or record must be made by Core Fusion operative.
Delivery of all waste must be recorded on incoming monthly sheet by end of each day. See table 7.

The site supervisor will inspect the load and direct the driver to unload in the appropriate area, depending on type of waste delivered.

Checking and recording outgoing waste

The TCM or Site Supervisor will be responsible to arrange the disposal of waste on site. All storage containers must be monitored for volumes of waste at all times. Before the disposal skip can be loaded staff must ensure waste can be scheduled in for disposal for that day. Levels of waste must be reported to office. TCM or Site Supervisor will book a disposal or collection for first available slot. Core Fusion Limited is responsible for transfer of majority of its waste from site to end of transfer.
Before waste can leave the site, TCM or Site Supervisor must complete Duty of Care disposal note. Driver responsible for transferring the waste to correct facilities is responsible to obtaining correct paperwork at the end of transfer.
Disposal of all waste must be recorded on outgoing monthly sheet by end of each day. See table 8.
Disposal notes must be matched with end of transfer note from third party facilities and stapled together.

Quarantine Waste

There may be occasions where waste delivered to CFWTS contains non-conforming waste. The area containing such waste must be immediately become a quarantine area whilst the isolation of such waste is carried out. Procedure to deal with such waste can be found in Table 5. Quarantine waste will be recorded, segregated or absorbed with correct equipment. No other waste should be deposited in the emergency quarantined area where the incident is being dealt with until such time the remedial procedures have been carried out and waste has been isolated into the designated quarantine area.
Any occurrences where site or part of site has been contaminated with non-permitted waste must be reported to the office, correct paperwork must be completed and stored in site office.
Discovered quarantine waste must be scheduled in for return to the address of origin at earliest convenience.

Asbestos Awareness:

There were three types of asbestos very commonly used worldwide:

Chrysotile - white asbestos - Serpentine (curly)

Is the most commonly used asbestos fibre, the fibre is actually a softer fibre but very strong in tensile strength. Usually held firmly within other materials such as Portland cement or woven into textile products. Chrysotile is considered by some to be less dangerous than the other two types because a serpentine (curly) fibre is less likely to become trapped in the lungs and is less resistant to the body's immune cells.

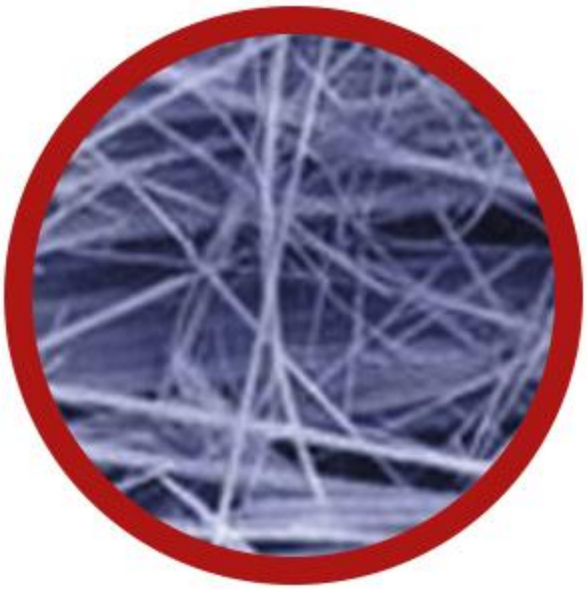


Amosite - brown asbestos - Amphibole (needle-like)

Is the next most commonly used fibre which shares the similar properties of Blue Asbestos in that the fibre shape is also straight and needle like. This fibre has a better fire resistant and heat resistant property than both Blue and White and mainly found in the form of AIB (Asbestos Insulation Boards), these were used usually as fire and heat protection.



Crocidolite – blue asbestos – Amphibole (needle-like)



Blue asbestos has a particularly useful property in that it is a corrosive and chemical resistant type of fibre. It is not as common as white and brown but is considered the most dangerous because of the length and shape of the fibre (needle and sharp) Blue Asbestos is more likely to pierce or become trapped in the lung.

There are 3 other types which are very rarely found or used within products they are also Amphiboles. They are called; Tremolite, Anthophyllite and Actinolite

Identification of any material containing asbestos, is a specialised process which involves samples of the material taken by competent persons and analysis by accredited laboratories.



Regulation 5 of the Control of Asbestos Regulations states:

'An employer shall not undertake work in demolition, maintenance or any other work which exposes, or is liable to expose your employees to asbestos in respect of any premises unless they identify what type of asbestos, contained in what material and in what condition is present or is liable to be present in those premises". This is complied with by way of survey and analytical identification by a UKAS accredited laboratory.

Common use of asbestos and where can we expect it in waste industry

The ability of asbestos to strengthen and bind as well as resist high temperatures, is what made it so useful.



The fibre offers protection against fire, corrosion, cold, acids, alkalis, electricity, noise, energy loss, and vibration. It was known then as the 'magic mineral' simply because the fibre was found in natural rock because of these impressive properties.

Construction became a thriving industry particularly between the 1950's and the 1980's as factories emerged, large buildings were erected, and cities populated. Asbestos was seen as ideal for building materials in various form.

- Cement sheeting
- Some textured coatings
- Reinforced composite products
- Damp proof courses
- Roofing felts
- Rain water goods

- Vinyl floor tiles

It is important to remember that materials used for heat and fire protection were used in all building types up until 1985. Generally, these products would contain blue and brown asbestos (brown has the best fire protection properties) - and quite often, mixtures of all three. The durability of certain types of asbestos also offered protection against corrosion, cold and vibration.

Please note that the following list is not exhaustive.

- Fire-resistant sprays
- Pipe lagging
- Fire resistant boards
- Fire resistant doors
- Electrical fuse assemblies
- Electrical arc shields
- CAF Gaskets
- Rope Gaskets

Waste quantity measurement systems

Incoming waste will be measured in m3 and skip volume. Each storage bay has been calculated and implemented in such manner to reduce the risk of fire. Bay size and volume can be found on Table 2

Outgoing waste will be loaded into a company's large disposal skip and transported to end of transfer. Facilities for disposal of General waste, Green Waste, Plasterboard, Wood, Plastics, and Glass are equipped with Weighbridge. The outgoing waste will be weighed at the end of transfer and the disposal ticket will be matched with our own records. All outgoing waste, where possible will be recorded in tonnage.

Sorting waste

Waste to be segregated into correct storage skips designated for storing waste.
Yard Staff must report to Site Supervisor if the waste within the storage skip is ready for disposal
TCM must book a disposal of waste with correct supporting paperwork.
Any spillage must be reported immediately to site manager and recorded on correct paperwork
Area must be sectioned off pending the clearing up the area and isolating waste.
Sorting and Segregation of waste must only be carried out in the designated area. Detailed chart in table

Storing Wastes

Incoming waste and waste produced during segregation must be disposed of within the given timescale, see Table 2
Combustible waste must be segregated and stored in designated bays as per FPP.
All waste must be stored within the secure disposal bins within the building and permitted area unless otherwise specified and agreed with Environment Agency.

Disposal of waste

Waste to be disposed of on a regular basis and as per guideline in Table 2. All the contracted companies collecting the waste from CFTS must be contacted in timely manner to ensure there is no delays on collection. Waste, which is taken away for disposal by Core Fusion Vehicle must be prepared for transport and recorded accordingly. All the waste transfer notes must be completed and signed by 2 parties: Core Fusion and End of Transfer representative. Waste transfer notes must be stored for a minimum of 2 years.

6. Amenity Management and Reporting

Potential emissions which may arise from site activities

The type of emissions which may arise as a result of waste management activities at Core Fusion site may compromise of:

- Dust
- Fibres
- Litter
- Odours

Preventing and controlling emissions:

- Dust: waste creating high volumes of dust must be watered down to ensure sorting staff is not inhaling in potentially harmful dust particles during the separation process.
- Fibres: waste containing loose fibres must be watered down to ensure the fibres do not become airborne and harm sorting staff separating waste.
- Odours: Waste with bad odours should be stored within correct storage bay and disposed at the earliest possible convenience to ensure odours do not spread onto other wastes within the bay as well as beyond our site. Core Fusion has set out a low storage time of all wastes, therefore in occurrences, such as this disposal of waste causing high odour emissions can be added to the earliest disposal assignment.
- Litter: Litter pick will be scheduled as and when needed around the site and neighbouring areas. Record of litter picking will be completed for all areas as and when the task is carried out. Table 9

Monitoring and controlling pest infestation

A baiting regime will be maintained to prevent rodent infestation on our site. Baiting activities and regular inspections of the regime shall be carried out by a suitably qualified pest contractor.

Routine checks will be made by Core Fusion staff during the daily walk around. Baits will be restocked should they be emptied of rodent poison as well as replaced, should they be damaged.
Where an infestation of pest is identified, suitable professional assistance shall be sought to tackle the infestation. Waste handling/ storage will be reviewed, and remedial action taken if necessary.

7. Site Records

Summary of key Records

The following documents and records will be held at the site and made available for inspection by an authorised officer of Environment Agency:

- Waste Management License
- Waste Management System
- Site Diary
- Fire Prevention Plan
- Pollution Incident and Response Plan
- Records of Incoming and Outgoing Waste including Duty of Care Notes going back 3 years
- Quantities of wastes: Incoming and Outgoing
- Records of inspections; Drainage, Equipment and Infrastructure
- Training Records and competences of key personnel
- Records of regulatory correspondence (EA inspection Records, Notifications to the Agency of problems/ complains received and actions taken)
- Correspondence received from third parties, relating to waste management activities at the site.

Maintaining key records and documents

Staff responsible for updating, maintaining and completing site records will be trained to company's high standards to ensure all key information is accurate, current and available at all times. All key information will be stored and saved on a hard drive of the main site computer as well as in cloud based storage to ensure destruction of such documents is eliminated.

Reporting

The TCM will be responsible for preparing and submitting returns and other reports, required under the conditions of Waste Management Licence.

8. Working time

All employees, and visitors must wear Hi-Vis, safety boots and hard hat when on site. All staff is responsible to follow safe manual handling, Infection Control, Follow Fire prevention Plan and Health and Safety policy at all times.

Site Supervisor:

- Assess and inspect any unprocessed waste from previous day
- Assess and inspect waste stored on site and report type of waste that is due for disposal
- Recognise areas requiring repairs or general upkeep and report to administration office.

Drivers:

- Safe unloading of skips:
  - Ensure the security net is safely fastened, covering entire load during transit
  - Remove the netting in the front yard, before entering the unit,
  - Only tip the skip once you have been given a go ahead by sorting staff
  - Place the skip back onto the vehicle before driving off site
  - Ensure the tipping hooks are safely removed before the skip is unloaded.
  - Ensure lifting arms are re-positioned to starting position as well as fully retracted.

- Safe loading of full skips:
  - Ensure the vehicle is backed up to the skip straight
  - Visually inspect the waste within the skip for non-conforming waste
  - Place the net over the waste before lowering the arms to the skip
  - Safely clip all 4 lifting chains to the skip
  - Proceed with raising the skip onto the vehicle
  - Secure the net to the hooks provided for securing the net
  - Complete your paperwork with collection date

Sorting Staff

- Start of working day:
  - Inspect your working area and report any problems to the Site Supervisor
  - Ensure you wear correct PPE
- During the working day

- Follow correct sorting and segregation procedures
- Ensure all waste is handled as per company policies and procedures
- Implement safe manual handling, following all your previous training
- Communicate with delivery drivers to ensure new loads are deposited in correct areas
- Ensure loads do not contain any non-conforming waste, on discovery immediately alert Supervisor and section the area off.

End of working day:

- Ensure the area is cleared of loose combustible waste.
- Sweep the tipping floor.
- Remove any waste requiring further processing (baling) to the correct processing area.
- Confirm all machinery is powered down and in its "cooling down" phase.

9. Equipment

The site utilizes various tools and plant, including vehicles and processing machinery.

- Baler Maintenance: must be visually inspected daily for hydraulic leaks, blade wear, and the functionality of emergency stop buttons.
- Fire Safety (Plant): At the end of the working day, all processing plant—including baler—must be allowed a minimum of 30 minutes of "cooling down" time.
- Reporting Defects: Any machinery needing repair must be reported to the office immediately to ensure repairs are authorized and the equipment is made safe

Everyday Tools:

Manual tools such as hammers, screwdrivers, cutters, metal sweeper etc. must be visually inspected before use, to ensure they are fit for purpose. All tools must be stored in the designated area when not in use. Tools which may need greasing or general maintenance must be reported to the office, to ensure a repair or disposal can be authorised and replaced.

Buckets, wheelbarrows:

Ensure buckets and wheelbarrows are emptied and stored when not in use. Ensure they are not over filled and too heavy to lift to avoid accidents and injury. All handling tools such as Buckets and Wheelbarrows must be inspected before use.

Personal Protective Equipment- PPE:

Company PPE is provided to all staff. It is staff's responsibility to ensure all correct equipment is used throughout the working day. Any PPE which needs replacing or restocking must be reported to the office.
List of PPE to be worn:

- Steel cap work shoes- To be purchased by employee.
- Hard hat- Provided by Core Fusion Limited (CFL)
- Hi-Vis Jacket or vest- Provided by CFL
- Gloves- Provided by CFL
- Protective glasses for further processing of waste- Provided by CFL

Skips:

All skips and containers must be visually inspected before they are taken out for hire. Any damage to lifting lugs or walls/ floors must be reported to the office. Skip must be marked with hi-vis paint to identify the damage. All lugs must be intact to ensure the skip can safely be collected when full of waste. All skips must have holes drilled in to allow water escape during hire. Maintenance of skips must be scheduled in yearly. All skips must be repaired and repainted to ensure they are in good working order at all times.

Skip Vehicles:

All vehicles must be visually inspected at the start of working day. This includes:

- Check tyres are inflated.
- Turn on lights and walk around to ensure all bulbs are working.
- Check the lifting gear pipework around controls for any weeping (small leaks)
- Check the lifting gear is working.
- Check your dash for any warning lights.
- Once a week all the lifting gear must be greased up (Friday)
- At the end of the day the dashboard should be wiped down and any rubbish disposed of.
- NO SMOKING IN VEHICLES
- Ensure no keys are left in ignition when not in use.
- Vehicle must be parked in the designated area.

Plant:

All plant to be visually inspected each day. This includes:

- hydraulic pipes,
- rams, tracks
- tyres
- buckets/grab
- once a day grease up all the lifting gear
- Ensure sufficient fuel is in the plant before switching it on.

If the plant breaks down, follow the procedure:

- Ensure the plant is isolated and security fencing erected around it.
- Ensure plant cools down before further inspection/ repairs are undertaken.
- Ensure power is isolated.
- Isolate pipelines and release any stored energy, such as compressed fluid/ air or pressure.
- Support parts of plant that could fall off before removing supporting rams.
- Ensure the keys are ejected from the ignition.
- Ensure the vehicle has been put into Neutral gear.

Bailer

Pre-Use Inspection Procedure

Before turning on the machine for the first time, the operator must complete the following checks:

1. **Clearance Check:** Ensure the baling chamber and the ejection path are clear of any obstructions or personnel.
2. **Emergency Stops:** Verify that all emergency stop buttons are functional, visible, and have not been obstructed by waste.
3. **Hydraulic Systems:** Inspect hoses and cylinders for signs of leaks, fraying, or puddles of hydraulic fluid on the concrete slab.
4. **Wire/Strapping Supply:** Ensure there is an adequate supply of bale wire or high-strength plastic strapping and that it is fed correctly through the guides.
5. **Safety Interlocks:** Test that the loading door or gate prevents the machine from operating when open.
6. **Debris Removal:** Clear any "trapped" cardboard or plastic from the ram track or sensors from the previous shift.
7. **Platens and Floors:** Ensure the floor of the baler is clear of liquid or small debris that could cause the ram to bind.

Operational Safety & Reporting

- Lock Out Tag Out (LOTO): Never enter the baling chamber for cleaning or maintenance without following the full LOTO procedure to isolate the power source.
- Defect Reporting: If any fault is found (e.g., a hydraulic leak or faulty sensor), the machine must be taken out of service immediately and reported to the Site Manager.
- Record Keeping: Completion of the daily pre-use check should be noted in the site diary or a dedicated plant maintenance log

Reporting

Any defects identified during this inspection must be reported immediately to the **Site Manager**. The machine must be tagged "Out of Service" and isolated (Lock Out Tag Out) until repairs are completed and authorized

Contingency plan

Operations at CFWTS have the potential to be disrupted by various internal and external factors. Some disruptions may be planned, such as scheduled maintenance work, while others may occur without notice. Potential sources of disruption and remediation measures are shown in the table.

12. Accident Prevention and Management Plan

Waste Management operations have a high risk of day-to-day accidents which can occur due to a variety of different reasons. The most common reason for accidents at work is the s human factor. It is therefore essential all staff and visitors follow all company's policies and procedures at all times. The most common emergency situations are:

Personal Accidents:

Should a member of staff or visitor sustain a minor accident/ injury whilst on Core Fusion Site, such person should report to the office to ensure a First Aid can be carried out by competent First Aid trained personnel. Minor injuries could be: Cuts, Graze etc.

Any serious injury should be treated at A&E. Transport will be arranged and the person injured will be escorted to the hospital.

In severe cases 999 should be dialled and details of site and injury should be provided to the responding emergency team. A member of staff should remain with the injured person until the Ambulance arrives on site. The area must be secured, and the injured person made comfortable- Do not move them! Any processes in proximity should be postponed immediately to avoid further accidents.

A member of staff must fill in **Accident, Incident and Emergency Form,** Table 13.

Non-Conforming Waste

Follow the procedures set in Table 6 and Flow Chart 1

Fire

Follow the Company's Fire Prevention Plan and Flow Chart 2

Probability of Threats

Core Fusion has risk-assessed different aspects of waste management and daily tasks. The most common threats have been recognised and listed in Table 12 as well as Consequence / Management listed below.

Plant Failure:

- Consequence: Worsened working conditions for sorting staff
- Management: Ensure staff gets an extra break to account for added manual handling labour to avoid accidents. Manage staff effectively to allow extra help in the sorting area as well as the processing area. Book a repair with a mobile plant Repair Company as a matter of urgency. Close the site for any outside businesses to reduce the volume of waste being delivered to the site. Manage volumes of waste which can be tipped onto the tipping area (1 at a time). Store remaining full skips in a safe place within the building pending sorting. Postpone or reduce the collection of full skips until the plant is repaired or replaced.

Hot Weather:

- Consequence: Working conditions of staff could be worsened. The risk of self-ignition of waste will be increased. Increased risk of odour and dust pollution.
- Management: Ensure staff has sufficient breaks due to hot weather conditions. Rotate staff to evenly distribute the lighter and more strenuous tasks. Rotation should be at least every two hours.
  Fire watch should be employed, and all waste temperatures recorded during the day to ensure waste does not reach the temperatures, which could cause self-combustion. Waste reading 40^0C should be watered down and rotated. New temperature reading should be taken 30 minutes after remedial steps have been completed.

Cold Weather/ Frost/ Snow:

- Consequence: Working condition could be worsened for staff, Danger of slips, Failure of Plant ignition
- Management: Front and Back yard must be treated with rock salt to prevent ice forming on wet ground which could cause slip/ fall of drivers exiting their vehicle.
  Staff will be provided with thermal waterproof gloves for extra comfort.
  Vehicles must be de-iced in the morning to ensure all windows and mirrors are 100% fit for purpose to avoid accidents. All lifting hooks must be greased with WD40 to ensure the hinges work.
  In the event of severe weather warnings such as high volumes of snow, the site will shut early to ensure all staff is able to arrive home safely. Skip deliveries and collections will be postponed until it is safe to drive and navigate around narrow estates.

Storms:

- Consequence: Loss of working time hazard of lightning, flash flooding
- Management: In the event of severe weather warnings such as storms and increased risk of flash flooding, we might have to close the site down early due to the location of the site. Haven Road can be flooded due to its low geographical layout as well as its close proximity to River Colne (tidal). The large roller shutters might require extra protection in form of sandbags to reduce the risk of water ingress into the building. Deliveries and collections of skips might have to be postponed ensuring vehicles are not damaged by water, which has flooded the access road. The risk of lightning can increase therefore fire watch should be increased by way of remote CCTV observation should the site be closed.

Changing climate:

- Consequence: Temperature rise, Dry weather, increased risk of fire
- Management: The UK Government is predicting a 2.3^0C temperature rise by 2100. This means summertime will see drier, hotter days. Working physically in hot sunny weather can be challenging as well as dangerous to our health. Air temperature will be recorded every day and increased fire watch will be observed during hot dry days. Waste will be rotated and watered down as and when needed.
- Fuel Consumption is monitored daily, and the plant is turned off when not in use, to ensure better CO2 emissions. The company will be observing the possibility of fuel replacement from Diesel to Bio Fuel as and when viable. It is the company's policy to increase recycling rates year on year, whilst reducing disposal and deposits to landfill.

Rising Sea Levels:

- Consequence: Sea levels are projected to rise over the 21st Century and beyond under all emission scenarios, we can therefore see an increase in both: the frequency and magnitude of extreme water levels around the UK coastline, which would also affect tidal rivers, such as River Colne (proximity of Core Fusion Site).
- Management: In severe weather conditions the Manager should ensure the nearby River is not flooding Haven road. Follow the same management plan as the plan for "Storm and Flash Flooding"

Chemical Spills:

- Consequence: Risk of Environmental pollution and hazard to human and animal life.
- Management: Core Fusion Limited does not allow any chemicals, paint solvents or any other hazardous liquid waste to be disposed of in the company's skips or at the site. Each skip which is delivered by Core Fusion to customers is supported by a delivery note, Duty of Care with clear terms and conditions of hire. The note has a list of prohibited items clearly displayed. Drivers collecting our skips will carry out a visual inspection of skips at the time of collection to ensure no non-conforming waste is deposited in the skips. If such waste is found at the collection address it will be removed and left at the property. In the unlikely event that such waste was delivered and tipped at the site, the area must be converted into a quarantine area and the spill must be dealt with before any new waste can be deposited in the area. Chemical spills must be absorbed with correct absorbent pads and disposed of in a hazardous waste bag. Waste must be placed into the quarantine area and booked for disposal with a company which is authorised and licenced for hazardous waste disposal.

Communication loss:

- Consequence: Loss of communication between administration/ reception office/ waste transfer station and drivers
- Management: Core Fusion has separate landline/ mobile phone/ broadband connections to ensure that communication between the office and drivers can be always established. Our internal communication also includes walkie-talkie devices to ensure office/ drivers as well as sorting staff can always communicate effectively. Core Fusion Transfer station is a 300m3 site which means that the manager can also access and communicate any relevant information to always corresponding staff in person.

Data Destruction

- Consequence: Loss of important and valuable date, cause of incomplete information of waste source and transfer
- Management: All paper trail is transferred onto the company's computer and stored in the secure cloud storage, encrypted with a password as well as on the computer hard drive. Information such as waste transfer notes are handed into the office and stored in the office. All transfer notes are uploaded onto the computer to reduce the risk of information being lost. Core Fusion and its employees will ensure all transfer notes are stored for a minimum of 3 years.

Vandalism

- Consequence: Destruction or loss of property

- Management: Core Fusion Transfer Station is protected by CCTV as well as a manned security firm. The entrance of the access road has security fencing as well as a lockable gate. The entire site is covered by CCTV and Floodlights. CFTS entrance is covered by CCTV from 3 sides externally with additional CCTV internally covering the waste storage and entrance.
  All vehicles are secured by a factory-fitted alarm system.

Earthquakes:

- Consequence: Destruction of property, the risk to human life
- Management: Core Fusion Limited in located in the East Anglian region of UK and is not in an area known to have earthquakes.

Fire:

- Consequence: Loss of Data, destruction of property, a hazard to the environment and human life as well as other businesses in proximity of CFTS
- Management: Core Fusion has created a detailed fire prevention plan which will be followed by all the staff and visitors. The closest Hydrant is located outside the back yard as shown on the site map. Staff will have fire safety training as well as regular fire drills to ensure the site and its employees can manage the site effectively to prevent a fire from starting and/ or manage fire in a worst-case scenario.

Traffic Management

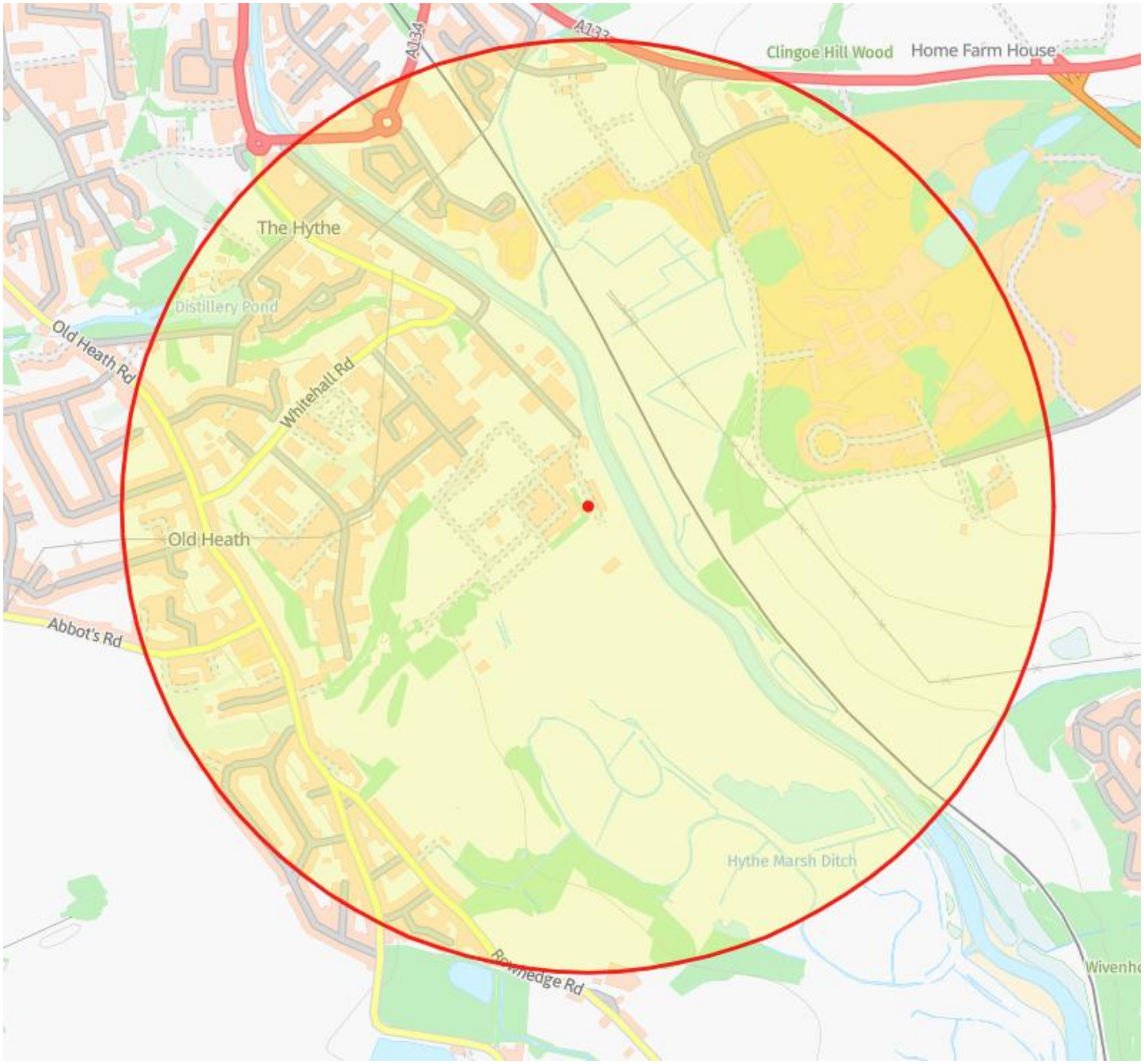
- HGV
  Site speed limit is 5 miles per hour. Once the vehicle has entered the front yard, the driver must pull over in the front gravelled yard and unsheet the skip. Driver must wait for yard operative to radio them a go-ahead.
  When reversing into the building the driver must not exceed 5miles per hour and must reverse into the allocated space. All yard operatives and pedestrians must remove themselves from the area to avoid accidents.
- VEHICLES UP TO 3.5T
  Waste carriers, disposing their waste at Core Fusion Limited, must drive onto the weighbridge and await the green light. Once the vehicle has been weighed, the driver must reverse off the weighbridge and await further instructions from the yard operatives. Yard operative must assign a tipping place for each individual waste carrier. The drivers must not exceed 5MPH site limit. Vehicles must be unsheeted while in the front yard and not within the building to reduce the amount of exhaust fumes within the building.

Complaints Procedure

Core Fusion Limited is committed to being a responsible neighbour. We recognize that our activities (including new baling operations) may impact the local community. This procedure ensures all concerns are handled professionally and promptly.

- How to Complain: Complaints can be made via telephone (01206 890997), email (skips@corefusion.co.uk), or in person at the site office.
- Acknowledgment: All complaints will be acknowledged within 24 hours of receipt.
- Investigation: The Site Manager will investigate the cause of the complaint (e.g., checking wind direction for dust, noise levels during entire work day, or vehicle movements on Haven Road).
- Resolution: We aim to provide a full response or a plan for corrective action within 5 working days.
- Record Keeping: All complaints, investigations, and actions taken will be recorded in the site diary and the Complaints Log for inspection by the Environment Agency if required.

Location Map (1km buffer)



CORE FUSION LIMITED
HAVEN QUAY
HAVEN ROAD
CO2 8HT

Complaints Form

Field	Details to be Completed
Date & Time of Complaint	
Name of Complainant	
Contact Details (Phone/Email)	
Method of Complaint	☐ Phone ☐ Email ☐ In-Person ☐ Other
Nature of Complaint	☐ Noise ☐ Dust ☐ Odour ☐ Litter ☐ Traffic ☐ Other
Date/Time of Incident	
Description of Issue	*(Please provide as much detail as possible)*
Site Activity at the Time	*(e.g., unloading/ loading skips, vehicle arrival)*
Initial Actions Taken	*(e.g., Stopped all processes, dampened down yard)*
Site Manager Signature	

EWC Code	Description	Typical Physical Form	Handling/Processing
01	WASTE FROM AGRICULTURE & FOOD		
02 01 03	Plant-tissue waste	Loose vegetation	Bulking/ Transfer
02 01 04	Waste plastics (except packaging)	Sheets, pipes	Bulking/transfer
15	PACKAGING WASTE		
15 01 01	Paper and cardboard packaging	Loose or bundled	Baling
15 01 02	Plastic packaging	Bottles, film, crates	Transfer only
15 01 03	Wooden packaging	Pallets, crates	Bulking/ transfer
15 01 07	Glass packaging	Bottles, jars	Transfer only
17	CONSTRUCTION & DEMOLITION		
17 01 01	Concrete	Hardcore/Lumps	Bulking/Transfer
17 01 02	Bricks	Hardcore/Lumps	Bulking /Transfer
17 01 03	Tiles and ceramics	Lumps	Bulking /Transfer
17 01 07	Mixtures of concrete, bricks, tiles	Mixed Hardcore	Bulking /Transfer
17 02 01	Wood	Planks, beams, doors	Bulking/ Transfer
17 02 03	Plastic	Pipes, guttering	Bulking/trasfer
17 05 04	Soil and stones (non-hazardous)	Loose soil	Bulking/ Transfer

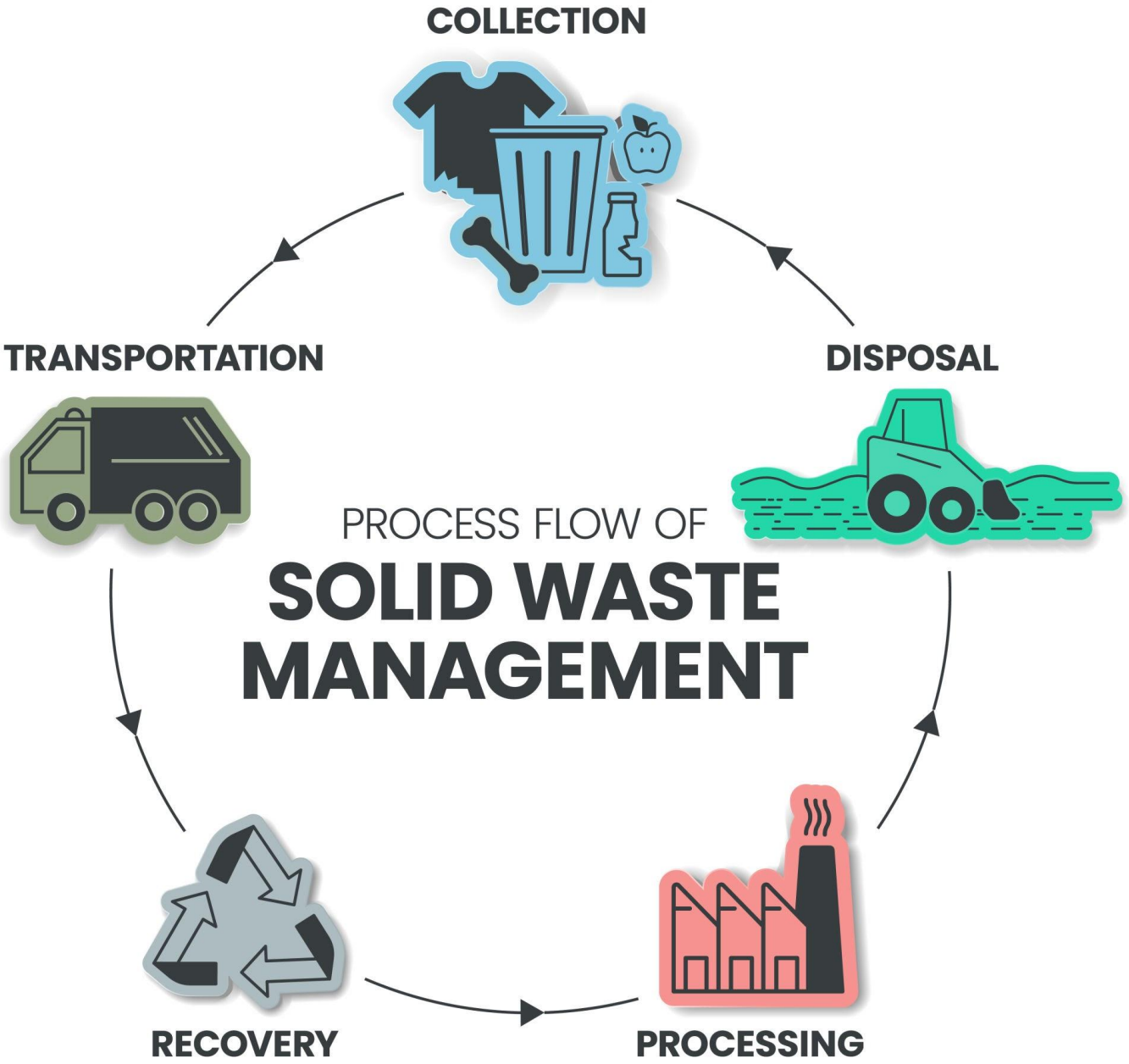
EWC Code	Description	Typical Physical Form	Handling/Processing
17 08 02	Gypsum-based materials (Plasterboard)	Boards	Separate Storage
17 09 04	Mixed C&D waste	Mixed skips	Manual Sorting
19	**WASTE FROM WASTE FACILITIES**		
19 12 01	Paper and cardboard (processed)	Sorted materials	Baling
19 12 04	Plastic and rubber (processed)	Sorted materials	Bulking/ Transfer
19 12 07	Wood (processed/chipped)	Fines/Chips	Bulking/transfer
19 12 12	Other wastes (including mixtures)	Refuse Derived Fuel	Bulking/transfer to Efw
20	**MUNICIPAL / HOUSEHOLD WASTE**		
20 01 01	Paper and cardboard	Loose paper	Baling
20 01 38	Wood (non-hazardous)	Furniture, fence panels	Bulking/ Transfer
20 01 39	Plastics	Household plastics	Bulking/ Transfer
20 02 01	Biodegradable waste	Garden waste	Bulking/Transfer
20 03 01	Mixed municipal waste	Black bag waste	Bulking/ Transfer to EFW
20 03 07	Bulky waste	Mattresses, sofas	Bulking/ Transfer to Landfil

Waste Storage: Type of waste, size of Container, Storage time

RORO/ Skip Type	Waste Type	Width (mm)	Depth (mm)	Max Height (mm)	Volume (m^3)
RORO	C-Grade Wood	2400	6200	2700	30.6
RORO	Plasterboard	2400	6200	2700	30.6
RORO	MUNICIPAL WASTE (INCINERATOR)	2400	6200	2700	30.6
RORO	MUNICIPAL WASTE (LANDFIL)	2400	6200	2700	30.6
RORO	Cardboard	2400	6200	2700	30.6
RORO	Green Waste	2400	6100	2700	30.6
RORO	Soil	2400	2200	1800	15.29
RORO	Hardcore	2400	2200	1800	15.29
RORO	Metal	2400	2200	1800	15.29
SKIP	Aluminum/Copper	1750	3700	1700	9.17

Waste Type	Max Storage	Max Temp (°C)
General Waste	7 Days	50°
C-Grade Wood	21 Days	50°
Ferrous Metals	30 Days	50°
Plastics	30 Days	50°
Metals (Tonne Bags)	60 Days	N/A
Cardboard	60 Days	50°
Green Waste	30 Days	50°
Soil / Hardcore	1-2 Days	N/A
Plasterboard	60 Days	N/A

Waste Acceptance flow chart



Stage	Action / Procedure	Responsibility	Relevant SMP Section
1. Arrival	Vehicle arrives at site entrance and proceeds to the weighbridge.	Driver / Yard Operative	Section 5.3
2. Documentation	Check Duty of Care Waste Transfer Note (WTN). Verify EWC codes and carrier registration.	Site Office / Manager	Section 5.1 & 5.2
3. Initial Visual Check	Inspect the load while on the weighbridge for any obvious hazardous or prohibited materials.	Yard Operative	Section 5.3
4. Directing	If compliant, direct vehicle to the tipping floor inside the building (max speed 5mph).	Yard Operative	Section 8.3
5. Discharge & Inspection	Waste is discharged. Perform a detailed secondary inspection for non-conforming items.	Yard Operative	Section 5.3
6. Verification	**Is the waste compliant?** • **YES:** Proceed to sorting/processing. • **NO:** Move to **Quarantine Area** immediately.	Site Manager	Section 5.5
7. Processing Selection	Categorize waste for: • **Baling:** Cardboard • **Transfer:** Inert/Mixed waste.	Yard Operative	Section 5.7 (
8. Outbound Prep	Processed or sorted waste is moved to the designated Bay (1-6) as shown on the site plan.	Yard Operative	Section 5.8

Quarantine Flow Table

Stage	Action	Responsibility	SMP / Site Plan Link
1. Identification	Non-conforming waste (e.g., hazardous, liquid, or unauthorized EWC codes) is identified during the initial or secondary inspection.	Yard Operative	Section 5.3 & 5.5

Stage	Action	Responsibility	SMP / Site Plan Link
2. Immediate Isolation	Stop all tipping or processing. Move the waste immediately to a designated **Quarantine Area** to prevent cross-contamination.	Plant Operator	Site Plan: "Quarantine"
3. Documentation	Record the incident in the **Site Diary**. Note the EWC code, waste carrier details, and the time the waste was quarantined.	Site Manager	Section 5.5
4. Customer Notification	Inform the waste producer/carrier that their load contains non-compliant material and request immediate removal.	Site Office	Section 5.5
5. Safe Storage	If the waste cannot be removed immediately, it must be stored in a sealed skip or container within the quarantine zone for no longer than **5 working days**.	Yard Operative	Section 5.5
6. Removal & Disposal	Arrange for a specialist hazardous waste contractor (if applicable) to remove the waste to an appropriately permitted facility.	Site Manager	Section 5.5
7. Verification	Obtain and file a Waste Transfer Note or Consignment Note for the removal to close the incident log.	Site Office	Section 5.2

Record of incoming Waste Transfer Note

CORE FUSION LIMITED
HAVEN QUAY
HAVEN ROAD
CO2 8HT

Haven Road, CO2 8HT, Colchester
VAT NUMBER: 983309300
COMPANY NUMBER: 07127093
SIC2007 CODE: 38210
WASTE MANAGEMENT LICENCE: EPR/WE6556AA

TICKET NUMBER 1581

C.M. HOME SOLUTIONS LTD FR19 DBU
CBDU571440 20/02/2028 16/02/2026
UNIT C7, THE SEEDBED CENTRE, WYNCOLLS ROAD, SEVERALLS INDUSTRIAL PARK,
COLCHESTER, CO4 9HT
info@cmhomesolutions.co.uk
Link

GENERAL WASTE 20 03 01

1st Weight	**3652**	**KG**
2nd Weight	**3425**	**KG**
Total Disposed	**227**	**KG**
	£0.00	**each**
	£0.00	**each**

NET	**£68.10**
VAT	**£13.62**
TOTAL	**£81.72**

Paid By

Waste Carrier Signed at the Time Of completion

Waste Acceptance Leila Music-Dicker

By signing the above I confirm that I have fulfilled my duty to apply the waste hierarchy as required by regulation 12 of waste (England & Wales) Regulations 2011

Under Section 24 of the Act, persons transporting and disposing waste will be under a duty of care. A written description of waste must be kept and handed to the person receiving the waste. Failure to observe the duty will be a criminal offence

Example of Outgoing waste transfer note (sent to site via email and printed copy to accompany the load during transport

Duty of Care- Waste Transfer Note

Transfer note 3744

Waste Removed From	Waste delivered to
Core Fusion Limited **Haven Road** **Haven Quay** **Colchester** **CO2 8HT** **WE6556AA**	**CSH ENVIRONMENTAL** **GREENACRES, PACKARDS** **LANE** **COLCHESTER** **CO6 3AH** 01206 242345 MB3438RT

WASTE CARRIER DETAILS		Type Of Waste
COMPANY	CORE FUSION LIMITED	**CLEAR FILM**
WCL	CBDU213166	**20 01 39**
EXP DATE	21/12/2026	
Date of Transfer	16/02/2026	
VEHICLE REG	YN65OTH	**End Of Transfer signature**
Driver Signature	GLEN	

By signing the above I confirm that I have fulfilled my duty to apply the waste hierarchy as required by regulation 12 of waste (England & Wales) Regulations 2011. Under Section 24 of the Act, persons transporting and disposing waste will be under a duty of care. A written description of waste must be kept and handed to the person receiving the waste. Failure to observe the duty will be a criminal offence

Temperature records Daily

Date	Time	Location/Bay No.	Material Type (Municipal waste)	Temp (°C)	Internal Probe Depth	Action Taken if >50°C

Temperature records weekly report

Week Commencing:	Mon	Tue	Wed	Thu	Fri	Sat	Weekly Average
WOOD							
GENERAL WASTE EfW							
PLASTICS							
GREEN WASTE							
CARDBOARD LOOSE							
CARDBOARD BALED							
Landfil General Waste							

TCM COMMENTS FOR THE WEEK, ANY STEPS TAKEN FOR SELF HEATING WASTE WHICH WAS CLOSE TO OR ABOVE 50 DEGREES CELICIUS

DATE:

Yearly Audit of Temperature of waste

Month:	Max Temp Recorded	Date of Max Temp	No. of Incidents (>50°C)	Action Taken / Resolution	Manager Initials
January					
February					
March					
April					
May					
June					
July					
September					
October					
November					
December					

TCM COMMENTS

DATE:

PROBABILITY OF THREATS

Threat / Risk	Probability	Impact	Remediation & Mitigation Measures
Fire (Self-Heating)	Medium	High	Implement daily temperature logging for all stored waste. Ensure a 30-minute "cool down" period for machinery at end-of-shift.
Dust & Fibres	High	Low	Use misting systems during dry seasons. Ensure all sorting takes place inside the building to contain airborne particles.
Noise Pollution	Medium	Medium	Position baler centrally in the building to utilize concrete walls as acoustic buffers for nearby residents. Use Electric small bailer (mill size bales with low 68 decibels noise during the press)
Mechanical Failure	Low	Medium	Conduct daily pre-start checks on hydraulic lines and emergency stops. Follow a strict preventative maintenance schedule.
Non-Permitted Waste	Medium	Medium	Strict adherence to the Waste Acceptance Flow Chart. Use the designated Quarantine Areas shown on the Site Plan for any hazardous items found.
Pests & Vermin	Low	Low	Ensure food-contaminated waste is not accepted. Maintain a 48-hour turnaround for all combustible or degradable waste.
Surface Water Contamination	Low	High	Maintain the site interceptors shown on the site plan. Ensure all processing occurs on the impermeable concrete slab.

Implementation Plan

1. **Staff Briefing:** All yard operatives must be briefed on these threats, specifically the increased fire risk associated with baled or high combustion materials.
2. **Monitoring:** Use the **Daily Temperature Log** to track the probability of "Hot Spots" in the storage bays marked on your site layout.
3. **Emergency Response:** In the event a threat (like a fire) is realized, follow the emergency services access route highlighted in red on your **Transfer Station Layout**.
4. **Reporting:** Any significant threat that leads to an incident must be recorded in the site diary and reported to the Environment Agency under our permit **EPR/WE6556AA**.

To ensure your **System Management Plan (SMP)** remains a "living document" that accurately reflects site operations at Haven Road, a formal revision procedure is required. This is essential for maintaining compliance with your Environmental Permit (**EPR/WE6556AA**).

Procedure for Revision of the System Management Plan

1. Purpose

The purpose of this procedure is to ensure that the SMP is reviewed and updated systematically to reflect changes in waste types, processing equipment (such as the new baler), or regulatory requirements.

2. Frequency of Review

- **Annual Review:** A formal review of the SMP must be conducted every 12 months.
- **Operational Changes:** Immediate review is required if new machinery is installed, waste EWC codes are added, or site boundaries change.
- **Following Incidents:** A review must be triggered following any significant fire, pollution incident, or repeated substantiated complaints.

3. Responsibility

- **Site Manager:** Responsible for initiating the review and ensuring all technical changes are accurate.
- **Technically Competent Manager (TCM):** Must sign off on the revised version to ensure it meets Environment Agency standards.

4. Revision Process

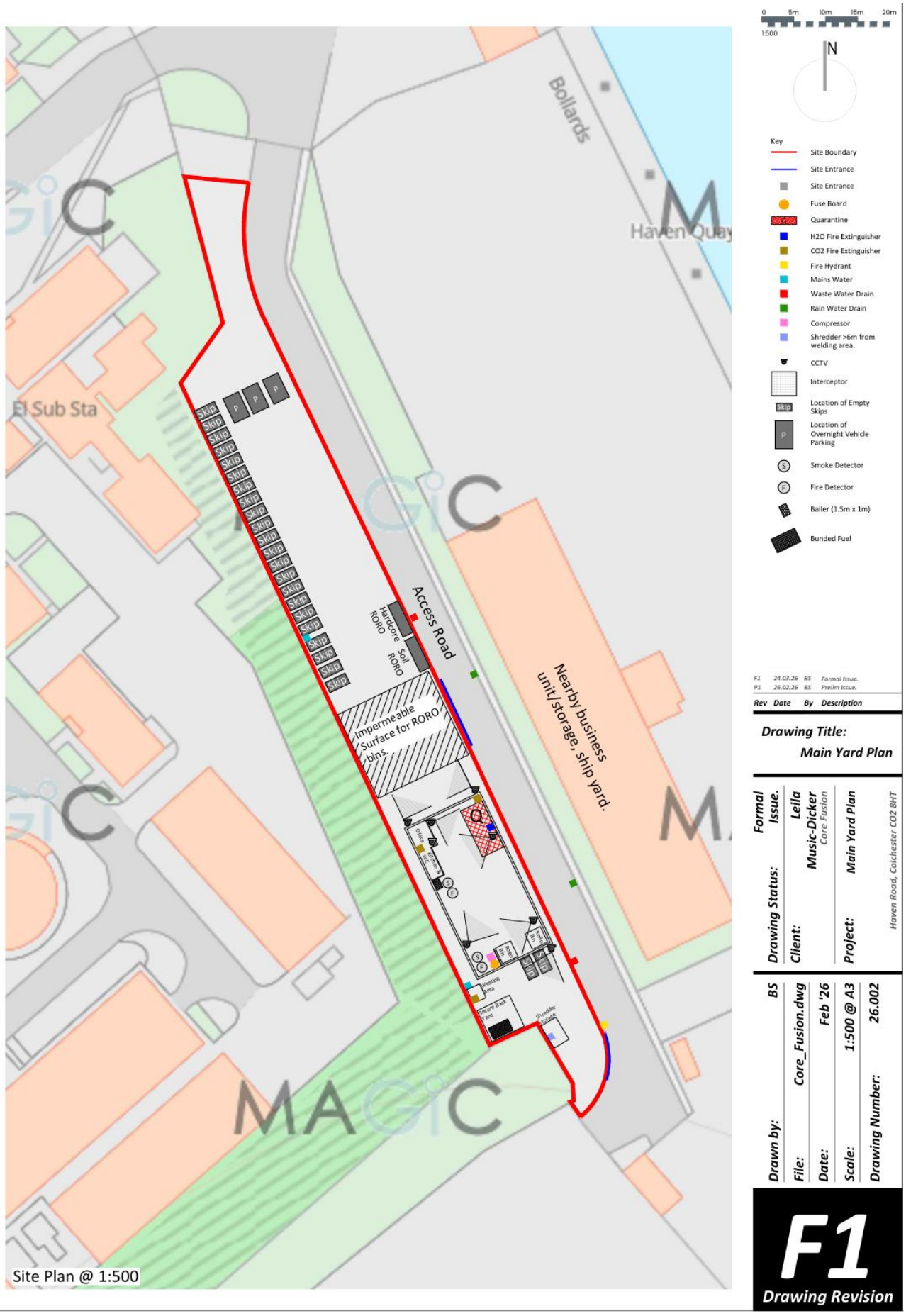
1. **Audit Current Operations:** Compare the existing SMP against current site activities, including the throughput of the waste entering and exiting the site and the storage levels in the bays.
2. **Update Risk Assessment:** Adjust the "Probability of Threats and Remediations" to reflect any new risks identified during the year.
3. **Consult Site Map:** Verify that the **Transfer Station Layout** matches the physical placement of equipment and quarantine areas.
4. **Drafting:** Update the version number and date on the front cover (e.g., moving from Version 1, October 2019 to Version 2).
5. **Submission:** If the changes are "substantial" (e.g., adding a new mechanical process), the revised plan may need to be submitted to the Environment Agency for approval.

5. Training and Communication

- Once a revision is finalized, all staff must be briefed on the changes, particularly regarding new safety or waste acceptance protocols.
- Training records must be updated and stored in the site office

6. Document Control Table

Version	Date	Revised By	Description of Change	Approved By
1.0	Oct 2019	Management	Initial Document Creation	Site Manager
2.0	Feb 2024	Management	Added rising sea levels	TCM
3.0	Feb 2026	Management	Revision to adapt for Bespoke permit, adding baling of waste cardboard, next review due March 2027	TCM
4.0	Apr 2026	Management	Completion of Revised document, ready for submission to Environment Agency	TCM


Bollards
Haven Quay
El Sub Sta
Access Road
Hardcore RORO
Soil RORO
Impermeable Surface for RORO bins.
Nearby business unit/storage, ship yard.
Skip
P
Site Plan @ 1:500
0 5m 10m 15m 20m
1:500
N
Key
Site Boundary
Site Entrance
Site Entrance
Fuse Board
Quarantine
H2O Fire Extinguisher
CO2 Fire Extinguisher
Fire Hydrant
Mains Water
Waste Water Drain
Rain Water Drain
Compressor
Shredder >6m from welding area.
CCTV
Interceptor
Location of Empty Skips
Location of Overnight Vehicle Parking
Smoke Detector
Fire Detector
Bailer (1.5m x 1m)
Bunded Fuel
F1 24.03.26 BS Formal Issue.
P1 26.02.26 BS Prelim Issue.
Rev Date By Description
Drawing Title:
Main Yard Plan
Drawing Status: Formal Issue.
Client: Leila Music-Dicker Core Fusion
Project: Main Yard Plan
Haven Road, Colchester CO2 8HT
Drawn by: BS
File: Core_Fusion.dwg
Date: Feb '26
Scale: 1:500 @ A3
Drawing Number: 26.002
F1
Drawing Revision