

**Guidelines – please follow**

- 1) To proceed, open in Desktop APP (under the Edit Document button top right), then **before you continue save the Doc 13 to your own desktop so that the blank template is not affected!!!**
- 2) Once the Doc 13 is completed, save as a PDF and upload to the consent page on Compass under the Customer Doc File Tab (you should all have access to do this, if you don't, please let Claire know asap)
- 3) Important - You also need to update the SPRA (& MPRA if relevant) section at the bottom of the consent page (you should all have access to do this, if you don't, please let Claire know asap)

**Trade Effluent Sample AND Meter Point Assessment Form**

|                                                       |                                                                                                                                                                                                                                |                                                                                                                                                                                 |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SAMPLE POINT CODE:</b> 09979232                    | <b>COMPASS REF:</b> 008403V                                                                                                                                                                                                    | <b>DATE OF ASSESSMENT:</b> 23/09/25                                                                                                                                             |
| <b>CUSTOMER NAME/ DISTRICT:</b>                       | <b>Bradgate Bakery - Ashton Green - A division of Samworth Brothers 10</b>                                                                                                                                                     |                                                                                                                                                                                 |
| <b>SITE ADDRESS:</b>                                  | 5 Bennion Road, Beaumont Leys, Leicester, LE4 2AD                                                                                                                                                                              |                                                                                                                                                                                 |
| <b>USUAL SITE CONTACT:</b>                            | Godfrey Brito; Neil Traynor 07557276277 neil.traynor@bradgate-bakery.co.uk Katherine Nethercot 07776961723 Katharine.Nethercot@Bradgate-Bakery.co.uk                                                                           |                                                                                                                                                                                 |
| <b>Responsible Person</b>                             | <b>Jasmine Montgomery</b>                                                                                                                                                                                                      |                                                                                                                                                                                 |
| <b>Not Routinely Sampled</b> <input type="checkbox"/> | <b>Sampled/Serviced/Inspected by : Steve Miles</b>                                                                                                                                                                             |                                                                                                                                                                                 |
| <b>SAMPLE POINT DESCRIPTION</b>                       | the man hole down stream of the high and low care drain discharges                                                                                                                                                             |                                                                                                                                                                                 |
| <b>METER POINT DESCRIPTION</b>                        | Left hand side of the composite machine, on associated pipework                                                                                                                                                                |                                                                                                                                                                                 |
| <b>METER TYPE</b>                                     | SIEMENS SITRANS FMT020                                                                                                                                                                                                         |                                                                                                                                                                                 |
| <b>ACCESS TO SITE:</b>                                | Via customer security gatehouse/barrier. Park in visitor carparking spaces                                                                                                                                                     |                                                                                                                                                                                 |
| <b>GENERAL SITE HAZARDS:</b>                          | HGV, Forklift and cars are in operation throughout premises                                                                                                                                                                    |                                                                                                                                                                                 |
| <b>USUAL SAMPLING METHOD:</b>                         | composite - if composite - STW or Customer?                                                                                                                                                                                    |                                                                                                                                                                                 |
| <b>EQUIPMENT REQUIRED</b>                             | Cones <input type="checkbox"/><br>Lifting Keys (small) <input type="checkbox"/><br>Lifting keys (large) <input checked="" type="checkbox"/><br>Gas Monitor <input type="checkbox"/><br>Other -specify <input type="checkbox"/> | Crowbar <input type="checkbox"/><br>Barriers <input type="checkbox"/><br>Keep Left/ right Sign <input type="checkbox"/><br>gas type risks please state <input type="checkbox"/> |
| <b>ADDITIONAL PPE REQUIRED</b>                        | Ear Defenders <input type="checkbox"/><br>Safety Wellingtons <input type="checkbox"/>                                                                                                                                          | Hard Hat <input type="checkbox"/><br>Other -specify <input type="checkbox"/>                                                                                                    |
| <b>(Other than standard PPE used)</b>                 |                                                                                                                                                                                                                                |                                                                                                                                                                                 |

  

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|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1 SITE ENTRY &amp; SIGNING IN</b>                                                                                                                | Sign at reception <input checked="" type="checkbox"/><br>Escorted by customer <input checked="" type="checkbox"/><br>Lone Worker required <input type="checkbox"/>                                    | Acknowledged by site personnel <input type="checkbox"/><br>Site unmanned (contact via phone) <input type="checkbox"/><br>Other -specify <input type="checkbox"/> |
| <b>2 PATHWAYS &amp; ACCESS</b>                                                                                                                      | Safe/clear access <input checked="" type="checkbox"/><br>Steps or stairs <input checked="" type="checkbox"/><br>Working at height <input type="checkbox"/><br>Other -specify <input type="checkbox"/> | Uneven but solid ground <input type="checkbox"/><br>Mixed Surfaces <input checked="" type="checkbox"/><br>Unsafe access identified <input type="checkbox"/>      |
| <b>3 Is the risk point situated safely away from unprotected process plant/ machinery?</b>                                                          | Sample <b>yes</b> Meter <b>yes</b>                                                                                                                                                                    |                                                                                                                                                                  |
| <b>4 Are there unprotected chemical delivery pipes/ flexible hoses / pressurised pipes or portable plant located on route or at the risk point?</b> | Sample <b>yes</b> Meter <b>yes</b>                                                                                                                                                                    |                                                                                                                                                                  |
| <b>5 Are there chemicals stored nearby?</b>                                                                                                         | Sample <b>yes</b> Meter <b>yes</b>                                                                                                                                                                    |                                                                                                                                                                  |
| <b>6 Is the risk point subject to frequent vehicle movements?</b>                                                                                   | Sample <b>no</b> Meter <b>no</b>                                                                                                                                                                      |                                                                                                                                                                  |
| <b>7 Can the risk point be serviced safely by one person?</b>                                                                                       | Sample <b>yes</b> Meter <b>yes</b>                                                                                                                                                                    |                                                                                                                                                                  |
| <b>8a If required, can sampling machine or other equipment be installed safely?</b>                                                                 | <b>yes</b>                                                                                                                                                                                            |                                                                                                                                                                  |
| <b>8b If yes to Q8a, can the machine or equipment be left in situ safely unattended?</b>                                                            | <b>yes</b>                                                                                                                                                                                            |                                                                                                                                                                  |

  

|                                                     |           |
|-----------------------------------------------------|-----------|
| <b>Is the Sampling Point in a 'Confined Space'?</b> | <b>NO</b> |
| <b>Is the Sampling Point in an 'Enclosed Area'?</b> | <b>NO</b> |

**BASED ON YOUR ASSESSMENT IS THE SAMPLING POINT SAFE (SPRA)?****YES****BASED ON YOUR ASSESSMENT IS THE METER POINT SAFE (MPRA)?****YES**

(If 'NO' add brief comments to summarise below and send to the Commercial Waste Technical Manager)

**Additional comments**  
**Customer Composite machine in operation. Manhole discharge is collected from, space is available to install ST equipment if required, barriers would be needed on the pathway. Two person lift for this manhole.**

|                                                                             |                                                                    |                                              |
|-----------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------|
| <b>TEA Signature</b><br><b>Jasmine Montgomery</b><br><b>Date 24/09/2025</b> | <b>TET Signature</b><br><b>S P Miles</b><br><b>Date 03/10/2025</b> | <b>Customer Signature</b><br><br><b>Date</b> |
|-----------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------|

**IMPORTANT NOTES: - MINIMUM of TWO signatures mandatory**  
**- IF 2 PERSON LIFT – customer signature essential. Customer agrees that Severn Trent will not accept liability for any accidents, damage or injury whilst carrying out a 2 person lift**

We confirm that the assessment made on the above date is a true reflection of the known conditions and controls in place at the time of the assessment. The sample point may be subject to temporary changes in conditions/ controls, access, egress and will be superseded with a reassessment as required and at any time beyond the above date.

Please add photos / plan / comments that give context for SP location -



