



WARD

DONALD WARD LTD ANNUAL PAS 402 REPORT

1st January 2025- 31st December 2025

**Produced in accordance with the PAS402:
2025 Standard**

Contents

Figures	2
Tables.....	2
Appendices	2
1. Introduction.....	3
2. Scope of Report	4
3. Scope of Operations	5
3.1 Site Information	5
3.2 Permitted Waste Operations	6
3.3 Waste Processing and Disposal.....	8
3.4 Certifications and memberships	11
4. Client Relationship	11
4.1 Customer Services	11
4.2 Waste Producer Process	12
4.3 Outgoing Wastes and Materials	13
5. Impact and risks	14
5.1 HSEQ Team	14
5.2 Management Systems	14
5.3 Risk Management	15
5.4 Staff Welfare	17
5.5 Business Continuity.....	18
5.6 Business and Commercial Risks	18
6 Operational Management.....	19
6.1 Roles and Responsibilities.....	19
6.2 Waste Management and Controls.....	20
6.3 Resources	21
6.3.1 Resource Identification and Planning	21
6.3.2 Resource Control and Review Mechanisms	21
6.3.3 Management of Financial, Time and Informational Resources	22
6.4 Storage.....	23
6.5 Maintenance	23
7 Competence.....	24
8 Corrective, preventive and improvement actions.....	25
8.1 Legal and other requirements	25
8.2 Audits	25
8.3 Action Management and Non-Conformances	25

WARD

9	Performance review	27
9.1	Performance Summary	27
9.2	Annual recovery and disposal tonnages.....	28
9.3	Material processed per waste hierarchy category	39

Figures

Figure 1-	Location of Donald Ward Ltd Sites in England and Wales	4
Figure 2-	Site map of Ward Crompton Road	5
Figure 3-	Waste Management Process at Ward Crompton Road	10
Figure 4-	CO2 Calculator and Tree Offset Counter on Ward Customer Portal	13
Figure 5-	Example of Aspect on My Compliance	16
Figure 6-	Donald Ward Ltd Organogram	19

Tables

Table 1-	Planning Permission for Ward Crompton Road	6
Table 2-	Ward Crompton Road Environmental Permit.....	6
Table 3-	Ward Crompton Road Operations and Capacity.....	7
Table 4-	COTC holders for Ward Recycling Crompton Road	24
Table 5-	Performance Summary of Wastes at Ward Crompton Road 2024-2025	27
Table 6-	Annual recovery and disposal tonnages.....	39
Table 7-	Material processed, reported as a percentage of the annual incoming.	39

Appendices

Appendix 1- Hallam Fields Road Environmental Permit

Appendix 2- Hallam Fields Site Plan

1. Introduction

Donald Ward Ltd (operating as Ward) is a leading provider of recycling and resource recovery solutions, with locations across England and Wales. We operate across various waste streams, predominantly ferrous and non-ferrous metal, trade, commercial recycling, textiles, and hazardous waste.

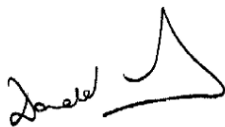
The company was founded in 1940 and is now managed by third and fourth generation family members who continue their commitment to developing waste management and recycling techniques and helping customers meet and exceed their recycling targets. The company has an annual turnover in excess of £200m, employs over 400 people and operates a fleet of over 100 vehicles.

The company supports the government's commitment to sustainability. The Ward Way is a road map to 2030 and our commitment to sustainability across four key, interconnected pillars: i) Environment, ii) Energy and Carbon, iii) Social Value and iv) Economy. These pillars are aligned with the UN Sustainable Development Goals. By 2030, Ward has pledged to eliminate its contribution to climate change with an interim science-based target to reduce emissions by 47%.

Ward pledge to divert waste from landfill so far as reasonably practicable, by re-processing waste so it falls within end-of-waste requirements or providing a second life through production of energy and closed loop recycling. Ward currently operates twelve waste sites across England and Wales; however, the scope of this PAS 402 assessment is limited to waste reprocessing activities undertaken at the Crompton Road site in Ilkeston.

This report highlights that this site achieved a landfill diversion rate of 95.55% in 2025 from 240,249 tonnes of waste removed from site.

Signed:



Name: Donald Ward

Title: Director

Date: 11th August 2026

2. Scope of Report

Donald Ward Ltd operates several facilities in England and Wales. This is shown in Figure 1. The scope of the report only covers the waste management and processing operations at the Crompton Road facility. Other waste management facilities under Donald Ward Ltd are excluded from this report.

This Annual Report is in line with the PAS 402:2025 specification to measure and demonstrate Crompton Road's waste management and recycling performance in 2025. The main performance indicators are set as the amount of waste recovered, diverted from, and sent to landfill. The report covers the period of the 1st of January - 31st of December 2025.



Figure 1- Location of Donald Ward Ltd Sites in England and Wales

3. Scope of Operations

3.1 Site Information

Ward Crompton Road is a waste treatment and transfer station located at Hallam Fields Road, Ilkeston, Derbyshire, DE7 4AZ (What3 Words [///kept.flown.tennis](#)).

Figure 2 shows the location of Ward Crompton Road and the surrounding area.

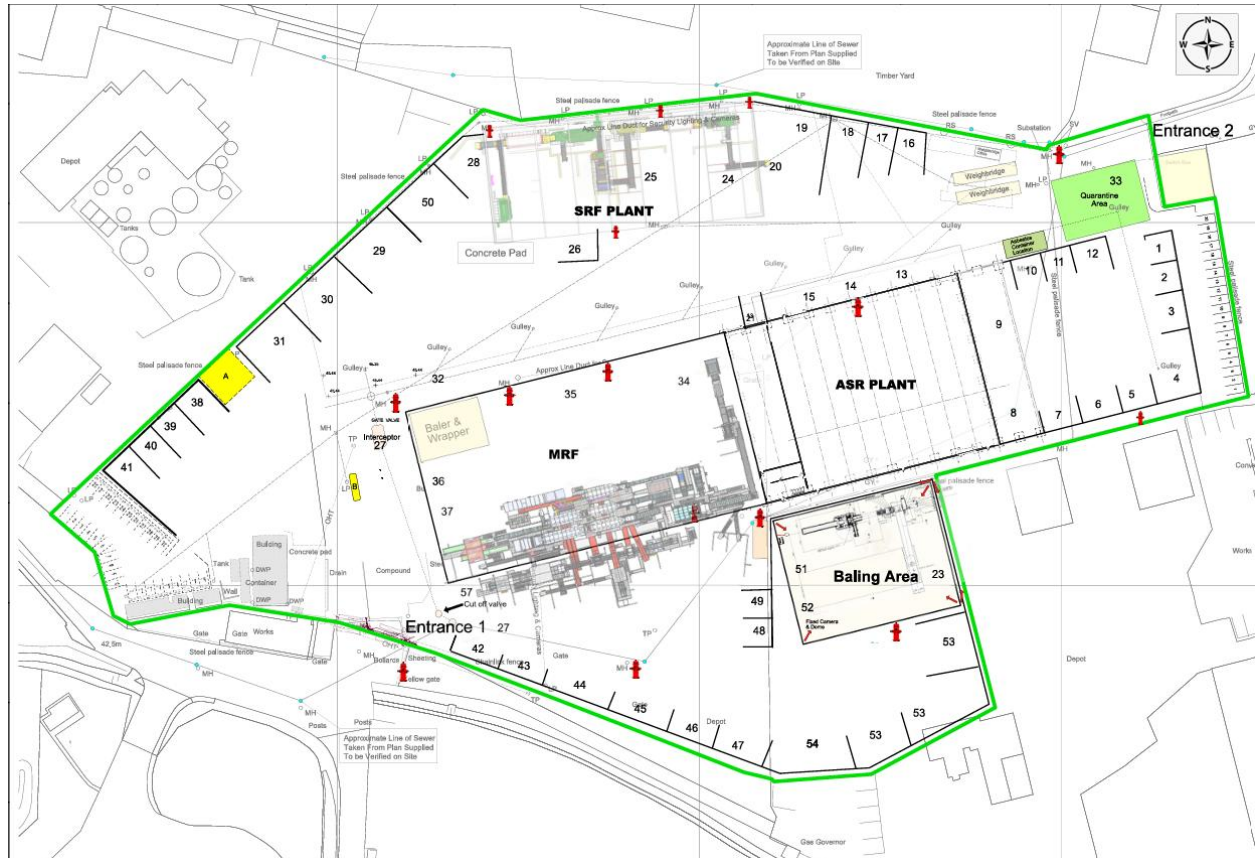


Figure 2- Site map of Ward Crompton Road

The total footprint of Ward Crompton Road is 9.727 acres. This includes the operational areas: Automotive Shredder Residue (ASR), Material Recovery Facility (MRF) and Solid Recovered Fuel (SRF). There are also two office buildings (ASR and transport), a weighbridge, product storage areas and parking for staff and waste trucks (skips, roll on roll offs).

Derbyshire County Council has granted planning permission for operation of waste processing at this current site. The planning permission defines the scope of the operations allowed at Ward Crompton Road, as well as stating the development and

operating conditions. Details of the latest planning permission granted in 2020 is listed below in Table 1:

Planning Permission No.	CW8/0220/75
Applicant:	Donald Ward Ltd
Location:	Donald Ward Limited Recycling Facility, Quarry Hill Industrial Estate, Hallam Fields Road, Ilkeston.
Proposed Development:	Consolidation of historic planning permissions and continuation of waste recycling/waste processing to include extension to an existing recycling building, installation of new weighbridge, improved site layout, and retrospective use of second vehicular site access off Merlin Way/Crompton Road at the Donald Ward Limited Recycling Facility, Quarry Hill Industrial Estate, Hallam Fields Road, Ilkeston.

Table 1- Planning Permission for Ward Crompton Road

Ward Crompton Road also holds an Environmental Permit, which grants permission to operate, store, process, and transfer waste. This was issued by the Environment Agency in 1997. This was re-issued to Donald Ward Ltd in 2011 from Webster Bros and was last varied in October 2024. Permit details are listed below in Table 2:

Permit No.	EPR/WP3195VY
Permit Holder:	Donald Ward Ltd
Installation Name	Hallam Fields Road
Variation Application No.	EPR/WP3195VY/V003
Effective Date:	01/10/2024

Table 2- Ward Crompton Road Environmental Permit

3.2 Permitted Waste Operations

Ward Crompton Road is permitted to accept waste streams from various industries, including:

- Asbestos
- Automotive
- Commercial
- Household
- Manufacturing
- Construction and Demolition

Ward Special Projects is a contracting division of Ward that also provides a range of services for the construction, demolition, and industrial sector.

Ward is committed to minimising the disposal of waste to landfill and aim to recycle and recover as much of the waste as possible, and for individual waste streams. The company has a fleet of further disposal sites which specialise in various recovery and recycling routes.

Ward Crompton Road is permitted to accept no more than 400,000 tonnes annually. The site is authorised to undertake the following operations (extracted from Schedule 1 of Environmental Permit EPR/ WP3195VY):

Operation	Capacity (tonnage) or conditions:
R03 and R05: Treatment consisting only of manual and mechanical sorting, separation, screening, crushing, shredding, milling, sink-float separation, compaction, baling, and flame cutting of non-hazardous waste for disposal (no more than 50 tonnes per day) or recovery.	No more than 50 tonnes per day for disposal.
R04: Treatment in shredders of metal waste, including WEEE and waste motor vehicles and their components for recovery	No more than 50 tonnes per day.
R13: Storage of uncontaminated ferrous and non-ferrous metals. Storage of lead acid batteries.	Uncontaminated ferrous metal wastes or alloys and uncontaminated non-ferrous metal wastes shall be stored on hard standing or an impermeable surface. Recovery of Lead Acid batteries: There shall be no treatment of lead acid batteries. Lead acid batteries shall be stored in impermeable containers with an acid-resistant base and with a lid, unless stored under a weatherproof covering. Other batteries shall be segregated based on type and chemistry and stored in suitable containers or weatherproof coverings.
D09: Treatment of non-hazardous waste	No more than 50 tonnes per day of non-hazardous waste to be treated at the site under a D9 activity.
D15: Storage of refrigerants	Except for refrigerators awaiting manual sorting or manual dismantling, only storage capacity of refrigeration units shall not exceed 50 tonnes at any one time.

Table 3- Ward Crompton Road Operations and Capacity.

Ward Crompton Road does not hold any exemptions.

3.3 Waste Processing and Disposal.

To facilitate the recycling and recovery of materials from incoming waste streams, Ward Recycling has invested in advanced plant and processes aimed at reducing the volume of waste sent to landfill and supporting the circular economy within the waste management sector.

Figure 3 illustrates the on-site waste acceptance process and the systems in place to promote effective segregation.

Ward Recycling is committed to due diligence in delivering high-quality products to its customers by thorough segregation and minimising cross contamination of wastes, including significant investment in state of the art plant and machinery to segregate waste as far as reasonably practicable to ensure material is sent for the correct disposal route and minimise finite materials going for disposal. Including:

- Implementation of an Automated Shredder Residue (ASR) Plant that processes material from shredded End of Life Vehicles to segregate ferrous and non-ferrous metals and non-metal materials. Metals are then hauled to an approved contractor for re-processing.



- Installation of a Materials Recovery Facility (MRF) which sorts and segregates construction, demolition and household waste into different waste streams. Any non-recyclable fractions are baled and hauled to an energy from waste site.



- Use of a Solid Recovered Fuel (SRF) plant to shred, sort and segregate waste from bulky household, commercial and industrial wastes into recoverable waste streams.



- The MRF and SRF remove high chloride waste streams (e.g. PVC) using optical sorting technology, which improves the quality of final fraction products.
- Inert and dense materials are segregated from the SRF and MRF waste streams using air density separators to improve the calorific value of fraction materials.

Ward complies with Duty of Care obligations to ensure that waste is directed to an approved contractor for proper disposal or recovery.

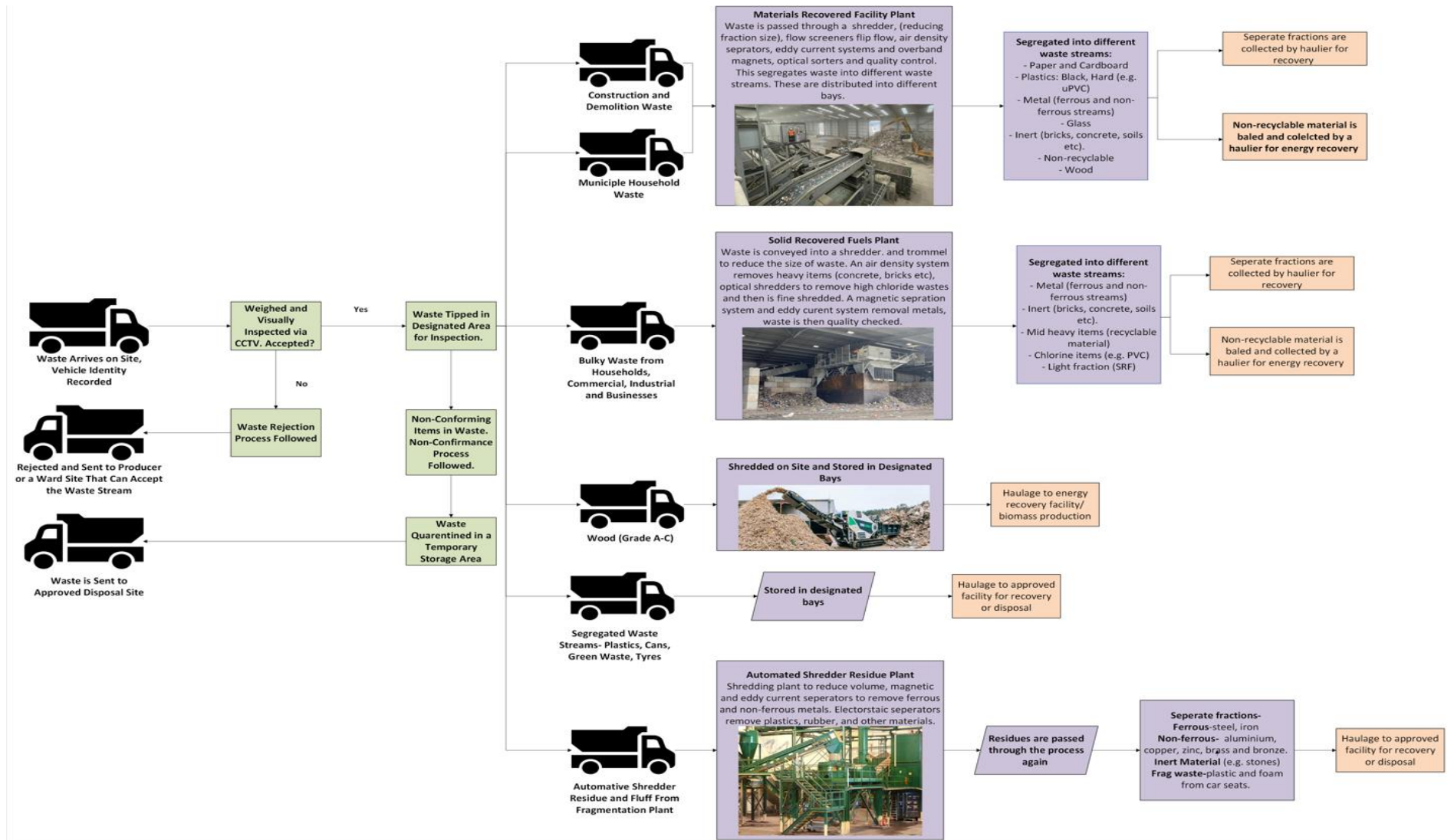


Figure 3- Waste Management Process at Ward Crompton Road

3.4 Certifications and memberships

Ward Crompton Road is certified in the following accreditations:

- ISO 9001: 2015 Quality
- ISO 14001:2015 - Environmental Management Systems
- ISO 45001: 2018 - Safety
- Construction Online- Gold Standard
- Ecovadis Certified- Bronze

Ward also holds memberships, licences or participates in the following industry organisations and schemes:

- Asbestos Removal Contractor's Association (ARCA)
- Bureau of International Recycling (BIR)
- British Metals Recycling Association (BMRA)
- Chartered Institute of Waste Management (CIWM)
- Construction, Logistics and Community Safety (CLOCS) champion member
- East Midlands Chambers Member
- SmartWaste
- Member of National Federation of Demolition Contractors

4. Client Relationship

4.1 Customer Services

Ward are committed to ensuring we meet client requirements, whilst maintaining compliance with legal requirements and our environmental permits. Donald Ward Ltd have two entities for waste enquiries:

- Customer Services: aids with general enquiries, feedback and booking of skips.
- Waste specific teams- hazardous, ferrous and non-ferrous and special projects.

When new personnel commence their role in the customer services teams, they undertake the Ward site induction which consists of the company details and a basic overview of staff requirements (e.g. health, safety, environmental and other legal requirements). A full training programme is provided to new employees in customer services on the enquiries and booking process and ensuring that customer requirements are met.

4.2 Waste Producer Process

The Ward Recycling website (www.ward.com) includes details of the waste services and facilities available, as well as contact information for waste enquiries- including phone numbers and specific quote forms. A generic contact phone number is also available, which provides options that personnel can choose from that will direct them to the correct department. This enables personnel to correctly discuss queries and requests with the appropriate team.

When the customer completes the quote form, this provides the relevant team with initial details of the waste stream, contact information and their requirements. To ensure that Ward can deliver the correct service for the customer, direct contact is made via telephone to discuss the customers' requirements.

As part of the onboarding process for customer services, a set of prompt questions covering customer requirements and waste classification is asked to the customer, this is provided to staff during training. For some waste streams, additional information such as Safety Data Sheets and analysis may be required to ensure that waste is correctly classified.

For multiple waste streams, Ward can provide a site audit. Members of the relevant department can undertake inspections of waste streams and provide guidance and segregation advice to ensure that waste is commercially and environmentally beneficial.

Once this information is collated, a collection is arranged through the customer services or relevant department. When the collection is confirmed, customers are informed about the types of waste permitted in their chosen waste stream. They are also directed to the Ward website, which provides additional guidance on proper waste segregation for the accepted waste streams.

The collection is entered onto ENWIS- a software which logs customer services and sales data, waste documentation and weighbridge data

All customer communications are recorded on their accounts, including emails, quotes, and collection details. Customers who hold accounts are provided with access to the Ward Portal, where they can also view site-specific details, documentation such as job tickets and collection photos, as well as recycling statistics including recovery and disposal percentages and graphs. An additional feature highlights on the customer portal is that the CO₂ from the waste generated and the transportation of the waste. Each order also includes a tree calculator that estimates the number of trees required to offset the CO₂ generated. An example is shown in Figure 4 below.

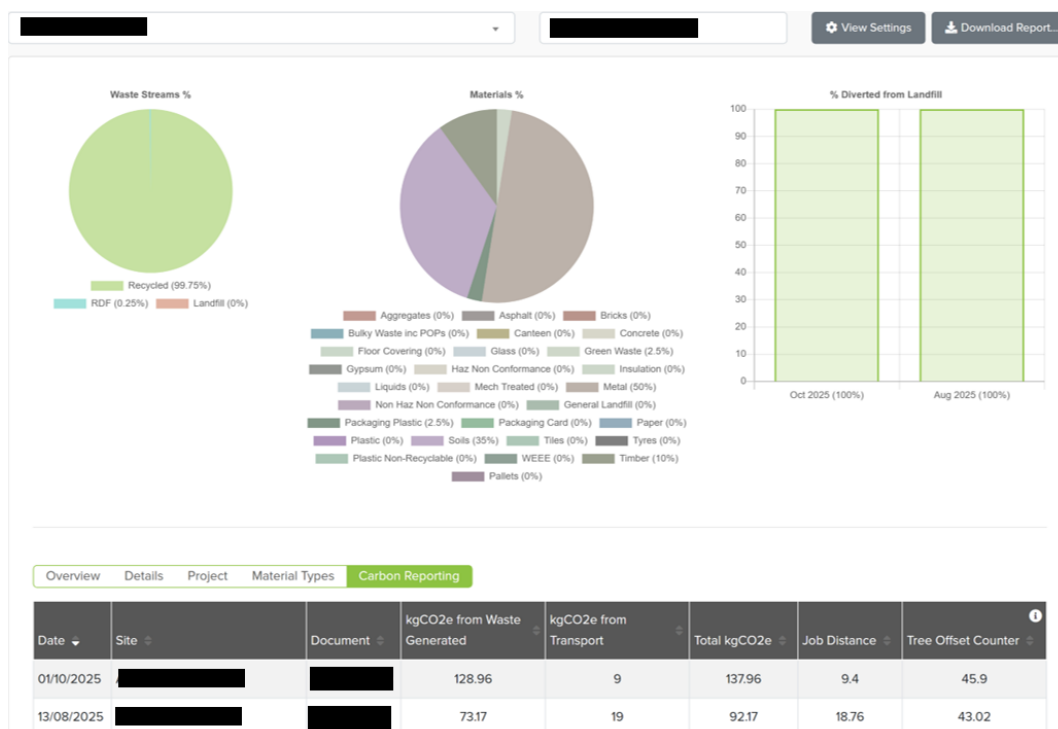


Figure 4- CO2 Calculator and Tree Offset Counter on Ward's Customer Portal

Customer feedback and complaints are logged on WARD Feedback Register and Claims Log for tracking and investigation. Complaints and feedback related to Health, Safety, Quality and Environmental is escalated to the HSEQ team for recording on the My Compliance Non-Conformance Reports module for investigation and follow up actions to be implemented. My Compliance is a software used by the business to manage compliance requirements and training distribution.

Legal documentation (including waste transfer documentation), weighbridge tickets and acceptance photos are stored on Enwis and SharePoint. If there are any non-conformances or waste is rejected from site, this is logged on Enwis and the account manager is notified so they can escalate it to the customer.

4.3 Outgoing Wastes and Materials

For outgoing waste from site, there are designated teams for different waste streams- including hazardous, ferrous and non-ferrous and commercial waste. They liaise with approved contractors and third parties to ensure that the appropriate materials can be accepted by their sites.

Qualifying fines are produced through the mechanical treatment and separation of incoming waste. Monthly representative samples are submitted to a UKAS-accredited laboratory for Loss on Ignition (LOI) testing in accordance with the applicable landfill tax requirements. Only fines meeting the prescribed LOI threshold of 10% or less, and satisfying the associated composition, inspection and documentation requirements, are reported as qualifying fines.

SRF produced by the site is subject to monthly representative sampling and analysis by a UKAS-accredited laboratory. Testing includes net calorific value, chlorine, mercury, moisture, ash and other relevant parameters required by the receiving facility. Results are reviewed against the applicable SRF quality requirements and receiving facility specifications to confirm suitability for energy recovery.

For waste being transferred to other sites for disposal or recovery, if it is not a Ward site, Duty of Care checks are undertaken to ensure that the site can accept the waste. Once an account is in place, a collection is scheduled via the relevant team.

Paperwork is provided to the haulier at the time of collection, including weighbridge tickets. If waste or materials are exported, Annex VII documentation or movement document are also provided.

5. Impact and risks

5.1 HSEQ Team

At Ward, there is a designated Health, Safety, Environment and Quality Team (HSEQ) team to ensure the company maintains compliance with permit requirements and legislation, as well as identifying and managing risks. The HSEQ team is led by Donald Ward and James Balfour, with support from the Head of Health and Safety, Health and Safety Manager, Health, Safety and Quality Advisor, Head of Environment and Sustainability, and Environment Manager. They undertake regular meetings and inspections of Ward sites to assess the status of compliance for sites, as well as providing advice on operation, management of waste and emergent queries from sites and their stakeholders.

Ward Crompton Road is managed and monitored by WAMITAB COTC qualified staff to ensure the site operation in compliance with the requirements of the Environmental Permits. Further details are highlighted in Section 7- Competence.

5.2 Management Systems

The Ward HSEQ team are responsible for maintaining Ward Crompton Roads management systems for safety, quality and environment. This consists of Internal Management Systems (IMS) for health, safety, quality and environment- these systems provide a framework for ensuring effective operations, managing risks, and achieving organizational goals through structured processes, policies, and procedures.

Ward Crompton Road is accredited to ISO 9001: 2015, ISO 14001:2015 and ISO 45001:2018. These are subject to annual surveillance and 3 yearly re-certification audits by ISOQAR. All accreditations expire on the 10th of February 2027.

5.3 Risk Management

The HSEQ team works with site managers and other teams to identify health, safety and environmental risks associated with operational activities and processes and collate them into risk assessments. All risk assessments are logged on the SharePoint company server and are reviewed periodically or when required by competent personnel- once authorised these are briefed to personnel.

Control measures highlighted in risk assessments are also included in Standard Operating Procedures (SOP's)- these document the arrangements of specific activities and the safety controls that must be followed. These procedures are briefed to competent personnel who will be undertaking the activities- declarations are logged on My Compliance under the individual training record.

My Compliance is also used for logging aspects of site operations and the potential safety and environmental impacts and scored based on severity. Control measures in place to mitigate the impact are also referenced to indicate continual improvement. An example of an aspect on My Compliance is illustrated in Figure 5 overleaf.

Details

Owner:	Georgina Sidney
Created:	06/03/2025
Last Updated:	11/08/2026
Register:	Aspects and Impacts Register- Ward
Chapter:	Emergency
Activity:	Clean-up of waste following fire on site
Aspect:	Clean-up waste following fire on site- including debris and firefighting water which may contain hazardous substances from foam and other hazardous properties. Firefighting water- water used to contain fires may contain fire fighting foam, as well as debris and potential hazardous substances (e.g. oils/chemicals from plant) Debris- waste that has been damaged and incinerated from fires.
Impact:	The cleanup of fire water can have significant environmental impacts if not managed properly. Firefighting water- water used to contain fires may contain debris, fire fighting foam which could contain chemicals such as Aqueous Film-Forming Foams (found to contain PFAS Per- and Polyfluoroalkyl Substances- which can cause long term damage to watercourses, disrupt ecosystems and cause soil and land degradation Debris- waste that has been damaged and incinerated from fires may need to be re-classified and sampled to ensure it goes for appropriate disposal and is not contaminated with runoff, chemicals etc. Increased periods of heavy rainfall impact may contribute to an increase in firefighting water and runoff. Prolonged rainfall may result in the overwhelming of drainage systems and interceptors on site- thus increasing the risk.

Significance

Rating:	Medium
Rank:	2
Overall Score:	5

Size of Risk - Severity :	5
---------------------------	---

Controls

Current controls:	Any liquid waste arising from the fire will be contained on site and tankered away from site by a licensed waste contractor and taken to a treatment facility permitted to accept such waste. During heavy rainfall this can be called off promptly to prevent the overwhelming of systems. Drain covers can be used to prevent runoff going down the drains. A process is in place to sample and assess waste when required. Solid material will be sent for disposal to a licensed facility permitted to accept such waste. In all cases waste involved in a fire will be removed from site as soon as is practicable. The associated Waste Transfer
	Notes or Hazardous Waste Consignment notes will made available to the Environment Agency on request. Policies/procedures: Fire Risk Assessments / Fire Prevention Plans
Effectiveness:	100%
Adequate controls:	Yes

Figure 5- Example of Aspect on My Compliance

Both risk assessments and aspects and impacts registers include the potential risks associated with climate change. The main risks to operations include increased periods of heavy rainfall, prolonged periods of drought and the increase in frequency and severity of storms.

Climate change adaptation

A site-specific Climate Change Risk Assessment has been completed. The assessment identified potential risks arising from higher temperatures, extreme rainfall and flooding, drier summers, reduced water availability, storms and power disruption. Existing controls and planned adaptation measures include fire and dust management, inspection and maintenance of drainage infrastructure, weather monitoring, water-resilience measures and business-continuity arrangements. The assessment and associated actions will be reviewed periodically and following significant changes to the site, its operations or available climate information.

5.4 Staff Welfare

Ward is committed to a comprehensive risk management approach that prioritizes the health, safety, and welfare of all personnel. Recognizing the potential hazards inherent in operational activities, we have established a range of preventative and mitigation measures to ensure that the workforce is not exposed to undue risk. These measures, aligned with industry best practices, include:

- **Health Surveillance and Risk Assessment:** Annual health surveillance is carried out for all personnel working in operational areas and around plant equipment. This surveillance is designed to identify early indicators of work-related health risks and supports proactive management of employee well-being.
- **Welfare and Support Facilities:** A full suite of welfare facilities is available across all work zones, ensuring that all personnel have access to adequate rest areas, sanitary facilities, and hydration stations, reducing the potential risks associated with fatigue and poor working conditions.
- **Controlled Environment in Cabins and Picking Lines:** For personnel working in enclosed cabins or along picking lines, environmental controls such as heating, air conditioning, and dust suppression systems are in place. These systems help mitigate the risks of temperature extremes, airborne particles, and poor air quality, which could otherwise affect health and performance.
- **Personal Protective Equipment (PPE):** Risk assessments are regularly reviewed to determine the most appropriate PPE for each role. All personnel are equipped with the necessary protective gear, including gloves, masks, eyewear, and hearing protection, ensuring full compliance with safety protocols.
- **Fire and Dust Suppression Systems:** In high-risk areas, including plant operations, fixed fire and dust suppression systems are installed to manage and minimize the likelihood of fire hazards and airborne contaminants, reducing the risk of incidents and ensuring a safer working environment.
- **Routine Monitoring of Hazardous Conditions:** We routinely assess operational areas for potential risks, such as noise exposure, dust, and other environmental hazards. This monitoring informs corrective actions and ensures that risks remain within safe limits.

- **Designated Safe Pathways:** Clearly marked and segregated walkways are implemented throughout the site to prevent unsafe interactions between personnel and vehicles or machinery, minimizing the risks associated with pedestrian safety.
- **Role-Specific Risk Controls:** Tailored monitoring and control measures are established for roles that involve specific high-risk tasks or responsibilities, ensuring that safety protocols are suited to the individual requirements of each position.

5.5 Business Continuity

Ward have an emergency contingency plan in place for emergencies and major incidents. This procedure includes the potential incidents that may occur on site and impacts that each may affect the business, health and safety and the environment. These include:

1. Accident
2. Fire and / or Explosion
3. Leak and / or Spillage
4. Escape of Toxic Gases / Fumes
5. Discovery of Asbestos Containing Materials (ACMs)
6. Discovery of Explosive Devices
7. Severe Weather:
 - a. Extreme Heat
 - b. Extreme Cold
 - c. High Winds
 - d. Flooding
8. Spread of Infectious Disease

To ensure response is effective as far as reasonably practicable, the contingency plans include key response measures, contact information of emergency services and response contractors and site information such as site maps and plans.

Ward Crompton Road also has specific site procedures to manage conditions stated in the Environmental permit- including odour, pests, dust management and fire prevention. These highlights potential risks because of these events on site and procedures in place to prevent harm to personnel and the environment.

5.6 Business and Commercial Risks

Donald Ward have identified potential commercial and business risks and implemented relevant commitments to mitigate the likelihood of these events occurring through policies. Examples include:

Anti-Corruption and Bribery- Ward are committed to conduct business in an honest and ethical manner. A zero-tolerance approach to bribery and corruption is taken, and act fairly and with integrity to business dealings and relationships. Systems are in place to counter bribery and corruption.

Equal Opportunities and Diversity Policy- Ward is committed to the principle of equal opportunities across all sites for personnel of different backgrounds, genders and diversities, and preventing discrimination and harassment.

Modern Slavery- the business is committed to limiting the risk of modern slavery occurring within the business, infiltrating supply chains, or any other business relationships.

These policies are covered as part of the staff induction and are available on SharePoint. These are reviewed periodically.

6 Operational Management

6.1 Roles and Responsibilities

The responsibility of personnel performing activities related to the health and safety and environmental management systems at Ward Crompton Road are specified in job specifications and the site procedures.

The company organogram is shown in Figure 6. Senior and management oversee operations on site to ensure that waste is correctly managed and compliance is maintained for health and safety, quality and environmental standards. Donald Ward Ltd HSEQ team are responsible for aiding sites in maintaining compliance for health, safety, environment and quality.



Figure 6- Donald Ward Ltd Organogram

6.2 Waste Management and Controls

Customer enquiries are received via different communication channels: phone, email and via the Ward website contact forms. Thorough checks are undertaken to determine if the waste can be accepted as part of the quotation process.

A set of prompt questions covering customer requirements and waste classification is given to the customer. For some waste streams, additional information such as Safety Data Sheets, photos and analysis may be required to ensure that waste is correctly classified. Additional support can be provided by the Environment and Sustainability Team when required.

If the waste can be accepted, a quote is provided to the customer. Once the customer has accepted the quote- the collection is scheduled by the relevant team and logged on the Enwis system along with a unique reference number. Each collection is logged as a separate entry with an order number- which includes the classification of the waste (EWC, description), container type and date of collection. If a third party arranges a collection, all details are checked by customer services prior to the collection being entered on Enwis.

Once a waste has arrived on site, the weighbridge accesses the quoted data using the vehicle registration plate and Enwis reference number. For door trade, the name or details of the customer is searched on ENWIS for their account and the collection is logged on the system.

The company's waste acceptance procedure is followed for all waste arriving on site-

- 1.) An initial assessment via CCTV to determine if the waste matches the details on the system.
- 2.) The gross weight is logged on Enwis and the vehicle is then escorted to a designated area to tip.
- 3.) Further analysis and a detailed inspection is carried out on the waste, and the vehicle is recorded leaving the weighbridge to determine the net weight.
- 4.) Details are logged on Enwis of the weight received alongside a description and List of Waste Code.
- 5.) Any non-conforming items are identified, weighed and photos taken for upload onto Enwis. If the load cannot be accepted onto site, the non-conformance procedure is followed accordingly.
- 6.) If loads are rejected from site, the waste rejection process is followed.

Stock of waste on site is monitored daily by the site manager on Enwis. Further monitoring methods are in place including recorded daily HSEQ checks, visual checks by site managers and stock reconciliation.

Collections are arranged when there is enough waste- whilst ensuring that stock is maintained within permitted limits. When waste is removed from site, each transfer of waste is allocated a designated collection reference number on Enwis to prevent double counting or inaccurate reporting. When waste is removed from site, it is passed through the site weighbridge. Photos and weights are recorded under the Enwis reference number.

Internally generated waste

Waste generated by the site's offices, welfare facilities and operational activities is segregated to maximise reuse, recycling and recovery. Maintenance wastes, including waste oils, filters, batteries, tyres, scrap components and contaminated absorbents, are stored in suitable designated containers and transferred to appropriately authorised facilities using approved waste contractors. Waste arising from construction, refurbishment or demolition work is assessed and segregated by material type, with suitable materials reused or recycled where practicable. All remaining waste is classified, documented and managed in accordance with Duty of Care requirements, with hazardous waste kept separate and consigned through authorised routes.

6.3 Resources

Ward identifies, plans, and maintains control of the operational resources required to manage its waste and recycling activities effectively. The company operates under the principles of PAS 402:2025 and maintains traceability and oversight of resource usage across its operations. These resources include personnel, equipment, site infrastructure, financial inputs, time, and information systems.

6.3.1 Resource Identification and Planning

Ward determines its resource needs through structured, routine monitoring of core operational indicators, including:

- **Orders and enquiries** – reviewed daily to assess service demand and route planning.
- **Waste input and output volumes** – tracked via calibrated weighbridges and monitored weekly via Enwis to determine material throughput and site capacity.
- **Labour requirements** – reviewed daily based on job volume, vehicle deployment, and seasonal peaks.
- **Fleet and plant utilisation** – evaluated using inspection logs, service logs and maintenance records to identify equipment sufficiency.
- **Storage capacity** – monitored daily in accordance with permit limits, material segregation plans, and health and safety protocols.
- **Market conditions and disposal costs** – reviewed daily to inform pricing models, customer reporting, and downstream material outlets.

6.3.2 Resource Control and Review Mechanisms

Ward controls its operational resources through established planning cycles and formal review procedures. The frequency and scope of these reviews are proportionate to the resource type and risk. Examples include:

- **Daily**

- Operations briefings to allocate staff, assess vehicle availability, and respond to service issues.
 - Site inspections and H&S checks covering plant, access, and loading areas.
 - Planned waste deliveries and collections.
 - Reactive maintenance requirements for plant and facilities.
 - Metal prices and waste outlets.
 - Labour availability on sites.
- **Weekly**
 - Labour and vehicle planning meetings to confirm resource sufficiency and adjust rotas and routing.
 - Review of material flows, site storage levels, and container usage.
- **Monthly**
 - Financial performance meetings addressing cost control, budget adherence, and service margins.
 - Review of plant efficiency, maintenance schedules, and third-party subcontractor usage.
 - Monthly visual checks of waste stockpiles by site managers.
- **Quarterly**
 - Collation of tonnages (waste received and removed) via Enwis and reported to the Environment Agency.
 - Quarterly financial reviews.
 - HSEQ site inspections with Site Managers.
- **Annually**
 - Strategic resourcing review to align business planning with service growth and contract renewals.
 - Workforce planning and training needs assessment (linked to compliance, operations, and customer service).
 - Full asset audit and capital investment planning.

6.3.3 Management of Financial, Time and Informational Resources

- **Financial resources** are managed via quarterly forecasting and budget controls. A structured capital investment plan ensures appropriate resource allocation for plant, fleet renewal, and compliance requirements.
- **Time resources** (staffing and scheduling) are managed through route planning systems, shift scheduling software, and job ticketing platforms. Productivity and turnaround are reviewed against service level agreements.
- **Information resources** are held within secure digital systems. These include:
 - Enwis- a weighbridge and tracking system for real-time input/output data.
 - Asset management software for fleet and equipment oversight.
 - CRM and job scheduling systems for customer records and service planning.

- Internal reports, reviewed monthly by management.
- Customer portal- where customers can review recycling performance.

All systems and records support auditability, traceability, and the production of PAS 402-2025 compliant outputs. Data is retained in accordance with the retention schedule required for Green Compass verification.

6.4 Storage

Waste storage requirements are maintained in line with the sites environmental permit, planning permission and Duty of Care requirements. As part of the enquiries process, once an accurate description of the waste has been provided, a suitable waste container is agreed to ensure it is securely stored during transit and does not impact human health or the environment.

Once a load has been accepted on site, it is moved to the designated storage area for storage pending re-processing or further disposal. Bulk items such as wood, inert and landfill waste are stored in bays outdoors, loose items (such as RDF feedstock) and fine materials such as plasterboard are stored undercover to mitigate the risk of emissions to air. All asbestos accepted on site is stored in a locked facility away from other waste streams.

All waste storage areas are on an impermeable surface, with runoff passing through the site drainage system and interceptors to remove any residual contaminants. This is periodically inspected and maintained.

To maximise space, there is a skip yard for the transportation team to park their waste trucks, skips, roll on roll offs, etc. There is also a designated area on site to store diesel, hydraulic oil, Ad-blue, replaced waste oils to support operations. The site has the capacity to create a quarantine area for non-permitted waste streams. These are then arranged for collection via an authorised contractor.

6.5 Maintenance

The maintenance team manages maintenance on all Donald Ward Ltd sites. Routine maintenance is carried out on all machinery and plant to ensure that it is working efficiently and safely. This is carried out by competent third-party contractors and insurers- these are managed by the maintenance department.

Daily checks are undertaken on all plant- this is tracked by the maintenance department to ensure checks are completed. In the event of a breakdown or fault with plant, the plant is safely taken out of service and contingency methods are undertaken to minimise risks to the environment (e.g. containment of oil leaks) and personnel. The issue is reported via a QR code and logged on the maintenance database. The appropriate third-party contractors are notified to investigate and determine the root cause and undertake any relevant repairs.

The MRF and SRF plant is fitted with fire suppression systems- these are routinely inspected. Fire extinguishers and fire hydrants are also located onsite.

Spill kits are available to contain emergent spills from oil filled plant. They are maintained on a routine basis by operational staff.

7 Competence

During the recruitment process, it is crucial that competent candidates are hired and fulfil their duties correctly. The first stage of the process is personnel providing their resume, qualifications and other documentation to HR for assessment to determine if they are competent to fulfil the role stated in the job description. An initial interview is undertaken, and if successful either a formal interview is undertaken or a written offer of employment. During the onboarding process the relevant documentation is completed and qualifications provided, copies are logged on My Compliance on the individual's profile. This is only accessible to the individual and their line manager.

As part of their first day, staff undertake a company induction- this consists of the history of the company, the current sites as well as health and safety (e.g. manual handling, fire safety and general site safety) environment (e.g. compliance with permits and preventing environmental harm) and HR topic areas. Content is reviewed on a periodic basis to reflect any company and personnel changes.

Specific training will be undertaken with new staff (or existing staff commencing a new role) by their supervisors. This includes coaching and shadowing of jobs, training of Safety Operating Procedures (SOP), risk assessments, environmental factors (e.g. completing of documentation) and reporting requirements of their role. Any additional training required to ensure personnel fulfil their roles is arranged by their line manager and relevant team. If there are any changes to legislation or standards that requires additional training or qualifications to undertake a specific role, this is organised via the HSEQ team.

Personnel who oversee and manage site activities are competent and hold the relevant qualifications- including the Certificate of Technical Competence (COTC). The current COTC holders from Ward Recycling Crompton Road are highlighted in Table 4 below:

Name	COTC Qualification	Expiration Date
Donald Ward	Metal Recycling Sites Treatment- Hazardous Waste	19/02/2027
Jack Sanderson	Physical and Chemical Treatment of Hazardous Waste	13/02/2028

Table 4- COTC holders for Ward Recycling Crompton Road

Training records of staff are logged on their profile on My Compliance. If training needs to be renewed (e.g. COTC WAMITAB)- an email will be sent to line manager or individual prior to expiration to ensure the certification does not expire.

Where learnings and focus areas are identified from site inspections, accidents and incidents on sites, briefings and Toolbox talks are undertaken across all relevant sites to ensure personnel have an awareness of the site policies, processes and risks (including health, safety and the environment) associated with the specific activity or hazard.

8 Corrective, preventive and improvement actions

Donald Ward Ltd is committed to maintaining compliance with environmental permits, legislation, British and International Standards and other key requirements for onward waste recovery, whilst protecting staff and assets.

8.1 Legal and other requirements

As part of our ISO 14001 and ISO 45001 requirements, as part of our Internal Management System, we maintain a legal register for the business. All applicable health, safety and environmental legislation is logged on the Compliance Register on My Compliance. This register includes details of the legislation requirements, and evaluation of compliances are undertaken on a periodic basis to evaluate compliance and identify if any further actions are required.

Ward are members of industry groups that evaluate industry risks, legislation changes and actions that will be required to comply with requirements. This includes the British Metals Recycling Association (BMRA), Bureau of International Recycling (BIR), Chartered Institute of Waste Management (CIWM) and Construction, Logistics and Community Safety (CLOCS).

8.2 Audits

The HSEQ team undertake routine audits on site processes in line with ISO 9001, ISO 14001 and ISO 45001, as well as quarterly site inspections. These audits highlight potential issues or compliance risks which may result in an incident or breach of the site environmental permit.

Third party audits are also undertaken by stakeholders, regulators or external auditors when required. These audits focus on compliance with health, safety and environmental standards (e.g. ISO 9001, ISO 14001, 45001, RISQS) and our environmental permit.

8.3 Action Management and Non-Conformances

Measures and procedures are in place to ensure we comply with legislation, Environmental Permits, as well as preventing harm to the environment, protecting staff and producing a high-quality product from processing. However, non-conformances (such as accidents,

incidents, near misses, observations and findings from site inspection) may still occur on site because of various factors. These are recorded and investigated thoroughly to identify root causes and mitigate the risk of the event re-occurring.

Any form of non-conformance is encouraged to be reported by staff. This is briefed as part of the induction, and all staff are provided with a QR code located on their access pass which includes a link to the near miss reporting form. This is sent to the relevant team for review and investigation.

Any complaints from stakeholders and customers are also recorded and investigated thoroughly to determine if the source was a Ward site, and if so, the root cause is recorded and remediation work undertaken.

Customer services complaints are logged on the Ward Feedback and Claims Log and investigated. Any actions or follow ups are included in the register and tracked.

All health, safety and environmental non-conformances and complaints are logged on the My Compliance database. Details of the event must be included in the report, as well as root causes and immediate action undertaken. Preventative and corrective actions that arise from complaints and investigations are also logged on My Compliance and allocated to the relevant personnel.

Once an action has been completed and is closed on My Compliance, the action owner must provide details of how the action was completed.

Corrective and improvement actions arise from internal audits by the HSEQ team and external verification audits by accredited bodies. These are logged in the action module on My Compliance.

Non-compliances, complaints, actions and audit findings on site are discussed in quarterly HSEQ site meetings and management reviews.

9 Performance review

9.1 Performance Summary

Table 5 presents the performance summary for Donald Ward Ltd Crompton Road 1st January 2025- 31st December 2025.

Performance Summary	Total Tonnes
Total material inputs this period	239,243
Waste used/retained on site this period e.g. for engineering purposes	0
Waste remaining on site at end of this period (unprocessed)	4,415
Waste remaining on site at end of this period (processed)	6,399
Total waste remaining on site at end of this period	10,814
Waste sent offsite for reuse/repair this period	0
Waste sent offsite for recycling this period	79,863
Waste sent offsite for energy recovery this period	62,321
Qualifying fines/landfill cover	87,386
Non-qualifying fines	0
Materials sent offsite as non-waste this period e.g. end of waste	0
Waste sent off for disposal (incineration without energy recovery)	0
Waste sent off for disposal to landfill	10,679
Total materials sent off site this period	240,249

Table 5- Performance Summary of Wastes at Ward Crompton Road 2025

9.2 Annual recovery and disposal tonnages

Incoming List of Waste Code	Incoming Tonnage	Outgoing List of Waste Code	Outgoing Tonnage	Waste Stream	Destination Treatment Description
10 11 03- Waste glass fibrous material	270	19 12 12	87386	Other wastes from mechanical treatment of wastes	landfill cover-qualifying fines
10 12 01- Waste Preparation Mixture before thermal processing	1				
10 12 05- sludges and filter cakes from gas treatment	75				
12 01 17- waste blasting material (non-haz)	12				
17 06 04- Insulation materials (non-haz)	143				
19 12 09- minerals	134				
20 03 03 street-cleaning residues	9				
12 01 21- spent grinding bodies and grinding materials	131				
17 09 04 mixed construction and demolition wastes	37729				
19 12 12 – Other wastes from mechanical treatment of wastes	Site Process				

WARD

19 12 12- Other wastes from mechanical treatment of wastes	45,345				
19 10 04 - fluff-light fraction and dust	10679	19 12 12	10679	Other wastes from mechanical treatment of wastes	landfill
19 10 04 – fluff light fraction and dust	23756	19 12 12	23756	Other wastes from mechanical treatment of wastes	recycling

Incoming List of Waste Code	Incoming Tonnage	Outgoing List of Waste Code	Outgoing Tonnage	Waste Stream	Destination Treatment Description
03 01 05- sawdust, shavings, cuttings, wood, particle board and veneer	433	19 12 07	15164	Wood other than that mentioned in 19 12 06	wood waste is shredded down into chips and then used in the manufacture of Biomass products
15 01 03 wooden packaging	252				
17 02 01 wood	7088				
19 12 07 -wood other than that mentioned in 19 12 06	1668				
20 01 38 Wood	102				
20 03 01- mixed municipal waste	5621				

17 08 02- Gypsum Based Construction Materials	180	19 12 07	1513	Wood other than that mentioned in 19 12 06	wood recovery
20 03 01- mixed municipal waste	1333				
Incoming List of Waste Code	Incoming Tonnage	Outgoing List of Waste Code	Outgoing Tonnage	Waste Stream	Destination Treatment Description
03 01 05- sawdust, shavings, cuttings, wood, particle board and veneer	46	03 01 05	46	Sawdust, shavings, cuttings, wood, particle board and veneer	wood recovery
15 01 03- wooden packaging	1	15 01 03	1	wooden packaging	wood recovery
17 02 01- wood	2212	17 02 01	2212	Wood	wood waste is shredded down into chips and then used in the manufacture of Biomass products

Incoming List of Waste Code	Incoming Tonnage	Outgoing List of Waste Code	Outgoing Tonnage	Waste Stream	Destination Treatment Description
20 03 01- mixed municipal waste	110	20 03 01	110	mixed municipal waste	incineration fuel for cement kilns
20 03 01- mixed municipal waste	27420	19 12 10	44835	combustible waste	incineration fuel for cement kilns
20 01 08- biodegradable Kitchen and Canteen Waste	320				
02 01 04- Waste plastics	347				
08 01 12- Waste Paint Varnishes	288				
04 02 22- wastes from processed textile fibres	44				
12 01 05- plastic shaving and turnings	6				
15 01 06- Mixed Packaging	640				
15 02 03 absorbent, filter materials wiping cloths and protective clothing	6				
16 03 04- Inorganic materials other than those mentioned in 16 03 03.	43				

16 03 06- Organic waste (non-haz)	14				
07 02 13 - waste plastic	23				
19 12 10- combustible waste (refuse derived fuel)	4412				
20 01 11- Textiles	3257				
20 01 28 paints, inks, adhesives and resins	55				
20 01 39 Plastics	12				
20 03 07- Bulky Waste	6866				
19 12 10- combustible waste (refuse derived fuel)	Site processes				
15 01 02- Plastic Packaging	71				
20 03 01 - mixed municipal waste	211	17 02 03	303	Plastics	UPVC plastic Recovery
17 02 03- Plastics	92				

Incoming List of Waste Code	Incoming Tonnage	Outgoing List of Waste Code	Outgoing Tonnage	Waste Stream	Destination Treatment Description
15 01 02- Plastic Packaging	16	15 01 02	16	plastic packaging	plastic recycling-separated by type and then granulated for use as re-grind in plastics production

Incoming List of Waste Code	Incoming Tonnage	Outgoing List of Waste Code	Outgoing Tonnage	Waste Stream	Destination Treatment Description
15 01 01- Paper and cardboard packaging	921	15 01 01	1261	Paper and cardboard packaging	paper recycling and Recovery via paper mills
20 03 01- mixed municipal waste	327				
20 01 01- Paper and cardboard	13				

Incoming List of Waste Code	Incoming Tonnage	Outgoing List of Waste Code	Outgoing Tonnage	Waste Stream	Destination Treatment Description
15 01 07- Glass Packaging	96	15 01 07	96	Glass Packaging	recycling into new inert materials
02 01 04- Waste plastics	48	02 01 04	48	Waste plastics	inorganic materials recycling
15 01 06-mixed packaging	1586	15 01 06	1586	mixed packaging	recycling

Incoming List of Waste Code	Incoming Tonnage	Outgoing List of Waste Code	Outgoing Tonnage	Waste Stream	Destination Treatment Description
16 01 03-End of Life Tyres	149	16 01 03	168	End of Life Tyres	granulated and used in rubber manufacturing granulated and used in rubber manufacturing
20 03 01 - mixed municipal waste	19				

Incoming List of Waste Code	Incoming Tonnage	Outgoing List of Waste Code	Outgoing Tonnage	Waste Stream	Destination Treatment Description
17 04 01- copper, bronze, brass	6	17 04 01	40	copper, bronze, brass	metal recycling
19 10 04- fluff-light fraction and dust	34				
19 10 04- fluff-light fraction and dust	185	17 04 02	185	aluminium	
19 10 04- fluff-light fraction and dust	107	19 12 02	107	ferrous metal	
17 09 04 mixed construction and demolition wastes	1036	19 10 01	2303	iron and steel waste	
19 10 04- fluff-light fraction and dust	1267				
19 10 02- non-ferrous waste	493	19 10 02	519	non-ferrous waste	
19 10 04 - fluff-light fraction and dust	26				

Incoming List of Waste Code	Incoming Tonnage	Outgoing List of Waste Code	Outgoing Tonnage	Waste Stream	Destination Treatment Description
17 05 04 soil and stones	6408	17 05 04	6558	Soil and stones other than those mentioned in 17 05 03	Inorganic materials recycling into new inert materials
17 01 07- mixtures of concrete, bricks, tiles and ceramics	150				
17 01 01 Concrete	96	17 01 07	25113	mixtures of concrete, bricks, tiles and ceramics	Inorganic materials recycling into new inert materials
17 01 07 mixtures of concrete, bricks, tiles and ceramics	3250				
20 03 01- mixed municipal waste	20942				
10 13 11 - wastes from cement-based composite materials	16				
10 12 08- Waste ceramic, bricks, tiles and construction products	340				
20 01 02- Glass	116				
15 01 07- Glass Packaging	120				
17 09 04 mixed construction and demolition wastes	233				

Incoming List of Waste Code	Incoming Tonnage	Outgoing List of Waste Code	Outgoing Tonnage	Waste Stream	Destination Treatment Description
17 08 02- Gypsum Based Construction Materials	4547	17 08 02	4511	Gypsum Based Construction Materials	recycling into other gypsum-based materials

Incoming List of Waste Code	Incoming Tonnage	Outgoing List of Waste Code	Outgoing Tonnage	Waste Stream	Destination Treatment Description
17 09 04 mixed construction and demolition wastes	887	17 09 04	887	mixed construction and demolition wastes	Organic materials recycling

Incoming List of Waste Code	Incoming Tonnage	Outgoing List of Waste Code	Outgoing Tonnage	Waste Stream	Destination Treatment Description
19 10 04- fluff-light fraction and dust	4624	19 10 04	4867	fluff-light fraction and dust	inorganic materials recycling
16 02 14- discarded equipment (non-haz)	166	19 10 04			
19 10 05* - other fractions containing hazardous substances	962	19 10 04			

Incoming List of Waste Code	Incoming Tonnage	Outgoing List of Waste Code	Outgoing Tonnage	Waste Stream	Destination Treatment Description
19 12 04- Plastic and rubber	157	19 12 04	123	Plastic and rubber	inorganic materials recycling
Incoming List of Waste Code	Incoming Tonnage	Outgoing List of Waste Code	Outgoing Tonnage	Waste Stream	Destination Treatment Description
17 06 05* - construction materials containing asbestos	79	17 06 05*	79	construction materials containing asbestos	landfill

Incoming List of Waste Code	Incoming Tonnage	Outgoing List of Waste Code	Outgoing Tonnage	Waste Stream	Destination Treatment Description
18 01 01- Sharps	10	20 01 40	3857	Metals	Metal recycling
19 10 04- fluff-light fraction and dust	1				
20 01 40 Metals	593				
19 10 04 – fluff-light fraction and dust	2547				
17 09 04 - mixed construction and demolition wastes	764				
17 08 02- Gypsum Based Construction Materials	36				

19 10 03*- Fluff light fraction containing hazardous substances	1101				
--	------	--	--	--	--

Incoming List of Waste Code	Incoming Tonnage	Outgoing List of Waste Code	Outgoing Tonnage	Waste Stream	Destination Treatment Description
19 02 04* - premixed wastes composed of at least one hazardous waste	109	19 10 03*	899	Fluff light fraction containing hazardous substances	inorganic materials recycling
16 02 15*- hazardous components removed from discarded equipment	65				
17 04 10*- cables containing oil, coal tar and other hazardous substances	31				
20 01 35*- discarded electrical and electronic equipment containing hazardous components	27				
19 10 03* - Fluff light fraction containing hazardous substances	667				

Incoming List of Waste Code	Incoming Tonnage	Outgoing List of Waste Code	Outgoing Tonnage	Waste Stream	Destination Treatment Description
19 05 03 - off-specification compost	25	19 05 03	25	Off-specification compost	composting
20 02 01- Biodegradable waste	789	20 02 01	1096	Biodegradable waste	composting
20 03 01- mixed municipal waste	307				

Table 6- Annual recovery and disposal tonnages

Note: large quantities are processed through the MRF, SRF and ASR plant, therefore accurate tonnages of some waste streams cannot be determined and are estimated. Figures are also rounded to the nearest whole number.

Differences between the incoming and outgoing stock tonnage reported in the EA returns and the data presented in this report arise from in-house duplications and errors in stocking/disposal made by the Enwis system. Corrections were made to the data after submissions of the returns.

These matters have now been reviewed and addressed internally from Q3 2025, and the appropriate corrections have been agreed. A consistent approach to data collation and reporting has been established and will be applied going forward to ensure alignment between EA returns and internal reporting.

9.3 Material processed per waste hierarchy category

Waste Hierarchy Category	Annual %
Re-use	0
Repair	0
Recycle/Recovery	33.24%
Energy Recovery	25.94%
Landfill Cover	36.37%
Disposal	4.45%*

Table 7- Material processed, reported as a percentage of the annual incoming.

Landfill Diversion Rate and Overall Material Recovery Rate: 95.55%

*The reported disposal rate excludes asbestos containing waste, for which landfill remains the only practicable authorised management route.