

Environmental Management System - Summary

The purpose of the 4R Environment Management System (EMS) is to ensure that the treatment and storage of wastes at The Old Peat Works site can be carried out responsibly and that all potential impacts are managed and reduced. The EMS implemented by 4R also seeks to identify and control the risks that the activities may pose to the environment and human health.

4R hold and successfully manage several existing environmental permits relating to mobile plant for landspreading, including several standard rules and a bespoke permit. All environmental permits require an appropriate EMS to be in place and additional permit conditions typically requires that “*records demonstrating compliance with rule [1.1.1] shall be maintained.*” The EMS is available to all employees, management, and is freely available to all contractors and regulating officers.

The EMS ensures that all procedures are documented and decisions made are accountable. The review system allows for management to ensure that the EMS continues to provide an adequate and effective system for compliance and reduce exposure to environmental risk and to improve the environmental performance of the organisation.

This EMS follows the Environment Agency guidance contained within H6 – Environmental Management Systems, currently organised into the following sections and subsections;

Section		Subsections																				
1	Responsibility and Obligation	<p>The purpose of this section within the EMS is to define the responsibilities of the Technically Competent Manager and Nominated Competent Persons as well as delegation of responsibility in the absence of any one of these individuals. It also sets out the competencies required for operators and training checks for all staff.</p> <table border="1"> <thead> <tr> <th>Reference</th> <th>Title</th> <th>Version</th> <th>Date</th> <th>Review by</th> </tr> </thead> <tbody> <tr> <td>PF003.20</td> <td>Staff Responsibilities</td> <td>001</td> <td>15 Nov 2018</td> <td>15 Nov 2019</td> </tr> <tr> <td>PF003.21</td> <td>Delegation of Staff Responsibility</td> <td>001</td> <td>15 Nov 2018</td> <td>15 Nov 2019</td> </tr> <tr> <td>PF003.22</td> <td>Staff Training Checklist</td> <td>001</td> <td>15 Nov 2018</td> <td>15 Nov 2019</td> </tr> </tbody> </table>	Reference	Title	Version	Date	Review by	PF003.20	Staff Responsibilities	001	15 Nov 2018	15 Nov 2019	PF003.21	Delegation of Staff Responsibility	001	15 Nov 2018	15 Nov 2019	PF003.22	Staff Training Checklist	001	15 Nov 2018	15 Nov 2019
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PF003.21	Delegation of Staff Responsibility	001	15 Nov 2018	15 Nov 2019																		
PF003.22	Staff Training Checklist	001	15 Nov 2018	15 Nov 2019																		
2	Pollution Risks	<p>The purpose of this section within the EMS is to define the procedures taken to ensure that the treatment and storage operations are able to take place without causing pollution or nuisance. Within this section are the risk assessments for potential emissions, and storage and treatment risk assessments for activities at the site not covered by standard rules.</p> <table border="1"> <thead> <tr> <th>Reference</th> <th>Title</th> <th>Version</th> <th>Date</th> <th>Review by</th> </tr> </thead> <tbody> <tr> <td>4RMS044</td> <td>Emissions Risk Assessment</td> <td>001</td> <td>15 Nov 2018</td> <td>15 Nov 2019</td> </tr> <tr> <td>4RMS045</td> <td>Bespoke Storage and Treatment Risk Assessments</td> <td>001</td> <td>15 Nov 2018</td> <td>15 Nov 2019</td> </tr> </tbody> </table>	Reference	Title	Version	Date	Review by	4RMS044	Emissions Risk Assessment	001	15 Nov 2018	15 Nov 2019	4RMS045	Bespoke Storage and Treatment Risk Assessments	001	15 Nov 2018	15 Nov 2019					
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3	Operations and Maintenance	<p>The purpose of this section within the EMS is to define the procedures taken to ensure that the treatment and storage operations are able to take place without causing pollution or nuisance. Within this section are the procedures (Method Statements) that illustrate how each operation is managed. This section also includes the relevant forms to record when decisions are made as to the suitability of the operation.</p> <table border="1" data-bbox="523 589 1348 1016"> <thead> <tr> <th>Reference</th> <th>Title</th> <th>Version</th> <th>Date</th> <th>Review by</th> </tr> </thead> <tbody> <tr> <td>4RMS008</td> <td>Waste Acceptance Procedure</td> <td>001</td> <td>15 Nov 2018</td> <td>15 Nov 2019</td> </tr> <tr> <td>4RMS009</td> <td>Out of specification for recycling</td> <td>001</td> <td>15 Nov 2018</td> <td>15 Nov 2019</td> </tr> <tr> <td>4RMS010</td> <td>Sampling Procedure</td> <td>001</td> <td>15 Nov 2018</td> <td>15 Nov 2019</td> </tr> <tr> <td>4RMS012</td> <td>Machinery Monitoring and Maintenance Inspection Sheet</td> <td>001</td> <td>15 Nov 2018</td> <td>15 Nov 2019</td> </tr> <tr> <td>4RMS013</td> <td>Storage Management System</td> <td>001</td> <td>15 Nov 2018</td> <td>15 Nov 2019</td> </tr> <tr> <td>4RMS013a</td> <td>Storage Risk Assessment</td> <td>001</td> <td>15 Nov 2018</td> <td>15 Nov 2019</td> </tr> <tr> <td>4RMS014</td> <td>Trans-Frontier Shipment (TFS) of Waste Notification Procedure</td> <td>001</td> <td>21 Dec 2017</td> <td>15 Nov 2019</td> </tr> <tr> <td>4RMS040</td> <td>Recycling Operation (Storage)</td> <td>001</td> <td>15 Nov 2018</td> <td>15 Nov 2019</td> </tr> <tr> <td>PF003.17</td> <td>Machinery - Fuel Store Daily check sheet</td> <td>002</td> <td>Jul 2016</td> <td>15 Nov 2019</td> </tr> <tr> <td>PF011.33</td> <td>Waste Acceptance Sheet</td> <td>001</td> <td>Jul 2016</td> <td>15 Nov 2019</td> </tr> </tbody> </table>	Reference	Title	Version	Date	Review by	4RMS008	Waste Acceptance Procedure	001	15 Nov 2018	15 Nov 2019	4RMS009	Out of specification for recycling	001	15 Nov 2018	15 Nov 2019	4RMS010	Sampling Procedure	001	15 Nov 2018	15 Nov 2019	4RMS012	Machinery Monitoring and Maintenance Inspection Sheet	001	15 Nov 2018	15 Nov 2019	4RMS013	Storage Management System	001	15 Nov 2018	15 Nov 2019	4RMS013a	Storage Risk Assessment	001	15 Nov 2018	15 Nov 2019	4RMS014	Trans-Frontier Shipment (TFS) of Waste Notification Procedure	001	21 Dec 2017	15 Nov 2019	4RMS040	Recycling Operation (Storage)	001	15 Nov 2018	15 Nov 2019	PF003.17	Machinery - Fuel Store Daily check sheet	002	Jul 2016	15 Nov 2019	PF011.33	Waste Acceptance Sheet	001	Jul 2016	15 Nov 2019
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4	Accidents and Incidents	<p>The purpose of this section within the EMS is to define the procedures taken when an accident/incident occurs and ensures that the treatment and storage operations are able to take place without causing further pollution or nuisance. It details the steps to be taken and improvements taken to prevent further accidents. This section is further explained in the 4R Group Quality Management System PP002 Accident & Incident Reporting and Investigation Procedure.</p> <p>NB For the purposes of this EMS an accident is defined as “Any action attributable to the operation that leads to an actual impact, however minor, on the environment”. NB An incident is defined as “a malfunction, breakdown or failure of plant and equipment or techniques that potentially affect the environment”.</p> <p>Non-conformances include where the EMS is not followed as well as non-compliances with the permit.</p> <table border="1" data-bbox="523 1559 1348 1800"> <thead> <tr> <th>Reference</th> <th>Title</th> <th>Version</th> <th>Date</th> <th>Review by</th> </tr> </thead> <tbody> <tr> <td>4RMS018</td> <td>Accident Management Plan</td> <td>003</td> <td>03 Aug 2016</td> <td>15 Nov 2019</td> </tr> <tr> <td>PP002</td> <td>Accident & Incident Reporting and Investigation Procedure</td> <td>005</td> <td>Sep 2018</td> <td>15 Nov 2019</td> </tr> <tr> <td>PF002.4</td> <td>Accident Report Forms</td> <td>002</td> <td>May 2014</td> <td>15 Nov 2019</td> </tr> <tr> <td>PF002.1</td> <td>H&S Incident-Environmental Incident Report Form</td> <td>002</td> <td>Jul 2016</td> <td>15 Nov 2019</td> </tr> <tr> <td>PF002.21</td> <td>Near Miss Report</td> <td>001</td> <td>Jan 2011</td> <td>15 Nov 2019</td> </tr> <tr> <td>4RMS041</td> <td>Fire Prevention Plan</td> <td>001</td> <td>26 Oct 2018</td> <td>15 Nov 2019</td> </tr> </tbody> </table>	Reference	Title	Version	Date	Review by	4RMS018	Accident Management Plan	003	03 Aug 2016	15 Nov 2019	PP002	Accident & Incident Reporting and Investigation Procedure	005	Sep 2018	15 Nov 2019	PF002.4	Accident Report Forms	002	May 2014	15 Nov 2019	PF002.1	H&S Incident-Environmental Incident Report Form	002	Jul 2016	15 Nov 2019	PF002.21	Near Miss Report	001	Jan 2011	15 Nov 2019	4RMS041	Fire Prevention Plan	001	26 Oct 2018	15 Nov 2019																				
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5	Complaints	<p>The purpose of this section within the EMS is to define the procedure to be taken when a complaint arises that is directly attributable to the operations carried out at The Old Peat Works. This section is further explained in the 4R Group Quality Management System PP009.1 General Complaints Procedure.</p>																																																							

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PF011.34	Odour Complaints Record	002	Jul 2016	15 Nov 2019																							
6	Training	<p>The purpose of this section within the EMS is to define the procedure to be taken for the training of staff. This section is further explained in the 4R Group Quality Management System PP003 Training Procedure. Records of all 4R staff training are maintained electronically on the 4R server. Training is not solely restricted to training courses, but also encompasses “Toolbox Talks” and ‘in house’ training that are given to staff and sub-contractors to explain specific issues. The training aspect is covered by the ISO registrations of the company.</p> <table border="1"> <thead> <tr> <th>Reference</th> <th>Title</th> <th>Version</th> <th>Date</th> <th>Review by</th> </tr> </thead> <tbody> <tr> <td>PP003</td> <td>Training Procedure</td> <td>003</td> <td>Jan 2015</td> <td>15 Nov 2019</td> </tr> <tr> <td>PF002.18</td> <td>Individual Training Record</td> <td>001</td> <td>Jan 2011</td> <td>15 Nov 2019</td> </tr> <tr> <td>PF011.15</td> <td>Contractor training record</td> <td>001</td> <td>Feb 2012</td> <td>15 Nov 2019</td> </tr> </tbody> </table>	Reference	Title	Version	Date	Review by	PP003	Training Procedure	003	Jan 2015	15 Nov 2019	PF002.18	Individual Training Record	001	Jan 2011	15 Nov 2019	PF011.15	Contractor training record	001	Feb 2012	15 Nov 2019					
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PF011.15	Contractor training record	001	Feb 2012	15 Nov 2019																							
7	Emissions Management Plans	<p>The purpose of this section within the EMS is to define the procedures undertaken for the control and management of emissions that are likely to have a detrimental impact on the environment or human health.</p> <table border="1"> <thead> <tr> <th>Reference</th> <th>Title</th> <th>Version</th> <th>Date</th> <th>Review by</th> </tr> </thead> <tbody> <tr> <td>4RMS042</td> <td>Fugitive Emissions Plan</td> <td>001</td> <td>Sep 2018</td> <td>15 Nov 2019</td> </tr> <tr> <td>4RMS043</td> <td>Odour Management Plan</td> <td>002</td> <td>Nov 2018</td> <td>15 Nov 2019</td> </tr> <tr> <td>PF011.34a</td> <td>Odour Assessment Sheet</td> <td>002</td> <td>Jan 2013</td> <td>15 Nov 2019</td> </tr> <tr> <td>PF011.42</td> <td>Fugitive Emissions Checklist</td> <td>001</td> <td>Jul 2016</td> <td>15 Nov 2019</td> </tr> </tbody> </table>	Reference	Title	Version	Date	Review by	4RMS042	Fugitive Emissions Plan	001	Sep 2018	15 Nov 2019	4RMS043	Odour Management Plan	002	Nov 2018	15 Nov 2019	PF011.34a	Odour Assessment Sheet	002	Jan 2013	15 Nov 2019	PF011.42	Fugitive Emissions Checklist	001	Jul 2016	15 Nov 2019
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8	Legislation Register	<p>The purpose of this section within the EMS is to list the relevant legislation and any relevant Codes of Practice and descriptions of Best Practice that control the operation and management of emissions that are likely to have a detrimental impact on the environment or human health. This section is further explained in the 4R Group Quality Management System PP010 Legislation Procedure.</p> <table border="1"> <thead> <tr> <th>Reference</th> <th>Title</th> <th>Version</th> <th>Date</th> <th>Review by</th> </tr> </thead> <tbody> <tr> <td>4RMS030</td> <td>Applicable legislation</td> <td>001</td> <td>15 Nov 2018</td> <td>15 Nov 2019</td> </tr> <tr> <td>PP010</td> <td>Legislation Procedure</td> <td>008</td> <td>Jan 2018</td> <td>Jan 2019</td> </tr> </tbody> </table>	Reference	Title	Version	Date	Review by	4RMS030	Applicable legislation	001	15 Nov 2018	15 Nov 2019	PP010	Legislation Procedure	008	Jan 2018	Jan 2019										
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9	Forms	<p>The purpose of this section within the EMS is to contain the forms that are to be completed that demonstrate the control and management of emissions that are likely to have a detrimental impact on the environment or human health. This section is further explained in the 4R Group Quality Management System PP005 Document Control Procedure.</p> <table border="1"> <thead> <tr> <th>Reference</th> <th>Title</th> <th>Version</th> <th>Date</th> <th>Review</th> </tr> </thead> <tbody> <tr> <td>PF003.20</td> <td>Staff Responsibilities</td> <td>001</td> <td>15 Nov 2018</td> <td>15 Nov 2019</td> </tr> <tr> <td>PF003.21</td> <td>Delegation of Staff</td> <td>001</td> <td>15 Nov 2018</td> <td>15 Nov 2019</td> </tr> </tbody> </table>	Reference	Title	Version	Date	Review	PF003.20	Staff Responsibilities	001	15 Nov 2018	15 Nov 2019	PF003.21	Delegation of Staff	001	15 Nov 2018	15 Nov 2019										
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	PF011.42	Fugitive Emissions Checklist	001	Jul 2116	15 Nov 2019

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