

## ENVIRONMENTAL MANAGEMENT SYSTEM

### Introduction

JW Waste Recycling (JWitt) is a family business, operating out of a single site at Coleford, Somerset with a workforce of approximately 18 employees at any one time. The business is to collect non-hazardous general waste (i.e. mixed municipal waste) and recyclables, sorting, segregating and reducing these materials where practicable before transfer to incineration or in the last instance to landfill if no further alternative has been found.

JWitt commenced as a waste carrying company but, as the overall environmental benefits of recycling have become clear, it has branched out into this work in a limited way. Cardboard collection and baling has been done for some time and baling of associated plastics removed from the collected cardboard in “clean-up” operations has also been carried out. The next phase of growth is in becoming a waste transfer station, allowing JWitt to “bulk-up” their general municipal waste collections prior to incineration or landfill. This allows some limited segregation of recyclables as well as separation of wastes which are sometimes found in collected material and which do not conform with the license (which is for handling non-hazardous waste only).

### Environmental and Sustainability Policy by JWitt

“As a waste management company, we see what people throw away and are appalled at the waste of natural resources, and at the potential impact landfilling has on the environment. We recognise that none of us act in isolation. Our employees, customers, suppliers and the community are all affected by what we do and how we do it. We are keenly aware that our services and the way that we deliver them have an impact on the environment.

### Policy Statement:

JWitt aims to promote the protection and enhancement of the environment and to educate staff in environmental issues. Our aim is to contribute, as responsible members of society, to a reduction in waste and carbon usage and to provide a safe, sustainable and pleasant environment in which to work. The underpinning ethos of the Company is to:

- Ensure that we are compliant with environmental legislation
- Recognise that we are both a consumer and provider of services and respond appropriately to this; to review our environmental impact at regular points via action plans and take action as appropriate
- Recognise our areas for development and implement improvements
- To use resources carefully which in turn will help to reduce operating costs
- Ensure that partners and subcontractors with whom we work, adopt and abide by our environmental and sustainability principles. The Company will ensure that due diligence is carried out prior to working with partners and subcontractors and will monitor the relationship on an ongoing basis to assess the extent of compliance with these principles. ”

## Site Operations

### In outline

Routine collections are of:

1. general waste including
  - a. biodegradable waste; food and kitchen waste; green waste; paper; non-recyclable plastics, mixed glass bottles
2. previously sorted cardboard which is compacted and baled for recycling
3. previously sorted glass which is bulked and recycled as mixed bottled glass

Other waste collected can cover

- a. Wood (Grade A and C)
- b. Construction-type waste such as soil, bricks, concrete blocks etc
- c. Plastics including, although not limited to UPVC and films
- d. Plasterboard
- e. Green waste

Note: Customers are made aware that paints, light bulbs of any description, chemicals, pressurised containers (whether full or not) and electrical or electronic equipment, tyres and batteries are not to be put into the skips or bins.

JWitt is aware of its responsibility to operate according to the Waste Hierarchy and to comply with the Landfill Directive. Specifically that it has a duty to treat waste to recover recyclables, to reduce the amount going to landfill and to reduce its environmental impact wherever possible. The means used is sorting to

- a. reduce its volume; and
- b. reduce any hazardous component.

As such plastics, glass, cardboard, green waste, plasterboard, and wood are all segregated and stored before recycling.

The on-site operations conducted by JWitt are essentially “dry” in nature. As a headline approach to pollution prevention JWitt aim to keep water, especially clean rainwater, separate from the waste being collected and transferred.

### **Further details of waste and recyclate sorting and storage on site:**

General waste is tipped onto the floor of the Waste Transfer Unit (single large building seen on aerial view of site below), any recyclables identified are sorted and removed, and the residue transferred to a Roll-on/roll-off containers/Artic vehicles in the same building.

Recyclables are segregated and reduced and stored in either fire proof bays outside in the yard, away from the building or where required, recyclables such, although not limited to, green waste and plasterboard are stored in lidded 40 Yard containers outside and away from the main Transfer Unit. (Examples of fire proof bays and container can be seen on aerial view of site below).

Cardboard is tipped onto the floor of the Waste Transfer Station and the clean cardboard is then compacted and baled in the same building. The bailed material is expelled out of the building in half tonne bails and stored away from the building. (See arial image on page 20)

Waste glass is collected and transferred to a fire proof bay outside in the yard. This glass is then transferred from the yard onto a Roll-on/roll-off or Artic vehicle for recycling.

Where oils and other potentially polluting liquids are stored then some means of secondary containment is provided:

1. Where bunding is used to provide this containment then each bunded area:
  - a. Will have/has a capacity of not less than 110% of the initial container's storage capacity, or
  - b. if there is more than one container within the containment system (e.g. when storing drums), have/has a capacity of not less than 110% of the largest container's storage capacity or 25% of their total storage capacity, (whichever is the greater), and
  - c. have an impermeable lining.
2. Staff will be instructed to ensure that the capacity of each and every bund does not exceed the amounts above.

Regarding aerial emissions from activities on site, JWitt consider these to be free from odour at levels likely to cause pollution outside the site so no discrete Odour Management Plan is required. However it is recognised that the waste handled in the Waste Transfer Unit may be in the very early stages of putrefaction in summer months and therefore any odour which could arise from it, in terms of smell, might be approaching that of biological landfill odour. Under the EA's H4 Odour Management guidelines these are classified as "most offensive". Therefore an extract fan has been fitted to the Waste Transfer Unit and this is operated during transfer operations and for a limited time afterwards.

The end wall of Waste Transfer Unit adjacent to the rear on the site and raise woodland area has been sealed to minimise any possibility of smell passing out into the atmosphere and adjoining woodland.

**JWitt Waste Recycling Site Area**

Site operations contained within Red area, in the north east corner of the Newbury Works site.

Main access road to the South West of site, suitable for all vehicles.



**Environmental Impacts Plan and Controls (Table 1)**

Emissions to Air (including dust) - **A**  
 Emissions to Water - **W**  
 Energy Usage (e.g. electricity, gas, oil) - **E**  
 Waste Disposal - **D**  
 Land Contamination - **L**  
 Nuisance (i.e. noise or odour) – **N** or **O**  
 Resource Consumption (e.g. water, chemicals, diesel not energy) – **R**

Process / Activity/Equipment	A	W	E	D	L	N	R
Waste Transfer	-	-	-	H	-	O	L
Sorting	-	-	E	-	-	O	-
Fuel Oil and Waste Oil storage	-	-	-	L	L	-	L
Fuel Delivery and offloading	-	-	-	-	L	-	-
Cardboard/Plastics compaction and bailing	-	-	M	-	L	-	-
Glass recycling	-	-	-	-	L	-	L
Green recycling	-	W	-	-	-	-	-
Surface water drainage	-	-	-	-	L	-	-
General impacts of running site [e.g. office heating (5 staff), lighting building W1, W2 and W4, sink and toilet usage]	-	W	-	-	-	-	L

**For each Process / Activity / Equipment identified in the Table 1 the tables that follow have been completed where an environmental impact [at least High (H) or Medium (M)] under normal or abnormal operation has been identified. Table numbers reflect EA notation**

<p><b>General notes:</b> The potential for local air quality issues from dust due to e.g. movement of vehicles on site is judged to be low. Hydraulic oil is used in machine hoses but the quantities are low – nonetheless an entry is made in Table 2F below. A similar “no concern” entry is made in Table 2E for odour.</p>	
Waste Transfer	This operation uses bio-diesel in tracked vehicle used for grab operation. <b>(R)</b> but the tank is only filled up every other week (70litres) impact therefore <b>L</b> .
Sorting	Sorting of waste by grab operation <b>(R)</b> and hand sorting/segregating. Sorting happens inside the building to limit noise pollution and dust (if any). <b>(O)</b>
Fuel Oil and Waste Oil storage	1 x 5500Ltr tank for diesel fuel and up to 5x 200litre drums for workshop & waste oil. Drums are stored on banded trays as to remove localised potential impact on ground contamination if spillage or damage to drums <b>(L)</b> .
Fuel Delivery and offloading	Bio-diesel fuel deliveries are every other working day (max 2,000litres). Spillage could result so there is localised potential impact on ground contamination <b>(L)</b>
Cardboard/Plastic film bailing/compaction	Electricity is used for operation of the compactor. This is the major consumer of electrical energy on site which overall use 25000 kW p.a. <b>(M)</b>
Glass bottled recycling	Currently rainwater is allowed to fall onto the fire proof bay and resultant drainage soaks away. This is to be rectified by provision of a lid or change in storage to a lidded 40 Yard container.
Green recycling	Any green waste that is segregated is loaded into a secure sealed <b>(W)</b>
Surface water drainage	This is to the Newbury Works water drainage system <b>(W)</b> (See Site Drainage Plan)

**Table 2B. Energy Usage [E]**

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Electricity usage for Cardboard/Plastics compactor/Bailer	The impacts associated with electricity production are well documented (e.g. Air emissions, although these happen elsewhere) There is scope to reduce these impacts by efficient use of the machine	N	Y	N	Y	Between batching periods the machine is switched off rather than left to "idle".

**Table 2C. Emissions to Water [W]**

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Surface water run-off from buildings, car parks and concrete hard standing	Under normal conditions surface water run-off should be uncontaminated. However, if contamination occurs by accident, it has the potential to cause groundwater pollution.	N	Y	Y	Y	The accidental contamination case is considered in our Accident / Incident Management Plan  Fuel Delivery drivers have a procedure to operate to.
Rainwater leading the possible contamination of surface water	Leachates from green waste contaminating surface water on site or finding way into local watercourse around site.	Y	N	Y	Y	Green waste segregated and loaded directly into container to prevent leachates onsite.



**Table 2D. Waste Disposal [D]**

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Hazardous Waste – possible that non-compliant material may arrive concealed amongst general waste	e.g. Chemicals, ink jet cartridges, fluorescent tubes, waste oils, all must be handled in accordance with Hazardous Waste Legislation	N	-	N	-	Staff have been trained in spotting such material and if any is identified then it will be removed, segregated and disposed off in an approved manner.  <i>See “Handling Non-compliant Waste”</i>
General municipal waste – this is the business of the site	Most general unsorted waste is sent to incineration or landfilled and this has associated impacts e.g. ecotoxicity, global warming and nuisance e.g. odour. General waste volumes are reduced by machine and hand-sorting. Legal Duty of Care requirements are met.	N	-	N	-	Staff have received training in handling and sorting General Municipal Waste during transfer operations.

**Table 2E. Nuisance (e.g. Noise, Odour) [N]**

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Odour from site activities could possibly occur and the smell would be offensive to neighbours	Section III of the Environmental Protection Act 1990, odour can be classified as a statutory nuisance	Y	Y	N	-	All Yard operatives and Yard Manager are familiar with the exhaust fan in the back of the Waste Transfer Unit and checks its condition and operation are frequent.
Noise pollution arising from the sorting and segregation of recyclates on site	Section III of the Environmental Protection Act 1990, noise can be classified as a statutory nuisance	Y	Y	Y	Y	<p>Firstly all machines are maintained to a high working standard to limit additional noise for operation.</p> <p>Material sorting and segregation is completed inside the Waste Transfer Unit to limit the volume and length of travel of noise pollution.</p> <p>Operation times have been considered with our neighbour's comfort in mind.</p>

**Table 2F. Resource Consumption (not energy) [R]**

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Hydraulic oil is used for various machines on site but quantities used are low <200litres p.a. (estimated)	Harm to human health or escape to the local environment. Management of hazardous substances according to COSHH and Hazardous Waste Regulations	Y	Y	Y	Y	Hoses are checked regularly and oil filling and hoses replaced only by trained staff. Correct spill kits and instructions on how to use them effectively are available in the event of spillage.

Table 3. General Waste Management					
Waste Produced at Site (with EWC, if known)	Where does the waste go?	Can it go to recovery / recycling?	Is it being stored correctly on site?	Are Duty of Care requirements being met?	Comments
(Bulky) General Municipal Waste (20 03 01)	Calne Landfill – Hills Waste Solutions	N	Y	Y	Waste to be transferred is stored overnight in a Roll-on/Roll off container in Building W2
General Municipal Waste (20 03 01)	Veolia EFW Plant. Avonmouth	Y	Y	Y	General Waste (predominantly black bags stored outside, away from the building in fire proof bay
Grade A Wood (17 02 01)	Southwest Wood Facilities	Y	Y	Y	Grade A Wood is separated and reduced in volume and stored away from the building in a fire proof bay
Grade A Wood (17 02 01)	Mendip Wood Shavings	Y	Y	Y	Grade A Wood is separated and reduced in volume and stored away from the building in a fire proof bay
Grade C Wood (17 02 01)	Southwest Wood Facilities	Y	Y	Y	Grade C Wood is separated and reduced in volume and stored away from the building in a fire proof bay
Bottle Glass (20 01 02)	Knottingley – URM Plant	Y	Y	Y	Bottled glass is stored in fire proof bay outside of the building

UPVC Plastics (17 09 04)	Rochester – PDA Plastics	Y	Y	Y	Mixed, deglazed UPVC is stored in a fire proof bay outside of the building
Metals (17 04 07)	Farrington Gurney – R J King Metal Merchants	Y	Y	Y	Any scrap metal recovered is stored in a 40 Yard container, outside the building
Green waste (20 02 01)	Green Ore – Pennys	Y	Y	Y	Green waste is stored outside the building in a 40 Yard container
Plasterboard (17 08 02)	Western-super-mare – New West Gypsum	Y	Y	Y	Plasterboard is stored in a covered 40 Yard container located outside the building
Cardboard (15 01 01)	Alresford - Ecogen	Y	Y	Y	Card and paper is bailed from inside the building. Half tonne bails are expelled outside the building and stored outside.
Plastic Films (07 01 13)	Winchester – Ecogen	Y	Y	Y	Plastic film is bailed from inside the building. Half tonne bails are expelled outside the building and stored outside.
Soils (17 05 04)	Mendip – Western Skip Hire	Y	Y	Y	Soil materials will be put in 20 Yard Roll-on-Roll-off containers and removed form site.

<b>Table 4. List of Procedures</b>					
<b>Procedure Name</b>	<b>What process / activity / equipment does it relate to?</b>	<b>Where is the procedure kept?</b>	<b>Version Number</b>	<b>When was the procedure last reviewed?</b>	<b>Comments</b>
Fire procedure	Actions in the event of fire and dealing with firewater	Site Office	2	December 2021	Additional Risk Assessment re. Fire water and installation of fire water containment methods.
Spill procedure	Actions in the event of spillage of petrol, fuel oil, other hydrocarbons or of water contaminated with waste	Site Office	2	December 2021	There is an associated Ford Fuel Oils Safe Working Procedure for delivery of fuel oil
Procedure for Severe Weather Conditions and Other Similar Emergencies	Covering Flooding and Failure of Electricity	Site Office	2	December 2021	Also see adverse weather policy for advice
Driver Instructions	Fill in Drivers, General Recording, Bin-lift Training & advice on Waste Collection e.g. non-general waste items	Site Office	2	December 2021	
Complaints procedure	General Operations	Site Office	1	December 2021	

## **Maintenance checks**

There are very few items which if they fail are of environmental significance at the Coleford site. There are considered to be just four:

- The extractor fan in the Waste Transfer Unit which is used for mitigation of odours
- The Surface Water drainage system
- The Cardboard/Plastics Bailer, failure of which would result in operational backlog and challenge dry storage capacity
- Bunds
- Fire proof bays

However, there are other items also included in the Maintenance Checklist below:

## **Dealing with Non-Conformances**

JWitt is clear with consignors about what constitutes waste not suitable for subsequent transfer. There is always a visual check of containers to ensure that what is being collected is as expected on the waste transfer note, and if it isn't then the bin is not be collected.

However, if non-conforming waste is only identified when tipped on the floor of the Waste Transfer Unit it will be segregated and 'coned off' to prevent contamination or harm. Staff will be instructed about the subsequent storage and disposal of such wastes that have been inadvertently accepted but would otherwise have been rejected.

The hazards posed by rejected wastes will be identified and the wastes labelled with enough information to allow proper (safe, environmentally secure) storage and to ensure that staff know to keep them apart pending disposal.

## **Dealing with complaints**

The Site Diary will be used to record any complaints made about site operations, any investigation made and the steps taken to ameliorate the matters.

Staff are expected to use the Complaints Record Form – (see copy of complaints from attached at the end of this document).

## **Accident / Pollution Incident Management Plan, including;**

- Key Site and Emergency Contacts
- Materials stored, their location
- Action in the event of incident (including Fire Procedure)

Environmental incidents on site might arise through:

- delivery and use of oils
- overfilling (whether of oil storage tanks or waste containers);
- plant or equipment failure (e.g. burst hydraulic hoses);
- failure of containment e.g. bund, sump or waste container;
- fires and run-off of fire fighting water;
- incorrect pipe connections;
- incompatible materials coming in contact;
- unplanned discharge of sump waters;
- vandalism;
- flooding of part, or all, of the site.



## Accident / Pollution Incident Management Plan

**Created by:** A Wilkinson

**Date:** August 2021

**Version:** 2

### **Accident / Pollution Incident Management Plan Contents**

A – Site Plan

B – Key Site and Emergency Contacts

C – List of Substances and Storage Facilities

D – Preventing Accidents / Incidents and further actions

### **A – SITE PLANS**

These show the location of the following items:

- **Site entrances and exits** available to the emergency services
- **Buildings;** the buildings and other main constructions
- **Drainage;** including
  - surface water drainage (marked in blue)
  - Note: there is no foul drainage as facilities are provided on an adjacent siteShowing:
  - the direction of flow and
  - the discharge points to soakaways.
  - the location of manhole covers and drains,
- **Service mains;**
  - mains water stop tap, and electrical supply isolating valves / switch.
- **Storage of hazardous materials;** e.g. oil and fuel tanks, waste materials etc.
- **Accident and emergency response items;** such as fire extinguishers, spill kits, first aid kit

## B – KEY SITE AND EMERGENCY CONTACTS

SITE DETAILS			
Location: Coleford, Radstock			
Postcode:BA3 5RX			
Site Access Grid Reference: <b>NGR</b> : <u>51.246447, -2.437232</u>			
SITE CONTACTS	Name	Office Hours (0800-1630)	Out of hours
Director:	J Witt	01761 479444	07487693849
Operations Contact	A Wilkinson	01761 479444	07365394649
Security Contact:	S Phillips	01761 479444	07732912455
Landowner:	Jenny Morgan	07831 398763	-
	Marnwood Properties	Buildwas Road, Ironbridge, Shropshire TF8 7BJ	
EMERGENCY SERVICES		Office Hours	Out of hours
Emergency		999	999
Non- Emergency - Medical:		111	111
Non- Emergency - Police:		101	101
Non- Emergency - Fire:		01179 262061	-
REGULATORS		Office Hours	Out of hours
BANES (Local Authority):		01225 39 40 41	01225 477 477
Environment Agency (Local)		03708 506 506	0800 80 70 60
EA (24-hour emergency hotline)		0800 80 70 60	0800 80 70 60
Natural England		0300 060 2065	0300 060 2065
UTILITY / KEY SERVICES	Name	Office Hours	Out of hours
Water undertaker:	Marnwood Properties	07831 398763	-
Electricity supplier:	Marnwood Properties	07831 398763	-
Fuel supplier:	Ford Fuels	01761 452222	07966121958
Maintenance contractor:	J Witt	01761 479444	07487693849
Machinery maintenance:	R Weatherall	07557147721	07557147721
OTHER KEY CONTACTS	Name	Office Hours	Out of hours
Neighbours:	Vobster Cast Stone	01373 812441	07850692182

**NB.** Keynsham is a fully manned Fire Station; Paulton is a retained fire crew.

## C - LIST OF SUBSTANCES AND STORAGE FACILITIES

The following is a list of substances that are stored on site and that could be harmful to the environment if they escape:

Material	Maximum Quantity	Type and size of storage	Type and size of Secondary Containment
Bio-diesel Fuel Oil [W2] Just inside the door of the Main Transfer Unit.	5,500 litres	Above ground 5,500 litre plastic tank	Purpose manufactured double-skin tank
Fresh and Waste oils from fleet maintenance operations [W4] Just inside the entrance to the mechanics workshop on the side of the Main Transfer Unit.	Several x 200litre drums and smaller 25litre plastic carboys	Metal drums (single-skinned) Plastic carboys	Stored on bunded spill tray

Oils and Fuels stored at JWitt Coleford site

**W2** Oils – Stored on bunded drip trays

**W4** 5,500 Ltr Bunded fuel tank



Bailer – bailed card is produced outside of the building

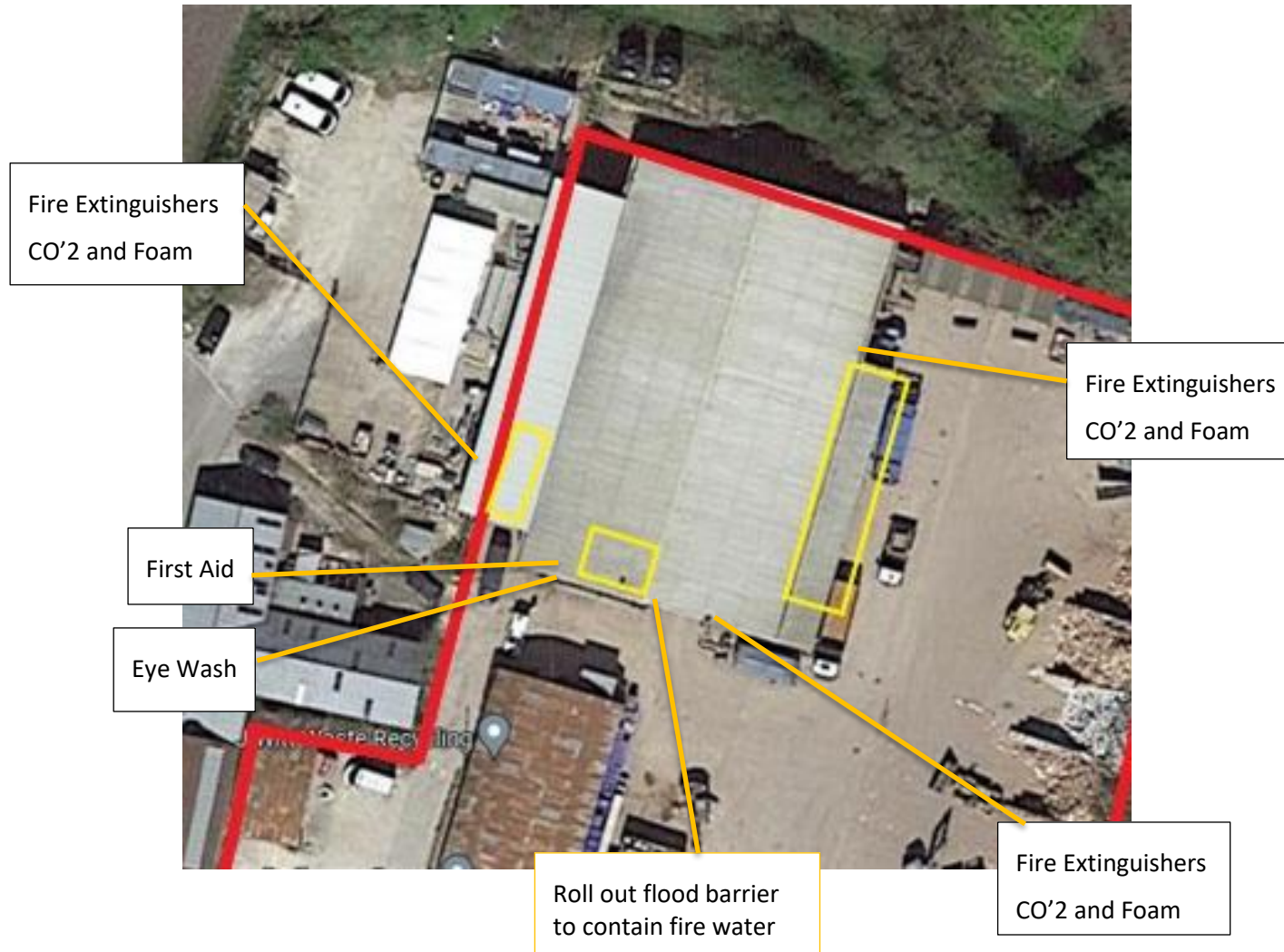
## D - PREVENTING ACCIDENTS / INCIDENTS AND FURTHER ACTIONS

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Spillage during receipt, transfer and sorting of wastes inside the Waste Transfer Unit.	Contamination of land, drains, groundwater and watercourses.	Inspect all in-coming wastes having initially checked waste manifests.  Remove any obvious liquid-bearing wastes (esp. If they appear hazardous) prior to processing main waste piles.  Train the staff	Ensure liquid runs, or is helped to run, to the pumping sump in the northern corner of the building. Then pump it out from there using an approved liquid waste contractor.  Follow the relevant spill response procedure.
Spillage during delivery of fuel oil or other liquid hydrocarbons.	Contamination of land, drains, groundwater and watercourses.	Supervise fuel deliveries.  Use drip trays and spill materials.	Spill response procedure as described above.
Spillages during refuelling of plant and equipment.	Contamination of land, drains, groundwater and watercourses.	Plant and equipment will be refuelled in designated areas with impervious surface and will use drip trays and spill materials.	Spill response procedure as described above.
Overfilling of oil / fuel tanks during delivery.	Contamination of land, drains, groundwater and watercourses.	Tank levels will be checked before filling, and where possible each delivery will be supervised.	Spill response procedure as described above.
Slow seepage of liquid from imported waste materials.  [N.B. Slow seepage can be less noticeable than 'spills'].	Contamination of land, drains, groundwater and watercourses.	Ensure none are handled or stored outside of Waste Transfer Unit, or if outside they are in a suitable container.	Contain and pump (or dig out) as necessary, consigning resultant waste appropriately.
Leakages; due to faulty pipe work, valves, over-pressure events with	Contamination of land, drains, groundwater	Ensure all wastewater sumps are fitted without drainage, and that there are no	Spill response procedure as described above.

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
e.g. hydraulic hoses,, blockages, corrosion, severe weather, etc.	and watercourses.	<p>underground pipes of any description on site other than those associated with surface water drainage.</p> <p>Daily visual inspection and completion of monthly inspection checklist record.</p> <p>Insulation of pipe work (if required) and mechanical protection.</p>	
Puncture; of vessels and tanks etc due to impact – such as fork lift trucks, vehicle collision.	Contamination of land, drains, groundwater and watercourses.	<p>Tanks and drums are all sited away from zones of vehicle movement.</p> <p>Storage locations of drums and non-permanent vessels protected by use of barriers or fencing.</p> <p>Movement of drums and containers is by manual handling. If ever mechanical means are used then safe techniques are employed.</p>	Spill response procedure as described above.
Fire	<p>Atmospheric pollution from smoke and fume</p> <p>Firewater may become contaminated and there may be a risk of seepage into the ground.</p>	<p>Keep apart combustible materials and ignition sources.</p> <p>No smoking policy.</p> <p>Maintain tidy site and minimize stockpiles of combustible materials, store waste cardboard bales outside.</p> <p>Ensure cardboard waste baler is kept clean so as to be certain there is no paper catching and packing around the motor or conveyor parts.</p> <p>Regularly inspect electrical cabinets for e.g. signs of overheating or water ingress.</p>	<p>Fire procedure describing what to do in the event of a fire, including details about emergency stop buttons for equipment, fire alarms, exit routes and muster points.</p> <p>Location and use of emergency fire equipment such as extinguishers.</p> <p>Use of 'roll out' flood barrier to contain any fire water within the Waste Transfer Unit which can then be pumped out and removed by a suitable contractor.</p>

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
		Train staff in fire and emergency drills.	
Due to ingress of floodwater, blocked drains overflowing, fire water.	Contamination from wetting of waste materials, buildings, resulting in run-off to groundwater.	Maintenance of drains, fitting water bar or similar to openings Waste Transfer Unit	Follow severe weather procedure
Due to failure of supply; water, electricity due to e.g. utility supply being struck and broken/cut.	Flooding (see row above)	See row above	See row above (NB - No consequence of loss of electrical supply anticipated)
Unauthorised entry and tampering or malicious damage to property, plant and equipment.	Contamination of land, drains, groundwater and watercourses.	Site locked when un-manned. Tanks locked inside buildings. Plant and equipment locked in secure storage out of hours.  24 Hour 'manned' security cameras are in place, with motion detectors to sent alert for any unauthorised access or movement on site	24 Hour monitor company will alert the key alarm holders and the relevant emergency services, ie fire service, police etc.

**Fire Extinguishers and Emergency Equipment at JWitt Coleford site**

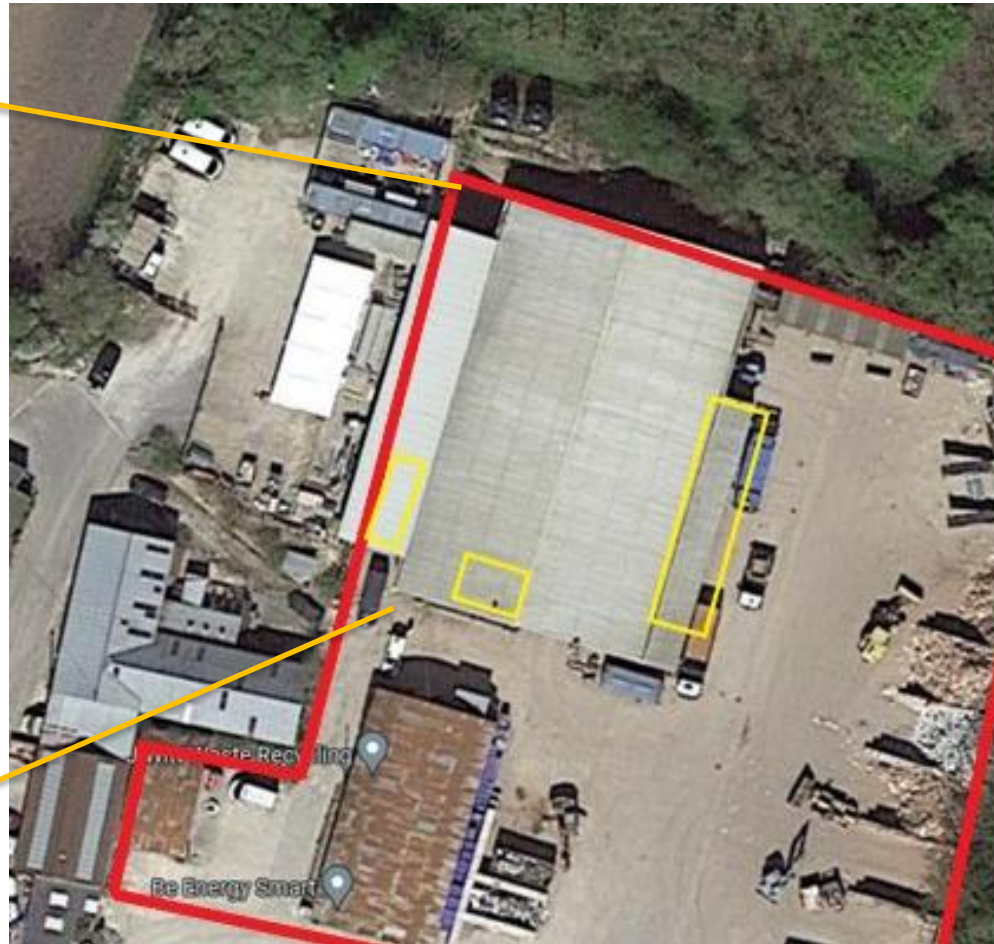




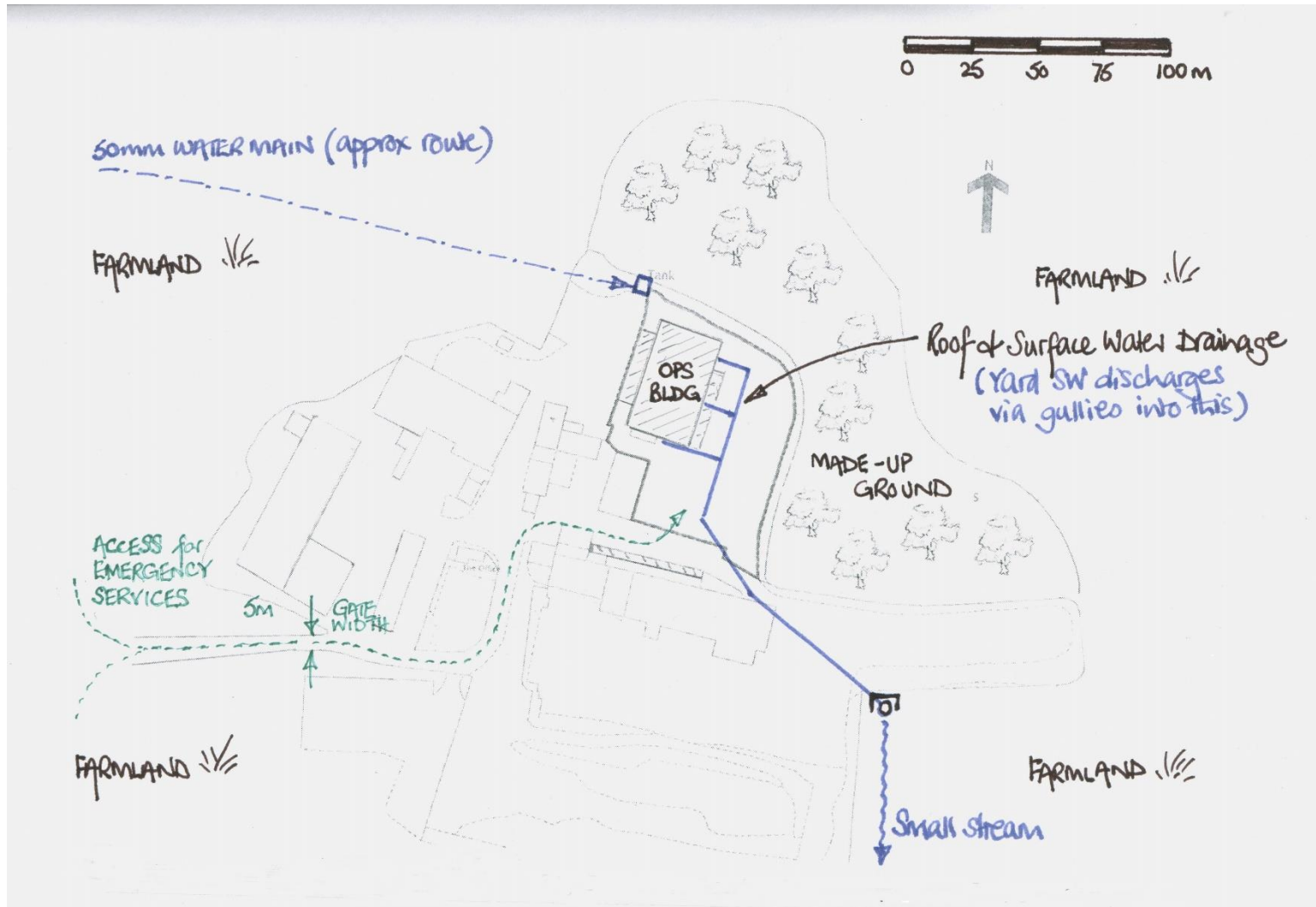
Services at JWitt Coleford Site

Mains water supply  
entering site

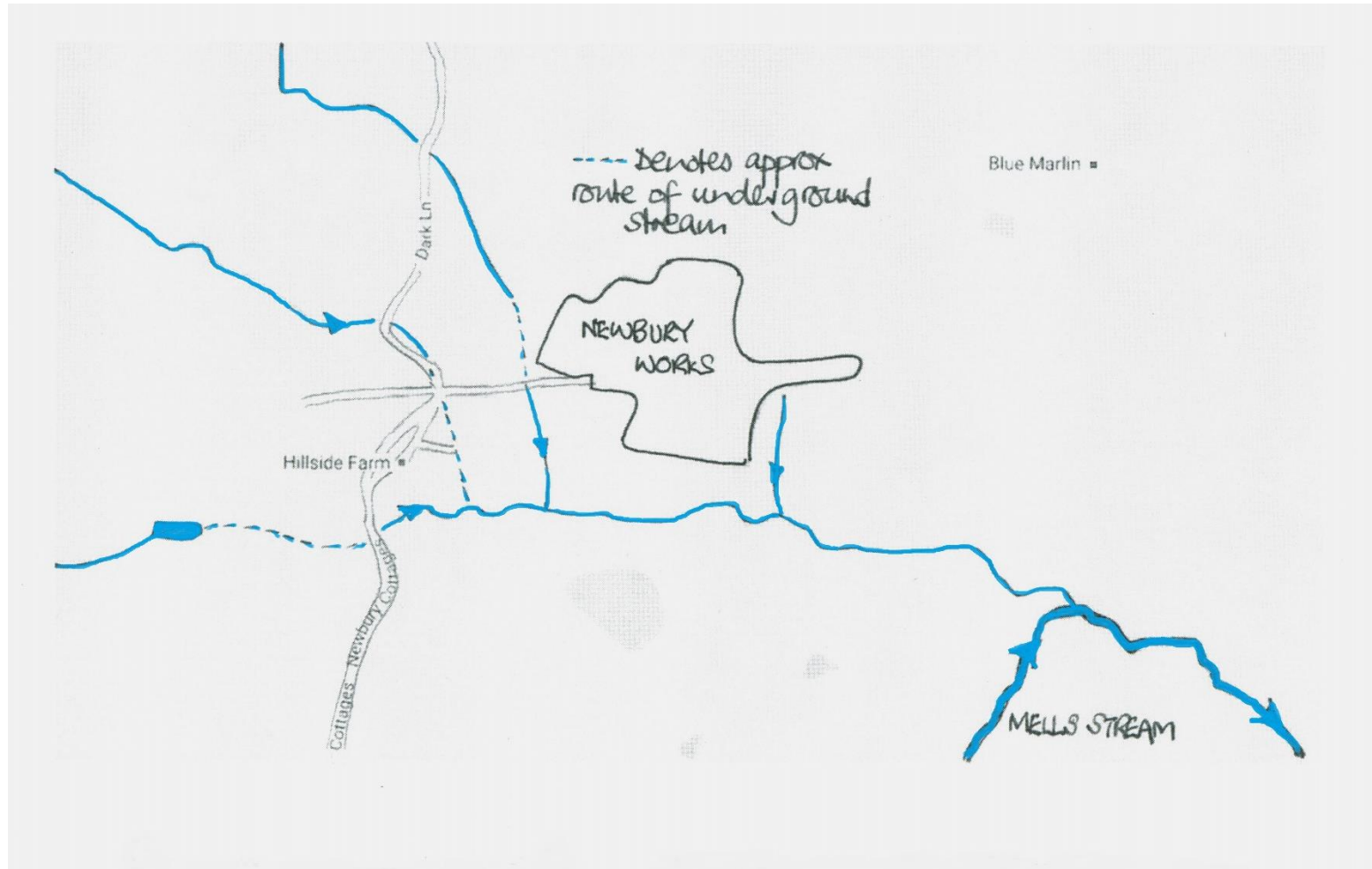
Mains Electrical supply  
(Inside separate  
Electrical room)



JWitt Coleford Site Drainage



JWitt Coleford site overview of local water courses



### Maintenance Checklist

Item requiring maintenance	How often? (tick the appropriate box)						Where are maintenance instructions?	Who is responsible?
	Daily	Weekly	Monthly	Yearly	2 years	5 years		
Check fuel oil storage area in W2, ensure no spillages, check bunds	✓						Not Required (NR)	JWitt / J Keen
Check oil drums storage area in W4, ensure no spillages, check bunds		✓					NR	S. Williams
Check fan in Waste Transfer Unit to ensure it is operating correctly	✓							J Keen
Check drains are clear and remain protected against contamination from potential spillages.		✓					NR	JWitt / J Keen
Clean up any spills on surfaced areas	✓						In the relevant spill kits	J Keen / all Yard Operatives
Check door locks, lorry doors etc so that the site is left secure against unauthorised entry.	✓						NR	J Witt / J. Keen / S. Williams
Visually check the un-surfaced areas to ensure that there are no spills, or waste plastic blowing around. Clean up if necessary.	✓						NR	J Keen / all Yard Operatives
Test fire extinguishers in accordance with BS 5306.				✓			NR	Contracted
Both completed site checks and maintenance checks will be kept in the site office.								

### Training Checklist

Name of Relevant Employee	TRAINING REQUIRED (tick boxes to show who needs which training/Completed training)														COMMENTS		
	Environmental awareness						Maintenance/operations						Accidents and emergency				
	Certificate of Technical Competence	Supervision of waste management sites	Environmental and permit awareness	Waste receipt inc Duty of Care	Waste separation and storage	Vehicle maintenance bay - housekeeping	Maintenance of Waste Transfer unit Extract Fan	Maintenance of cardboard compactor	Inspection of Surface Water Drainage				Fire procedure	Spill response procedure		Flood procedure	Failure of electricity
Jamie Witt	√	√	√	√	√		√	√	√				√	√	√	√	
Amy Wilkinson	√	√	√	√	√		√						√	√	√	√	
Jason Keen		√	√	√	√			√	√				√	√	√	√	
Stephen Williams					√								√	√	√	√	
Nick Cooper				√	√	√			√				√	√	√	√	
David Phillips				√	√	√	√	√	√				√	√	√	√	
Steve Ford				√	√	√		√	√								

Training Record

<b>Employee Name</b>	<b>Job Title</b>
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Training Required	Date due	Date done	Passed as competent? yes/no	Reviewers Signature	Date for Refresher	Comments

Complaints Record

Name:	
Phone Number:	
Address:	
Date	
Time	
What happened, what was it about?	
Was anyone else aware of this? – If so, who?	
Did the complaint relate to JW Waste? If so, what happened?	
What has been done to make sure that it does not happen again?	
Was there any <b>significant pollution</b> or <b>environmental damage</b> to land, water or protected areas – for example: dust, odour or noise pollution outside of the site or spillage of polluting liquids (oil, seepage from waste) onto the ground, or into a drain? (If so, then complete an incident form in Section 6.)	
If there was, then you must take steps to prevent further damage and notify the Environment Agency on 0800 807060 and any other relevant regulators ASAP. Have you done so? Yes / No	Who did you phone? What time did you phone?
You must write or send an email to confirm this to the local office (see your accident management plan for the address) Have you done so?	Yes/No What date did you contact?
Please print your name and sign:	

Continue overleaf or on a separate sheet if you do not have enough room.

Keep the completed form in the file to discuss with the Environment Agency when they visit.

**Record of accidents, incidents or near misses**

Note 1: Use this form for H&S as well as Environment.

Note 2: The Environment Agency are particularly interested in things that could impact on the environment, for example: dust, odour or noise pollution outside the site or spillage of polluting liquids onto the ground, or into a drain.

It is good practice to record near misses – e.g. Ford Fuels overfilled a fuel oil tank by a litre or two but the spillage was cleaned up and the residual waste was disposed of by them.

Date and time of the incident	
What happened, what was it about?	
Was anyone else aware of this – other witnesses? If so who?	
What caused it?	
What have you done to make sure that it does not happen again?	
Was there any <b>significant pollution</b> or <b>environmental damage</b> to land, water or protected areas – for example: dust, odour or noise pollution outside of the site or spillage of polluting liquids (oil, seepage from waste) onto the ground, or into a drain? If so what?	
Is there a continuing threat? Yes / No	
If there was (or still is), then you must take steps to prevent further damage and notify the Environment Agency on 0800 807060 and any other relevant regulators ASAP.  Have you done so? Yes / No	Who did you phone?  At what time did you phone?
You must also write or send an email to confirm this to the local office (see your accident management plan for the address) Have you done so?	Yes/No  What date did you contact?
Please print your name and sign	

Continue overleaf or on a separate sheet if you do not have enough room. Keep the completed form in the file to discuss with the Environment Agency when they visit.