



Environmental Management System

Clearwater D C 2001 Limited

**1-4 Enterprise Park, Hunters Road, Corby,
Northamptonshire, NN17 5JE**

Provided by:



1 EMS-Clearwater D C 2001 Limited © June2023



Table of revisions:

Version	Change	Date	Author	Reviewed by
Draft 1	Document created by WPS Ltd	August 2017	WPS	
1 rev		April 2018	AJC	
2 Rev		August 2019	CEC	
3 rd Rev	Waste Acceptance Procedures, Spillage Response Procedures and Waste Storage and Handling Procedures inserted	May 2023	WPS	
4 th Rev	Sampling procedures inserted and amendments to staff names	June 2023	WPS	

This report was prepared for the sole use of Clearwater D C 2001 Limited for this project and shall not be relied upon or transferred to any other party without the express written authorisation of WPS Compliance Consultants Ltd (WPSCC). It may contain material subject to copyright or obtained subject to license; unauthorised copying of this report will be in breach of copyright / license.

The findings and opinions provided in this document are given in good faith and are subject to the limitations imposed by employing desktop, site assessment methods and techniques, appropriate to the time of investigation and within the limitations and constraints defined within this document. Any findings and opinions are relevant to the dates when the assessment was undertaken but should not necessarily be relied upon to represent conditions at a substantially later date.

2 EMS-Clearwater D C 2001 Limited © June2023

Contents

1. INTRODUCTION	5
2. PURPOSE AND SCOPE	6
3 ENVIRONMENTAL POLICY	7
4 ENVIRONMENTAL RISK ASSESSMENT	8
5 ENVIRONMENTAL OBJECTIVES AND TARGETS	8
6 LEGAL COMPLIANCE AND OTHER REQUIREMENTS.....	9
7 ORGANISATIONAL STRUCTURE AND RESPONSIBILITY	10
8 TRAINING, AWARENESS, AND COMPETENCE	11
9 COMMUNICATION.....	12
10 ENVIRONMENTAL MANAGEMENT SYSTEM DOCUMENTATION AND DOCUMENT CONTROL	13
11 OPERATIONAL CONTROL AND COMPLIANCE WITH ENVIRONMENTAL PERMIT	14
12 EMERGENCY PREPAREDNESS AND RESPONSE	16
13 MONITORING, MEASUREMENT, AND MAINTENANCE	18
14 NONCONFORMANCE AND CORRECTIVE AND PREVENTATIVE ACTION	19
15 RECORDS.....	19
16 MANAGEMENT SYSTEM AUDIT AND MANAGEMENT REVIEW.....	19
Appendix 1 : Site Description.....	20
Appendix 2 Environmental Policy	21
Appendix 3: Environmental Risk Assessment	22
Appendix 4: Environmental Aspects and Legal Register	32
Appendix 5a: Organisation Chart.....	36
Appendix 5b: Roles and Responsibilities.....	37
Waste Inspection and Sampling	39
Appendix 5c: Responsibilities at the time of a Major Accident/Hazard	43
Appendix 6: Sample Environmental Project Planner	48
Appendix 7: List of all documents, forms and records relating to this Management System.....	50
Appendix 8: Environment Agency Notification Form.....	51
Appendix 9: Control of Non-Conformance	53
Appendix 10: Environmental Records Table.....	57
Appendix 11: Annual Schedule of Reviewing and Reporting	58
Appendix 12: Security.....	62
Appendix 13: Health, Safety, and Environmental Checks.....	63

Appendix 14a: Environmental Incident Record	72
Appendix 14b: Non Conformance Form	73
Appendix 14c :Complaints Record.....	74
Customer Comments Log.....	75
Appendix 15: Training Schedule	76
Appendix 15b:Induction and Rules	77
Appendix 16:Emergency & Mitigation Plan.....	84
Appendix 17: DOC Audit Checklist	120
Appendix 18: Spillage Response Procedures.....	122
Appendix 19: Storage and Handling of Waste	128
Appendix 20: Waste Pre-Acceptance and Acceptance Procedures	131

1. INTRODUCTION

Clearwater D C 2001 Limited has developed its own Environmental Management System that aligns to the ISO14001 requirements. The company is a waste management company.

1.1.1 Clearwater D C 2001 Limited are the operators of the facility. Clearwater are firmly established as one of the UK's leading waste management providers, offering an impressive range of waste management services and solutions to local authorities, heavy industry, and commercial businesses.

1.1.2 Clearwater D C 2001 Limited's core services cover the following areas: tank cleaning, drain cleaning, tanker cleaning, interceptor or septic tank cleaning, oil recycling, site clean ups, bulk or container decanting, and an emergency response unit.

1.1.3 The site for which this EMS is regarding the site in Corby. The main service this site provides is the storage of activated carbon.

1.1.4 The activated carbon will be stored in 1 tonne contained bags.

1.1.5 All operations will take place in one large rectangle building with a yard and site security at Units 1- 4 Enterprise Park, Hunters Road, Corby, NN17 5JE. This is in an industrial estate.

1.1.6 The hierarchy of the Company is traditional and simplistic with usual line management clearly in place even with the small number of employees. The director has overall responsibility for the management of the company. The Management team offers sound technical advice which is relayed to the Director. See Appendix 5a for Organisation Chart.

1.1.7 Environmental impacts have been identified by undertaking an Environmental Risk Assessment (ERA) in Section 4 and shown in Appendix 3. The ERA identifies environmental control measures to put in place including physical barriers and identifies the requirement for written instructions and methods to standardise operating techniques using Standard Plant Instructions (SPIs) and Standard Plant Methods (SPMs).

1.1.8 The physical environmental control measures in place are in inventory, checked and maintained (see Section 14 – Monitoring, Measurement, and Maintenance) and are monitored by staff with delegated responsibilities (see Section 7 – Organisational Structure and Responsibility) and received appropriate training (see Section 8 – Training, Awareness, and Competence).

1.1.9 Operating techniques are written in the Standard Plant Instructions (SPI) and Standard Plant Methods (SPM) in place to prevent accidents and minimise any risk to the environment.

1.1.10 A list of all SPIs and SPMs is included in the Quality Management System (QMS) registered to 9001 accreditations.

1.1.11 Clearwater D C 2001 Limited have a legal compliance to maintain with the Environment Agency and HSE (see Section 6 – Legal Compliance and Other Requirements). This includes compliance with an environmental permit issued by the Environment Agency (EA).

1.1.12 A thorough description of the site activities is located in Appendix 1.

1.1.13 Clearwater D C 2001 Limited has a 'Response Plan and Emergency File' which is reviewed annually. A copy of this document is held in the Main Office (see Section 12 – Emergency Preparedness and Response).

1.1.14 In the event of an accident / emergency Clearwater D C 2001 Limited has a 'Response Plan and Emergency File' which identifies action plans and reporting procedures for spills, explosions, and major accidents. This document is located in the Reception (see Section 12 - Emergency Preparedness and Response).

1.1.15 This Environmental Management System shows how Clearwater D C 2001 Limited can control and manage identified environmental impacts, over which the Company may have influence, by having physical control measures in place to prevent emissions from the plant causing detriment to the local environment.

1.1.16 The site and building layout plans are shown in enclosed drawings.

1.1.17 Security of the site is maintained by CCTV coverage 24 hours a day and 7 days per week. See Appendix 12.

2. PURPOSE AND SCOPE

2.1 An Environmental Management System (EMS) is a systematic approach to managing impacts on the environment. It provides a framework through which the Company's environmental performance can be planned, implemented, controlled, monitored, and improved.

2.2 This EMS has been put in place by the company to improve environmental performance in a credible and verifiable way.

2.3 This EMS helps to define the environmental performance from the activities and helps to set targets to improve the environmental performance of the activities.

2.4 An environmental risk assessment (Section 4) has been undertaken which identifies potential impacts from the activities at the facility and investigates potential pathways and receptors.

2.5 All staff are made aware of this EMS via training, awareness, and competence (Section 8) by communication methods in Section 9 and a copy is available in Reception for all staff and other interested parties to view.

3 ENVIRONMENTAL POLICY

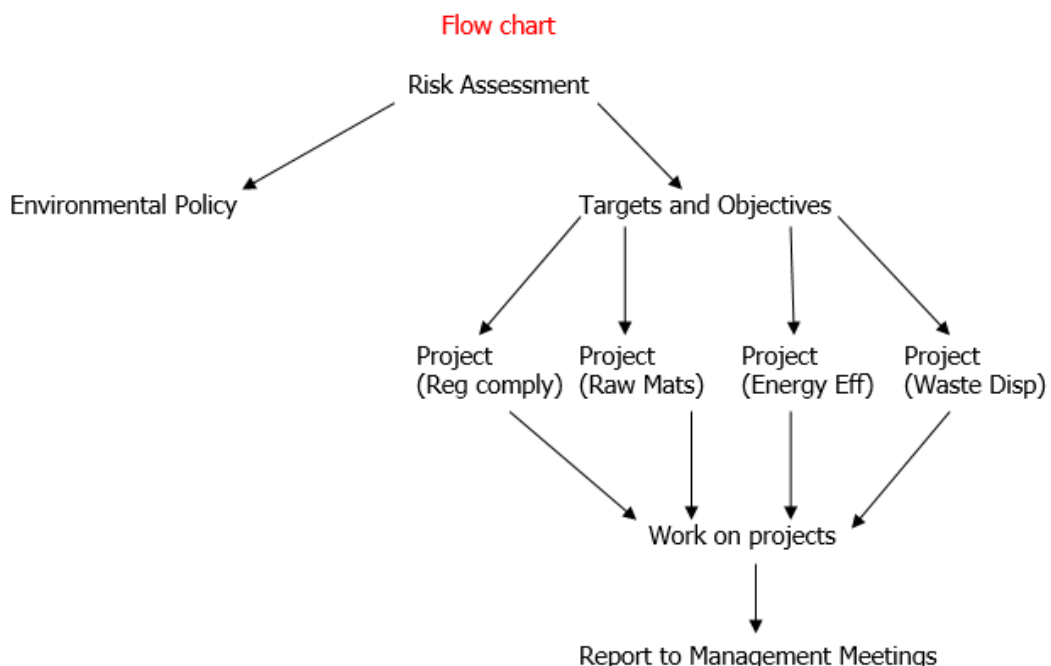
3.2.1 An Environmental Policy is top management’s declaration of its environmental commitment.

3.2.2 It is a set of basic principles which guide the Company when defining objectives and targets for improving environmental performance of the activities undertaken at the site.

3.2.3 It is also a key tool for notifying employees, customers and other interested parties what the Company’s environmental priorities are.

3.2.4 The Environmental Policy (Appendix 2) is endorsed by The Director (Appendix 5b – Roles and Responsibilities). The Environmental Policy should include a commitment to continual improvement of all activities undertaken at the facility as well as commitment to meet or exceed relevant environmental legislation, regulations, and other requirements required by the waste industry.

3.2.5 The Environmental Policy will be reviewed annually by the Director in response to the environmental risk assessment, targets and objectives and audits of previous targets and objectives will be communicated to all employees and made available to the public using Section 9 of this Management System regarding Communication.



4 ENVIRONMENTAL RISK ASSESSMENT

4.2.1 To establish the potential environmental risks from the Company's activities, the Company has undertaken an Environmental Risk Assessment (ERA).

4.2.2 The Environmental Risk Assessment document identifies hazards and their pathways to receptors and will be reviewed annually or in the event of an incident, a date for the review is set on the office planner located in the Main Office.

4.2.3 The Environmental Risk Assessment Document is in Appendix 3. This document will be reviewed annually and signed off by the Director. A copy of previous versions will be retained in the relevant file in the Main Office and electronically for a minimum of 6 years. All revisions of the ERAs will be dated.

4.2.4 The Environmental Risk Assessment helps to set the Company's Environmental Policy Appendix 2 and provides objectives and targets for the forthcoming year to be prioritised by the Director (see Section 5 – objectives and targets).

4.2.5 Copies of annual reviews will be retained for a minimum of 6 years in the relevant file in the Main Office and are kept electronically.

5 ENVIRONMENTAL OBJECTIVES AND TARGETS

5.2.1 In response to the Environmental Risk Assessment (see Section 4) and previous management meetings and the Environmental Policy, the Director and General Manager develop objectives and targets to show the Company's commitment to continually improve the environmental performance of the activities undertaken at the site.

5.2.2 Potential projects are prioritised by the Director based on environmental significance, legislative requirements, technological options, financial and operational requirements and, where appropriate, the views of interested parties.

5.2.3 The objectives and targets projects identified for the year, from the Environmental Risk Assessment, previous management meetings, and the Environmental Policy, should be developed to address the following areas: Regulatory Compliance; Use of Raw Materials; Energy Efficiency / Water Use; Avoidance, Recovery and Disposal of Waste to ensure compliance with environmental permit; Operating Techniques.

5.2.4 A series of priority projects are planned, actioned, monitored, and reviewed by the nominated Manager to ensure the objectives and targets are met throughout the year using the Environmental Project Planner (Appendix 6).

5.2.5 The Environmental Project Planner shows who is responsible for the project, how each objective has a target and how that target will be achieved by breaking down the project into smaller tasks which will include meetings to discuss progress of the project throughout the year.

5.2.6 Dates for each task should be added to the office planner located in the Main Office to act as a reminder for when actions are to be undertaken.

5.2.7 All objectives and targets, for projects and future plans for continual environmental improvement are discussed at quarterly management meetings and minutes are in the relevant file and stored in the main office and electronically.

5.2.8 Dates for the quarterly management meetings are set on the office planner located in the Main Office.

5.2.9 The objectives and targets for projects are recorded in the relevant file held in the Main Office and are reviewed annually in response to the Environmental Risk Assessment review and revised Environmental Policy.

5.2.10 The Environmental Risk Assessment, Environmental Policy and objectives and targets will be reviewed annually and are set on the office planner located at the Main Office.

6 LEGAL COMPLIANCE AND OTHER REQUIREMENTS

6.2.1 Clearwater D C 2001 Limited will ensure legal compliance with regulations and other requirements are maintained and the most up to date version of legislation and / or guidance is available

6.2.2 The General Manager will ensure the most up to date version of all applicable legal and other requirements are made available to other members of staff / employees by using the communication methods in Section 9 of this Environmental Management System (EMS).

6.2.3 The General Manager has created a Legal Register in Appendix 4 of this EMS which will be checked and updated at least 6 monthly by the General Manager. Any relevant updates will be communicated to staff and customers using the communications methods in Section 9 – Communications.

6.2.4 The General Manager has signed up to the Environment Agency's Environmental Business update by email service. Additional information is available through legal and sector publications.

6.2.5 Quality Management System – External Auditor: The Company manages an ISO 9001:2008 Quality Management System (QMS) and is externally audited annually. The QMS is reviewed every 4 months at Senior Management Review Meetings.

6.2.6 Information relating to performance and compliance with the Quality Management System (QMS) are filed in the QMS file in the Main Office.

6.2.7 Environmental Management System – External Auditor: This Environmental Management System (EMS) is externally audited annually. The EMS is reviewed every 4 months at Senior Management Review meetings.

6.2.8 Environmental Permit – EA: The Company has an environmental permit reference EAWML 403466 EPR/EB3206CQ/A001 and is regularly inspected by the Environment Agency in order to ensure compliance with the environmental permit. Compliance Assessment Reports are produced after each inspection by the Environment Agency.

6.2.9 Clearwater D C 2001 Limited is responsible for reporting to the Environment Agency annual monitoring of emissions to air as required in the Environment Permit. Monitoring and reporting required by the environmental permit see Section 11 – Operational Control and Compliance with Environmental Permit.

6.2.10 Information relating to environmental performance and compliance with the environmental permit will be recorded in the Compliance Assessment Report (CAR) issued by the Environment Agency after each inspection. The CARs are filed in the EA file in the Main Office.

6.2.11 HSE: The Company will also comply with any requests from the HSE should they request an inspection.

6.2.12 Various: Copies of all registrations to be complied with will be retained in the appropriate file located in the Main Office and electronically together with all data submitted in compliance with the registration.

6.2.13 Information relating to performance and compliance from Health and Safety Executive (HSE) audits and inspections are filed in the HSE file in the Main Office.

6.2.14 Compliance with all regulatory bodies is taken very seriously by the company and any non-compliances or work required is actioned immediately by the Director. Non-compliances and actions taken in response to a non-compliance are recorded in the relevant file as detailed in Section 15 – Non-Compliance and Corrective and Preventative Action.

6.3.15 The company will comply with the Duty of Care. The duty of care legislation makes provision for the safe management of waste to protect human health and the environment. Appendix 17 is an audit form for Waste Transfer Notes and Hazardous Consignment Notes.

7 ORGANISATIONAL STRUCTURE AND RESPONSIBILITY

7.2.1 The Organisation Chart in Appendix 5a shows the Company management structure.

7.2.2 Appendix 5b shows the Roles and Responsibilities of individual members of staff relating to day to day running of the business. Each member of staff is aware of their roles and responsibilities and are given a copy after each staff appraisal, when it has been signed off by the Director. See Section 8 – Training, Awareness and Competence.

7.2.3 Appendix 5c shows the responsibilities of all members of staff at the time of a major accident/hazard. This appendix is on the staff notice board and all staff receive training and regular drills (see Section 8 regarding training).

7.2.4 All the above appendices are reviewed 6 monthly at the time of staff appraisals and amendments are notified to staff / employees using Section 9 – Communication.

8 TRAINING, AWARENESS, AND COMPETENCE

8.1 Clearwater D C 2001 Limited identifies, plans, monitors, and records training needs for all staff / employees in compliance with the Environmental Management System and Quality Management System. An example of the training record that is kept for each employee is shown in Appendix 15a.

8.2 Training for all members of staff includes:

- Site Induction (see Appendix 15b)
- Awareness of the environmental impacts highlighted by the environmental risk assessment and use and maintenance of the controls in place to prevent accidents and pollution.
- Awareness of staff / employee roles and responsibilities in achieving conformance of the legal requirements for health and safety, environmental permit and the Environmental Management System, Environmental Policy, targets and objectives.
- Roles and responsibilities for emergency procedures in case of fire, flood, leaks and spills. Awareness and use of the Emergency Procedures file and what action they need to take (Section 12 – Emergency Preparedness and Response).
- The use of chemicals and the day to day job which includes awareness and use of the Standard Plant Instructions (SPIs) and Standard Plant Methods (SPMs). The SPIs and SPMs are maintained and reviewed in conformance with the Quality Management System (QMS). They are reviewed annually.

8.3 Details of staff / employee training is included in the Company's QMS as the Job Competence Matrix (JCM) and training schedule.

8.4 The JCM and training schedule should be reviewed and updated at least annually or when new regulations / change of procedures requires additional training as determined by the Director.

8.5 Staff appraisals will be undertaken every 12 months to assess the competence, roles and responsibilities. The Roles and Responsibilities appendix will be updated accordingly and communicated to staff as required by Section 9 – Communications.

8.6 The General Manager is responsible for maintaining all staff / employee training records which are located in the Main Office.

8.7 Dates are set on the office planner in the Main Office to act as a reminder to ensure staff / employee training, awareness, drills, and appraisals are undertaken.

9 COMMUNICATION

9.2.1 Clearwater D C 2001 Limited has established a procedure for internal and external communications regarding this Management System.

9.2.2 Internal communications are aimed at staff / employees of the Company and may concern:

9.2.3 The Management System;

9.2.4 Conformance with regulatory requirements and consequences of non- conformance;

9.2.5 Emergency preparedness and procedures;

9.2.6 Work activities including SPIs and SPMs, checklists;

9.2.7 Training updates; products list; raw product list.

9.2.8 Internal communications may use the form of:

9.2.9 Notice boards on the communication corner

9.2.10 Email

9.2.11 Team meetings and minutes

9.2.12 Toolbox talks

9.2.13 External communications such as information requests and complaints must be directed to the Director or General Manager who is responsible for responding to such enquiries.

9.2.14 External communicators include customers, regulators, members of the public and other interested parties.

9.2.15 Responses to external communications will be made in writing on company letter headed paper, or the use of email.

9.2.16 The General Manager shall maintain records of all internal and external communications in accordance with the requirements in the Quality Management System (QMS) and retain records for a minimum of 6 years.

10 ENVIRONMENTAL MANAGEMENT SYSTEM DOCUMENTATION AND DOCUMENT CONTROL

10.2.1 A list of all the documents, records and forms relating to this Management System is shown in Appendix 7.

10.2.2 Appendix 7 shows when they are due to be reviewed.

10.2.3 The document control procedure from the Quality Management System (QMS) ensures that current versions of documents are available and that obsolete documents are promptly removed from use. This includes:

10.2.4 All documents will have a unique reference number and be dated

10.2.5 All documents will have a title / heading

10.2.6 Be written in whatever format is considered the most suitable by the author

10.2.7 When a document has been amended/updated all staff will be made aware of the change by using the internal / external communication methods as appropriate (Section 9).

10.2.8 All documents in Appendix 7 are controlled documents and can be obtained from the General Manager. All documents are uncontrolled when printed.

11 OPERATIONAL CONTROL AND COMPLIANCE WITH ENVIRONMENTAL PERMIT

11.2.1 The day to day operating of the facility and ensuring compliance with various regimes (see Section 6 – Legal Compliance and Other Requirements) is the overall responsibility of the Director.

11.2.2 The Director and General Manager are responsible for identifying operations and activities undertaken on the site that could cause significant environmental impact (Section 4 – Environmental Risk Assessment and Appendix 3) and to ensure the correct controls and procedures (Section 12 – Emergency Preparedness and Response) are in place and maintained throughout the life of the facility.

11.2.3 Environmental impacts from activities undertaken on the site have been determined by completing an Environmental Risk Assessment (Section 4 and Appendix 3). Identified environmental impacts are controlled by physical infrastructure measures as detailed within Appendix 3 and by use of Standard Plant Instructions (SPIs) and Standard Plant Methods (SPMs) which control specific operational activities and include checklists for daily / weekly checks.

11.2.4 SPMs are operational procedures for staff / employees to use to ensure operational consistency and safety. SPMs are located in the Main Office and are subject to the Document Control procedures identified in Section 10 – Document Control. Amendments are communicated to staff as in Section 9 – Communication.

11.2.5 A list of all the SPIs and SPMs and details of their preparation, use, and updating procedures is kept within the Quality Management System (QMS) located in the Main Office.

11.2.6 Clearwater D C 2001 Limited is responsible for reporting to the Environment Agency annual monitoring of emissions to air as required in the Environmental Permit. Requirements of the permit include:

- Manage and operate activities in accordance with a Management System and maintain records;
- Maintain and implement an accident management plan;
- Ensure energy is used efficiently and review every 4 years, retain for at least 6 years;
- Ensure waste produced is avoided or reduced and recovered where practical and review every 4 years, retain records for at least 6 years;
- Ensure waste produced is avoided or reduced and recovered where practical and review every 4 years, retain records for at least 6 years;
- Site security to prevent unauthorised access;
- Maintain a site closure plan; review every 4 years, retain records for at least 6 years;
- Implement and maintain a site protection and monitoring programme; review every 4 years, retain for the life of the site until permit surrender, any changes to this document shall be reported to the EA within 1 month of the review or change;

- Records of wastes removed off site to be maintained (transfer notes and consignment notes), retain records for at least 6 years;
- An annual report on the performance of activities over the previous year (1 Jan – 31 Dec), retain records for at least 6 years;
- Waste returns for each quarter, retain records for at least 6 years;
- Notification of any malfunction / failure, breach of specified limits, significant environmental effects, using Schedule 6 of the permit (Appendix 8 of this EMS), retain records for at least 6 years;

11.2.7 A copy of the environmental permit and this EMS is located in the Main Office and is made available to anyone who requests them.

11.2.8 The Emergency & Mitigation plan is the 'Response Plan and Emergency File' located in Reception (Section 12 – Emergency Preparedness and Response and Appendix 16).

11.2.9 Energy, raw materials, and waste usage will be reviewed within the objectives and targets to achieved the Environmental Policy. 11.2.10 The main access point to the site boundaries have surveillance. The total number of cameras is to be confirmed. Footage is recorded and retained for 7 days.

11.2.11 The perimeter of the site is clearly identified on our site plan, our neighbouring properties are in separate buildings.

11.2.12 The premises have extremely good security measures as there is 24 hour 7 days a week controlled manned access to the site. In the event of an emergency, the security company will call the Director who will come to the site to inspect it. A record of the call and inspection will be made and retained for a minimum of 6 years.

11.2.13 The Site Closure Plan is located in the 'EA' file in the Main Office.

11.2.14 The Site Protection and Monitoring Programme is located in the 'EA' file in the Main Office.

11.2.15 Spillage and leakage procedures are demonstrated in Appendix 18.

11.2.16 Procedures are to be followed when storing and handling of waste. This is shown in appendix 19.

11.2.17 There are waste acceptance procedures in place both for pre-acceptance and acceptance stages. The procedure is located in Appendix 20.

11.2.18 Sampling procedures are listed in Appendix 21.

12 EMERGENCY PREPAREDNESS AND RESPONSE

12.2.1 The Company has identified potential impacts to the environment from the activities undertaken at the facility and have put physical infrastructure control measures in place to protect potential receptors by use of Standard Plant Instructions (SPIs) and Standard Plant Methods (SPMs). (See Section 4 – Environmental Risk Assessment and Appendix 3).

12.2.2 Procedures (SPIs and SPMs) are in place to minimise the risk and impacts to the environment due to operational error to prevent leaks and spills. Procedures to follow in the event of an accident / emergency are in place in the 'Response Plan and Emergency File' and are maintained by the Director and General Manager.

12.2.3 Emergency & Mitigation Plan can be found in Appendix 16 and the procedures are in the 'Response Plan and Emergency File' and reviewed by the Director and General Manager with the annual review of the risk assessment and/or after an incident.

12.2.4 Emergency procedures follow guidelines required by the EA Accident Management Plan.

12.2.5 A written copy of all emergency response procedures is located in the Reception in the 'Response Plan and Emergency File' and kept electronically.

12.2.6 A list of external and internal contacts in the case of an emergency is located within the 'Response Plan and Emergency File'. Contacts include the Fire Service, EA, Local Authority, HSE, specialist clean up contractor, emergency services, and details of the site key holder if there is an emergency outside of operational hours.

12.2.7 The Fire Service hold a copy of the 'Response Plan and Emergency File' and a representative from the Fire Service visits the site annually to undertake a site- specific risk assessment and ensure fire procedures and site plans are accurate. A record of these site visits and findings is recorded in the file located in the Main Office. Fire extinguisher points are located on our Site Plan.

12.2.8 An inventory of all substances stored on site, together with an indication of the maximum quantity likely to be stored will be retained (attached to the product data sheets for any substances posing a risk to people and / or the environment) within the 'Response Plan and Emergency File'.

12.2.9 This inventory will be reviewed at least every 3 months and an updated version will be communicated to internal staff in compliance with Section 9 – Communication and sent to the EA and Fire Brigade in the 'Response Plan and Emergency File'.

12.2.10 An inventory of the pollution prevention equipment is located in the 'Response Plan and Emergency File'. This identifies when the equipment was installed and when it needs to be replaced. Routine checks and maintenance of all equipment will be undertaken in accordance with Section 13 – Monitoring, Measurement, and Maintenance. This inventory will be reviewed at least every 6 months and equipment replaced or updated as required by usage, manufactures recommendations, or failure during routine site checks. Records are maintained as in Section 15 – Records.

12.2.11 All pollution prevention equipment will be checked daily and maintained by the nominated person, however, the overall responsibility will be that of the Director.

12.2.12 The location of pollution prevention equipment is shown on the Site Layout: Environmental in the drawings section of this Environmental Management System. 12.2.13 The Site Layout: Environmental Plan also shows the environmental permit boundary, location of stores for raw materials, products and waste along with where our processes take place.

12.2.14 There is a separate drawing Site Layout: Drainage which shows where our drains are located and where their discharge points are.

12.2.15 Other site drawings show our building layout, our equipment and asset lists, storage areas and processing areas, fire extinguishers and fire exits.

12.2.16 Details of roles and responsibilities of staff in the event of a major accident/hazard are in Appendix 5c.

12.2.17 All staff / employees are trained in emergency response procedures and trained in the use of pollution prevention equipment in the event of a major accident / hazard. A record should be made in the appropriate staff file in compliance with Section 8 – Training, Awareness, and Competence.

12.2.18 All emergency response procedures (Fire, Flood, Leaks and Spills, Breakdown of Equipment) are tested at least annually where each member of staff plays out their identified role in the event of a major accident. The General Manager shall maintain records of these tests and record which procedure has been tested, response times and any changes that need to be made to the current procedure. These records will be stored electronically and in the Main Office. 12.2.19 The fire alarm will be tested by the General Manager or nominated person weekly.

12.2.20 Any changes made to a procedure will be in conformance with Section 10 – EMS Documentation and Document Control and communicated to staff using procedures in Section 9.

12.2.21 Where appropriate, in accordance with the Environmental Permit, the Environment Agency will be notified within 24 hours of detection of any accident, malfunction, breakdown, or failure of equipment or techniques or fugitive emission which has caused or is causing or may cause significant pollution or a breach of a limit specified by the environmental permit. They will be notified using the notification form in the Environmental Permit and Appendix 8 of this Environmental Management System, or by telephoning the Environment Agency emergency telephone number.

12.2.22 A copy of the notification report / note of telephone conversation will be retained in the EA file held in the Main Office for a minimum of 6 years.

12.2.23 Equipment Breakdowns – the only equipment that this could be relevant to would be the forklift truck that is used to unload and load trucks. Should the forklift breakdown these operations would be suspended until the fault is fixed, under the relevant maintenance contract. However, if this will be for a period in excess of 2 hours a replacement (rental forklift) will be procured.

12.2.24 Enforced Shutdowns – In the event of this being due to fire, then the procedures in the Fire Prevention Plan will be followed. Should a shutdown be for any other event, such as a power cut, then operations will be suspended until power is restored. If this will be for more than 4 hours then any incoming waste loads will be diverted to the Glasgow site, or temporarily returned to the source site. If a shutdown is instigated by a regulatory body, then their instructions will be followed.

13 MONITORING, MEASUREMENT, AND MAINTENANCE

13.2.1 An inventory of all operating equipment, machinery, and vehicles will be produced by the Director and retained by the General Manager in the Main Office.

13.2.2 All operating equipment, machinery, and vehicles will be serviced and maintained (including calibration) in accordance with the manufacturer's recommendations, or at least annually, where the manufacturer's recommendations are unknown. A Maintenance and Service Schedule is managed by the Director and maintained by the General Manager and is located in the Main Office.

13.2.3 A pollution prevention equipment inventory will be produced by the Director and retained by the General Manager in the 'Response Plan and Emergency File'.

13.2.4 Daily Checklist and Weekly Health, Safety, and Environmental Checklists are completed by assigned personnel, either an Operative or a Manager. They are then "signed off" by the General Manager and kept in the Main Office for a minimum of 6 years (See Appendix 13).

13.2.5 Any corrective action required following completion of these forms shall be undertaken and actioned by the Director in compliance with Section 14 – Non-Conformance and Corrective and Preventative Action. (see Appendix 9 & 14b) A record of the problem / fault and remedial action taken will be retained within the Daily and Weekly Checklists file and kept in the Main Office.

13.2.6 Records of daily checks, service, and maintenance report forms for the equipment, machinery, and vehicles will be kept in the Main Office for the life of the equipment, machinery, and vehicle.

13.2.7 All buildings and infrastructure will be regularly visually inspected and recorded in the 'EA' file and kept in the Main Office and retained for 6 years.

13.2.8 A checklist will be used to ensure all items of infrastructure and buildings are inspected. These checklists will be kept in the Main Office and retained for 6 years.

13.2.9 All repairs to equipment, machinery, vehicles, buildings, and infrastructure, including pollution prevention equipment, will be undertaken immediately if judged serious enough, but definitely within 7 days of detection.

13.2.10 Details of repairs will be retained in the maintenance logs for each piece of equipment, machinery, or vehicle. Details of repairs to buildings and infrastructure will be recorded in the 'EA' file and kept in the Main Office and recorded as in Section 14 – Non-Conformance and Corrective Preventative Action.

13.2.11 In accordance with the environmental permit issued and inspected by the Environment Agency, the Company has a duty to monitor point source emissions to air. See Section 11 – Operational Control and Compliance with Environmental Permit.

13.2.12 Copies of reports submitted to the Environment Agency are retained in the EA file in the Main Office for a minimum period of 6 years.

14 NONCONFORMANCE AND CORRECTIVE AND PREVENTATIVE ACTION

14.2.1 Appendix 9 shows the procedure for handling and processing non-conformances.

14.2.2 Appendix 14b shows the layout for the reporting of non-conformances. This should be filled in and a copy sent to the client and a copy kept on site.

15 RECORDS

15.2.1 Environmental records include training records and the results of audits, reviews, monitoring, maintenance, reporting to regulatory authorities, SPIs, SPMs, data safety sheets, and inventories.

15.2.2 A complete list of records required to be maintained for this Environmental Management System is in Appendix 7.

16 MANAGEMENT SYSTEM AUDIT AND MANAGEMENT REVIEW

16.2.1 External audits are conducted annually by an external auditor to present to Management at the following management meeting to ensure that the Environmental Management System is being implemented and maintained.

16.2.2 A written report will be produced by the external auditor which will be actioned where necessary and the report will be filed in the relevant file in the Main Office any non-compliances and remedial action will be recorded as in Section 14 – Non-Conformance and Corrective and Preventative Action to this Environmental Management System.

16.2.3 Internal audits are conducted by the General Manager at least every 4 months to ensure the Environmental Management System is being implemented. Findings are reported to management at the quarterly management meetings.

16.2.4 Dates for the audits are set on the year planner in the Main Office.

16.2.5 Any non-conformances and remedial action will be recorded in compliance with Section 14 – Non-Conformances and Corrective and Preventative Action.

16.2.6 The internal audits will use the internal audit procedure provided in the QMS.

16.2.7 Internal audit reports will be filed electronically and stored in the relevant file in the Main Office.

Appendix 1 : Site Description

CLEARWATER D C 2001 LIMITED

SITE DESCRIPTION

The main activity of Clearwater D C Ltd is the storage of activated carbon on site.

Main Process: The Clearwater Corby site is a transfer station for the collection, segregation, sorting and bulking of activated carbon prior to onward shipment to another permitted facility for reprocessing and recovery.

Site Location

Units 1-4 Enterprise Park

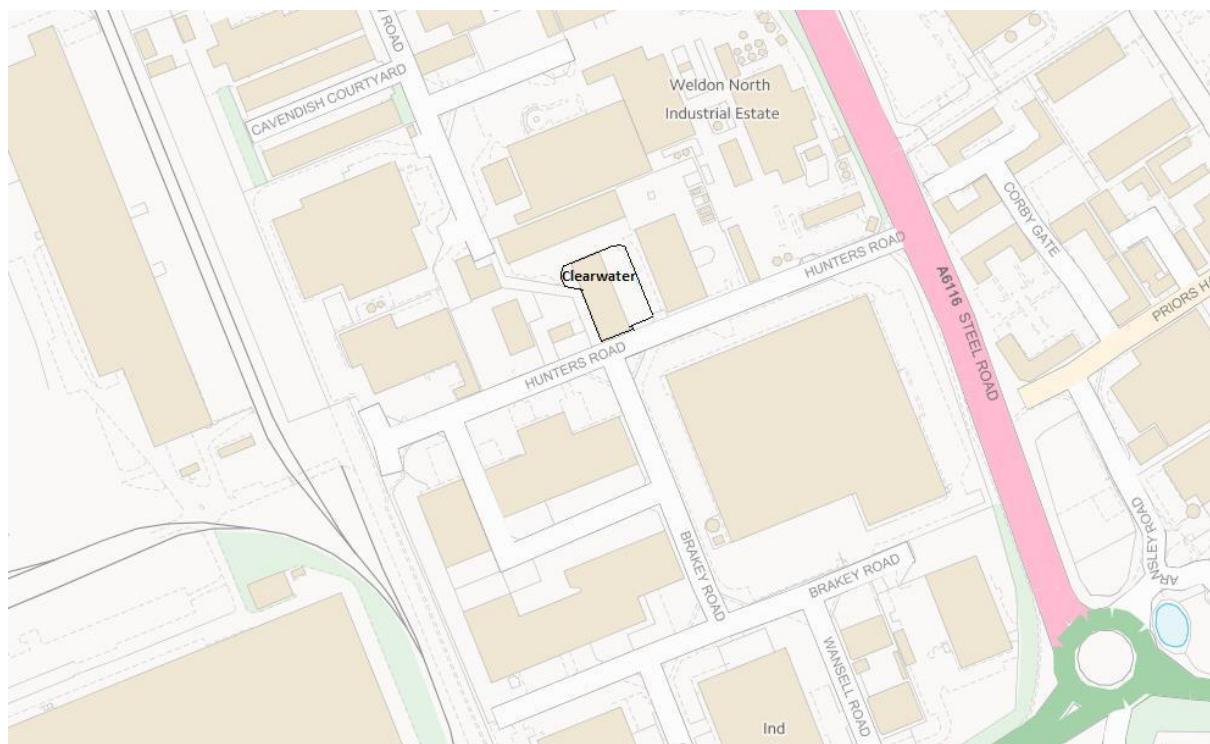
Hunters Road

Corby

Northamptonshire

NN17 5JE

The site consists of one large rectangle building with a yard and site security.



Appendix 2 Environmental Policy



Clearwater DC 2001 Ltd, we recognise that our activities, products and services can cause impacts on the environment. We are committed to protecting the environment and will continually strive to minimise the impact of our operations by complying with our legal and other regulatory obligations, to improve our environmental performance and achieve our stated objectives.

Clearwater DC 2001 aim to reduce our environmental impact through:

- Preventing pollution, minimising waste, seeking to recover materials for recycling where economically practicable, and ensuring appropriate disposal of the remainder.
- Ensuring where possible use of sustainable resource.
- Protection of bio diversity and eco systems.
- Ensuring we control and reduce activities that contribute to climate change.
- Identifying and complying with all current legal and other regulatory obligations and ensuring we are aware of and take steps to comply with future legislative requirements as they come into force.
- Providing information, instruction and training on environmental issues and ensuring the implementation of appropriate environmental procedures by regular monitoring and improvement of performance.
- Determining objectives and targets and reviewing them at the regular Management Review Meetings.

Each individual employee of the Company is expected to demonstrate a commitment to protect the environment through:

- Complying with the relevant environmental obligations and procedures which apply to their work activities.
- Preventing the release of environmentally damaging substances.
- Ensuring that all waste materials are disposed of in accordance with relevant procedures.
- Communicating to the Company any information or initiatives likely to improve environmental performance.

This policy statement will be reviewed by the Managing Director after any significant change or influence that may affect its content.

This Environmental Policy shall be communicated to all employees, contractors and suppliers working on our behalf and it will be available to any interested party.

Signing this Policy is demonstration of commitment to its objective. It is the responsibility of the following individuals to ensure communication, understanding and implementation by all employees, sub-contractors, contractors under their control or influence.

Name: Murray Pitcairn

Date 10/01/2019

Signature

Review Date: 10/01/2020

Doc Ref BP010

Issue 001	IMS forms
Date 10/01/2018	Authorised by: M PITCAIRN

Appendix 3: Environmental Risk Assessment

Hazard	Receptor	Pathway	Risk Management Techniques	Probability of Exposure	Consequence	Overall Risk
Uncontrolled water run off	Ground and water environment	Run-off of surface water	Contained drains, 110% containment for all liquids, SOPs, trained operatives, Effluent tank, use of site drain, waste acceptance, appropriate storage, site daily inspection, site floor all constructed of concrete with appropriate seals, storage bays with self-contained sumps for Haz waste	Water could potentially reach the ground and water environment due to uncontrolled run off	Potential for pollution to ground and water environment	Low if the management techniques are used
Mud on roads	Ground/roads and water ways	Transportation	Lorry checks prior to leaving site, entire site is concrete to reduce generation i.e. prevention, pressure washer available to clean vehicle prior to leaving if required, SOP	Mud from the site could potentially reach the roads and water ways by transportation from lorries	Potential for contamination of ground/roads and water ways	Low if the management techniques are used
Visual impact of the operation of facility	People	Vision	Located within an industrial estate, low building profile, screening with trees and shrubs, nice aesthetics and signage, not able to be seen from residential areas	The visual aesthetics of the facility could impact the people in surrounding areas	Nuisance complaints	Low if the management techniques are used

Litter out with disposal area	People and the local environment	Wind-blown	Daily checks, office municipal waste is stored in suitable bin and collected, very low municipal waste inputs, litter pick if found	Waste left unattended could result in problems on and off site	Litter complaints, attraction of vermin, fire risks, visual impact	Low if the management techniques are used
Spillage (liquid)	Ground and water environment	Entering drainage	Contained drains, 110% containment for all liquids, SOPs, trained operatives, Effluent tank, use of site drain, waste acceptance, appropriate storage, site daily inspection, site floor all constructed of concrete with appropriate seals, storage bays with self-contained sumps for Haz waste	Contaminants could potentially reach the ground and water environment by entering drainage	Potential for pollution to ground and water environments	Low if the management techniques are used
Waste acceptance (non-conforming)	Company and the local area	Accepting non-conforming waste	Waste acceptance checks, compatibility checks, site labelling an tracker, rejection SOP, management plan	Non-conforming waste could potentially be accepted which could result in problems for the company and off site	Increase risk of fire, odours, legal action, more sustainable waste pathways	Low if the management techniques are used
Vehicle on fire	People, property and local environment	Fire damage and fire fighting	Contained drains, designated fire resistant storage bays, no smoking on site, permit to work for hot work, entire site is floored in concrete, compatibility test prior to mixing, vehicle daily checks and cleaning, vast majority of waste is inorganic, fire extinguishers, emergency management plan	Fire and firefighting could potentially damage the building and environment	Pollution to air through smoke, hazard to people, potential for pollution to ground and water when fire fighting	Low if the management techniques are used

Difficult or fine waste	People and the air environment	Wind-blown dust	Engineered building with doors which are closed on processing this type of material or any mixing within the immobilisation area, Baghouse filter which filters air emissions from the entire building leaving dust-free air, SOPs, door counter, daily checks	Fine waste could potentially enter the air as dust	Dust is a potential air pollutant and can cause health issues in people	Low if the management techniques are used
Waste fire	People, property and local environment	Fire damage and fire fighting	Contained drains, designated fire resistant storage bays, no smoking on site, permit to work for hot work, entire site is floored in concrete, compatibility test prior to mixing, vehicle daily checks and cleaning, vast majority of waste is inorganic, fire extinguishers, emergency management plan	Fire and firefighting could potentially damage the building and environment	Pollution to air through smoke, hazard to people, potential for pollution to ground and water when fire fighting	Low if the management techniques are used

Odour from chemical processes	People	Odour release	Located within industrial estate so far from residential areas, waste material stored in sealed containers (IBC and Drums) only opened in the immobilisation shed, area has shed building with a negative atmosphere created by a bag house filter, waste acceptance, small lab compatibility checks, limited intake of Ammonia or sulphurous compounds, sulphur pH kept above 7 to form non odorous salts, Amines treated with pH to less than 7 but above 5.5 to form non odorous salts	Odour could potentially be a nuisance on and off site	Nuisance complaints from generic chemical smell	Low if the management techniques are used
-------------------------------	--------	---------------	---	---	---	---

Vermin	Property and people	Site accessible and attractive to vermin	Majority of waste is inorganic so does not attract vermin, daily checks, quarterly checks by independent pest control, onsite drains not connected to main sewers so less pathways for vermin, majority of waste stored in robust packaging	Vermin could potentially access and inhabit the site	Nuisance complaints and public health concerns	Low if the management techniques are used
Noise	People	Noise pollution for workers and residential areas	Working hours 07:00 - 19:00 so outside WHO sleeping hours, located in industrial estate so far from residential areas, environmental noise reports completed found no significant noise activities likely to cause noise pollution, cladded building	Noise pollution could potentially travel off site and cause nuisance	Nuisance complaints and H&S issue for workforce	Low if the management techniques are used
Consumption of oil and gas	Environment	Consumption of resource	All static and mobile plant serviced and maintained regularly	Consumption of resources could increase with use	Resource depletion, pollution from exhaust	Low if the management techniques are used
Flue stack/Bag house	People and the environment	Non-functioning stacks	Daily checks, ringleman scale checks, yearly monitoring, automated bag house functionality control, not operate immobilisation area if bag house not functional	Non-functioning stacks could lead to pollution	Pollution to air, visual nuisance, potential for localised harm to health	Low if the management techniques are used

Odour from waste	People	Odour release	Majority of waste held within the bays, waste volume restrictions, daily inspection, ventilation, suitable waste packaging, weekly cleaning of storage bays via maintenance program, industrial area so far from residential areas, material can be repacked in airtight packaging if found to be causing issue on site prior to causing issue off site	Odour could potentially be a nuisance on and off site	Nuisance complaints from waste smell	Low if the management techniques are used
Dust from waste transfer and storage	People and the environment	Wind-blown	Daily inspections, waste handled in suitable packaging, material dampened to ensure no dust production, housekeeping	Dust could potentially get blown by the wind	Nuisance complaints and potential air pollution	Low if the management techniques are used
Transportation of general / packaging waste to landfill	Environment	Consumption of resource	WAC testing, suitable disposal route via suitable company (carrier's license, disposal license etc.)	Consumption of resource could lead to increased emissions	Resource depletion, pollution from exhaust	Low if the management techniques are used

Consumption of potable water	General environment	Cleaning of vehicle prior to exit if required or cleaning of barrels using water resource	Pressure washer reduce water consumption, mains stop caulk, regularly maintained, ensure no leaks, taps turned off after use	Water resource consumption could increase over time	Resource depletion, environmental cost of energy to supplier	Low if the management techniques are used
Consumption of electrical energy	General environment	Consumption of resource	Buildings fitted with sky lights, electric consumption low comparatively, lighting metal halide, items turned off when not in use, decreased power consumption via use of sustainably sourced electrical equipment that is energy saving	Use of electricity could increase over time	Resource depletion, contribution to global warming	Low if the management techniques are used

Waste packaging leakage	Ground and water environment	Entering drainage	<p>Contained drains, 110% containment for all liquids, SOPs, trained operatives, Effluent tank, use of site drain, waste acceptance, appropriate storage, site daily inspection, site floor all constructed of concrete with appropriate seals, storage bays with self-contain sumps for Haz waste</p>	Water could potentially reach the ground and water environment due to waste packaging leakage	Potential for pollution to ground and water environment	Low if the management techniques are used
Odour from contaminated water discharge	People	Odour release	<p>Waste held in tanker and discharged into tankers, however on discharge can lead to short term and localised sewage type smells, discharge between the hours of 07:00 - 19:00 but mostly between 10:00 - 16:00, if a waste stream shows constant issues which are detected off site consider acceptance of this</p>	Odour could potentially be a nuisance on and off site	Nuisance complaints from sewage smell	Low if the management techniques are used

			waste or operation of an odour abatement system on discharge to neutralise the short term smell			
Noise from water discharge pump	People	Noise pollution for workers and residential areas	On discharge pump only, pump is used to pump liquid into tanks, this pump is diesel and has been assessed for noise, it's audible in operation but not significant, discharge can occur between 07:00 - 19:00 but mostly 10:00 - 16:00	Noise pollution could potentially travel off site and cause nuisance	Noise H&S issue for workforce and pollution for neighbouring units	Low if the management techniques are used
Spillage of waste from inert skips	Local environment	Spillage of waste	Contained drains 110%, concrete floor, material is inert, contained in skips	Spilled waste could potentially pollute the local area	Contamination of area	Low if the management techniques are used

Odour from inert skips	People	Odour release	Waste held in skips, inert waste so no smell	Odour could potentially be a nuisance on and off site	Nuisance complaints	Low if the management techniques are used
Transport to workplace	General environment	Emissions from transport	Car sharing encouraged, business vehicles used to care share for some of day shift staff, cycling encouraged	Consumption of resources could increase with use	Resource depletion, pollution from exhaust	Low if the management techniques are used



Appendix 4: Environmental Aspects and Legal Register

CLEARWATER D C 2001 LIMITED

LEGISLATIVE REQUIREMENTS

The Environmental Management System Section 6 refers to Legal Compliance and Other Requirements. This section ensures the requirements of the relevant legislation is being maintained and the most up to date version is available.

This Legal Register is reviewed and updated at least every 6 months by the General Manager.

The revisions box will be maintained and each revision will contain details of any amendments / additions.

There is a circulation table to ensure the revised Legal Register has been communicated to the relevant users, using the methods of communication stated in Section 9 – Communications in the EMS.

The General Manager has signed up to the Environment Agency's Environmental Business update by email service and will also check the 'Managing Your Legal Requirements' section of the Environment Agency website at the following address: <http://www.environment-agency.gov.uk/business/142627.aspx>

The Legal Register is broken down into these sections:

- Air
- Chemicals
- Conservation
- Environmental Permitting
- Land
- Noise and Statutory Nuisance
- Pesticides and Biocides
- Radioactive Substances
- Waste
- Water

New legislation introduced since the last revision of the Legal Register will be highlighted in green.



Table of revisions:

Date	By who?	Amendments additions?	Distribute	Comments New Version Number
August 2017	WPS	New document	All	Version 1 – new doc

The types of legislation considered in this register are:

- UK Acts of Parliament – Major statuses under which other legislation can be enacted
- UK Legislation – Statutory Instruments etc., which are legislation enacted under Acts of Parliament
- European Union Regulations – These lay down the same law throughout the EU and apply directly to all Member States

AIR

Legislation
Clean Air Act 1993
Environment Act 1995

CHEMICALS

Legislation
The Chemicals (Hazard Information and Packaging for Supply) Regulations 2002
Control of Substances Hazardous to Health (COSHH) Regulations 2002
The Control of Substances Hazardous to Health (Amendment) Regulations 2003
The Control of Major Accident Hazard (Amendment) Regulations 2008
EU Industrial Emissions Directive 2010/75
EU The RoHS Directive 0211/65
EU REACH Regulations on the Registration, Evaluation, Authorisation and Restriction of Chemicals



CONSERVATION

	Legislation
	Environment Act 1995
	Environmental Damage (Prevention and Remediation) (Amendment) Regulations 2010
	Waste Electrical and Electronic Equipment (WEEE) Regulations 2013

ENVIRONMENTAL PERMITTING

	Legislation
	Integrated Pollution Prevention and Control (IPPC) (2008/1/EC)
	The Waste (England and Wales) Regulations 2011
	The Waste (England and Wales) (Amendment) Regulations 2012
	Hazardous Waste Regulations 2005

LAND

	Legislation
	Environment Act 1995
	Environmental Damage (Prevention and Remediation) (Amendment) Regulations 2010
	Environmental Protection Act 1990

NOISE POLLUTION

	Legislation
	Environmental Protection Act 1990
	Control of Pollution Act 1974
	Control of Noise at Work Act 2005
	Environmental Noise Regulations in England and Devolved administrations 2006

PESTICIDES AND BIOCIDES



n/a

RADIOACTIVE SUBSTANCES

n/a

WASTE

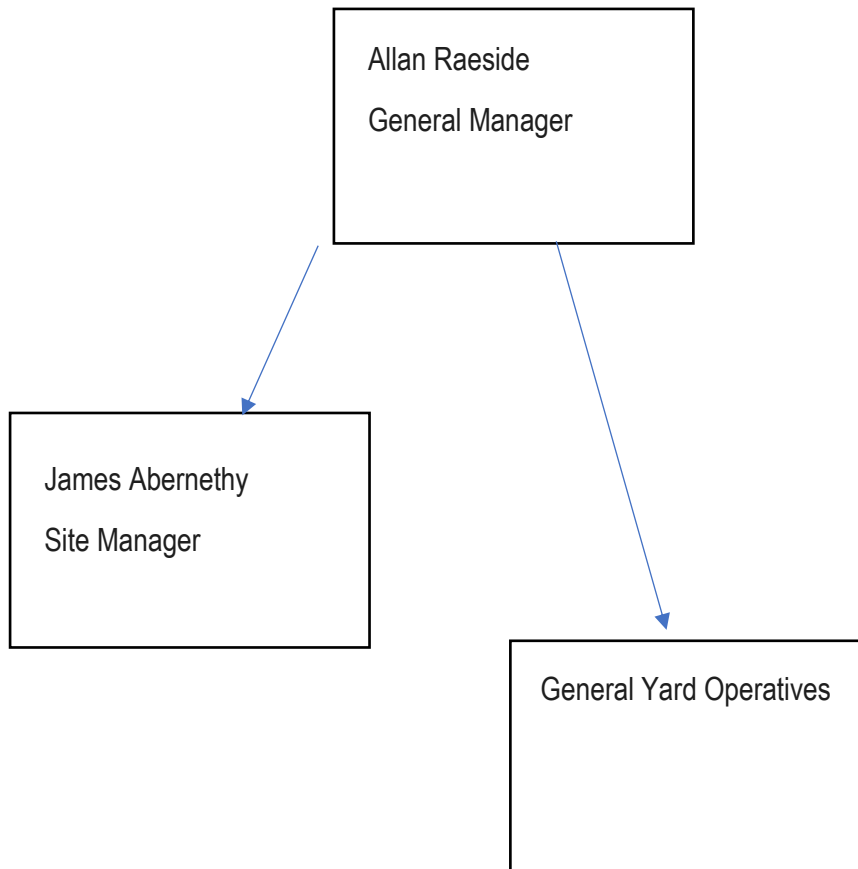
	Legislation
	Environment Act 1995
	Environmental Protection Act 1990
	The Controlled Waste (England and Wales) Regulations 2012
	Revised Waste Framework Directive 2008/98/EC
	The Waste (England and Wales) Regulations 2011
	The Waste (England and Wales) (Amendment) Regulations 2012
	Environmental Protection (Duty of Care) Regulations 1991
	The List of Wastes (England) Regulations 2005
	The Hazardous Waste (England and Wales) Regulations 2005
	The Hazardous Waste (England and Wales) (Amendment) Regulations 2009
	The Waste Management (England and Wales) Regulations 2006

WATER

	Legislation
	Water Resources Act 1991
	Environmental Damage (Prevention and Remediation) (Amendment) Regulations 2010
	The Environmental Permitting (England and Wales) Regulations 2010
	The Trade Effluent (Prescribed Processes and Substances) Regulations 1989
	The Trade Effluent (Prescribed Processes and Substances) (Amendment) Regulations 1990
	The Trade Effluent (Prescribed Processes and Substances) Regulations 1992



Appendix 5a: Organisation Chart





Appendix 5b: Roles and Responsibilities

Site Responsibilities

⇒ Overall and final responsibility for Health & Safety & Environment is that of:

Murray Pitcairn – Managing Director

⇒ Day-to-day responsibility for ensuring these policies are put into practice is delegated to:

Deputy is – Allan Raeside

⇒ To ensure Health & Safety and Environmental standards are maintained or improved, the following people have responsibility in the following areas:

Name	Responsibility
Site Manager	Operational Area
Site Manager	Vehicles
Site Manager	Plant
Site Manager	Safety Inspections
Site Manager	Monitoring
Site Manager	Technical Questions

⇒ All employees must:

- Co-operate with supervisors and managers on Health & Safety and Environmental matters.
- Not interfere with anything provided to safeguard their Health & Safety or the environment.
- Take reasonable care of their own Health & Safety and care of the Environment.
- Report all Health & Safety and Environmental concerns to the site manager

Health & Safety Risks Arising From Our Work Activities

⇒ Risk assessments will be undertaken by:

Allan Raeside and others trained to do so

⇒ Responsibility for ensuring the action required is implemented will be undertaken by:

Allan Raeside

⇒ Assessments will be reviewed every: 12 Months

Or when the work activity changes or there is an incident, whichever is soonest.

Consultation with Employees

⇒ Employee representative(s) or Representatives of Employee safety are:

Site Manager

⇒ Consultation with employees is provided by:

Site Manager through Site safety Meetings

Monthly – Newsletters/Briefings

Statutory Inspections

⇒ Responsibility for ensuring that statutory inspections (e.g. LOLER, Pressure Vessels, PUWER, Electrical Fixed Installation Testing) will be undertaken by:

Allan Raeside – Site Manager



Safe Plant and Equipment

⇒ Responsibility for daily checks on all equipment/plant will be undertaken by: The operator of the plant for that day, this varies however the main ones are

Name	Type of plant (Mobile and Static)
Site Manager	Forklift 2.5
Site Manager	Scissor lift

⇒ Any problems found with plant/equipment should be reported to:
Allan Raeside – Site Manager

⇒ Any problems found with vehicles/equipment should be reported to:
Allan Raeside – Site Manager

⇒ Responsibility of checking that new plant and equipment on site meets Health & Safety standards before it is purchased / hired will be undertaken by:
Billy Quinn – Contracts Manager

Safe Handling and Use of Substances

Responsibility	Responsible person
Responsibility for identifying all substances that need a COSHH assessment will be undertaken by:	Site Manager
Responsibility for undertaking COSHH assessments will be held by:	Site Manager
Responsibility for ensuring that all actions identified in the assessments are implemented will be undertaken by:	Site Manager
Responsibility for ensuring that all relevant employees are informed about COSHH assessments will be undertaken by:	Site Manager
Assessments will be reviewed every: or when the work activity changes, or the chemical supplier changes, whichever is soonest.	12 months



Information, Instruction and Supervision

The Health & Safety Law poster is displayed at/leaflets are issued by:

Site Office – Site Manager

Health & Safety advice is available from:

Name	Title	Region	Contact #

Safety Department Contact details: -

Competency for Tasks and Training

- ⇒ Induction training will be provided for all employees by:
Relevant Line Manager
- ⇒ Supervision of young workers/trainees will be arranged / undertaken / monitored by:
Allan Raeside
- ⇒ Job specific training will be arranged/undertaken/monitored by:
Relevant Line Manager
- ⇒ Plant training will be arranged/undertaken/monitored by:
Relevant Line Manager
- ⇒ Specific jobs requiring special training are:
Fork Lift Truck Operation
Some Static Plant Operation

Waste Inspection and Sampling

- ⇒ Training records are kept at/by:
The site office in the SFS file by the Site Manager
- ⇒ Training will be identified, arranged and monitored by:
General Manager



Accidents, First Aid and Work Related Ill Health

⇒ All accidents and cases of work related ill health are to be recorded on an Accident Report Form located at:

The Site Office

⇒ All accidents are reported to:

The General Manager

⇒ Health surveillance is required for employees doing the following jobs:

Name	Job Description	Frequency

⇒ Health surveillance will be arranged by:
General Manager

⇒ Health surveillance records will be kept by/at:
HR at Head Office

⇒ The first aid box(es) is/are kept at:

Location #	Location
1	Site Office
2	Site canteen
2	Yard office

⇒ The appointed person(s)/first aider(s) is/are:

James Abernethy

Monitoring

⇒ To check our working conditions and ensure our safe working practices are being followed, we will:

- Carry out daily, weekly and monthly checks**
- Carry out safety inspections by site manager quarterly**
- Carry out safety Inspections ad hoc**
- Carry out safety Audits once per year**

⇒ Responsibility for investigating Health and Safety or Environmental Incidents/accidents will be undertaken as follows:



Responsibility for Minor Incidents/Accidents:

General Manager

Responsibility for RIDDOR Reportable Accidents (over 7 days):

General Manager

***Responsibility for Major H&S or Environmental
Accidents/Incidents:***

General Manager

⇒ Responsibility for acting on investigation findings to prevent a recurrence will be undertaken by:

General Manager

⇒ Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is undertaken by:

General Manager



Emergency Procedures

All site emergency procedures can be found in the Site Specific Emergency Management Plan

Fire and Evacuation

- ⇒ Responsibility for ensuring the fire risk assessment is undertaken and implemented will be held by:
Site Manager
- ⇒ Escape routes are checked by/every:
Site Manager – Every day
- ⇒ Fire extinguishers are maintained and checked by/every:
Site Manager – Every Month
- ⇒ Alarms are tested by/every:
Site Manager – Weekly
- ⇒ Fire Drills or Site Evacuations will be tested every:
6 Months
- ⇒ Emergency spill drills will be tested every:
12 Months

Control of Contractors

⇒ Overall responsibility for the control / supervision of contractors:

What	Name	Responsibility
Overall responsibility for the control / supervision of contractors:	Site Manager	Site operations Engineering
Issue of Small Contracts Documentation & Site Safety Instructions is the responsibility of:	Site Manager	Site Operations
Person(s) authorised to issue permits-to-work are:	Site Manager	Site Operations

⇒ Location of contractor documentation will be kept:
SFS filing system in the Site Office &/or on Sharepoint

Shared site contact details

Please enter the contact details of any persons or company who share part of the site with Clearwater.



Activity/Company	Contact details	
	Name	Phone Number

NOTE: - a comprehensive list is available in the site specific Emergency Management Plan

Close neighbours contact details

Please enter the contact details of any persons or company who are close neighbours to the Clearwater site.

Activity/Company	Contact details	
	Name	Phone Number
None		

NOTE: - a comprehensive list is available in the site specific Emergency Management Plan



1. In the event of an accident or incident (eg. Fire, Pollution or Damage), it is **IMPERATIVE** that **SITE MANAGEMENT** and your **SUPERVISOR** are contacted:

➤ **Allan Reaside (Area Manager) 07721556647**
Murray Pitcairn (Director) 07879607489

➤ **OR via Reception**

Your Clearwater representatives are Allan Reaside 07721556647 (24 Hrs)

The **SITE MANAGEMENT** will assume overall **CONTROL** of the Incident.

2. If an **EVACUATION** is necessary, this will be broadcasted by raising the alarm.
3. A Clearwater **EMPLOYEE** will be tasked with **ALERTING** you and **ACCOMPANYING** you to your **MUSTER POINT**.
4. If you are in the **VICINITY** of the Incident, you should **EVACUATE** to **SITE Emergency Assembly Point –**
 - Gate entrance.
5. You will then be **INSTRUCTED** by the **INCIDENT CONTROLLER**.

DO NOT administer FIRST AID unless TRAINED to do so.
DO NOT fight FIRE unless TRAINED to do so

EMERGENCY ASSEMBLY POINT – Gate Entrance

If contact **CANNOT BE MADE** with any of the Site Management; the **EMERGENCY SERVICES** must be contacted quoting the following address:

Clearwater
Unit 1-4 Enterprise park
Hunters Road
Corby
NN17 5JE

Tel: 01536 400 001

Clearwater First Aid & Emergency Information

Nearest Hospital: Kettering General
Rothwell Road
Kettering
Northamptonshire
NN16 8UZ

Hospital Tel. No.: 01536 492 000

Emergency Tel. No.: 999 Ask for Ambulance

First Aid Locations:

1. Main Office
2. Outside canteen
3. Container in Waste Storage area

Eye Wash Station:

1. Main Office
2. Outside canteen
3. Container in Waste storage area

INCIDENT CONTROLLER

Allan Reaside
General Manager

FIRST AIDER

James Abernethy
Site Manager

TO BE KEPT BY INDUCTEE

Emergency Contact Details

Action	Contact
<p>Fire in Plant or Buildings</p> <ul style="list-style-type: none"> • Raise the alarm • Evacuate any Buildings or plant near the fire • Dial 999 and state Fire - follow the instructions given • If safe to do so remove any plant from the area - Do not put yourself in Danger • Inform your Site Manager/Supervisor or next available Manager immediately • All electrical supplies should be isolated and made safe in the area of the fire • Assemble at fire point and check that all visitors, contractors and staff are accounted for 	<p>Dial 999</p> <p>Fire Wardens:- Allan Reaside 07721556647</p>
<p>Operational Fire</p> <ul style="list-style-type: none"> • Inform your Site Manager/Supervisor immediately • Stop tipping and evacuate all personnel and equipment from the area • Stop personnel and vehicles entering area • Follow the instructions of your supervisor • Set fire watch to ensure the fire is fully out before leaving site 	<p>Dial 999 Allan Reaside 07721556647</p>
<p>Plant/Vehicle Incident/Fire</p> <ul style="list-style-type: none"> • Stop personnel and vehicles entering area • Inform your Site Manager/Supervisor immediately • Summon the first-aider and Dial 999 if serious incident • Contact the Regional H&S Advisor if a major incident 	<p>Dial 999 Allan Reaside 07721556647</p>
<p>Accident/Injury</p> <ul style="list-style-type: none"> • Remove casualties from immediate danger if it is safe to do so • If injuries are serious Dial 999 and ask for an ambulance - follow the instructions given • Summon the first-aider • Do not move any plant or equipment involved other than to rescue casualties • Inform your supervisor/line Manager immediately • Contact the Regional H&S Advisor if a major injury 	<p>Dial 999 Allan Reaside 07721556647</p>
<p>Electrical</p> <ul style="list-style-type: none"> • Isolate supply and/or casualty • Do not touch anything until supply is isolated • If injuries are serious Dial 999 and ask for an ambulance - follow the instructions given • Summon the First-aider 	<p>Dial 999 Allan Reaside 07721556647</p>
<p>Spillage or Leakage</p> <ul style="list-style-type: none"> • Report all spillages or leaks to your Supervisor immediately • Assess risks of dealing with outbreak • Contact Environment Manager • Stop any more leachate being released if possible • For small spillage's use absorbent materials • For large spillages bund with soil or other suitable inert material 	<p>Dial 999 Allan Reaside 07721556647 COSHH File</p>

<ul style="list-style-type: none"> • Undertake follow-up down stream/down gradient monitoring where applicable • Consult the COSHH file / MSDS / and/or consignment note for hazards • If possible move leaking container to bunded area • Notify Environment Agency using the approved EA form (unless agreed otherwise) • Review operating controls to prevent a recurrence 	
<p>Exposure to Chemicals/unknown substances</p> <ul style="list-style-type: none"> • Remove casualty from danger if it is safe to do so • Use emergency shower and remove contaminated clothing • Consult the COSHH file / MSDS / and/or consignment note for hazards • Contact Supervisor/Site Manager immediately • Send casualty to hospital along with a copy of the MSDS (Material Safety Data Sheet) 	<p>Dial 999 Allan Reaside 07721556647 COSHH file</p>
<p>Explosives/Bombs</p> <ul style="list-style-type: none"> • Evacuate area and keep clear • Dial 999 and state nature of emergency - follow the instructions given • Contact Supervisor/Site Manager immediately 	<p>Dial 999 Allan Reaside 07721556647</p>
<p>Flooding</p> <ul style="list-style-type: none"> • Isolate all electrical supplies • Contact Supervisor/Site Manager immediately • Contact Environmental Monitoring Team/EA as appropriate 	<p>Dial 999 Allan Reaside 07721556647</p>
<p>Exempt Radioactive Waste</p>	

External Communications

Open communications with interested parties is essential. Details of communications related to environmental and health and safety issues at the site will be documented and kept on file and maintained by the Manager. This information will be filed in site SFS. Interested parties may include:

- | | |
|--|--------------------------|
| • The Environmental Agency | Telephone 0800 80 70 60 |
| • United Utilities Pollution Hotline | Telephone 0800 0151 230 |
| • Health and Safety Executive | Telephone 01228 548 482 |
| • The Local Hospital | Telephone 01536 492 0000 |
| • British Gas Emergency | Telephone 0800 111 999 |
| • Local Police | Telephone 0300 011 1222 |
| • Local Fire Brigade | Telephone 01604 797 000 |
| • Emergency Services (Fire, Police, Ambulance) | Telephone 999 |

Appendix 6: Sample Environmental Project Planner

CLEARWATER D C 2001 LIMITED SAMPLE ENVIRONMENTAL PROJECT PLANNER

Using the process in Section 5 Environmental Objectives and Targets of the Environmental Management System annual objectives and targets projects are prioritised, planned, and allocated to a dedicated person to take overall responsibility to ensure the project is completed to the targets identified in the Project Planner.

Each year a project will be planned for the following areas (unless another project takes priority at the discretion of the General Manager):

- Regulatory Compliance
- Odour Management (implementation planned prior to 2025)
- Use of Raw Materials
- Energy Efficiency / Water Use
- Avoidance, Recovery and Disposal of Waste
- Operating Techniques

Each project will be allocated a Manager to ensure the project is completed with the year or set target date.

Each project may be completed by a team of employees with responsibilities designated by the allocated project manager.

Progress of the projects will be reported at all management meetings.

The overall responsibility of all projects in the General Manager.

The form below is to be used to plan each project with timescales and targets to provide an audit trail of progress made.

ENVIRONMENTAL PROJECT PLANNER

Project Manager: *name of person leading the project*

Team: *names of persons with delegated responsibilities*

Area: *Regulatory Compliance / Use of Raw Materials / Energy Efficiency-Water Use / Waste Avoidance, Recovery, Disposal / Operational Techniques*

Objectives: *purpose of project that you want to achieve i.e. new regulations; permit non-compliance; incident in factory; reduce cost of waste disposal*

Date Started:

Target: *date to complete the project*

Name of Project/

Reference: *unique reference and/or project name*

Task / Action	Responsibility	Target Date	Comments
<i>Breakdown the project into tasks to complete, include meetings with relevant organisations; management update meetings; telephone calls; ensure any documents and procedures are updated on completion of the project</i>	<i>Who will undertake the task</i>	<i>Date this task should be completed by</i>	<i>Task completed? Outcome of task actions</i>

Appendix 7: List of all documents, forms and records relating to this Management System

CLEARWATER D C 2001 LIMITED

LIST OF ALL DOCUMENTS, FORMS, RECORDS / REPORTING AND DRAWINGS RELATING TO THE ENVIRONMENTAL MANAGEMENT SYSTEM

The Environmental Management System Section 10 refers to Documentation and Document Control. This section ensures documents, records / reporting, forms and drawings used are identified, can be easily retrieved, ensures that current versions are available and obsolete versions are removed and ensures that documents are reviewed and updated.

All records will be retained for a minimum of 6 years.

Document linked to our EMS and QMS will have version control and each revision will contain details of any amendments / additions.

There is a circulation table to ensure relevant people are communicated to the relevant users, using the methods of communication stated in Section 9 – Communicated in the EMS.

Table of circulation:

Name	Job Title	Email Address
	To Be Confirmed	

DOCUMENTS in relation to the EMS and Environmental Permit

Title of Document	Review Frequency	Reference	Date of Current Version
Environment Agency Permit	Annually	EAWML 403466 EPR/EB3206CQ/A001	
Risk Assessment	Annually	Appendix 3 of the EMS	2019
Site Daily Check List	Annually	Appendix 13 of the EMS	201
Fire Prevention Plan	Annually		2023
Site Drawings	Annually	Reference TBC	2019

Appendix 8: Environment Agency Notification Form

CLEARWATER D C 2001 LIMITED

ENVIRONMENT AGENCY NOTIFICATION FORM

Schedule 6 – Notification

These pages outline the information that the operator must provide.

Units of measurement used in information under Part A and B requirements shall be appropriate to the circumstances of the emission. Where appropriate, a comparison should be made of actual emissions and authorised emission limits.

If any information is considered commercially confidential, it should be separated from non-confidential information, supplied on a separate sheet and accompanied by an application for commercial confidentiality under the provisions of the PCC Regulations.

Part A

Permit Number	EAWML 4043466 EPR/EB3206CQ/A001
Name of Operator	Clearwater D C Ltd
Location of Installation	Units 1 – 4 Enterprise Park, Hunters Road, Corby, Northamptonshire, NN17 5JE
Time and Date of the Detection	

(a) Notification requirements for any malfunction, breakdown, or failure of equipment or techniques, accident, or fugitive emission 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 breach of a limit	
To be notified within 24 hours of detection unless otherwise specified below	
Emission point reference / source	
Parameter(s)	
Limit	
Measured value and uncertainty	
Date and time of monitoring	
Measures taken, or intended to be taken, to stop the emission	

Time periods for notification following detection of a breach of a limit	
Parameter	Notification Period

(c) 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 more 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 installation in the preceding 24 months	

Name*	
Post	
Signature	
Date	

*authorised to sign on behalf of *Clearwater D C 2001 Ltd*

Appendix 9: Control of Non-Conformance

CLEARWATER D C 2001 LIMITED

NON-CONFORMANCE

Waste received may not conform to acceptable material under PPC and/or Regulatory guidelines for the following reasons:

- Load not booked in
- Material not on drum list or differs in quantity and/or container size
- Material not suitable for disposal
- Material not as labelled/described
- Material prohibited by PPC

In all cases a Non-Conformance Report (found in Appendix 14 of the Environmental Management System) is to be completed and sent to the customer and kept on file. Were an incident has occurred the Environment Agency is to be contacted with the details of the NCR.

When a non-conformance occurs; site capacity and whether the material is permitted must be considered before action is taken.

Load Not Booked In

If not booked in, the site reserves the right to reject the load. Only if the site has capacity to take the material and there are no other issues may the load be accepted.

Material Not On Drum List

Where the issue is arithmetic or an issue of container size and the site has the capacity, the paperwork will be amended to show the change. A waste stream not on the original pre-note will require the producer getting clearance from the Environment Agency before it can be accepted.

Container Requires Repackaging

An unsafe container should be repackaged as soon as practical and any spill cleaned up. A leaking container should not be allowed to stay on the vehicle. After repackaging, the container may be rejected. If kept, the container should be labelled with a non-conformance label.

Material Not Suitable For Disposal

Where the material is not prohibited but differs from the pre-acceptance description and cannot be processed the containers should be labelled with a non-conformance label. The customer is then to be contacted about whether the material is to be returned or if an alternative disposal option found. If these materials are returned they are not rejected as they do not constitute an incident.

Material Not As Labelled / Described

After tests a material may be found to have different hazardous characteristics than described on its label. The container should be relabelled to show actual hazards and non-conformance label placed to the container. The Waste Tracking spread-sheet and original paperwork should be amended. Depending on the material the container may be rejected or returned back to the producer or disposed of as normal for the class of chemical.

Material Prohibited

Prohibited material, where safe to do so, should not be unloaded from the vehicle. It should be returned to the producer with the paperwork showing it was rejected. A copy of the paperwork is kept on site and another copy sent to the Environment Agency.

If the prohibited material is only recognised after testing, the producer is to be contacted and transport arranged to take the material back. If the producer is prohibited from taking the material a suitable disposal site should be found. In all cases the Environment Agency are to be informed.

NON CONFORMANCE / REJECTION FORM



COMPANY
ADDRESS

POSTCODE
CONTACT
TELEPHONE
FAX
EMAIL

CONSIGNMENT
NOTE

DATE
TIME

DETAILS OF NON CONFORMANCE/REJECTION

PAPERWORK	NOT ALLOWED BY PERMIT
QUANTITIES	MISDESCRIBED
HAZARD	OTHER

DESCRIPTION
WHAT HAPPENED:

WHAT CAUSED IT:

WAS THERE ANY SIGNIFICANT POLLUTION? IF SO WHAT:

IF THERE WAS THEN THE ENVIRONMENT AGENCY MUST BE NOTOFIED ON 0800 807060 ASAP - HAS THIS BEEN DONE

YES / NO / NOT
APPLICABLE

DATE /
TIME

EA INCIDENT
NO

ADDITIONAL COMMENTS INCLUDING REJECTION DETAILS IF APPLICABLE

WHAT HAS BEEN DONE TO PREVENT IT HAPPENING AGAIN

HAS THE EMS BEEN REVIEWED & ROLLED OUT ANY CHANGES TO OPERATIONS & PROCEDURES? IF SO, WHAT?

REJECTED

PROCESSED

NAME

SIGNATURE

DATE

Appendix 10: Environmental Records Table

CLEARWATER DC 2001 LIMITED

ENVIRONMENTAL RECORDS TABLE (INCLUDING COMPLAINTS)



Table 1: Log of any environmental occurrences on site

Date / Time	Location on the Site	Personnel	Description of Environmental Occurrence	Severity of Occurrence (Risk Scale)	Reportable to Environment Agency (Y/N)? (See Appendix 8)	Mitigation Methods



CLEARWATER DC 2001 LIMITED

ANNUAL SCHEDULE OF REVIEWING AND REPORTING

The review is TBA.

STATEMENT/PROCEDURES

1. There are up-to-date procedures and a programme to check (audit) that the Environmental Management System:

- a) Reflects the Organisation's requirements for environmental management
- b) Reflects the requirements of the International Standard
- c) Is being properly operated and maintained up-to-date.

The results of all Environmental Audits are passed to management.

The Environmental Audit Programme reflects the:

- a) Environmental importance of the activity concerned
- b) Results of previous Environmental Audits.

Environmental Audit procedures address:

- a) The audit scope
- b) Audit frequency
- c) Audit methodologies
- d) Responsibilities and requirements for conducting audits and reporting results.

2. An Environmental Audit Programme is maintained by the Environmental Manager ensuring that every Section of the Environmental Management System is verified at least annually.
3. More frequent Environmental Audits may be organised by the Environmental Manager depending on the importance of the activities being audited.
4. Internal Environmental Audits are carried out according to the following procedures:
5. At the beginning of every month, the Environmental Manager consults the Environmental Audit Programme and establishes which, if any, parts of the Environmental Management System are to be audited during the coming month.
6. A member of staff, whenever possible independent of the activity to be audited, is appointed by the Environmental Manager.
7. The Auditor refers to this Manual and determines the activities to be audited.

4.5.5 Internal Audit (continued)

8. The Auditor selects a representative number of records to be audited on a random basis.
9. The Auditor advises any personnel concerned that an Environmental Audit is being undertaken and answers any questions they may have regarding the audit.
10. The Auditor examines the records selected in order to determine whether the activities identified above have been carried out correctly.
11. Objectives, targets and Method Statements are checked in order to confirm that they are consistent with the Organisation's Environmental Policy Statement including its commitment to:
 - a) Prevent pollution
 - b) Control resource usage
 - c) Support environmental protection
 - d) Achieve continual improvement.
12. The Environmental Audit record and all other documents relating to internal audits are passed to the Environmental Manager.
13. The Environmental Audit record and all other documents relating to internal Environmental Audits are retained for inspection.
14. All issues arising from the internal Environmental Audit requiring immediate attention are discussed with the appropriate personnel and a record is kept on an Environmental Audit Report or Management Information Report as appropriate.
15. The Environmental Manager ensures that the Environmental Audit results are discussed at the next Management Review.

4.6 Management Review

Summary of Requirements:

At defined intervals, management must review the Environmental Management System in order to ensure that it continues to be:

- a) Suitable***
- b) Adequate***
- c) Effective.***

The Management Review process must ensure that the necessary information is available to allow management to carry out this review.

The Management Review must be documented.

The Management Review must investigate the possibility that changes may be required to:

- a) The Environmental Policy***
- b) Environmental objectives***
- c) Other elements of the Environmental Management System.***

These changes may result from:

- a) The results of Environmental Management System Audits***
- b) Changing circumstances***
- c) The commitment to continual improvement.***

STATEMENT/PROCEDURES

1. An Environmental Management Review is carried out at not greater than six-monthly intervals. If appropriate, a corrective and preventive action plan is formulated.
2. Environmental Management Review meetings may be held as a component of other Management System Reviews.

4.6 Management Review (continued)

3. Specific items included on the agenda of every Management Review are:
 - a) The continuing relevance of the Environmental Programme
 - b) Changing Environmental Aspects and Impacts of the Organisation's activities
 - c) Internal feedback
 - d) Results of the monitoring and measurement of achievement of environmental objectives, targets and programmes
 - e) Communications relating to environmental issues received from external interested parties
 - f) Changing Government Policy and National, EU and International environmental legislation, regulation and directives
 - g) The availability of new technology
 - h) The effectiveness of corrective and preventive actions
 - i) Environmental Audit findings.
4. Records of the findings of the Management Review and any planned action are kept for a minimum period of two years as part of the Organisation's environmental record system.
5. Records made available at Management Reviews include:
 - a) Record of previous Management Reviews
 - b) Communications from external interested parties
 - c) Monitoring and measurement records
 - d) Non-conformance records
 - e) Corrective and preventive action records
 - f) Environmental Audit records.
6. A detailed record is kept of the proceedings of the Management Review and the record and/or appropriate extracts thereof are circulated to all appropriate members of the Organisation.

Appendix 12: Security

CLEARWATER DC 2001 LIMITED **SECURITY**



The following security features in place:

- Fencing
- Lockable gates
- CCTV Cameras
- Lockable entrances
- Intruder Alarm

If the intruder alarm is activated a text message is sent to the Duty Manager's mobile.

New fences are in place around the site and they are in a good state of repair, these are checked regularly through the checklists.

All gates and security doors are lockable.

The site has CCTV installed and all boundaries are monitored.



ENVIRONMENTAL CHECKS

Daily and Spot Checks	Satisfactory (Y/N)	Observations / Comments
<i>1. Air Pollution Control</i>		
Are dust measures operating correctly and efficiently?		
<i>2. Noise Control</i>		
Is idle plant/equipment turned off or throttled down?		
Is excessive noise being caused by any of the operations?		
Note any complaints.		
<i>3. Resource Control</i>		
Are energy conservation practices adopted?		
Is water pipe leakage and wastage prevented?		
Are chemicals stored and labelled properly?		
Are containers fit for purpose and well maintained?		
Are bunds well maintained		
Are storage areas and containers sited away from watercourses, drains, and unsurfaced areas?		
<i>4. Waste Management</i>		
Check if there is any build-up of friable or light combustible materials		
Are the WTNs compliant?		
Is the software system working correctly and all		

waste transfers being logged correctly		
Were any loads refused today ? If so – why?		
Is any waste quarantined – if so why		
<i>5. Plant Pollution Control</i>		
Is there any processes causing leaks?		
<i>6. Infrastructure Inspections</i>		
Are pipes, valves, and drains defective / blocked?		
Are there cracks in concrete floors where liquid could enter the ground?		
Are all padlocks working correctly?		
Are all fences secure and maintained?		
<i>7. Other</i>		
Is there any litter on site?		
Is the site producing any odour?		
Are there pests such as flies, rats, or birds present?		
Comments and record visit by Competent Person(s):		

Weekly Checks	Satisfactory (Y/N)	Observations / Comments
<i>1. Air Pollution Control</i>		
Are all vehicles carrying dusty loads covered/watered over prior to leaving site?		
Are dust measures operating correctly and efficiently?		
<i>2. Noise Control</i>		
Is idle plant / equipment turned off or throttled down?		
Is excessive noise being caused by any plant operations?		
<i>3. Resource Conservation</i>		
Are materials stored in good condition?		
Are storage areas and containers sited away from watercourses, drains, and unsurfaced areas?		
Do storage containers have secondary containment are they free of damage?		
<i>4. Infrastructure Inspections</i>		
Are pipes, valves, and drains defective / blocked?		
Are all bunds satisfactory and not damaged?		
Are there cracks in concrete floors where liquids could enter the ground?		
<i>5. Other</i>		
Are the bays and other areas clean?		
Are the accommodation / welfare facilities satisfactory?		

Comments and record visit by Competent Person(s):

Monthly Checks	Satisfactory (Y/N)	Observations / Comments
<i>1. Resource Conservation</i>		
Are materials stored in good condition?		
Is water pipe leakage and waste prevented?		
Are containers fit for purpose and well maintained?		
Do storage containers have secondary containment or damage		
<i>2. Waste Management</i>		
Are Duty of Care practices being adhered to?		
Are the WTNs compliant?		
Is waste being removed from the site regularly?		
Is correct information being logged?		
<i>3. Other</i>		
Review of accidents, incidents, and near misses – are risk assessments still valid, is any training required?		
Is the lighting provided suitable for all operations?		
Is the perimeter fencing and gate intact and secured?		
Are all warning / hazard / information signs suitable and clean?		
Are fire extinguishers and safety equipment in good condition?		
Are first aid boxes full and in the correct place?		

Comments and record visit by Competent Person(s):

Quarterly Inspections	Initial	Comments	Action
<i>1. Emergency Drills</i>			
Fire			
Spillage			
Non-Conforming Waste			
Other			
<i>2. Training Review</i>			
New starters			
Development			
Environmental			
New equipment etc.			
Review training needs			
<i>3. Site ID Board</i>			
Check still current			
Comments and record visit by Competent Person(s):			

Annual Inspections	Initial	Comments [note location of document]	Action
Site management plan reviewed			
Method statements / procedure and risk assessments?			
Resource utilisation report due? If so do and submit			
Waste Arising report due? Has this been submitted on time			
Incident prevention and mitigation plan reviewed			
Have there been any Noise and Vibration issues this year?			
Have there been any Odour Emissions issues this year?			
Review of performance against permit and objectives			
Visual Inspection of building structure and boundary check			
Green notice board inspection and signage inspection			
Testing of all bunds to be undertaken and reviewed			
EMS – auditing review – are we on track?			
Have any improvements been logged and followed through the environmental project planning system			

Comments and record visit by Competent Person(s):

Appendix 14a: Environmental Incident Record

Clearwater D C Ltd
ENVIRONMENTAL INCIDENT REPORT

<i>Site Address</i>		<i>Date & Time of Incident</i>			
		<i>Site Tel No.</i>			
<i>Competent Person</i>					
<i>General Manager informed?</i>				<i>HS&E Advisers Informed</i>	
1. <i>Brief description of incident or near miss incident</i>					
2. <i>Contact details of any witnesses or details of anyone else who was aware of the incident.</i>					
3. <i>Details of corrective action taken and when it was completed</i>					
4. <i>Is more action required? If yes give details</i>					
5. <i>Was there any significant pollution? If so what?</i>					
6. <i>Details of other parties informed of this incident; If there was significant pollution then the Environment Agency must be informed on 0800 80706. Has this been done? If Yes please record Time, Date and EA Incident Number.</i>					
7. <i>Summary of damage caused</i>					
8. <i>If the incident was a complaint, has the complainant been contacted? If so by whom & when Give details</i>					
9. <i>Cause Analysis - Site Manager (or more senior person) to indicate root cause of the incident.</i>					
10. <i>Details of person completing this report</i>					
<i>Name (Print)</i>		<i>Position</i>		<i>Date</i>	
Report copied to:					
Site Manager (Site Files) <input type="checkbox"/>		Operation Manager <input type="checkbox"/>		Director <input type="checkbox"/>	
				HS&E Advisers <input type="checkbox"/>	

Appendix 14b: Non Conformance Form

NON CONFORMANCE / REJECTION FORM



COMPANY ADDRESS

POSTCODE

CONTACT

TELEPHONE

FAX

EMAIL

CONSIGNMENT NOTE

DATE

TIME



PAPERWORK NOT ALLOWED BY PERMIT OTHER

QUANTITIES MISDESCRIBED OTHER

WHAT HAPPENED: HAZARD OTHER OTHER

WHAT CAUSED IT:

IF SO WHAT:

ASAP -

WAS THERE ANY SIGNIFICANT POLLUTION?
 YES / NO / NOT APPLICABLE DATE / TIME EA INCIDENT NO.

IF THERE WAS THEN THE ENVIRONMENT AGENCY MUST BE NOTIFIED ON 0800 807060 HAS THIS BEEN DONE?

ADDITIONAL COMMENTS INCLUDING REJECTION DETAILS IF APPLICABLE

WHAT HAS BEEN DONE TO PREVENT IT HAPPENING AGAIN

HAS THE EMS BEEN REVIEWED & ROLLED OUT ANY CHANGES TO OPERATIONS & PROCEDURES? IF SO, WHAT?

REJECTED PROCESSED

NAME SIGNATURE

DATE



CLEARWATER D C 2001 LIMITED

COMPLAINTS RECORD

Who made the complaint?	
Name:	
Address:	
Phone Number:	
Date and time of complaint:	
What happened, what was it about?	
Was anyone else aware of this – other neighbours or your staff? If so, who?	
Assuming the complaint relates to your site, what was the problem, what went wrong? If you can't find the source of the problem you should contact a suitably qualified person to do so and record who they were and what the problem was.	
What have you done to make sure that it does not happen again?	
Was there any significant pollution? If so the Environment Agency must be informed.	
If there was then you must notify the Environment Agency on 0800 807060 ASAP. Have you done so?	Yes / No / Not Applicable At what time did you phone?
You must also write or send an email to confirm this to the local office. Have you done so?	Yes / No / Not Applicable Time: Date: EA Incident Number:

Please print your name and sign:

Clearwater D C Ltd
Customer Comments Log

<i>Date</i>	<i>Name</i>	<i>Contact Number</i>	<i>Details of Comment</i>	<i>Action Required</i>	<i>By Who</i>	<i>By When</i>	<i>Date/ Action</i>

Appendix 15: Training Schedule

Training Schedule July 2019																	
Name	CSCS	SSSTS	CPCS	B.A.	EUSR	Man Hand	First Aid	PASMA	IPAF	NPORS	NAPOR	Thames	Alliance	FLT	Fire Warden	Asbestos Awareness	EMSS
			Telehandler							Traffic Marshall	360 Bobcat Dumper						
Ross Kane			31/08/2021	13/01/2021	10/02/2020	√	09/10/2021			31/10/2021		√	30/01/2022	√	01/12/2021	√	
Mykola Pryshchepa		31/07/2022	31/05/2021	13/01/2021	23/03/2021	√	14/10/2019	02/06/2024	31/05/2024	31/10/2021	06/10/2022	√		√	01/12/2021	√	
Sergiy Pavlenko		31/07/2022	19/10/2023	17/08/2019	23/03/2021	√	14/10/2019	02/06/2024	31/12/2019	31/10/2021	06/10/2022	√	10/12/2021	√	01/12/2021	√	
Sergiu Mereacre		31/12/2021	30/10/2021	13/01/2021	23/03/2021	√		02/06/2024	31/12/2019	31/10/2021	06/10/2022	√		√	01/12/2021		30/05/2022
Alexandru Mereacre	30/11/2022			01/11/2020	23/07/2020			02/06/2024	31/05/2024		06/10/2022		10/12/2021	√	01/12/2021	√	
Sergiu Hanganu	31/12/2021			17/04/2021	10/02/2020	√	14/10/2019	02/06/2024			06/10/2022		10/12/2021	√	01/12/2021	√	
John Straiton	30/08/2020				11/02/2020	√	14/10/2019			31/10/2021			10/03/2020	√	01/12/2021	√	
Ion Hanganu	30/04/2023			17/04/2021	15/04/2021			02/06/2024				√		√	01/12/2021	√	30/05/2022





Appendix 15b: Induction and Rules

SITE SPECIFIC INDUCTION

1. INTRODUCTION

Clearwater as an Employer have a duty of care to all employees, contractors, visitors and customers with whom we do business.

Clearwater Employees and all persons on this site have a duty to protect themselves, all other employees of other Companies and the General Public. This means following reasonable instructions, method statements, risk assessments and following the site rules.

2. SAFETY CLOTHING

- Hard hats will be worn at all times by all personnel within the Operational area.
 - Safety footwear will be worn by all personnel at all times
 - Appropriate Hi Visibility clothing will be worn at all times
 - Appropriate safety eyewear shall be worn when required.
 - Ear defenders shall be worn when working around excessive noise
- If your RA or MS state any additional PPE this must be worn when carrying out the task and if you think you require any other PPE to do your work then ask your Manager
PPE must be worn and kept in good condition at all times

3. SITE EMERGENCIES

To ensure we know who is working in the site at all times:

- Clearwater employees Report to your Team Leader/Manager if you need to leave the Facility for any reason before the end of your shift.
- Visitors and contractors sign in and out of the attendance book at reception if they need to leave site for any reason
- Contractors to report to management when job is complete for sign off

Ensure that you familiarise yourself with the following:

- ✓ Who the First Aiders are
- ✓ Where the First Aid box is kept
- ✓ Where the Eye Wash Stations are
- ✓ Where the Incident Book is kept
- ✓ Where the Assembly Point is and what the signal is to go there
- ✓ Directions to the local Hospital A&E
- ✓ **Emergency Procedures Plan**
- ✓ **Emergency contact Telephone Numbers**

4. FACILITY SAFETY

All operatives and staff are responsible for their own safety and the safety of their colleagues.

DO NOT DO ANYTHING THAT YOU FEEL IS UNSAFE

- **NO SMOKING IN OPERATIONAL AREAS only designated smoking area**
- **NO FLAMES or Sparks or Hot Work in Operational Areas**
- **5mph Speed Limit on site give way to pedestrians**
- Always follow the instructions given by your Leading Hand/Manager
- Heed all notices and warning signs
- Following the general housekeeping rules. **A Tidy Site is a Safe Site.**
- Report all hazards and accidents no matter how small to Leading Hand/Manager
- Before chemicals or substances are used read the label and ensure the COSHH Assessment is considered
- Do not enter a confined space unless you have received the relevant training/qualification. Ensure you are working under a Method Statement and Risk Assessment and/or Permit System
- All tools must be locked away when not in use
- Mobile phone use is not permitted whilst operating plant or walking around the Facility proceed to safe place before answer mobile and stay there until the conversation is done.



5. MANUAL HANDLING

If you are required to carry something that is heavy or awkward, always assess it and seek use of aids

- Use of trolleys
- Only lift using the correct lifting technique
- Get someone else to help if possible

Before handling an object:

- ✓ Think! Plan the lift
 - ✓ Keep access clear
 - ✓ Adopt a stable position
 - ✓ Adopt the correct posture – lift through the legs, not the back
 - ✓ Carry close to the body
 - ✓ Keep head straight when walking
 - ✓ Put object down first then adjust its position.
- × Do not twist or bend while carrying heavy objects

6. WELFARE

- Good housekeeping is expected at all times, particularly in the canteen and toilets
- Keep your work area tidy and clear of all materials that might cause Slips, Trips and Falls
- Always wash your hands before eating or smoking
- Use and do not abuse the welfare facilities provided

7. PLANT

- Do not operate any item of plant that you do not hold a current certificate of competence authorised by Clearwater, or have had specific training.
- Do not ride in any plant which does not have proper passenger seating
- Always wear the lap belt provided when operating any machine for your own protection
- Do not carry out any banksman or slinging duties for any plant unless trained to do so.
- Movement of plant although strictly controlled, will be a regular occurrence and all persons must therefore use the designated walkways, access tracks and access points that are available.
- Plant operators are responsible for the machine they are operating and must check for defects prior to starting work every time, including when taking over from another operator
- Do not leave the seat of a machine without isolating the controls and shutting down the engine
- Keys must be removed if the machine is left unattended
- Do not approach or work around mobile plant unless you have made eye contact with the operator and he/she has acknowledged you give 3-5m space to any mobile plant
- Speed limits must be observed at all times
- Always follow the routes outlined on the Traffic Management Plan
- Red diesel or Gas Oil should not be taken from the storage tanks or any of the machines at the Facility for the use in any road going vehicle

8. SITE SPECIFICS HAZARDS

- Site is split into Operational Area and Reception/Parking area, no persons are permitted to enter operational areas without having report to site and completed an induction or supervised by site personnel.
- Hazardous Chemicals are stored on site no handling unless authorised to do so
- Large plant movements on site beware and follow traffic management plan/Site rules



HEALTH AND SAFETY INDUCTION TRAINING CHECKLIST

All boxes must be initialled

	Tick to accept	Comments
1. Fire and emergencies		
• Has the contractor /new employee been given a tour of the workplace?		
• Has the contractor / new employee been shown a detailed services and traffic plan?		
• Has the fire warning system been explained?		
• Has the means of escape been demonstrated from the areas in which the contractor / new employee will work?		
• Have the assembly points been shown in the event of a fire or bomb evacuation or an emergency?		
• Has the action to be taken on discovery of a fire been made clear?		
• Have we explained our Emergency Procedures?		
• Has the location of the nearest fire fighting equipment been shown?		
• Has our fire drill been explained?		
• Have we shown the designated walkways and why they must be kept clear of obstructions?		
2. General		
• Have the operations on the site been explained and who the Leading hand(s)/Managers are?		
• Has the Site Management Structure been explained and the H&S Policy on display been highlighted?		
• Have designated haul roads, speed limits and walkways been explained?		
• Where relevant, have any areas which are out of bounds been explained?		
• Have the Site Rules, smoking, drugs and alcohol etc been explained?		
• Has the necessity for wearing protective clothing been made clear and where to obtain it?		
• Has the signing in & out procedures been explained including breaks, smoking etc?		
• Have the emergency first aid procedures been explained?		
• Has the location of the first aid facilities been shown?		
• Have details of first aiders been provided?		
• Has the accident reporting procedure been explained?		
• Do you understand your own duty of care towards yourself and others, particularly in relation to following instructions, site rules and best practice?		
• Does the contractor / new employee know whom to report any defects or concerns to?		
• Have we explained that all works are to have specific method statements and risk assessments and that you are not to undertake any work without having read, signed and understood the contents?		
• Have we explained the contents of any Risk Assessments and Method Statements which are relevant?		
• Permit to work procedure		
• DSEAR – Register to work		
• Have we explained the rules on the use of gas oil or red diesel?		
• Have we explained the working hours, shift pattern and timings of breaks?		
• Are you aware of welfare facilities, toilets and showers available to you?		
• Have we explained about the use of mobile phones particularly whilst operating machinery?		
• Have we discussed the safe use of sharp tools e.g. Stanley Knives etc?		
• Have we given you the opportunity to raise any queried or concerns and answered them in full?		
• Have we explained the rules on the provision and use of Lifting Gear and Equipment?		
• Have we explained Site specific hazards and made aware		
3. Environmental		
• Have we explained the Spillage Procedure?		
• Have we explained the procedures for handling hazardous substances?		
• Have we given an Introduction on PPC Permit (for new employees only)?		
• Have we explained the Hygiene and Housekeeping standards?		

Wherever there is doubt for your safety and the safety of others you must always contact your supervisor for further clarification or instructions.

In Signing this Induction you acknowledge your understanding and acceptance of these instructions.

Contractor / Employee:

Name: _____

Signature: _____

Date: _____

Company _____

Induction carried out by:



Clearwater Emergency Procedure

6. In the event of an accident or incident (eg. Fire, Pollution or Damage), it is **IMPERATIVE** that **SITE MANAGEMENT** and your **SUPERVISOR** are contacted:

➤ Allan Reaside (Area Manager) 07721556647

Murray Pitcairn (Director) 07879607489

➤ **OR via Reception**

Your Clearwater representatives are Allan Reaside 07721556647 (24 Hrs)

7. The **SITE MANAGEMENT** will assume overall **CONTROL** of the Incident.

8. If an **EVACUATION** is necessary, this will be broadcasted by raising the alarm.

9. A Clearwater **EMPLOYEE** will be tasked with **ALERTING** you and **ACCOMPANYING** you to your **MUSTER POINT**.

10. If you are in the **VICINITY** of the Incident, you should **EVACUATE** to **SITE Emergency Assembly Point** –

- Gate entrance.

11. You will then be **INSTRUCTED** by the **INCIDENT CONTROLLER**.

DO NOT administer FIRST AID unless TRAINED to do so.
DO NOT fight FIRE unless TRAINED to do so

EMERGENCY ASSEMBLY POINT – Gate Entrance

If contact CANNOT BE MADE with any of the Site Management; the EMERGENCY SERVICES must be contacted quoting the following address:

Clearwater
Unit 1-4 Enterprise park
Hunters Road
Corby
NN17 5JE

Tel: 01536 400 001

TO BE KEPT BY INDUCTEE

Clearwater First Aid & Emergency Information

Nearest Hospital: Kettering General
Rothwell Road
Kettering
Northamptonshire
NN16 8UZ

Hospital Tel. No.: 01536 492 000

Emergency Tel. No.: 999 Ask for Ambulance

First Aid Locations:

1. Main Office
2. Outside canteen
3. Container in Waste Storage area

Eye Wash Station:

1. Main Office
2. Outside canteen
3. Container in Waste storage area


INCIDENT CONTROLLER

Allan Reaside
Area Manager

FIRST AIDER

James Abernethy
Site Manager

TO BE KEPT BY INDUCTEE

INTEGRATED MANAGEMENT SYSTEM EMERGENCY MANAGEMENT & MITIGATION PLAN	Document No.	PE 001	
	Version No.	2.0	
	Author	C. Steel	
	Page	82 of 134	

Emergency Contact Details

Action	Contact
Fire in Plant or Buildings <ul style="list-style-type: none"> • Raise the alarm • Evacuate any Buildings or plant near the fire • Dial 999 and state Fire - follow the instructions given • If safe to do so remove any plant from the area - Do not put yourself in Danger • Inform your Site Manager/Supervisor or next available Manager immediately • All electrical supplies should be isolated and made safe in the area of the fire • Assemble at fire point and check that all visitors, contractors and staff are accounted for 	Dial 999 Fire Wardens:- Allan Reaside 07721556647
Operational Fire <ul style="list-style-type: none"> • Inform your Site Manager/Supervisor immediately • Stop tipping and evacuate all personnel and equipment from the area • Stop personnel and vehicles entering area • Follow the instructions of your supervisor • Set fire watch to ensure the fire is fully out before leaving site 	Dial 999 Allan Reaside 07721556647
Plant/Vehicle Incident/Fire <ul style="list-style-type: none"> • Stop personnel and vehicles entering area • Inform your Site Manager/Supervisor immediately • Summon the first-aider and Dial 999 if serious incident • Contact the Regional H&S Advisor if a major incident 	Dial 999 Allan Reaside 07721556647
Accident/Injury <ul style="list-style-type: none"> • Remove casualties from immediate danger if it is safe to do so • If injuries are serious Dial 999 and ask for an ambulance - follow the instructions given • Summon the first-aider • Do not move any plant or equipment involved other than to rescue casualties • Inform your supervisor/line Manager immediately • Contact the Regional H&S Advisor if a major injury 	Dial 999 Allan Reaside 07721556647
Electrical <ul style="list-style-type: none"> • Isolate supply and/or casualty • Do not touch anything until supply is isolated • If injuries are serious Dial 999 and ask for an ambulance - follow the instructions given • Summon the First-aider 	Dial 999 Allan Reaside 07721556647
Spillage or Leakage <ul style="list-style-type: none"> • Report all spillages or leaks to your Supervisor immediately • Assess risks of dealing with outbreak • Contact Environment Manager • Stop any more leachate being released if possible • For small spillage's use absorbent materials • For large spillages bund with soil or other suitable inert material • Undertake follow-up down stream/down gradient monitoring where applicable • Consult the COSHH file / MSDS / and/or consignment note for hazards • If possible move leaking container to bunded area • Notify Environment Agency using the approved EA form (unless agreed otherwise) • Review operating controls to prevent a recurrence 	Dial 999 Allan Reaside 07721556647 COSHH File
Exposure to Chemicals/unknown substances <ul style="list-style-type: none"> • Remove casualty from danger if it is safe to do so • Use emergency shower and remove contaminated clothing • Consult the COSHH file / MSDS / and/or consignment note for hazards • Contact Supervisor/Site Manager immediately • Send casualty to hospital along with a copy of the MSDS (Material Safety Data Sheet) 	Dial 999 Allan Reaside 07721556647 COSHH file
Explosives/Bombs <ul style="list-style-type: none"> • Evacuate area and keep clear • Dial 999 and state nature of emergency - follow the instructions given • Contact Supervisor/Site Manager immediately 	Dial 999 Allan Reaside 07721556647

<p>Flooding</p> <ul style="list-style-type: none"> • Isolate all electrical supplies • Contact Supervisor/Site Manager immediately • Contact Environmental Monitoring Team/EA as appropriate 	<p>Dial 999 Allan Reaside 07721556647</p>
<p>Exempt Radioactive Waste</p>	

External Communications

Open communications with interested parties is essential. Details of communications related to environmental and health and safety issues at the site will be documented and kept on file and maintained by the Manager. This information will be filed in site SFS. Interested parties may include:

- | | |
|--|---|
| <ul style="list-style-type: none"> • The Environmental Agency • United Utilities Pollution Hotline • Health and Safety Executive • The Local Hospital • British Gas Emergency • Local Police • Local Fire Brigade • Emergency Services (Fire, Police, Ambulance) | <p>Telephone 0800 80 70 60
 Telephone 0800 0151 230
 Telephone 01228 548 482
 Telephone 01536 492 0000
 Telephone 0800 111 999
 Telephone 0300 011 1222
 Telephone 01604 797 000
 Telephone 999</p> |
|--|---|

Emergency Management Plan

(Incident Mitigation Plan)

CLEARWATER

Unit 1-4 Enterprise Park

Hunters Road

Corby

NN17 5JE

09th Jan 2019

Approved by: Allan Raeside....

Area Manager

CONTENTS

- 1.0 EMERGENCY CONTACT DETAILS (INCLUDING HOSPITAL DIRECTIONS)
- 2.0 PURPOSE
- 3.0 RESPONSIBILITY
- 4.0 DEFINITION
- 5.0 COMMUNICATION
- 6.0 PROCEDURE
- 7.0 HAZARDOUS MATERIALS

APPENDICES

APPENDIX 1 INCIDENT CONTROLLER PROCEDURES

FLOODING

MINOR FIRE

MAJOR FIRE IN OPERATIONAL AREA

MAJOR OFFICE FIRE

PLANT / VEHICLE ACCIDENT

VEHICLE COLLISION WITH STORAGE TANK

EXPLOSION

EXPOSURE TO UNKNOWN SUBSTANCES

MAJOR INJURY

MAINS GAS LEAK

BOMB THREATS

PROTESTS / DIRECT ACTION

EXTERNAL INCIDENTS THAT EFFECT SITE

PANDEMICS/EPIDEMICS

TOTAL SITE EVACUATION

SPILLAGE AND LEAKAGE

ADVERSE WEATHER CONDITIONS

APPENDIX 2 EMERGENCY SERVICES PACK

**DRAWINGS - Paper copies to be found with this printed document below H+S noticeboard.
Other plans to be found on SFS.**

Site Plan

Site Service Plan

1.0 EMERGENCY CONTACT DETAILS

- **Site Address**

Clearwater Telephone: 01536 400 001
Unit 1-4 Enterprise Park Fax:
Hunters Road
Corby
NN17 5JE

OS Grid Reference for site entrance:

Permit number: EPR/FB3708UK/A001

Permit ref: EAWML 404435

- **Operational Hours**

Monday to Sunday: 06:00 to 22:00 hours

- **Important Contacts**

Name	Position	Telephone	Response Time	Contacted [✓] [Time]
Emergency Services Numbers				
Emergency Services		999	~10 min	
Police	Elizabeth Street NN17 1SH	0300 011 1222	~5 min	
Ambulance		999	~5 min	
General Hospital	Kettering General	01536 492 000	~10 min	
Fire Station Direct	20 Lloyds Way	01604 797 000	~10 min	
Clearwater Site Office Numbers				
Reception		01536 400 001		
Glasgow Head Office		0141 554 1200		

Clearwater Contacts				
Murray Pitcairn	Owner & Director	07879 607489	~6 Hours	
Allan Raeside	Area Manager	07721 556647	~20 min	
Ross Steel	Glasgow Site Manager	07375093104	~6 Hours	
Billy Quinn	Contracts Manager	07825 540167	~6 Hours	
Contractors				
		-		
Regulatory Authorities				
EA	Emergency Call Out Number	0800 807060		
	EA PPC Officer			
	HSE - Midlands	01536 204 233		
	Council	01536 464 000		
Local Liaison Contacts				
Parish Councils				
Residents				
Neighbours/Shared Occupancy Contacts				
Utility Companies				
[Water]		0845 6018855		
[Electric]		0845 2727999		
[Telephone]		-		
Customer Contacts				
CPL		01942 824240		

HOSPITAL DIRECTIONS [MAP]

NN17 5JE

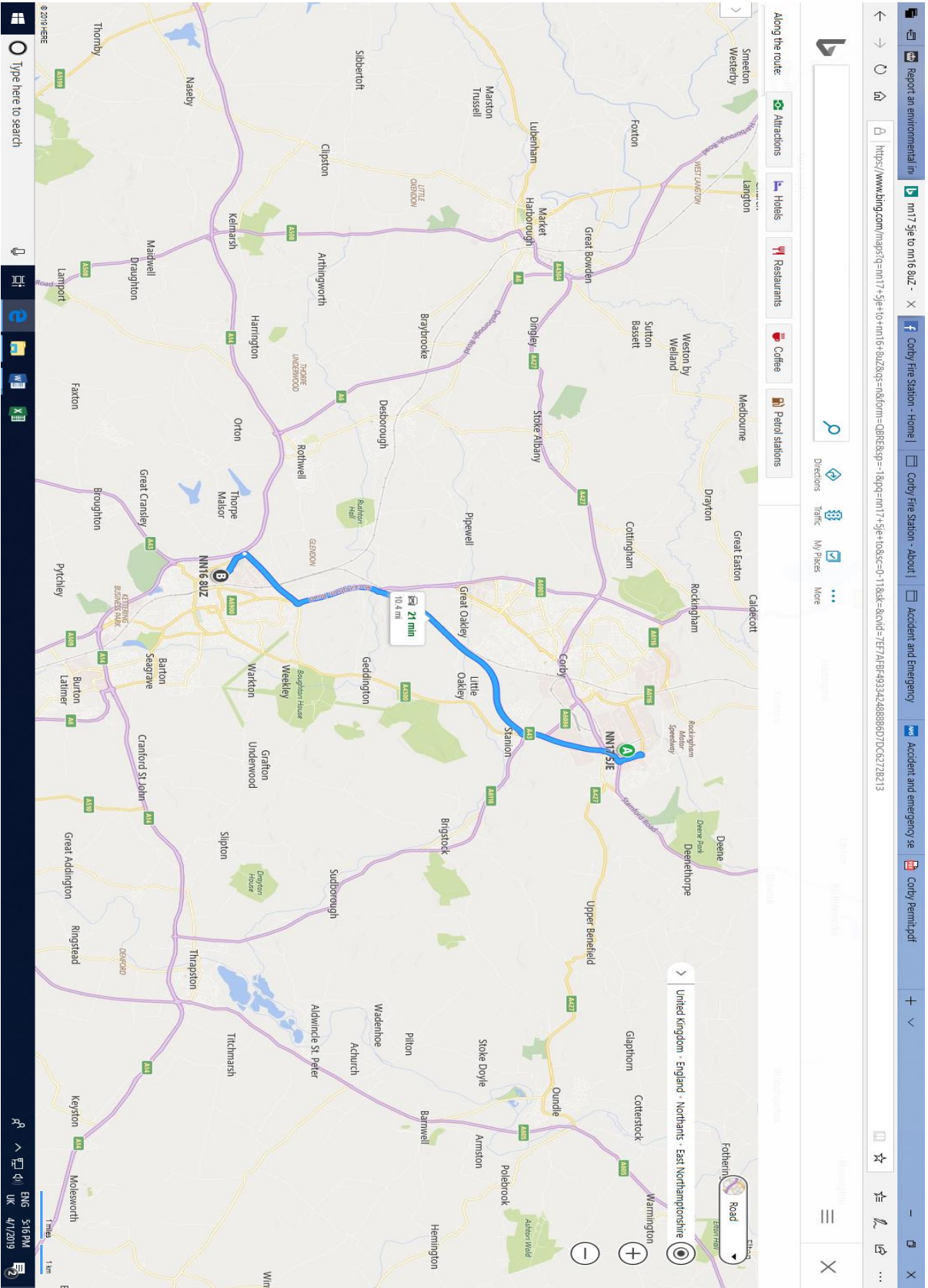
TO

NN16 8UZ

21min,10.4 mi

- 1. Leave Hunters Road towards Brakey Road** **0.2 mi**
- 2. Turn left on to A6116 / Steel Road** **0.2 mi**
- 3. At roundabout, take 4th exit** **0.4 mi**
- 4. At roundabout, take 4th exit on to A43 / Bangrave Road** **0.4 mi**
- 5. Pass through 4 roundabouts, remaining on A43** **8.5 mi**
- 6. At roundabout, take 2nd exit on to A4300** **0.4 mi**
- 7. At roundabout, take 3rd exit** **0.2 mi**
- 8. Turn right on to road** **407 ft**
- 9. Turn left on to road** **46 ft**
- 10. Enter roundabout** **26 ft**
- 11. Exit roundabout at 1st exit** **164 ft**
- 12. Arrive on the left**

If you reach Mawsley Crescent, you've gone too far



2.0 PURPOSE

The purpose of this document is to:

- comply with the sites permit ,
- minimise the risk of significant environmental and Health and Safety consequences from certain emergencies,
- ensure that all staff are aware of the procedures in the event of a major incident, and
- Identify the types of incidents that can occur at site and the actions to take in the event of a major incident.

3.0 RESPONSIBILITY

It is the responsibility of the Site Manager or equivalent to ensure that:

- All Incident Controllers have undertaken a suitable training course
- All Incident Controllers have been inducted/trained on this plan, and
- The requirements of this document are adhered to.

The decision to alert the emergency services will be taken by the Incident Controller who is first aware of an incident. If an incident occurs out of working hours, an external party may make this decision. However, this plan is to be adhered to at all times.

The Incident Controller who was first made aware of the event will always take the control of any major incident.

The identity of the Incident Controller may change in which case a formal hand over and communication with the emergency services will be necessary. The Incident Controller will assume responsibility, command and liaison with the emergency services at all times.

In the event of a fire the incident controller has the following roles / responsibilities;

- To assist with the evacuation process by checking a specific area, if safe to do so
- No Incident Controller is expected to place them self in danger, they should check their allocated area swiftly then report to the assembly point
- If necessary, once the emergency has been made safe and re-entry is confirmed the Incident Controller reports any issues that impacted on the effectiveness of the evacuation procedure to the site manager.
- NB investigating the cause of the alarm activation is carried out to avoid unnecessary calls being made to the fire service. While this is the duty of designated incident controller; they are **NOT TO PUT THEMSELVES AT RISK**

NB: If the fire service is called, the Senior Fire Officer present is legally responsible for the containment of the fire and the safety of all those potentially affected by it. Hose water run-off containment is the responsibility of the site.

All accidents and near misses must be reported no matter how trivial as per the

Accident/Incident Procedure

4.0 DEFINITION

A major incident is an event or events that call for assistance or action beyond normal operational plans of the site, i.e. events that require external aid in fire fighting, police or ambulance services.

Any occurrence on site that threatens the safety of people on site, off site, the surrounding premises, neighbours, houses, the general public or the environment, constitutes a major incident

For further details in controlling environmental impacts the site's Environmental Aspects Risk Assessment should be reviewed.

5.0 COMMUNICATION

Communication during an emergency should be established at the main site office where possible.

In the event of communication is required between external parties such as members of public, members of the press, Murray Pitcairn should be contacted and all communications dealt with by him or is deputy and not at a site level

Communication should also be established with any applicable neighbours along with any enforcing body to inform them of the emergency where relevant

6.0 PROCEDURE

The following potential incidents have been identified at the facility:

- Flooding
- Minor Fire
- Major Fire (Operational Area)
- Major Building Fire
- Plant / Vehicle Accident
- Vehicle Collison with Storage Tank
- Explosion
- Exposure to Unknown Substances
- Major injury
- Mains Gas Leak
- Bomb Threats
- Protests / Direct Action, External Incidents that Effect Site, Pandemics/Epidemics
- Total Site Evacuation
- Spillage and Leakage
- Adverse Weather Conditions

The procedures for each event identified above are defined in Appendix One.

The emergency services pack is provided in Appendix Two.

The emergency plan is kept in a box in the following locations;

On the H+S notice board in reception area

7.0 HAZARDOUS MATERIALS (as identified by COSHH assessments)

There are quantities of hazardous materials stored for use on site:

- ⇒ Kitchen
 - Cleaning Materials

- ⇒ Offices
 - None

- ⇒ Site
 - Petrol (<20 litres only)
 - Oils (engine & hydraulic)
 - Diesel
 - Grease Cartridges
 - Gas Bottles
 - Detergent
 - Self heating carbon contained within 20m³ Steel vessels

- ⇒ Waste Storage area
 - Self Heating Carbon approx. 200 bags

Approved by: Allan Raeside....

Area Manager

APPENDIX ONE

INCIDENT CONTROLLER PROCEDURES

INCIDENT CONTROLLERS

Location	Name
Office	Site Manager
Office / Site	Site Manager

FLOODING

Risk

The installation is not within a flood plain area. It is therefore considered that the likelihood of the installation flooding is extremely low.

Internal drainage is provided which is connected to oil interceptor and holding tank that overflows to public sewers via authorised discharge consent.

Action Plan

- 1 Appoint Incident Controller (Personnel will follow instructions issued by Incident Controller).
- 2 Carry out a stop and think assessment (Personnel will not attempt to enter a flooded area until a stop and think assessment has been undertaken or the flood has subsided).
- 3 Isolate all relevant systems in the area of risk such as:
 - Electrical supplies
 - Stocks of chemicals and fuels
 - Leachate collection system
 - Plant
- 4 If spillage has occurred refer to "Spillage & Leakage" Procedure
- 5 Consideration should be given to the segregation of "clean" and "dirty" water.
- 6 Consideration should be given to a pumping regime.
- 7 Following remedial action to clear the floodwater, an approved contractor will check all affected electrical supplies.
- 8 Inform EA.

FIRES – MINOR FIRE

Risk

Installation buildings contain electrical appliances and other sources of ignition along with materials that readily burn.

Maintenance activities on plant and equipment can also represent a potential fire risk.

Controls in place to mitigate the risk are:

- Fire and smoke alarms,
- Fire fighting equipment,
- No smoking on site policy,
- Permit to work for hot works
- Provision of trained Incident Controllers,
- Designated engineered storage structure for Haz waste
- Site follow HSG 47 and ensure non compatible materials are stored separate
- Waste consolidation is done to set procedures ensuring non-compatibles are not mixed

Based on the control measures that exist and the operational history it is considered that there is a low risk of fires in the site building but based on the control measures in place at the site, together with the proposed actions in the event that a fire occurs, it is considered that the risk of significant environmental consequences associated with fires at the site is Low.

Action Plan

- | | | | |
|--------------|---|--|--------------------------|
| Minor | 1 | Raise the alarm and evacuate and isolate the area of all personnel. | <input type="checkbox"/> |
| | 2 | Identify the type of fire and extinguisher needed (see table below). | <input type="checkbox"/> |
| | 3 | Follow the instructions on the extinguisher and attempt to put the fire out, if safe to do so. | <input type="checkbox"/> |
| | 4 | If the fire does not go out retreat and class as a major fire. | <input type="checkbox"/> |

TYPE OF FIRE	EXAMPLE	EXTINGUISHER	COLOUR OF EXTINGUISHER
SOLID	WOOD, PAPER, FURNITURE	WATER	RED
LIQUID	OIL, PETROL, SOLVENTS, CHEMICALS	FOAM / POWDER	RED WITH CREAM / RED WITH BLUE
ELECTRICAL	COMPUTERS	CO ₂	RED WITH BLACK

MAJOR FIRE IN OPERATIONAL AREA

Risk

Storage of Waste material always presents a risk of fire occurring, when these materials are hazardous it increases the potential routes of fire as certain materials are inherently properties may be that under certain conditions it may readily combust i.e. flammable gases and solids and then there is material interactions that may lead to exothermic (heat) reactions. However this is strictly controlled at Clearwater.

Controls in place to mitigate the risk are:

- Fire and smoke alarms,
- Fire fighting equipment,
- No smoking on site policy,
- Permit to work for hot works
- Provision of trained Incident Controllers,
- Designated engineered storage structure for Haz waste
- Site follow HSG 47 and ensure non compatible materials are stored separate
- Waste consolidation is done to set procedures ensuring non-compatibles are not mixed

Based on the control measures that exist and the operational history it is considered that there is a low risk of fires in the site building but based on the control measures in place at the site, together with the proposed actions in the event that a fire occurs, it is considered that the risk of significant environmental consequences associated with fires at the site is Low.

All operations must be suspended and any vehicles or plant in the vicinity of the fire evacuated, if it is safe to do so.

Action Plan

- 1 Raise the alarm and evacuate the Site of all unnecessary personnel and vehicles to the nearest mobile assembly point.
- 2 Suspend all operations.
- 3 Remove any vehicles in the vicinity of the fire if it is safe to do so
- 4 Use the fire equipment provided to douse the area
- 5 If the fire is not completely extinguished and continues to burn below the surface, then the burning material should be isolated, until emergency services arrive
- 6 Take the emergency plan folder and visitors book, located in the office entrance, as these may be needed

- 7 If the fire does not go out contact the EMERGENCY SERVICES. Give as much information as possible about the circumstances and location.
- 8 The INCIDENT CONTROLLER should arrange for the control of traffic and meeting EMERGENCY SERVICES.
- 9 Meet at the nominated assembly point and take a roll call.
- 10 Any water used to control the fire should be contained within the site and disposed of safely.
- 10 At a suitable time, site managers and other relevant people on the call out list (as detailed at the beginning of this document), including the EA should be informed of the incident.
- 11 Records of any fires will be kept Copies of this report forms will be forwarded to EA
- 12 Review and update any appropriate RA and procedures

MAJOR FIRES – OFFICE FIRE

Fire Action Notices are displayed throughout the offices. You should familiarise yourself with these instructions so that in the event of the alarm sounding you know what to do

- 1 Raise the alarm and evacuate the area of all unnecessary personnel and vehicles to the nearest mobile assembly point located in main car park
- 2 Evacuate as soon as the alarm sounds – do not go out of your way to collect personal belongings
- 3 Follow the evacuation arrows (green “running man” signs) to your nearest safe emergency exit. Your nearest safe emergency exit will not necessarily be the normal exit route therefore it is important you follow the signage.
- 4 Incident Controllers will check each area of the Main Building and then report to the Fire Assembly Point
- 5 Remain at the Assembly Point until given instruction to do otherwise Do not under any circumstances re-enter the building until given authority to do so.
- 6 The main Incident controller will check in each incident controller as they arrive at the fire assembly point, noting reports on the whereabouts of people who are known to be left in the building and if any signs of fire have been seen during the sweep and evacuation of the building.
- 7 The Incident Controller will direct a Fire Marshall to meet the emergency services on arrival and escort them to the alarm activation point.
- 8 At the Fire Control Point the Incident Controller will liaise with the Senior Crew Member from the emergency services who will assume responsibility
- 9 When emergency services are satisfied that no danger exists they will instruct the Incident Controller to reset the fire alarm panel.
- 10 Once emergency services have departed the Incident Controller will give the instruction to re-enter the building.
- 11 The Incident Controller will remain at the Fire Control Point until all staff have re-entered the building and will liaise with Fire Marshals to evaluate the evacuation procedure.
- 12 At a suitable time site managers and other relevant people on the call out list (as detailed at the beginning of this document), including EA should be informed of the incident.
- 13 Review and update any appropriate RA, WI, and procedures

Mobility Impaired

- 1 Any member of staff or visitor with mobility impairment who is located on the ground floor of the offices should evacuate via the Main Entrance unless there is any obvious danger in the corridor.
- 2 Any member of staff or visitor with mobility impairment who is located on the upper floor should make their way to the Refuge Point or fire escape route and refuge point arrangements will then be made by Incident Controllers to evacuate only if it is safe to do so. If it is not safe then upon arrival of emergency service they will be informed to carry out a rescue
- 3 On safe evacuation persons should be escorted to the Fire Assembly point and report to the Incident Controller.

Visually Impaired

- 1 Blind/visually impaired persons will be advised and an Incident Controller will initially walk the person through the evacuation and to the assembly points on arrival to the facility
- 2 Information will also be given to the Incident Controller for the area that the person will be located so that in the event of an evacuation assistance can be given.

Hearing Impaired

- 1 There are visual fire signals within the main office. Hearing impaired persons who are likely to be working in an isolated area are to be advised of their Incident Controller for that area and their immediate supervisor so that they may be notified of any alarm.

Evacuation of Children

On arrival the site will appoint for the visit a nominated Incident Controller

A copy of the evacuation procedure and location of escape routes and fire assembly point will be supplied to the schools nominated person(s).

- 1 On hearing the alarm a continuous tone you will evacuate the building through the nearest available exit
- 2 When evacuating the building act calmly and quietly to avoid alarming / scaring the children
- 3 Take care on the stairs, do not rush the children, which may result in accidents, provide reassurance and do not use the lift.

- 4 Once reaching the foot of the stairs escort the children to the fire assembly point at the main gate entrance. (If children have arrived by coach escort them onto the coach) and take the register.
- 5 Report any missing children to your appointed Incident Controller do not return to the building in the event of reported missing children.
- 6 Ask other children as to there last known location, report to Incident Controller any information.
- 7 The incident controller will report children missing and details to the emergency services

In the event of NO INDICATION OF FIRE i.e. FALSE ALARM

A dynamic assessment is carried out and the Incident Controller in charge may only instruct an Incident Controller accompanied by another to re-enter the building if there is;

NO INDICATION OF FIRE.

- 1 The Incident Controller in charge verifies that no reported signs of fire have been made
 - 2 The Incident Controller in charge checks the alarm panel to identify which sensor or call point has been activated.
 - 3 An Incident Controller and another (not the Incident Controller in charge) enter the building carrying a fire extinguisher and proceed through the closes access and egress to the sensor identified, being vigilant for any sign of fire en route.
 - 4 Any indication of fire, such as smell or sight of smoke or flames, must be taken as the signal to leave the building immediately and to notify the Incident Controller in charge requesting the attendance of the Fire and Rescue Service.
 - 5 On reaching the activated sensor or Zone the Incident Controller takes note of any reason for alarm activation.
 - 6 The Incident Controller and another leave the building and report their findings back to Fire Control Point
 - 7 The Incident Controller will then if need be, summon the emergency services dialling 999.
 - 8 Give the operator your telephone number and ask for "Fire Brigade", when the fire brigade replies give the site address and any details known
- Do not assume that the call has been received until it has been acknowledged by the fire brigade.

PLANT / VEHICLE ACCIDENT

In the event of an accident involving any item of plant or vehicle, the person first becoming aware of the incident must immediately check for casualties/injury.

This includes accidents on the active areas along with any accidents within the site boundary

Any spillage will be dealt with as in the spillage and leakage procedure.

Action Plan

- 1 Raise the alarm and evacuate the area of all unnecessary personnel and vehicles to the nearest mobile assembly point.
- 2 Appoint Incident Controller (Personnel will follow instructions issued by Incident Controller).
- 3 Suspend all tipping operations [if applicable]
- 4 Check for casualties/injury.
- 5 If there are any casualties/injury the First Aider must be summoned and the emergency services called.
- 6 The INCIDENT CONTROLLER should arrange for the control of traffic and meeting EMERGENCY SERVICES.
- 7 Check for immediate danger and give first aid.
- 8 The plant item or vehicle must not be moved and scene treated like a crime scene, unless to remove casualties, until the Site Manager has assessed the situation severity and carried out site investigation and if a serious injury if HSE or Police may be involved and they may need to investigate the scene
- 9 The accident details should be recorded.
- 10 The site manager should carry out an investigation in the appropriate forms and initiate any corrective action.
- 11 In the event that it is an accident involving vehicles on site, contact the insurance company
- 12 At a suitable time site managers and other relevant people on the call out list (as detailed at the beginning of this document), including EA should be informed of the incident.
- 13 Review and update the site traffic management plan, RA and procedures as appropriate

VEHICLE COLLISION WITH STORAGE TANK

In the event of an accident involving any item of plant or vehicle, with a storage tank the person first becoming aware of the incident must immediately raise the alarm.

Any spillage will be dealt with as in the spillage and leakage procedure.

Due to the large Concrete bund provided at Clearwater this event is highly unlikely to occur

Action Plan

- 1 Raise the alarm and evacuate the area of all unnecessary personnel and vehicles to the nearest mobile assembly point.
- 2 Appoint Incident Controller (Personnel will follow instructions issued by Incident Controller).
- 3 Check for casualties/injuries and follow the first aid procedure if applicable
- 4 Turn off feed pumps to the storage tank
- 5 Inform the site manager of the incident
- 6 The INCIDENT CONTROLLER should arrange for the control of traffic
- 7 Manage any spillages / leakages in accordance with that procedure
- 8 The plant item or vehicle must not be moved, unless to remove casualties, until the Site Manager has assessed the situation and obtained any evidence as to the cause.
- 9 The accident details should be noted in the site log.
- 10 At a suitable time site managers and other relevant people on the call out list (as detailed at the beginning of this document), including EA should be informed of the incident.
- 11 The site manager should carry out an investigation in the appropriate forms and initiate any corrective action.
- 12 Review and update the site traffic management plan, RA and procedures as appropriate

EXPLOSION

Risk

The main risk of explosion at the installation is associated with the compressed gas and mixing of non compatible waste

The acceptance of explosive substance is NOT PERMITTED at this site and this is ensured at both waste acceptance phases – theoretical, Actual site acceptance

There is not a history of explosions at the site. Based on the existing DSEAR control procedures, waste assessment and acceptance procedures, waste and product storage and Company health and safety procedures it is considered that the risk of explosions at the site in the future is extremely low.

Action Plan

- 1 Upon discovery of any potentially explosive material the area should be evacuated immediately.
- 2 Appoint INCIDENT CONTROLLER (Personnel will follow instructions issued by Incident Controller).
- 3 Carry out a stop and think assessment (Personnel will not attempt to enter the affected area until a stop and think assessment has been undertaken).
- 4 Contact the EMERGENCY SERVICES and give as much information as possible about the circumstances and location.
- 5 The INCIDENT CONTROLLER should arrange for the control of traffic and meeting EMERGENCY SERVICES.
- 6 In the event of an explosion the action taken should be the same as that taken in the event of a fire.
- 7 At a suitable time site managers and other relevant people on the call out list (as detailed at the beginning of this document), including EA should be informed of the incident.
- 8 Review and update any appropriate RA and procedures

EXPOSURE TO UNKNOWN SUBSTANCES

Until the substance has been identified treat as hazardous and raise the alarm to site manager and chemist.

All materials at Clearwater are vigilantly labelled to ensure this event does not occur

Any spillage will be dealt with as in the spillage and leakage procedure.

Action Plan

- 1 Avoid contact. Raise the alarm and evacuate the area of all unnecessary personnel.
- 2 Appoint Incident Controller (Personnel will follow instructions issued by Incident Controller).
- 3 Check for casualties.
- 5 If there are any casualties the First Aider must be summoned and the emergency services called.
- 6 Check for immediate danger and give first aid.
- 7 Stop any carriers leaving site and quarantine any areas as necessary
- 8 The emergency details should be noted in the site log.
- 9 At a suitable time site managers and other relevant people on the call out list (as detailed at the beginning of this document), including EA should be informed of the incident.
- 10 The site manager should carry out an investigation in the appropriate forms and initiate any corrective action.
- 11 Review and update any appropriate RA and procedures

MAJOR INJURY

Risk

CLEARWATER facilities are potentially dangerous places with numerous hazards presenting risks to site personnel, visitors and contractors.

These risks are mitigated by:

- Safe operating procedures,
- Risk assessments,
- Method Statements,
- Permit to Work Procedures, and
- Training

Action Plan

- 1 Immediately request FIRST AID assistance (Refer to the list below).
- 2 If necessary phone EMERGENCY SERVICES. Give as much information as possible about the injured person and the location.
- 3 Only approach the injured person if it is safe. Do not move the person unless they are in immediate danger.
- 4 Keep the injured person warm, and keep talking to them. DO NOT leave them alone.
- 5 FIRST AIDERS will be competent to deal with the situation until the ambulance arrives.
- 6 The INCIDENT CONTROLLER is to ensure that traffic is controlled and that EMERGENCY SERVICES are directed to the incident.
- 7 The site manager should carry out an investigation in the appropriate forms and initiate any corrective action.
- 8 Notify H&S Manager where necessary
- 9 Review and update any appropriate RA, WI, and procedures

FIRST AIDERS (IDENTIFIED BY PHOTO ON SITE NOTICE BOARD)

Location	Name
Immediately upon entering the main office , on the right hand side	Various employees so please check notice board for current first aiders
Employees also identified during site induction	Various employees so please check notice board for current first aiders

MAINS GAS LEAK

Risk

The site offices have a Main gas boiler in the adjacent office

The risk of this occurring is mitigated by:

Gas safe installed and maintained boiler and located in a low traffic area with ample ambient heat

Action Plan

- 1 On smelling a gas leak raise the alarm, and take the visitors book, located in the office entrance, to the assembly point situated in the car park
- 2 Do not switch on or off electrical devices.
- 3 Mobile phones should only be used at a safe distance from the gas leak.
- 4 If safe to do so ventilate the building.
- 5 Appoint traffic controller to ensure vehicles stay away from the weighbridge.
- 6 Inform site manager, environmental services and utility provider as applicable as soon as possible.
- 7 Record the time and circumstances.
- 8 The site manager should carry out an investigation in the appropriate forms and initiate any corrective action.
- 9 If appropriate turns mains supply off until repair and investigation can be carried out by an competent person (Gas Safe Registered)
- 10 Review and update any appropriate RA, WI, and procedures

BOMB THREATS

Risk

Any threat should be taken a serious.

Action Plan

- 1 Raise the alarm.
- 2 If not already done the EMERGENCY SERVICES should be contacted and provided with as much information as possible about the circumstances and location.
- 3 Follow the advise given by the emergency services
- 4 Evacuate the area and follow the total site evacuation procedure

In the event that the site is unable to remain open or is required to close the following should be followed;

- 1 In the event that the facility has to close the weighbridge and/or reception will be contacted and drivers and customers will be informed of the decision.
- 2 Communication will be made with senior management and the appropriate regulatory authority
- 3 Notification of site closure will be communicated as soon as is reasonably practical
- 4 Alternative sites will be contacted to determine the availability of other facilities where applicable
- 5 Where possible alternative arrangements will be communicated and made available to customers
- 6 Regular contact will be maintained with all parties to keep them abreast of conditions on site and the likelihood of site reopening
- 7 Communication will be made to all parties including External Affairs when a decision has been made to reopen the site

PROTESTS/DIRECT ACTION EXTERNAL INCIDENTS THAT EFFECT SITE PANDEMICS / EPIDEMICS

Risk

Protest and external incidents can result in trespassing on site and security issues for both site and the personnel employed there. Pandemics and epidemics may also result in the possible closure of the site. In the event that this happens refer to the site closure section.

Action Plan

- 1 Inform site manager of potential issue if know prior to organised incident
- 2 Review the site security RA to ensure that it is suitable
- 3 Consider employing additional security if required

In the event that the site is unable to remain open or is required to close the following should be followed;

- 1 Where conditions are anticipated prior notice will be given to the Sales Department and to customers
- 2 In the event that the facility has to close the weighbridge and/or reception will be contacted and drivers and customers will be informed of the decision.
- 3 Communication will be made with senior management and the appropriate regulatory authority
- 4 Notification of site closure will be communicated as soon as is reasonably practical
- 5 Alternative sites will be contacted to determine the availability of other facilities where applicable
- 6 Where possible alternative arrangements will be communicated and made available to customers
- 7 Regular contact will be maintained with all parties to keep them abreast of conditions on site and the likelihood of site reopening
- 8 Communication will be made to all parties when a decision has been made to reopen the site

TOTAL SITE EVACUATION

Risk

Any of the enclosed procedures, or an off site emergency, may lead to a total site evacuation.

Action Plan

- 1 Raise the alarm.
- 2 If not already done the EMERGENCY SERVICES should be contacted and provided with as much information as possible about the circumstances and location.
- 3 ALL personnel are to be contacted by any means possible and must evacuate the site. If necessary seek alternative routes.
- 4 Take the emergency plan folder and visitors book
- 5 All personnel are to meet at the assembly point unless it is dangerous and then the incident controller will direct all persons to a safe alternative. Take a roll call.
- 6 Appoint traffic controller and ensure that all traffic is stopped.
- 7 Customers should be contacted to prevent more vehicles arriving at site.
- 8 Operations can only recommence once EMERGENCY SERVICES or INCIDENT CONTROLLER gives the all clear.
- 9 At a suitable time site managers and other relevant people on the call out list (as detailed at the beginning of this document), including EA should be informed of the incident.
- 10 The site manager should carry out an investigation in the appropriate forms and initiate any corrective action.
- 11 Review and update any appropriate RA and procedures

SPILLAGE & LEAKAGE

Risk

Spillage and leakage can occur during refuelling of vehicles, fuel deliveries, vehicle servicing, vehicle breakdowns, accidents and/or damage to tanks, bunds or waste storage containers.

The potential risks are mitigated by:

- Controlled unloading using trained personnel of all potentially polluting materials,
- Appropriate storage vessels (either double skinned or bunded to 110%),
- Regular inspection of storage vessels, and
- Maintenance of a spillage/leakage kit including absorbent and containment equipment.
- Entire site is fully contained and has a concrete apron
- Haz waste bays fully contained with no drains only 1.5m³ sumps and laid to a fall

Action Plan

- 1 Appoint Incident Controller (Personnel will follow instructions issued by Incident Controller).
- 2 Carry out a stop and think assessment (Personnel will **not** attempt to enter the affected area until the nature of the spillage has been ascertained and what harmful effects it could have to human health and safety).
- 3 If practical ensure that the area is coned off with cones placed at a suitable distance from the spillage.
- 4 If possible the leak should be stopped and the cause of the leak isolated, and/or moved to a bunded area (e.g.; leaking vehicle or tank). Spill trays or appropriate haz waste bays; flam in flam bay, acid in acid bay etc no mixing
- 5 If the spillage can leave site via ditches or drains, the first action must be to stop it. This can be achieved by damming with spoil/clay or by the use of control valves at discharge point.
- 6 Water pumps that are discharging from or to the affected area must be switched off immediately.
- 7 Once the spillage has been isolated the various remedial methods listed below should be reviewed and the best option employed.
- 8 The site manager should be contacted at the first available point.
- 9 Any spillage outside of the operational area must be reported to the site manager and the environmental technician (if applicable)
- 10 EA should be contacted regarding any spillage that threatens to leave site causing pollution.
- 11 All spillages must be recorded in the environmental log (Diary).
- 12 The site manager should carry out an investigation in the appropriate forms and initiate any corrective action.
- 13 Review and update any appropriate RA and procedures

Various remedial methods are available:

- **Dilution:** If the spill is relatively small it may be possible to dilute the liquid with large quantities of water. The water should not be allowed to leave site.
- **Soak up booms:** This may be used to soak up the spill and block off exit routes.
- **Spillsorb:** This may be used to soak up the spill.
- **Vacuum tanker:** For larger volumes a water bowser is based on site and may be used.

NB. All materials used must be disposed of properly and if necessary sent off site.

Pollutants:

Risk

The main potential pollutants at Clearwater are solid powder and solid carbon pellets/granules, diesel & hydrocarbons,

Diesel & hydrocarbons:

Diesel is oil based and has a specific gravity of that less than water. This causes diesel to float on the surface of the watercourse. If handled correctly diesel can successfully be extracted from the water.

- 1 Locate the source of pollution
- 2 Stop and contain the source of contamination e.g. pads or booms, placement of catchment bunds.
- 3 Deploy containment measures e.g. apply spill kit mop for small spills or vacuum tanker.
- 4 Remove and dispose of any contained diesel to avoid any further contamination.

Solid Carbons:

Carbon is a solid black substance normally in pellet or granule form. If handled correctly it can be easily cleaned up.

- 1 Locate the source of pollution

- 2 Stop and contain the source of contamination.
- 3 Deploy containment measures e.g. vacuum or hoovers
- 4 Remove and dispose of any contained material to avoid further contamination.

ADVERSE WEATHER CONDITIONS

In the event of adverse weather the following procedure will be adhered to:

- 1 A decision on whether to close the site in adverse weather conditions will be coordinated by the Site Manager or Director
- 2 Weather reports will be monitored daily and in the event of adverse conditions this frequency will be increased
- 3 Wind speeds will be assessed and monitored at regular intervals dependant on conditions.
- 4 Primary consideration will be placed on the safety of drivers in relation to opening trailer doors and to banksman and drivers in relation to wind blown debris
- 5 The assessment will take in to consideration wind direction, wind speed and gust speed.
- 6 The assessment will take in to consideration he work involved
- 7 Site closure or controlled tipping may also be required in the event of heavy fog conditions
- 8 Where adverse weather conditions are anticipated prior notice will be given to the Sales Department and to customers
- 9 In the event that the facility has to close due to adverse weather conditions the reception will be contacted and drivers and customers will be informed of the decision.
- 10 Communication will be made with senior management and the appropriate regulatory authority
- 11 Notification of site closure will be communicated as soon as is reasonably practical
- 12 Alternative sites will be contacted to determine the availability of tipping facilities where applicable
- 13 Where possible alternative tipping arrangements will be communicated and made available to customers
- 14 Regular contact will be maintained with all parties to keep them abreast of conditions on site and the likelihood of site reopening
- 15 Communication will be made to all parties when a decision has been made to reopen the landfill site
- 16 Remedial and preventative environmental actions will follow the site's environmental aspect RA and any PPC requirements

APPENDIX TWO

EMERGENCY SERVICES PACK

DRAWINGS

- Paper copies to be found with this printed document below H+S notice board. Other plans to be found on SFS.

Site Plan

Site Service Plan

Appendix 17: DOC Audit Checklist



Duty of Care- Waste Transfer Note Compliance Checklist

CHECK THE FOLLOWING LIST TO ENSURE DUTY OF CARE IS ADHERED TO:

	Tick as applicable		
	Y	N	N/A
Do you have confirmation from the waste producer confirming the source and nature of the waste?			
Is there an adequate written description?			
Does the EWC code match with what is expected to arrive?			
Is the quantity received in accordance with the permitted conditions?			
Has the current holder details been completed?			
Does the container match with what the waste has arrived in?			
Transferee details completed?			
Has the waste hierarchy declaration been confirmed?			
Is the carrier registered and licensed to carry the waste?			
Has a SIC code been recorded?			
Has the time and place of transfer been recorded?			
Transfer address/collection point details recorded?			
Is the Waste Transfer Note signed?			
Further control measures must be implemented as a result of a "no" answer. Refer to waste pre-acceptance and acceptance procedures.			

Site Personnel			Signature:	
Name	Position	Company	Signature	Date
		Clearwater		
		Clearwater		




Duty of Care- Hazardous Waste Consignment Note Compliance Checklist









CHECK THE FOLLOWING LIST TO ENSURE DUTY OF CARE IS ADHERED TO:

CHECK THE FOLLOWING LIST TO ENSURE DUTY OF CARE IS ADHERED TO:						
				Tick as applicable		
				Y	N	N/A
Do you have confirmation from the waste producer confirming the source and nature of the waste?						
Has the consignment note code been recorded (as appropriate for location)						
Contact details including name of where waste originates and where it is going to?						
Brief description of process giving rise to waste?						
Has a SIC code been recorded? (if relevant)						
Is there an adequate written description?						
Does the EWC code match with what is expected to arrive?						
Is the quantity received in accordance with the permitted conditions?						
Does the container match with what the waste has arrived in?						
Components, concentration, form, Hazard Properties and container details appropriate?						
Has the waste hierarchy declaration been confirmed?						
Is the carrier registered and licensed to carry the waste?						
Consignor details including name and contact details- dated and timed						
Has the time and place of transfer been recorded?						
Is the Hazardous Waste Consignment Note signed?						
Further control measures must be implemented as a result of a "no" answer. Refer to waste pre-acceptance and acceptance procedures.						
Site Personnel			Signature:			
Name	Position	Company	Signature	Date		
		Clearwater				

Appendix 18: Spillage Response Procedures

 Safe Working Procedure							
1.Task/Activity	Spillage response			2.Business Function	Transfer Station		
3.Site / Location	Clearwater			4.SWP Ref No	CWTFs/SWP/018		
5.Date	22/05/2023			6.Next Review	22/05/2024		
7.Developed By	Allan Raeside			8.Consulted	Mark James		
9. Permit to Work?	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>	10.R. A. Ref No	CWTFs/RA/018	

11. Identified Significant HAZARDS from Risk Assessment

							
Slips, trips and falls	Manual handling	Moving vehicles/plant	Pressure systems	Harmful/explosive gasses	Harmful substances	Weather conditions	Neighbouring activities





12. TRAINING REQUIRED

COPC, plant competence license (if site only)(NPQRS, CITB, CSCS etc)

13. PERSONS AT RISK

Employees	Contractors	Visitors			

14. PPE REQUIREMENTS

							Other:
Gloves	Warm Hi-Visibility clothing	Safety footwear	Hard hat				

15. CURRENT CONTROL MEASURES. Identified in Risk Assessment

- Majority of waste handled in interceptor/foul drain area.
- Traffic Management Plan
- Driver manual/pack
- 5 mph speed limit on site
- Safety signage
- Beacons
- Reversing cameras and alarms
- Site induction, site rules issued to all users
- Control of traffic on site
- 5m safe distance maintained
- lighten to ensure area is illuminated to a min of 40 lux
- Minimum PPE (high viz clothing, hard hat, safety footwear with steel midsoles and toes, gloves)
- COSHH assessment

- Hygiene standards and washing hands and face before eating, smoking or touching face.
- No smoking or eating/drinking in operational areas
- Person on foot in operational areas strictly controlled
- Plant Daily checks
- Operators competency training
- 2kg powder extinguisher

Spillage and leakages can occur during deliveries, accidents and/or damage to tanks, bunds or waste storage containers. Materials stored on site have the potential to cause harm to the environment if they escape to surface water drains.

Spills are most likely to occur when carbon waste is decanted from the vessels into bags. During this process, secondary containment surrounding the bags will minimise and prevent risk of spills. The decanting of carbon waste will not take place in adverse weather conditions. Daily housekeeping of the external yard includes daily sweeping and vacuuming of spillages to minimise risk of entering foul and surface drains.

If a spill occurs outside of the secondary container, the following spillage response procedures will be implemented:

PROCEDURE:

No	Task	Responsibility of
1	Reception – spill to be reported to site management: Location, volume, access and egress etc	Competent Site Personnel
2	Carry out a stop and think assessment (Personnel will not attempt to enter the affected area until the nature of the spillage has been ascertained and what harmful effects it could have to human health and safety. If practical ensure that the area is coned off with cones placed at a suitable distance from the spillage. If possible the leak should be stopped and the cause of the leak isolated if safe to do so.	Competent Site Personnel
3	<p>Various liquids remedial methods are available:</p> <ul style="list-style-type: none"> ▫ Dilution: If the spill is relatively small it may be possible to dilute the liquid with large quantities of water. The water should not be allowed to leave site. ▫ Soak up booms: This may be used to soak up the spill and block off exit routes. ▫ Spillsorb: This may be used to soak up the spill. ▫ Vacuum tanker: For larger volumes a vacuum tanker can be used to gather all the contaminated residues for appropriate disposal. <p>NB. All materials used must be disposed of properly and if necessary sent off site.</p> <p>Pollutants:</p> <p>Leachate:</p> <p>Leachate is contaminated water which dilutes upon its entrance into the watercourse and becomes impossible to extract.</p> <ol style="list-style-type: none"> 1 Locate source of pollution. 2 Stop and contain the source of contamination. e.g. Insert runoff ditch sluice boards, placement of catchment bunds. 3 Remove and dispose of any contained leachate that could potentially contaminate the area / water course further 4 Environment Agency may require the water course to be dammed and over-pumped to avoid further contamination. <p>Hydrocabrons (Diesel/Oil Etc):</p> <p>Hydrocarbons are oil based and has a specific gravity of that less than water. This causes it to float on the surface of the watercourse. If handled correctly diesel can successfully be extracted from the water.</p> <ol style="list-style-type: none"> 1 Locate the source of pollution 2 Stop and contain the source of contamination e.g. Insert runoff ditch sluice boards, placement of catchment bunds. 3 Deploy containment measures. 4 Remove and dispose of any contained hydrocabron to avoid any further contamination. 	Competent Site Personnel
	<p>If spillage is outside of the foul drainage area:</p> <p>Step 1: Assess the Risk What is the nature of the material that has been spilt? How much has been spilt? Is it running towards the surface water drain? Is it compatible with discharge consent. Are there adverse weather conditions to increase its run-off? If spilt material has entered the surface water system then the Environment Agency must be informed immediately.</p>	Competent Site Personnel

	<p>Step 2: PPE Ensure the correct PPE is worn when dealing with the spillage.</p> <p>Step 3: Confine the Spill Isolate the spillage using drain covers and booms to prevent the spilt material spreading, and entering the site drain using spill kits located around the site. Implement the deployment of containment measures. Regular housekeeping with sweeping of spilt carbon material.</p> <p>Step 4: Appropriate disposal Ensure waste is appropriately disposed of and replace any spill kits used</p>	
	<p>If there is a spillage within the foul drain outlet:</p> <p>Step 1: Assess the Risk What is the nature of the material that has been spilt? How much has been spilt? Is it running towards the foul drain outlet? If there is a large quantity entering the foul drain, this may overwhelm the offsite effluent treatment works and immediate action must be taken to divert the material or to contain it. If this were to occur Anglian Water must be informed immediately. Are there adverse weather conditions to increase its run-off? The drain's outer edge is higher than the inside edge to aid with the containment within the bunded area.</p> <p>Step 2: PPE Ensure the correct PPE is worn when dealing with the spillage.</p> <p>Step 3: Confine the Spill Isolate the spillage using drain covers and booms to prevent the spilt material spreading, and entering the site drain. These are in spill kits located around the site. Implement the deployment of containment measures.</p> <p>Step 4: Appropriate disposal Ensure waste is appropriately disposed of and replace any spill kits used</p>	Competent Site Personnel
4	<p>Deployment of containment measures on water courses:</p> <p>Follow this procedure to best contain the spill:</p> <ol style="list-style-type: none"> 1 Install the first floating boom at the furthest extent of the contamination downstream To gain the best effectiveness from the floating booms they should be deployed at an angle of 45. Setting the booms at 45° will mean that two booms may have to be connected together because of the greater length needed. The booms must be placed with one over-lapping the other to minimise leakage. 2 Do not use pre-set stakes to tether the booms as the water level may have fluctuate and this may leave leakage points. Deploy further booms working back upstream 3 When the booms are in place, place absorbent pads in-front of the booms to absorb the captured pollutants. Monitor the effectiveness of the booms with a view to installing more booms if necessary. 4 Use of Granules: Granules are solely for the absorption of liquid and are only for use on dry land. Use Granules on dry land on liquid to absorb small spills and brushing and shovel 5 the material to ensure all liquid has been absorbed before place the contaminated granules into an appropriate receptacle (Drum/IBC) for disposal 6 Large liquid puddles should be removed by use of a vacuum tanker where this will suck up all the liquid leaving small residues which should be wash 	Competent Site Personnel

	down and have residues soaked with a maybe a manually ragging & polish to remove the last of the residues	
--	---	--

17.First Aid Precautions	18.First Aiders
Mobile First aid kits in office, any incident informed immediately first aider will attend along with incident controller	


19.Additional Information –











Point of work risk assessment

Contract:		Site:	
CHECK THE FOLLOWING LIST TO ENSURE THAT WORK IS SAFE TO PROCEED			
Work activity			Tick as applicable
To be checked			
			Y N N/A
Is the work adequately controlled by risk assessments and COSHH assessments?			
Are site conditions ie, weather, sightlines etc. acceptable for work to proceed?			
Is signing and guarding and traffic management acceptable?			
Is the area free from overhead cables?			
Is the area free from risk to the general public?			
Is the area ventilated if using engine powered ancillary equipment?			
Is PPE in good working order and suitable for task to be undertaken?			
Are hoses placed in a way to minimize trip hazards?			
Are all watercourses protected from pollution (directly or via a drain)?			
Are adequate controls in place to prevent excessive noise and dust?			
Is there a valid permit in place (if applicable)?			
Further control measures must be implemented as a result of a "no" answer			
I feel the site is safe for work to proceed			
Supervisors name:		Signature:	
Name	Position	Company	Date

Appendix 19: Storage and Handling of Waste

 Safe Working Procedure							
1.Task/Activity	Storage and handling of waste			2.Business Function	Transfer Station		
3.Site / Location	Clearwater			4.SWP Ref No	CWTFS/SWP/011		
5.Date	22/05/23			6.Next Review	22/05/24		
7.Developed By	Allan Raeside			8.Consulted	M James		
9. Permit to Work?	YES	<input type="checkbox"/>	NO	<input checked="" type="checkbox"/>	10.R. A. Ref No	CWTFS/RA/0011	

11. Identified Significant HAZARDS from Risk Assessment

							
Slips, trips and falls	Manual handling	Moving vehicles/plant	Pressure systems	Harmful/explosive gasses	Harmful substances	Weather conditions	Neighbouring activities








12. TRAINING REQUIRED

Read, understand and follow this document while carry out the task

13. PERSONS AT RISK

Employee	Contractors	Visitors			

14. PPE REQUIREMENTS

							Other:
Gloves	Warm Hi-Visibility clothing	Safety footwear	Hard hat	Eye protection	Hearing Protection	RPE Protection	

15. CURRENT CONTROL MEASURES. Identified in Risk Assessment

- Majority of waste handled in interceptor/foul drain area.
- Traffic Management Plan
- Driver manual/pack
- 5 mph speed limit on site
- Safety signage
- Beacons
- Reversing cameras and alarms
- Site induction, site rules issued to all users
- Control of traffic on site
- 5m safe distance maintained
- lighten to ensure area is illuminated to a min of 40 lux
- Minimum PPE (high viz clothing, hard hat, safety footwear with steel midsoles and toes, gloves)

PROCEDURE:

No	Task	Responsibility of
	<p>Handling of any hazardous substance –</p> <ul style="list-style-type: none">• Always consider the COSHH safety data sheet of the material you are about to handle to ensure you have the appropriate safety measures in place prior to its use.• Check all containers integrity (valves/seals) prior to handling and storage. If defects are found then report to management• Check chemical compatibility labelling prior to storage ensuring HSG76 chemical warehousing guidance is being followed• All Hazardous waste should be stored in designated bays.• Do not handle any hazardous substance directly. Always use the machines provided and do indirect handling of material wherever possible• When direct handling is only possible then wear the required PPE as per the COSHH and handle carefully ensuring no spillages occur.	All competent site personnel
01	<ul style="list-style-type: none">• Waste is accepted in bags, vessels or tankers. The purpose of these procedures is to ensure non-hazardous and hazardous materials are stored to prevent exposure and spillages. This procedure is to be followed by all competent site personnel.	
02	<ul style="list-style-type: none">• The bay layout is shown on the site layout plan with units for waste storage. The maximum annual storage capacity for the site is stated within the permit and will not be exceeded.	
03	<ul style="list-style-type: none">• On the arrival of waste after following waste pre-acceptance and acceptance checks, waste is sorted, segregated and bulked. No loose waste will be stored on site. Bulking and repackaging waste must be materially the same to ensure the waste composition does not change.	
04	<ul style="list-style-type: none">• All materials are labelled with an identification number and recorded onto the online waste tracking system which states what the materials are and the hazards associated with the material according to the waste acceptance procedures.	
05	<ul style="list-style-type: none">• All waste containers are to be visually inspected daily and any non-conformances are recorded. Any unsound or unlabelled containers must be rectified immediately, for example relabelling or transferring the containers contents.	
06	<ul style="list-style-type: none">• There are 3 storage bays within units 1 and 2 and 3 and 4 each being 9m x 15m with a A1 fire wall >3m high. Bags will be stored no higher than the fire wall and stored in a way that allows easy inspection and identification numbers are easily visible.• Stacked bags must be stable.• Any waste material stored in the external storage area is stored undercover. Hazardous waste are clearly labelled with an identification number and marked as hazardous and storage area is on the left hand side of the bay 3, the designated area for hazardous waste storage.• IBC containers are stacked no more than 2 high if they contain materials and no more than 3 high if they are empty.• IBC containers will be stored against the wall with the valve facing out. IBC containers are to be stored within the foul drainage area. Ensure pallets are suitable for the materials they are stored on and visually check for any damage or signs of overload. Heavy load is at the bottom and the lighter load on top.	

	<ul style="list-style-type: none"> • IBC containers are to be clearly labelled and to only contain clean water for the pressure washer on site. • Storage areas, containers and infrastructure are inspected daily and any issues are dealt with immediately. Written records will be kept. • All storage areas on site contain any possible contaminated runoff. • A previously approved fire prevention plan is in place. Ambient temperature is monitored at least three times per day Monday-Friday and twice per day Saturday-Sunday using a thermal imaging gun. This is recorded. Although the need to monitor and control the temperature is not anticipated for the waste streams, as it is highly unlikely that the wastes will generate heat due to the storage conditions. 	
07	<ul style="list-style-type: none"> • To manage the storage time of stock, the site will ensure that the stocks of stored wastes are rotated to ensure the minimum period of storage on site for any individual load. To aid with the rotation, stock may be temporarily stored outside of the building in order for older stock to rotate out. This does not take place in adverse weather conditions and any stock temporarily stored outside is contained within the storage drainage area to the interceptor and foul sewer and is moved back by the end of the day. The foul drain has an angled outside edge which is higher than the inside edge to ensure any spillages are contained. 	

17.First Aid Precautions	18.First Aiders

19.Additional Information –

Appendix 20: Waste Pre-Acceptance and Acceptance Procedures

Non-Hazardous Waste

1. Prior to accepting the waste, enquiries will be made from the waste producer. Confirmation from the waste producer is required before accepting the waste. This will confirm the source and nature of the waste. A copy of this confirmation will be kept on file. If the waste is coded as a non-hazardous mirror entry, a copy of the assessment demonstrating this will be provided and kept on file. Ideally, the waste producer will provide a copy of the assessment to confirm if the waste is hazardous or non-hazardous but due to technical or logistical difficulties this may not be available. Sampling will therefore take place by Clearwater onsite. The waste will be consigned as hazardous sampling results are returned and confirm as non-hazardous. Only annual sampling is required unless there has been any waste changes or process changes giving rise to waste changes.

2. On arrival each load will be accompanied with written information in accordance with the Duty Of Care requirement or a season ticket where relevant. Waste can only be accepted if the EWC code is part of the permitted condition of the Environmental Permit.

3. Waste will only be accepted on site after assessing the waste's suitability for storage and within the permit conditions. Waste must be accompanied by a waste transfer note in order to be accepted on site. The waste transfer note will be checked for the legal duty of care requirements including:

a. Identify the waste to which it relates by reference to the appropriate codes in the European Waste Catalogue and the written description. It will be checked against the list within the permit and confirm the waste is non-hazardous using waste pre-acceptance information.

b. Quantity

c. Time and place of transfer

d. The name and role of the transferor and transferee. Carrier details and signatures.

Waste Transfer Notes will be kept for a minimum of 2 years.

4. The information required at the pre-acceptance stage will be reassessed on an annual basis to determine if there has been any waste changes, process changes giving rise to waste changes or when wastes received does not conform to the pre-acceptance information.

5. The delivery vehicle will be directed by staff to the waste reception area where the load of containers is offloaded or waste discharged into appropriate containers. Waste can arrive on site as follows:

a. Waste arriving in vessels, offloaded directly in the yard ready for decanting into bags. When waste is decanted from the vessels into bulk bags they are surrounded by secondary containment to prevent and minimise risk of spills. This will not take place in adverse weather conditions.

b. Waste arriving in tankers are pumped straight from the tanker into bags that are sealed to the discharge point on the tanker.

c. Waste arriving in bags are weighed using the weighing facility on site and stored appropriately.

If a spill occurs, spillage response procedures will be implemented.

6. Whilst decanting the waste, it is visually checked for any non-conformities and to ensure consistency with the waste transfer note. Any non-conformance will be documented and rejected. If a load is rejected, then it will be stored within the designated quarantine area pending return to the producing site for further processing in order to meet the materials specifications, alternative disposal routes identified or until appropriate paperwork is completed. Duty of Care will be complied with for any waste leaving the site.

7. The bulk bags of waste are weighed and transported by forklift to the designated bay for storing, stacked no higher than the height of the firewall. The bulk bags will be clearly labelled identifying as non-hazardous.

Hazardous Waste

1. Prior to accepting the waste, enquiries will be made from the waste producer. Confirmation from the waste producer is required before accepting the waste to confirm the source and nature of the waste including its composition and hazardous properties. A copy of this confirmation will be kept on file including any mirror entry EWC codes as defined in the WM3 guidance. If the waste is mirror entry and no assessment details are provided, the waste will be assumed hazardous as a precautionary measure. Ideally, the waste producer will provide a copy of the assessment to confirm if the waste is hazardous or non-hazardous but due to technical or logistical difficulties this may not be available. Sampling will therefore take place by Clearwater onsite. The waste will be consigned as hazardous until sampling results are returned and confirm as non-hazardous. Only annual sampling is required unless there has been any waste changes or process changes giving rise to waste changes.

2. On arrival each load will be accompanied with a Hazardous Waste Consignment Note in accordance with the Duty Of Care requirement and hazardous waste regulations. Waste can only be accepted if the EWC code is part of the permitted condition of the Environmental Permit.

3. Waste will only be accepted on site after assessing the waste's suitability for storage and within the permit conditions. Waste will only be accepted on site when accompanied by a hazardous waste consignment note. The hazardous waste consignment note will be checked for the legal duty of care requirements and hazardous waste regulations including:

- a. The type of process producing the waste.
- b. The specific process from which the waste derives.
- c. The quantity of waste.
- d. SIC code
- e. Chemical analysis of the waste (individual constituents and as a minimum their percentage compositions), where relevant.
- f. The form the waste takes (solid, liquid, sludge etc)
- g. All hazards associated with the waste and hazardous properties

5. The information required at the pre-acceptance stage will be reassessed on an annual basis to determine if there has been any waste changes, process giving rise to waste changes or wastes received does not conform to the pre-acceptance information.

6. The delivery vehicle will be directed by staff to the waste reception area where the load of containers is offloaded or waste discharged into appropriate containers. Waste can arrive on site as follows:

a. Waste arriving in vessels will be discharged directly in the yard ready for decanting into bags. Waste decanted from the vessels into bulk bags are surrounded by secondary containment to prevent and minimise risk of spills. This will not take place in adverse weather conditions. If a spill occurs, spillage response procedures will be implemented.

b. Waste arriving in tankers are pumped straight from the tanker into bags that are sealed to the discharge point on the tanker.

c. Waste arriving in bags are weighed using the weighing facility on site and stored appropriately.

7. Whilst decanting the waste, it will be visually checked for any non-conformities and to ensure consistency with the waste transfer note. Any non-conformance will be documented and rejected. If a load is rejected, then it will be stored within the designated quarantine area pending return to the producing site for further processing in order to meet the materials specifications or alternative disposal routes identified or until appropriate paperwork is completed. Duty of Care and hazardous waste regulations will be complied with for any waste leaving the site.

8. Bags of hazardous waste are then weighed and transported by forklift to the designated bay for storing, stacked no higher than the height of the firewall in accordance with the previously approved fire prevention plan. Hazardous waste is clearly labelled.

Appendix 21: Sampling Procedures

On arrival

Check records to determine if the waste arriving onsite has been sampled previously. Follow pre-acceptance waste procedures and enquire if there have been any waste changes, process changes giving rise to waste changes or when wastes received does not conform to the pre-acceptance information. To determine if sampling is required, waste producers will receive an annual form to ascertain whether there have been any alterations to their processes. If there has been no changes in the processes and the waste conforms to the pre-acceptance and acceptance procedures, the waste does not need to be sampled as this has been completed previously.

2. Ideally, the waste producer will provide a copy of the assessment to confirm if the waste is hazardous or non-hazardous but due to technical or logistical difficulties this may not be available. If the waste arriving on site has no record of sampling either by Clearwater or the waste producer, the waste must be sampled to determine if it is hazardous or non-hazardous. Any waste arriving on site is sampled and verified as compliant as soon as possible.

3. Waste arriving in the waste acceptance area is surrounded by a suitably sealed drainage system to prevent contaminated run-off. This includes the prevention of spillages escaping off site. As waste is decanted into bulk bags, random and representative samples will be taken. Sampling will take place by suitably trained staff which involves extracting from the decanted waste and put into containers ready to be sent to the laboratory. All documentation must be traceable to the sampling plan in appendix 1 and recorded onto the waste tracking system.

5. Samples are sent to the laboratory for analysis. Analysis of waste is to be carried out by a laboratory with suitably recognised test methods.

4. The waste is then transferred to the relevant general storage area until results are returned.

For disposal

1. If the waste is classified as hazardous, characterisation and testing will be undertaken in accordance with the regulator guidance 'dispose of waste to landfill', and must meet the WAC for landfill for hazardous waste before it can be accepted at a landfill. Treatment of waste is not required as this would not reduce its quantity or the risk to people's health or the environment. A Hazardous Waste Consignment Note, including waste description and the basic characterisation of waste is required when sending to landfill. If the waste does not meet the criteria, it will go offsite for incineration.

2) If the waste is classified as non-hazardous, characterisation and testing is required in accordance with the regulator guidance 'Dispose of Waste to Landfill' for disposal to a non-hazardous landfill site. Treatment of waste is not required as this would not reduce its quantity or the risk to people's health or the environment. Written information, required by the Duty of Care requirements will be provided upon transfer.