

Pack Contents	Have you completed the template for your site and has it been filed?	Signed by: Date:
1. Environmental Impacts Plan and Controls	Yes	N.S.
2. Accident / Pollution Incident Management Plan, including; A – Site Plan B – Key Site and Emergency Contacts C – List of Substances and Storage Facilities D – Preventing Accidents... and what to do if they happen	Yes	N.S.
3. Maintenance Checklist and maintenance record	Yes	N.S.
4. Training Checklist / Record for your staff	Yes	N.S.
5. Complaints Form for recording complaints about your site from members of the public.	Yes	N.S.
6. Accident (and incident) recording form	Yes	N.S.
7. Further Help		
8. Posters for own use and display at facility		

1. Environmental Impacts Plan and Controls

For each Process / Activity / Equipment identified in the Table 1 above complete the following tables if there is an environmental impact [at least High (H) or Medium (M)] under normal or abnormal operation (*the examples included are guidance only*)

Table 2A. Emissions to Air [A] (use as many forms as required)						
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
Noise	Will require use of noisy plant in specific areas, and at certain times.	Yes – Engine Silencer	No – Hired Plant	Yes – Noisy Work	HS / NS	Please see noise management plan for further details.
Dust	Potential for local air quality issues from dust. Also, a cause for complaints.	No	No	No	HS / NS	
Bio-Aerosol	Potential for Bio-Aerosol Release.	No	No	No	HS / NS	Please see Bi-Aerosol Risk Assessment
Odour	Potential for odour.	No	No	No	HS / NS	Please see Odour Management Plan

2. Accident / Pollution Incident Management Plan

Further help is available from [PPG21: Pollution incident response planning](#) (See section 7)

Created by: Will Thorpe Date: 18/09/23

Review Date: 18/09/24 Version: 0

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 what to do if they happen.

A – Site Plan

A selection of site plans are appended to this EMS showing where applicable :

- **Site entrances and exits** available to the emergency services
- **Buildings**; the buildings and other main constructions
- **Drainage**; including
 - foul drainage (marked in red),
 - surface water drainage (marked in blue)showing
 - the direction of flow and
 - the discharge points to the sewer, watercourse or soakaway.
 - The location of manhole covers and drains,
 - The location of stop and diverter valves and interceptors
- **Service mains**; the routes of
 - water supply, gas, electricity)
 - mains water stop tap, and gas and electrical supply isolating valves / switch.
- **Storage of hazardous materials**; eg oil and fuel tanks, chemical stores, raw materials, waste materials etc.
- **Process lines**; location and direction of main process lines/pipes.
- **Accident and emergency response items**; such as fire extinguishers, fire hydrants, fire water tanks / ponds, spill kits, sand bags, alarms, first aid kit etc.
- **Vulnerable receptors**; on site or adjacent receptors that could be affected by the site operations, such as porous / unmade ground, watercourses, springs, boreholes, ecologically sensitive sites, residential properties, schools, offices, hospitals etc.
- **Pollution control points**; such as inspection or monitoring points, bunds,.
- **Treatment**; location of any on site trade effluent or sewage effluent treatment plant.

CONNETTS FARM – ENVIRONMENTAL MANAGEMENT SYSTEM

B – Key Site and Emergency Contacts

This table contains information and contacts you may need in an emergency
(*amend, as required, to suit your site*).

SITE DETAILS			
Location: Connetts Farm Compost			
Postcode: EX14 4RD			
Site Access Grid Reference: 50.866627 -3.225663			
SITE CONTACTS	Name	Office Hours (specify)	Out of hours
Owner:	Nick Stevens	07809 870230	07809 870230
General Manager:	“		
Site Manager:	“		
Site Supervisor:	“		
Security Contact:	“		
Landowner / Agent:	“		
EMERGENCY SERVICES		Office Hours	Out of hours
Emergency		999	999
Medical:			
Police:			
Fire:			
REGULATORS		Office Hours	Out of hours
Health and Safety Executive (HSE)			
Local Authority:			
Environment Agency (Local)			
EA (24 hour emergency hotline)		0800 80 70 60	
Natural England (for Wales, Countryside Council for Wales)			
UTILITY / KEY SERVICES	Name	Office Hours	Out of hours
Water undertaker:			
Sewerage undertaker:			
Gas supplier:			
Electricity supplier:			
Oil supplier:			
Fuel supplier:			
Chemical supplier:			
Oil spill contractor:			
Maintenance contractor:			
Electrician:			
Plumber:			
Locksmith:			
Joiner:			
OTHER KEY CONTACTS	Name	Office Hours	Out of hours
Head Office:			
Adjacent landowners:			
Neighbours:			
Specialist advisors:			

D - Preventing Accidents / Incidents and what to do if they happen

The following table is a list of the things that could go wrong and harm the environment. The list covers many of the things that could go wrong for a site such as yours but you should look and see if you can see anything else specific to your site that could cause a problem. If you can then add it to the list.

The table describes what you should be doing to reduce the chances of each possibility happening. It also describes what should be done if the worst actually happens.

HOW TO COMPLETE & REVIEW YOUR PLAN

- **Read each line and see if they are right for your site. Some may not be applicable. You may need some different ones.**
- **Make sure you are committed to doing the things it says as you will be held to them.**
- **If it refers to using equipment such as spill-kits, make sure you have these available.**
- **Finally make sure that all your staff know about the plan, where to find it, and what it contains. It is important that they know how to prevent accidents and what to do.**

Once your plan is completed , test it regularly and make a record of this. You can design exercises to be discussion based, table top or live. You can set them up to test the whole plan or critical elements within it such as:

- **contacts lists;**
- **the activation process;**
- **equipment;**

If possible, include external parties as this helps validate your plan.

Frequency of testing should be related to the environmental risk your site poses, staff turnover, the introduction of new processes or materials and conclusions from any previous exercises or incidents.

You should review your plan, as a minimum, every 3 to 4 years. You may need to review this plan following an incident, accident, complaint or if the Environment Agency asks you to do so.

CONNETTS FARM – ENVIRONMENTAL MANAGEMENT SYSTEM

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Spillages			
Spillage during transfer, sorting, crushing and compaction of wastes.	Contamination of land, drains, groundwater and watercourses.	Inspect and validate all incoming wastes. Remove hazardous liquids from wastes prior to processing. Train the staff	Follow the spill response procedure. It describes what to do in the event of a spill and where the kit is kept.
Spillage during delivery of oil or fuel.		Supervise fuel deliveries. Use drip trays and spill materials.	
Spillages during refuelling of plant and equipment.		Plant and equipment will be refuelled in designated areas with impervious surface and will use drip trays and spill materials.	
Slow seepage of liquids from imported contaminated materials. Slow seepage can be less noticeable than 'spills'.		Incoming materials that are contaminated e.g cutting oil or tramp fluid on swarf, will only be stored on impervious surfaces that are drained to an oil interceptor	
Overfilling			
Overfilling of oil / fuel tanks during delivery.	Contamination of land, drains, groundwater and watercourses.	Stock level control checks, supervised delivery and high level alarms.	Spill response procedure as described above.
Failure of Plant or Equipment			
Leakages; due to faulty pipe work, valves, over-pressure, blockages, corrosion, severe weather, ground movement etc.		Daily visual inspection and completion of weekly inspection checklist record. Preventative maintenance regime. Any underground pipes and tanks will be tested for	

CONNETTS FARM – ENVIRONMENTAL MANAGEMENT SYSTEM

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Puncture; of vessels and tanks etc due to impact – such as fork lift trucks.	Contamination of land, drains, groundwater and watercourses..	integrity. Insulation and protection of pipe work. Tanks and vessels generally located within / on secondary containment facilities. Storage locations of drums and non-permanent vessels protected by use of barriers or fencing. Movement of drums and containers using safe techniques.	Spill response procedure as described above.
Fire			
Fire	Smoke and pollution, Firewater causes contamination of land, groundwater and watercourses.	Separation of incompatible materials and of combustible materials and ignition sources. Incorporation of fire breaks into site layout and containment of fire water. No smoking policy. Maintain tidy site and minimize stockpile of combustible materials. Fire training and emergency drills.	Fire procedure describing what to do in the event of a fire, including details about fire alarms, exit routes and muster points, responsible personnel such as a fire warden and the location and use of emergency fire equipment such as extinguishers, hoses, sand bags and drain covers.
Cross contamination			
Due to transfer and mixing of incompatible materials, drainage cross connections etc.	Explosion, smoke and pollution of air, Contamination of land, drains, groundwater and watercourses.	Maintenance of up to date drainage plan. Maintenance of inventory of substances with material property details. Procedure for contractors to work on site including induction training and permit to work. Fail-safe filling systems.	Fire procedure as described above.

CONNETTS FARM – ENVIRONMENTAL MANAGEMENT SYSTEM

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Flood			
Due to ingress of watercourse floodwater, blocked drains, burst water main, use of fire water.	Contamination of raw materials, buildings, land, drainage system, groundwater and watercourses with fire and flood water.	Maintenance of drains. Fitting of flap / non return valves on drains. Safe location for storage of hazardous materials.	Flood procedure describing what to do in the event of a flood warning such as installation of barge boards, use of sand bags, movement or protection of sensitive materials.
)			
Failure of Services			
Due to failure of supply; water, electricity, gas supply and of sewerage system. Due to utility supply being struck and broken / cut.	Flooding, explosion with subsequent contamination of land, drains, groundwater and watercourses.	Provision of standby facilities. Maintenance of up to date plans showing location of utility services. Procedure for contractors to work on site including induction training and permit to work.	Utility supply failure procedure describing what to do in the event of services supply failure such as manual shut down of process valves, start up of emergency generator, use of standby materials etc. Flood and fire procedure as described above.
Failure of Containment			
Failure of containment facilities due to land movement, impact, corrosion etc.	Contamination of land, drains, groundwater and watercourses.	Provision of secondary containment for hazardous liquids. Inspection of primary and secondary containment facilities. Integrity testing of tanks and bunds & pressure loss alarms.	Spill response procedure as described above.
Vandalism			
Unauthorised entry and tampering or malicious damage to property, plant	Contamination of land, drains, groundwater and	Secure gate and perimeter fence. Site locked when un-	Spill response procedure as described above.

CONNETTS FARM – ENVIRONMENTAL MANAGEMENT SYSTEM

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
and equipment.	watercourses.	manned, tanks and valves locked when not in use out of hours. Plant and equipment locked in secure storage out of hours. Security system installed including camera and recording facilities.	

4. Training Checklist

(General Waste Sector Site) *Use as many of these forms as required*

(the examples included may or may not be applicable for your site – amend as appropriate)

JOB	TRAINING REQUIRED (tick boxes to show who needs which 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		Maintenance of mechanical grab	Maintenance of separation conveyor	add skills appropriate to your site				Fire procedure	Spill response procedure		Flood procedure (where applicable)	Failure of services
Site Manager																	
Site Supervisor	√	√		√									√	√	√	√	
Site operator A			√		√		√										
Site operator B																	
Contractor 1																	

Other jobs e.g. Operator A (Grab), Operator B (Separator), Operator C (Trainee), Contractor 1(Maintenance).

4. Training Checklist (Continued)

(General Waste Sector Site) *Use as many of these forms as required*

JOB	TRAINING REQUIRED (tick boxes to show who needs which training)															COMMENTS	
	Environmental awareness					Maintenance/operations					Accidents and emergency						
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5. Complaints Record

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 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? 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.

6. Accident (and Incident) Record

Record of accidents, incidents or near misses

This form could apply equally to health and safety, we 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 at a site of special scientific interest, or into a drain or a watercourse.

It is good practice to record near misses – eg the vandals opened the valve on the tank but the bund caught everything and no harm was done. You do not have to inform us of this sort of thing.

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 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 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.

7. Further Help

Pollution Prevention Guides

(<http://www.environment-agency.gov.uk/ppg>)

PPG1: General Guide to the Prevention of Pollution

PPG2: Above ground oil storage tanks

PPG3: Use and design of oil separators in surface water drainage systems

PPG4: Disposal of sewage where no mains drainage is available

PPG8: Safe storage and disposal of used oils

PPG13: The use of high pressure water and steam cleaners

PPG18: Managing fire water and major spillages

PPG21: Pollution incident response planning

Pollution Prevention Pays – Getting Your Site Right (24-page Guide & DVD)

(<http://www.environment-agency.gov.uk/business/topics/pollution/36641.aspx>)

How to Comply with Your Environmental Permit

(<http://www.environment-agency.gov.uk/business/topics/permitting/32320.aspx>)

NetRegs – NetRegs provides **free environmental guidance** for small and medium-sized businesses in the UK

(<http://www.netregs.gov.uk/>)

Environment Agency Contact Information – National Customer Contact Centre

(<http://www.environment-agency.gov.uk/contactus/default.aspx>)

National Customer Contact Centre
PO Box 544
Rotherham
S60 1BY

Telephone: 08708 506 506 (Mon-Fri, 8am - 6pm)

8. Posters

Protecting the Environment

This site's main potential **pollution sources** are:
 [e.g. Storage of waste oils in drums]
 [e.g. Fibrous asbestos storage]
 [e.g. Potential for dust creation if site roads are not damped down]

Sensitive **environmental receptors** at or near the site are:
 [e.g. Underground aquifer used for supplying drinking water]
 [e.g. Houses and gardens to the south of the site]
 [Site of Special Scientific interest next to building B3]

