

Environmental Management System

Prepared on Behalf of:

One Waste Clearance Limited

Site Name:

Unit 2

1-11 Willow Lane

Mitcham

CR4 4NA

Environmental Permit: WE1046AA/A001

Exemption Registrations:

WEX286515

DOCUMENT CONTROL SHEET

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1 Introduction

- 1.1.1 This Environmental Management System has been produced in accordance with Environment Agency Guidance ‘Develop a management system: environmental permits’ Last updated August 2022.

Table 1: Develop a Management System & Environmental Management System Cross Reference

Develop a Management System Guidance Contents	Environmental Management System Sections
Site Infrastructure	Section 1.7
Site Operations	Sections 3/4/5/6/7
Site Equipment Maintenance Plan	Section 10
Climate Change	Section 11
Contingency Plan	Section 11
Accident Prevention & Management Plan	Sections 12/13/14/15/16/17/18
Complaints Procedure	Section 15
Managing Staff Competence & Training Records	Sections 1.5 & 9
Keeping Records	Section 8
Review Your Management System	Section 19
Site Closure	Section 11

1.2 Interpretation

- 1.2.1 ‘Member of the Management Team’ means any person trained and responsible for monitoring and reporting as detailed in this EMS. This may be the responsible Director, Technically Competent Manager, the Site Management (if not the TCM and the Site Supervisor. It excludes general site staff unless they have specific training and responsibilities.

1.3 General Management

- 1.3.1 Activities will be operated and managed in accordance with this site-specific Environmental Management System (EMS) and the governing Environmental Permit, using sufficient competent persons and resources
- 1.3.2 All employees having duties that are or may be affected by the matters set out in this EMS will have access to a copy of this document and the governing permit. Documentation will be clearly labelled and displayed within the Site Office.

1.4 Implementation and Operation

- 1.4.1 Sufficient resources essential to the effective implementation and update of this EMS will be put in place and maintained. At least one Member of the Management Team is present when the site is operational.
- 1.4.2 Training needs have been identified so that all personnel whose work may contribute towards the safe and compliant operation of the site have received appropriate training.

1.5 Sufficient Competent Management

- 1.5.1 Sufficient competent management will be maintained and the minimum TCM attendance requirements will be met. Attendance will be recorded in the Site Diary.
- 1.5.2 In the event that the designated TCM is absent for a period of time such that the minimum agreed attendance is unlikely to be achieved, a suitably qualified alternative will be secured.

1.6 Checking & Corrective Action

- 1.6.1 A Member of the Management Team will be responsible for handling and investigating any incidents that may result in non-compliance with this EMS, taking action to mitigate any impacts caused and for initiating and completing corrective and preventive action. Any such action will be used to inform changes in the documented procedures.

1.7 Site Infrastructure

Table 2: Site Infrastructure Provisions

Provisions	Description
Drainage	Impermeable surface is laid to fall so that all surface water run off is captured within the building.
Site Perimeter	Enclosed site perimeter, with access via main entrance door/gate.

2 Environmental Legal Register

Table 3: Environmental Legal Register (Not an exhaustive list of requirements)

Legislation	Summary/Obligations	Compliance Documentation Location	Responsible
Environmental Permit	Overarching permit that stipulates the conditions by which the site must be operated to.	Copy of permit held within Office. Compliance documentation includes an Environmental Management System	Member of the Management Team
Waste Carriers Licence	Waste management companies moving wastes must be registered as an 'upper tier' waste carrier.	Copy of contractors' registrations held within the Office.	Member of the Management Team
Environmental Permitting Regulations 2016 (As Amended)	Overarching legislation for waste management facilities (i.e. requirement to have an permit & to comply with conditions).	Copy of permit held within the Office.	Member of the Management Team
The Waste (England and Wales) Regulations 2011 Waste Hierarchy (As Amended)	Overarching legislation for the management and handling of waste. Ensure waste is managed as far up the waste hierarchy as possible, evidence should be retained within the Company Office to support any minor deviations.	Compliance with the waste hierarchy is assured by the procedures detailed within this Environmental Management System & Duty of Care documentation.	Member of the Management Team
The Environmental Protection Act 1990: Copies of all non-hazardous waste Duty of Care waste transfer notes must be kept onsite for 2 years.	Overarching legislation for waste management activities. Duty of Care requirement for the movement of all waste, (not required for internal movements or movements within the same company). These must be kept for two years.	All Duty of Care waste transfer notes are held in Office for two years.	Member of the Management Team

<p>The Water Resources Act 1990 (as amended)</p>	<p>Overarching legislation for controlled waters. Ensure that the site does not pollute to any controlled water body; these are strict liability offences (i.e. the act alone makes a defendant guilty).</p>	<p>Consent to discharge obtained.</p>	<p>Member of the Management Team</p>
<p>The Hazardous Waste Regulations 2005: <i>Hazardous Waste Consignment Notes</i> (Recommendation that the EA template for Consignment Notes is used)</p>	<p>Overarching legislation for wastes that are classified as hazardous. Hazardous waste must not be mixed with other hazardous waste or non-hazardous wastes. A Consignment Note must accompany all hazardous waste movements; these must be kept onsite for 3 years.</p>	<p>All Consignment Notes are kept for three years within the Office</p>	<p>Member of the Management Team</p>
<p>Landfill Tax Assessment (LOI Test)</p>	<p>Overarching legislation regarding the tax associated with disposing of wastes at landfill (cheaper tax for those materials that can be considered inert).</p>	<p>All ignition test results & audit trail documentation held in the Office (abnormal generation).</p>	<p>Member of the Management Team</p>

3 Operations

3.1 Specified Waste Management Operations

3.1.1 Waste management operations authorised within the permitted area are listed in Table 4 below.

Table 4: Specified Waste Management Operations

Operational Codes	Activity
R3: Recycling/reclamation of organic substances which are not used as solvents	Physical treatment including manual and mechanical sorting/ separation, screening, baling, shredding, crushing or compaction of non-hazardous waste for disposal (no more than 50 tonnes per day) or recovery.
R4: Recycling/reclamation of metals and metal compounds	
R5: Recycling/reclamation of other inorganic materials	
R13: Storage of wastes pending any of the operations numbered R1 to R12 (excluding temporary storage, pending collection, on the site where the waste is produced).	Subject to any other requirements of this permit wastes shall be stored for no longer than 1 year prior to disposal or 3 years prior to recovery.
D9 Physico-chemical treatment not specified elsewhere which results in final compounds or mixtures which are discarded by means of any of the operations numbered D1 to D12	No more than 50 tonnes per day of non-hazardous waste to be treated at the site under a D9 activity.
D14 Repackaging prior to submission to any of the operations numbered D1 to D13	No more than a total of 50 tonnes of intact and shredded waste vehicle tyres (waste codes 16 01 03 and 19 12 04) shall be stored at the site.
D15: Storage pending any of the operations number D1 to D14.	

3.2 Permitted Wastes

3.2.1 Primary waste types that will be received onsite are presented in [Table 5](#) below.

Table 5: Permitted Waste Types

Waste Description	Waste Category EWC Code					Handling Advisory
Cardboard/Paper	03 03 07	03 03 08	15 01 01	19 12 01	20 01 01	Store separately for onward management. Fire Risk Material.
Green Waste	02 01 03		02 01 07		20 02 01	Store separately for composting offsite. Fire/Dust/Odour Risk Material.
Glass	10 11 03	10 11 11	10 11 12	15 01 07	16 01 20	Specified Waste (some).
	17 02 02	17 02 04	19 12 05	20 01 02		
Gypsum Plasterboard	17 08 02					Store separately for onward management.
Inert Wastes & Soils	01 01 01	01 01 02	01 03 06	01 03 09	01 04 08	Specified Wastes. May give rise to dust if stored outside and allowed to dry out.
	01 04 09	01 04 11	01 04 12	01 04 13	02 04 01	
	10 01 24	10 11 12	10 12 08	10 13 14	15 01 07	
	17 01 01	17.01.02	17.01.03	17.01.07	17 02 02	
	17 03 02	17 05 04	17 05 08	19 01 19	19 12 05	
Metal Scrap (Ferrous)	02 01 10	12 01 01	12 01 02	12 01 03	12 01 04	Store separately for onward management.
	15 01 04	16 01 17	16 01 18	17 04 05	17 04 07	
	19 01 02	19 10 01	19 10 02	19 12 02	19 12 03	
	20 01 40					
Metal Scrap (Non-Ferrous)	02 01 10	12 01 01	12 01 02	15 01 04	16 01 17	Store separately for onward management.
	17 04 05	17 04 07	19 01 02	19 10 01	19 12 02	
	20 01 40					
Plastics	02 01 04	07 02 13	12 01 05	15 01 02	17 02 03	Store separately for onward management. Fire Risk Material.
	20 01 39					
PVC	07 02 13	16 01 19	17 02 03	19 12 04	20 01 39	Store separately for onward management. Fire Risk Material.
Tyres	16 01 03		19 12 04			Fire Risk Material.
Double Glazed Units/External Plastics (uPVC)	17 02 03					Store separately for onward management. Fire Risk Material.
Wood	02 01 03	02 01 07	03 01 05	03 03 01	15 01 03	Wood users offer higher premium for clean untreated wood such as pallets as from plywood and chipboard. Separate where possible. Fire/Dust/Odour Risk Material.
	17 02 01	19 12 07	20 01 38	20 02 01		

3.3 Waste Throughput

Table 6: Maximum Permitted Throughput

Waste Category	Annual Tonnage
To not exceed:	124,999 (Permitted)

m

4 Waste Acceptance Procedures

4.1.1 Compliance with the permitted waste types is assured by the following measures:

1. When a skip/container is hired prohibited material is clearly stated and reflected in terms & conditions of hire;
2. When collecting the full skip/container the driver will inspect and check to see if any prohibited material is present. If it is, the customer will be notified and advised of the following course of action available:
 - a) Removed and left at the customers premises
 - b) Accepted and disposed of directly to a site permitted to accept the waste
3. On delivery to site the driver will hand all paper copies of any Duty of Care Documentation to the Weighbridge Office, whilst all electronic paperwork will be transferred to the Weighbridge Office during transportation; and
4. Once all Duty of Care Documentation has been approved the wastes will be deposited in the Waste Acceptance Area for inspection, acceptance & processing (machine operatives will spread out the loads to aid the visual inspection process).

4.1.2 If any prohibited materials are present the following course of action will be taken:

- a) Require the individual to load the non-permitted materials back onto the delivery vehicle; or
- b) Accept, isolate & arrange for removal to an authorised waste management facility.
- c) Under no circumstances will non-permitted wastes be retained onsite and dealt with as if it is permitted.
- d) The Agency will be notified if a delivery is rejected.

4.1.3 If the prohibited material becomes apparent only after the above waste acceptance checks have been completed the following action will be taken:

- a) The load will be isolated within the isolation facility (appropriate PPE will be worn if necessary) and removed from site to a suitably permitted facility at the earliest opportunity.
- b) In each case, the incident will be recorded in the Site Diary (taking note of the vehicle registration, date & time of the incident). If identifiable the individual will be notified of the event and reminded of the terms on which waste is accepted onto site. (It will be at the discretion of the Management Team if they wish to ban an individual/company following an incident).

- c) Under no circumstances will prohibited waste be retained onsite and dealt with as if it is permitted.
- d) The Agency will be notified if a delivery is rejected.

4.2 Rejection Procedure

- 4.2.1 Any wastes identified as being unsuitable for disposal at the site will be rejected & recorded in the Site Diary.
- 4.2.2 A record will be kept of the following pieces of information:
 - a) Date & time
 - b) Person rejecting the waste(s)
 - c) Haulier/customer name and address including carriers number
 - d) Vehicle registration number
 - e) Procedure name and address
 - f) EWC number
 - g) Transfer Note Number
 - h) Waste Description

4.3 Fibrous Asbestos Procedure

- 4.3.1 If asbestos is detected the following procedures will be followed:
 - I. Isolate, if safe to do so while using appropriate PPE.
 - II. Dampen down utilising water provisions to prevent fibres/particulates being released.
 - III. Contact a specialist contractor to isolate/remove asbestos from site immediately.
 - IV. In the event of fibre release, the site will be evacuated until a specialist contractor has dealt with the risk. The Environment Agency and the Environmental Health Officer will be notified immediately.
 - V. Notify Regulatory Authorities when the asbestos has been removed offsite and the site has recommenced operations.
 - VI. Complete a Non-Conformance Record Form and an Accident & Incident Investigation Report.
 - VII. Provide written confirmation of the event and outcome to the Agency within 24 hours, completing from in Appendix EMS4.
 - VIII. Details of all such incidents will be recorded in the Site Diary and records of removals are kept within the site office. In each case a record of the incident will be noted including time, description and carrier.

5 Storage Procedures

- 5.1.1 Wastes are stored within designated bays/containers/areas until sufficient quantities have accumulated to represent a load requiring removal; removals are undertaken on an ongoing basis (daily).

6 Despatch Procedures

1. Wastes stored within bays/containers/areas will be placed within the despatch vehicle using mechanical equipment.
2. Containers will be loaded directly onto the collection vehicle.
3. Once loaded the vehicle sheeted for despatch.
4. All drivers will inspect their loads prior to leaving the site to prevent spillages of waste or debris on the entrance and exit roads of the site.

7 Duty of Care

7.1.1 One Waste Clearance takes its responsibilities seriously under Duty of Care & understands them to require it to:

1. Check the authorised status of all waste carriers utilised;
2. Wastes are going to a suitably authorised facility;
3. Complete compliance status checks from time to time;
4. Produce & maintain appropriate records relating to wastes received and removed.

7.2 Reporting

7.2.1 Within one month of the end of each quarter, all information relating to wastes accepted & removed from the site must be submitted to the Environment Agency for the previous quarter.

7.3 Notification

7.3.1 Notify the Environment Agency without delay in the event of detecting any of the following:

1. Any malfunction, breakdown or failure of equipment or techniques, accident or emission of a substance not controlled by an emissions limit which has caused, is causing or may cause significant pollution;
2. The breach of a limit specified in the permit;
3. Any significant adverse environmental effects.

7.3.2 The Environment Agency will be notified without delay with written confirmation (i.e. an email & telephone conversation with the local Enforcement Officer) of such incidents, which must be submitted within 24 hours.

7.3.3 The Environment Agency will be notified at least one month prior to any changes in the actual conduct of the operation from those proposed in the Environmental Management System.

7.3.4 The Environment Agency will be notified within 14 days of the occurrence of the following matters except where such disclosure is prohibited by Stock Exchange Rules.

Where the operator is a registered company:

- Any change in the operator's trading name, registered name or registered office address; and
- Any steps taken with a view to the operator going into administration, entering into a company voluntary arrangement or being wound up.

7.4 Avoidance, recovery and disposal of wastes produced by the activities

- 7.4.1 The requirements laid down by The Waste Regulations 2011 will be complied with as far as possible and in particular: -
- a) Waste managed by the activities; and
 - b) All waste generated by operations conducted onsite will be dealt with in accordance with the waste hierarchy; and
 - c) If disposal is necessary, a manner will be selected which reduces the potential impact on the environment
- 7.4.2 All wastes generated will be quantified & characterised using appropriate competence.
- 7.4.3 Any hierarchy deviations will be justified and recorded.
- 7.4.4 Every three years all arrangements & practices around the management of wastes will be reviewed. Steps identified by such a review will be implemented as necessary & deemed appropriate to operational compliance.

7.5 Site Security

- 7.5.1 Security arrangements include an enclosed site perimeter with a main access gate/building door. CCTV cameras are in operation 24-hours a day. Outside operational hours the site access gates are shut and securely locked.
- 7.5.2 Security arrangements are inspected on a weekly basis. Any necessary repairs are recorded in the Site Diary & will be completed as soon as possible to maintain the sites perimeter, which may result in interim repairs until an external contractor can attend site.
- 7.5.3 The Management Team constantly evaluates all onsite security arrangements.

8 Training

- 8.1.1 New employees' will receive an induction upon commencement of employment, which will involve a Member of the Management Team completing a training needs assessment to ensure all new employees have the required training to complete their day-to-day tasks correctly & safely.
- 8.1.2 Training is tailored depending on an employee's specific needs/ role within the Company; these needs are presented within the Table 7 below.
- 8.1.3 Training records are held within the Office.
- 8.1.4 Employees' receive refreshers trainings on all internally provided training as required.
- 8.1.5 External companies provide specialist training to onsite employees as and when it is required with appropriate refreshers as determined by the external trainers.

Table 7: Training Matrix (Training Needs Assessment Example not an exhaustive list)

Training Requirements		Management Team	Admin Staff	Operatives	External Contractors
Internal Training ('Tool Box Talks')	Environmental Management System Procedures				
	Emissions Management Procedures				
	Fire Awareness (Briefing)				
Externally Completed Training	Mechanical Equipment				
	First Aider				
	Fire Marshall				
	Fire Awareness				

Key	
Required	
Not Required	

9 Maintenance

9.1 Daily Checks

- 9.1.1 Operatives will inspect all mechanical equipment on a daily basis prior to the commencement of operations.
- 9.1.2 Defects are raised with a Member of the Management Team & recorded as appropriate.
- 9.1.3 If repairs cannot be completed onsite an appropriate external contractor (dependent on the type of malfunction) will be contacted to affect a repair.

9.2 Weekly Checks

- 9.2.1 A Member of the Management Team will undertake a thorough inspection of all critical site infrastructure & equipment on a weekly basis.
- 9.2.2 Repairs will be recorded in the Site Diary where appropriate. If a repair cannot be completed onsite then the faulty item will be isolated and arrangements made for repairs to be effected as soon as practicable.

9.3 Annual Checks

- 9.3.1 Mechanical equipment as defined under the LOLER Regulations will have CTE inspections completed on a yearly basis & all equipment will undergo the manufacturers' or suppliers' recommended frequency for servicing.
- 9.3.2 Routine mechanical maintenance is scheduled against the records kept in the Office. These records determine the frequency by which inspections take place.
- 9.3.3 All records will be kept in the Office.

9.4 Maintenance Checklist

Table 8: Maintenance Checklist (Recommendations)

Maintenance	Frequency					Location of Instructions
	Day	Week	Month	Year	5 years	
Internal						
Clean up Spills on Surfaced Areas.	O					Office
Inspect Integrity Of Site Security Perimeter	O					Office
Inspect Integrity & State Of Site Surfaces/Access Road	O					Office
Clean Site Surfaces To Prevent 'Track-Out'.	O					Office
Inspect Storage Areas/Bays/Containers	O		M			Office
Inspect Electrical Equipment		M				Office
Inspect Fire Fighting Equipment			M			Office
Inspect Mechanical Equipment	O	M				Office
External						
Operational Fleet (Servicing/Mot)				E		Office
Mechanical Equipment (Loaders/Grabs/Vehicles) (Loler)				E		Office
Fire Extinguishers				E		Office
PAT Testing				E		Office
Electrical Wiring					E	Office
Weighbridge Calibration				E		Office

Key	
Management Team	M
Operative	O
External Contractor	E

10 Contingency Planning

Table 9: Contingency Measures

Eventuality	Procedures/Measures
Accident	<p><u>Measures may include:</u> -</p> <ol style="list-style-type: none"> 1. The affected area will be isolated and an appointed 'first aider' will be contacted to attend to any injured party. 2. If necessary, the emergency services will be contacted. 3. A Member of the Management Team will decide on a case-by-case basis if cessation of operations around the affected area and reception of waste is necessary until the appropriate emergency services have arrived. 4. A Member of the Management Team will complete an Accident Investigation Report (RIDDOR).
Seasonality (Including Transportation Shortages)	<p><u>Measures could include:</u> -</p> <ol style="list-style-type: none"> 1. Confirm current storage times for materials accumulated onsite. 2. Contact outlets for the specified stream and arrange transportation. 3. Transport all waste accumulated within a designated container, even if it may be economically undesirable to do so, i.e., the container for transportation is not full.
Supply Chain Failure (Including Transportation Shortages)	<p><u>Measures could include:</u> -</p> <ol style="list-style-type: none"> 1. Confirm current storage times for materials accumulated onsite. 2. Increase monitoring of material stockpiles onsite. 3. Contact outlets for the specified stream and arrange transportation. 4. If the outlet is not receiving the specified waste stream, contact other outlets. 5. Conduct investigations into potential alternative outlets if potential outlets are not accepting specified streams. 6. Seek advice from EA.
Breakdowns (Mechanical Equipment)	<p><u>Measures could include:</u> -</p> <ol style="list-style-type: none"> 1. Immediate isolation of the affected machinery. 2. External repair/servicing contractors are instructed to effect repair. 3. Mechanical equipment on the adjacent site will be deployed in interim if available & deemed necessary. 4. Hire in relief equipment in interim if needed. 5. Suspend the acceptance of wastes that require handling by mechanical equipment & notify the EA. 6. Reschedule material despatched to align with scheduled repairs and or relief machinery availability.
Enforced Shut Down & Site Closure	<p><u>Measures could include:</u> -</p> <ol style="list-style-type: none"> 1. Appropriate signage will be erected notifying any visitors that operations have been suspended. 2. Advise customers of the situation. 3. No more wastes will be accepted on to site. 4. Contact all potential outlets to ensure that all waste material is managed in accordance with the waste hierarchy where possible. 5. Notify EA that customers & receiving outlets have been contacted and provide scheduled dates for material removal. 6. Notify EA once stockpiles have been reduced to acceptable level
Extreme Weather	<p><u>Measures could include:</u> -</p> <ol style="list-style-type: none"> 1. Confirm current storage times for materials accumulated onsite. 2. Increase monitoring of material stockpiles onsite. 3. Contact outlets for the specified stream and arrange transportation. 4. Notify EA if the extreme weather is affecting the operation and potential compliance with the Permit.

11 Emissions Management

- 11.1.1 Condition 3.1 relates to the control of emissions of substances not controlled by emission limits as follows: -
- 3.1.1 Emissions of substance not controlled by emissions limits (excluding odour) shall not cause pollution. The operator shall not be taken to have breached this rule if appropriate measures, including, but not limited to, those specified in any approved emissions management plan, have been taken to prevent or where that is not practicable, to minimise, those emissions.*
- 3.1.3 All liquids in containers, whose emissions to water or land could cause pollution, shall be provided with secondary containment, unless the operator has used other appropriate measures to prevent or where that is not practicable, to minimise, leakage and spillage from the primary container*
- 11.1.2 This section of the site EMS addresses any potential emissions that may arise from site operations. It demonstrates the measures taken to prevent or minimise the release of emissions such that they do not cause pollution as required by Condition 3.1 & defined in Condition 4.4 Interpretation:
- “Pollution” means emissions as a result of human activity, which may: -*
- (a) Be harmful to human health or the quality of the environment,*
 - (b) Cause offence to a human sense,*
 - (c) Result in damage to material property, or*
 - (d) Impair or interfere with amenities and other legitimate use of the environment.*

11.2 Monitoring

- 11.2.1 Employees will remain mindful of the potential impact the operation could have on the local environment and take all reasonable steps to avoid giving rise to pollution or a nuisance as a consequence of the site operations.
- 11.2.2 In the event of on going issues or concerns being identified these will be investigated and appropriate actions implemented. This may include the formulation of management plans.
- 11.2.3 In the event of an emissions release that has caused, is causing or may cause significant pollution, the Environment Agency will be notified within 24 hours (complete form in [Appendix EMS4](#)), advice taken and action recorded.

11.3 Dust Emissions

- 11.3.1 See separate Dust Emissions Management Plan.

11.4 Odour Emissions

11.4.1 See separate Odour Emissions Management Plan.

11.5 Noise & Vibration Emissions

11.5.1 The overall noise emissions amenity impact is considered to be low, due to the isolated nature of the operation & on site controls/procedures.

11.5.2 Noise generated on the site would principally be associated with the operation of mechanical equipment.

11.5.3 Maintenance inspections are carried out on all equipment and machinery. Any malfunctions or defects are therefore identified at the earliest opportunity.

11.6 Noise

11.6.1 The overall noise emissions amenity impact is considered to be low, due to the nature of adjacent operations & onsite controls/procedures.

11.7 Noise Control

11.7.1 The procedure for deploying the Noise & Vibration suppression system is as follows:

Proactive

1. **Check site conditions for Noise & Vibration potential risks;**
2. Remedial measures put in place to minimise if not eliminate the source; and
3. Be prepared to suspend operations giving rise to excessive Noise & Vibration.

Reactive

1. **In the event of Noise & Vibration emissions being amber or red (as detailed within Table 12) enact the following procedures;**
2. Remedial measures put in place to minimise if not eliminate the source;
3. Cease all onsite activities (if emissions escaping the site boundary) until conditions improve;
4. Once Noise & Vibration levels reduce, record the incident on a Noise & Vibration Assessment Form in (Appendix EMS7), the file for which is located within the site office; and
5. Report incident to the Management or Supervisor for further investigation.

Table 10: Noise & Vibration Management Action Levels

Action Level	Operation Conditions	Onsite Procedures
	Normal Operating Conditions	No mitigation required, but ongoing monitoring by all staff members. Daily inspections undertaken by a member of the site management team
	Noise & Vibration emissions arising from within the operation	Ongoing monitoring by all staff members. Daily inspections undertaken by a member of the site management team
	Noise & Vibration emissions escaping the site boundary.	Remedial measures put in place to minimise if not eliminate the source. Cease operations giving rise to Noise & Vibration emissions if deemed necessary by Management. Complete a Noise & Vibration Assessment Form (Appendix EMS7) & Complete an Environmental Incident Report (Appendix EMS2).

11.8 Noise Monitoring

11.8.1 Operatives & Member of the Management Teams will monitor noise levels on an ongoing basis throughout the working day. Observations will be recorded in the Site Diary.

11.9 Scavenging Birds

- 11.9.1 It is not expected that scavenging birds will present any significant problems as the site will not be accepting any putrescible or food wastes.
- 11.9.2 Operatives & Members of the Management Teams will monitor conditions on an ongoing basis throughout the working day. Observations will be recorded in the Site Diary.

11.10 Pests

- 11.10.1 The risk of infestation of pests and vermin is minimised by maintaining general good housekeeping and ensuring that the site is clean and tidy.
- 11.10.2 Operatives & Member of the Management Teams will monitor site conditions of any signs of pest infestation.
- 11.10.3 In the event that flies, or other such problematic insects are introduced to the site with incoming waste, insecticides offering rapid and long-term treatment will be utilised and the offending waste promptly removed from site.

11.11 Litter

- 11.11.1 The overall impact is consider low due to onsite control measures including netting & palisade fencing deployed along the perimeter of the site.
- 11.11.2 Operatives conduct litter inspections on a daily basis.
- 11.11.3 Any escape of litter will be controlled throughout the working day & cleared immediately on identification
- 11.11.4 Operatives complete a final inspection around the site perimeter at the end of the working day and removal of any fugitive material/debris, access road and operational areas at the end of the working day.

11.12 Mud & Debris Management Procedures

1. Operatives conduct regular inspections throughout the working day.
2. Debris/mud created by waste material stockpiles is to be returned to the pile.
3. On identification the area will be cleared: -
 - a. Reaction time: Public highway immediately i.e. within 1 hour of detection and within the permitted boundary as soon as practicably possible by the end of the working day.
4. All vehicles leaving the site to be sheeted to prevent any material/debris falling out during transportation.

12 Incident Response Procedures & Instructions

13 Emergency Procedures

13.1.1 The following procedure applies to **All Emergencies**:

1. A Member of the Management Team will take immediate control of any incident pending handover to the appropriate authority (if currently onsite).
2. Gather as much information as possible, including names & addresses of any bystanders & take photos as evidence if possible.
3. Appropriate personal protective equipment is to be used at all times (PPE is located within the Company Office).
4. Complete an Environmental Incident Record form as shown in Appendix EMS1.

13.2 Environmental Incident Record Form Procedure

1. Complete Environmental Incident Record Form as detailed within Appendix EMS1 in the event of any accident/incident with potential environmental implications.
2. Pass completed form to a Member of the Management Team for investigation.
3. Once investigations are complete any corrective action recommended.
4. A copy of any completed forms is held within the Office once actioned for at least three years.

14 Complaints

14.1.1 In order that any complaints can be substantiated it is imperative that the site is immediately informed either by the complainant themselves or by the Environment Agency or Local Authority.

14.1.2 The site telephone number is clearly displayed at the site entrance and local residents are encouraged to immediately contact the site in the event of any off-site issues that might be attributable to site operations being detected.

14.2 Complaints Investigation Procedure

1. Complete a Complaints Record Form (only trained operatives authorised).
 2. Once completed, the form must be passed onto the Company Director.
 3. An investigation is undertaken by the Company Director to determine presence/absence, characteristic and intensity of issue. The time of the complaint will be linked with site activities. Review the Site Diary to determine if any abnormal site operations/conditions were at the time of the complaint.
 4. The Company Director will determine the appropriate action necessary to remedy/mitigate the causes of the identified complaint.
 5. Specialist advice will be sought if deemed necessary.
 6. Complete an Environment Incident Record Form (Appendix EMS1) if deemed necessary.
 7. Any actions taken will be recorded
 8. Send copy of the completed form (Appendix EMS4) to the Environment Agency Permitting Officer within 24 hours of detection.
 9. All complaint forms will be available for inspection by representatives of regulatory bodies.
- 14.2.1 All complaint forms will be available for inspection by representatives of regulatory bodies.

15 Leakages or Spillages Procedure

15.1.1 On identification of a **Leak or Spillage** the following procedure is to be followed to:

1. Prevent unauthorised access to the affected area
2. Prevent uncontrolled escape of potentially contaminating liquids using supply of absorbent materials to control the flow of liquids.
3. If safe to do so, isolate source of leak/spillage to prevent further losses, which may involve switching off a particular piece of machinery & deploying a containment vessel (i.e. drip trays) underneath the affected area.
4. If necessary initiate controlled evacuation of the site.
5. If the leak/spillage is battery acid, apply a neutralising agent hydrated lime or similar (please note that water in a large quantity will only dilute the acidity & will not neutralise it) on the affected areas (Operatives must use appropriate PPE; gloves, face masks & goggles, whilst handling hydrated limes).
6. All contaminated absorbents, must be placed in a leak proof container, which is labelled & stored pending removal.
7. Seek specialist advice on decontamination of the site surfaces if necessary
8. Complete an Environmental Incident Record Form (See [Appendix EMS1](#))
9. Any actions taken will be recorded in the Site Diary
10. Send copy of the completed form ([Appendix EMS4](#)) to the Environment Agency Permitting Officer within 24 hours of detection.
11. Confirm site clean up with the Environment Agency.
12. Replenish supplies of absorbent materials.

16 Equipment & Machinery Malfunction & Failure Procedure

- 16.1.1 On identification of any **Equipment or Machinery Malfunctions or Failures** the following procedure is to be followed to:
1. Cease operations immediately & determine if continuation of use poses a significant risk to health or the environment.
 2. If continuation poses a significant risk, switch the piece of equipment off & isolate the affected equipment.
 3. Notify a Member of the Management Team who will instruct the appropriate maintenance personnel or external contractor to undertake necessary repairs.
 4. Notify Environment Agency Permitting Officer if the malfunction or failure could cause pollutants to escape the permitted boundary.
 5. Complete an Environmental Incident Record Form. (See Appendix EMS1)
 6. Any actions taken will be recorded in the Site Diary.
 7. Send copy of the completed form (Appendix EMS4) to the Environment Agency Permitting Officer within 24 hours of detection.

17 Non-Conformance Procedure

1. Non-conformance identified.
2. A Non-Conformance Record form is completed (see Appendix EMS3) and passed to a Member of the Management Team
3. The Member of the Management Team initiates an investigation of the non-conformance & then ascertains potential impacts on the environment and how serious any potential effects could be.
4. Once the non-conformance has been assessed, action will be taken to remedy the cause.
5. All actions will be recorded.
6. In the event of an emissions release that has caused, is causing or may cause significant pollution, the Environment Agency will be notified within 24 hours, advice taken and actions taken will be recorded in the Site Diary.
7. Send copy of the completed form (Appendix EMS4) to the Environment Agency Permitting Officer within 24 hours of detection.

18 Periodic Review

- 18.1.1 The adequacy of this EMS will be review as necessary as a result of any operational change or in light of any non-conformance.

Appendix EMS1: Environmental Incident Record Form

Date & 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?	
<p>Was there any significant pollution or environmental damage to land, water or protected areas – for example: dust, odour or noise pollution outside the site or spillage of polluting liquids onto the ground, or at a site of special scientific interest, or into a drain or a watercourse? (If so, then complete an incident form)</p> <p>Is there a continuing threat? Yes/No</p>	
<p>If there was (or still is), then you must take steps to prevent further damage and notify the Environment Agency on 0800 807 060 and any other relevant regulators ASAP. Have you done so? Yes / No</p>	<p>Who did you phone?</p> <p>At what time did you phone?</p>
<p>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?</p>	<p>Yes/No</p> <p>What date did you contact?</p>
Please print your name, date and sign:	

Appendix EMS2: Complaint Record Form

Who made the complaint? Name:	
Address	
Phone No	
Date and time they made the complaint	
What happened, what was it about?	
Was anyone else aware of this – other neighbours or your staff? If so who?	
Did the complaint relate to your site? If so, what happened? What went wrong?	
What have you done to make sure that it does not happen again?	
Was there any significant pollution or environmental damage to land, water or protected areas – for example: dust, odour or noise pollution outside the site or spillage of polluting liquids onto the ground, or at a site of special scientific interest, or into a drain or a watercourse? (If so, then complete an incident form)	
If there was, then you must take steps to prevent further damage and notify the Environment Agency on 0800 807 060 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, date and sign:	

Appendix EMS3: Non-Conformance Record Form

Date and time non-conformance identified	
What happened, what was it about and what permit condition does it relate to?	
What caused it? i.e. what happened that should not have happened OR what didn't happen that should have?	
What has been done to make sure that it does not happen again?	
Has the site EMS been reviewed in light of the incident and have any changes to operations and procedures been rolled out in response? Include dates.	
Was there any significant pollution – for example: oil entering a surface water drain. If so what?	
If there was then you must notify the Environment Agency on 0800 807060 ASAP. Have you done so?	Yes/No/not applicable Time: Date: EA. Incident number:
Print name, date and sign	

Appendix EMS4: Environment Agency Notification Form

Part A

(a) Notification requirements for any malfunction, breakdown or failure of equipment or techniques, accident, or emission of a substance not controlled by an emission limit which has caused, is causing or may cause significant pollution	
To be notified within 24 hours of detection	
Date and time of the event	
Reference or description of the location of the event	
Description of where any release into the environment took place	
Substance(s) potentially released	
Best estimate of the quantity or rate of release of substances	
Measures taken, or intended to be taken, to stop any emission	
Description of the failure or accident	

(b) Notification requirements for the detection of any significant adverse environmental effect	
To be notified within 24 hours of detection	
Description of where the effect on the environment was detected	
Substance(s) detected	
Concentrations of substances detected	
Date of monitoring/sampling	

Part B to be submitted as soon as practicable

Any further accurate information on the matters for notification under Part A	
Measures taken, or intended to be taken, to prevent a recurrence of the incident	
Measures taken, or intended to be taken, to rectify, limit or prevent any pollution of the environment which has been or may be caused by the emission	
The dates of any unauthorised emissions from the facility in the preceding 24 months	
Name*	
Post	
Signature	
Date	

*Authorised to sign on behalf of operator

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Appendix EMS5: Accident Investigation Report Form

Site Details:

Date of Accident:	Time:
Site of Accident:	Site Manager/Supervisor at Time of Event:

The injured person (If required)

Name of Injured Person:	Date of Birth or Age:
Nature of Injuries:	Part of Body Injured (Tick as Appropriate)
	Hands, Wrists, Finger Feet, Ankles, Toes Legs, Knees, Hip, Thigh Eyes Head, Face, Neck Torso Back, Spine
First Aid Treatment:	
Hospital Treatment & Contact Address/Telephone:	
Follow Up Treatment (If Any)	

Details of Accident (Please Detail Location Onsite):

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For Office Use Only:

Time Off Work (Seven Days RIDDOR):	
Recorded in Accident Log Book: Y/N	Accident Log Book Number:
RIDDOR Reportable: Y/N	RIDDOR Report Number:
Further Investigation Required: Y/N Note: Use the accident log number for investigation.	
Distribution: Office/Site File/Client/Other (Please Specify)	

Continuation box for any additional information or information not able to be entered in other boxes:

Print Name:	Date:
Position:	Signature:

Instructions for reporting accidents:

All work in the immediate area with cease and the working area is to be made safe.

In the event of an accident the extent of the injuries will be immediately assessed by the first aider:

1. If the injuries sustained are of minor nature than the first aid provider will apply first aid to the injuries and make appropriate recommendations to the injured person

If the injuries sustained are of a significant or serious nature than the first aid provider will administer as much first aid that they are capable & comfortable to deliver & make the injured person as comfortable person as possible while the emergency services are contacted

Appendix EMS6: Emissions Management Assessment Forms

Noise & Vibration Assessment Form									
Start Time Of Check		AM		PM	Finish Time		AM		PM
Duration (Of Check)									
Location Of Check If Not On Site									
Weather Conditions	Dry		Rain		Fog		Snow		Other
Temperature	Hot		Very Warm		Warm		Mild		Cold
Wind Strength	None		Light		Steady		Gusting		Strong
Wind Direction From	North		NE		E		SE		
	S		SW		W		NW		
Intensity	0 No Noise & Vibration Present	1 Faint	2 Intermittent	3 Continuous					
Noise & Vibration Detection	Point 1	Point 2	Point 3	Point 4	Point 5				
Intensity (Using Above Scale)									
How Far Was It Travelling									
Is The Source Evident?									
If Yes-Name It									
Any Other Comments Or Observations									

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Appendix EMS7: Site Storage & Layout Plan

