

If any failures are detected, see the relevant section of the Environmental Management System, Waste Acceptance and Rejection Procedures, Complaints Procedure, Accident Management Plan, Fire Prevention Plan (FPP_01) and complete the required actions						
Week Starting:	M	T	W	T	F	S
Public highway free from litter and mud Boundary fences and gates secure? Notice board up to date CCTV and fixed Thermal Imaging Camera alarms operational	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Environmental Permit and associated documents available to staff (check the Environmental Noticeboard). Toolbox Talks up to date?	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Are the daily checks on plant and machinery being carried out? Are faults reported and issues resolved Check for spills on plant / fluid containers – report immediately	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Are the concrete surfaces and kerbs fit for purpose? Check drainage weekly and immediately after heavy rain Is Quarantined waste in appropriate containers / area? Are sandbags and spill kits available and in good condition	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Are the waste acceptance checks being carried out? Are non-conforming waste quarantined (if applicable)	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Dust / Odour / Noise – visual assessment on site and at the site boundary twice a day. Check for vermin and pests. If any issues are detected see EMS and AMP	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Fire checks: <ul style="list-style-type: none"> Are stockpiles as detailed in FPP When stockpiles are at 80% inform Management Team Are 6m firebreaks in place? Quarantine Area clear? Are fire extinguishers fit for use and water in IBCs? 6m safe distances maintained between waste and plant at the end of the working day?	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
Fixed Thermal Camera Checks If temperature over 50°C inform management IMMEDIATELY Add comments / actions:						
Final fire check before site closes. If temperatures are over 50°C contact Management immediately. Waste is not to be left unattended until the temperature has been reduced, source of heat identified, and issue resolved. Add comments / actions taken:						
TCM details: Add name and hours on site (20% of operational hours)						
Fire Plan Procedures (record details): <ul style="list-style-type: none"> All inducted staff to be given TBT on FPP Refresher training every 6 months Monthly inspection of fire fighting equipment Fire / sandbag drill / emergency actions drill every 6 months Annual review of FPP (or earlier if required) 						
Comments: construction work, maintenance, breakdowns, emergencies, adverse weather, details of quarantined waste, complete non-conformance report, etc.						
EA reporting information: Quarter returns, consignee returns EA inspections / audits. Emergency situations or incidents to be reported to EA within 24 hours in writing.						

Use additional sheets if required