



SUMMARY MANAGEMENT SYSTEM V2

Environmental Management System

Our environmental management system is made up of various documents which all link into our individual sites filing system which is being developed. The site filing system will make a 13 – 17 file system to ensure compliance for all sites. This will also link into our Health and Safety management file.

The summary of this system is listed below.

WASTE ACCEPTANCE AND STORAGE

Our waste acceptance procedure will contain procedures to cover all aspects of waste treatment and transfer. This will include waste acceptance, waste rejection, waste quarantine and waste transfer and treatment procedures.

PLANS

The following plans can be found on site:

- Site Safety Plan
- Drainage Plan
- Fire Prevention Plan
- Maintenance Plan
- Contingency Plan
- Accident and Prevention Management Plan

ONLINE SECURITY

The company has an online security procedure and a information security policy in place.

HUMAN RESOURCES

The company has a department that deals with staff issues, grievances and disciplinaries.

PUBLIC INFORMATION

There is a notice board at the entrance of the site. This displays all the contact details of the site as well as the health and safety requirements.

CLIMATE CHANGE

The site has a commitment to climate change policy and action plan. The company also as a environmental policy in place.



COMPLAINTS PROCEDURE

The company has a complaints procedure in place. The complaints procedure covers all possible complaints such as Noise, dust and odour.

All complaints are dealt with by a director or senior manager, the relevant forms are completed for review. Site issues are recorded in the site diary by the site manager and dealt with accordingly. See Dust Management Procedure Overview, Pest Management Procedure Overview, Odour Management Procedure Overview, Complaints Record and Procedure.

Vehicles with insufficient sheeting systems or dangerously loaded wagons will be dealt with by management. We will contact the customer and decide the next course of action.

STAFF TRAINING

All staff have a combination of inhouse training and external training companies which issue NVQs to qualified staff. This includes plant machine operatives, mechanics and LGV operators for equipment.

Office staff are trained to understand and spot risks and dangers with people on the site including delivery staff.

Contractors, customers, staff and visitors have to obey site rules and go through an induction process on signing in. This is policed by the weighbridge staff.

Agency staff also go through an induction and training where required. I.e. manual handling.

All training is controlled and approved by our Health and Safety Coordinator.

The drug and alcohol policy enforces and ensures staff do not come to work or consume these substances whilst on site. There is zero tolerance to a breach.

ACCIDENT REPORTING AND RECORD KEEPING

Any accidents with vehicles or staff must be reported to the weighbridge office. They will then be entered into the accident book and recorded into the site filing system.

LEGISLATION UPDATES

Directors subscribe to recycling magazines and the FTA to keep up dated on any legislation changes with transport and the environment. Relevant employees also read press releases and government updates to keep informed.

SITE CLOSURE



The site has a site closure procedure which is to be followed if the site is closed permanently.

DOCUMENT REVIEWS

All documents will be reviewed annually by the Directors.

STAFF AWARENESS

All staff will be made aware of the 13 – 17 filing system and the location of all relevant documents.

DOCUMENT CONTROL SHEET

Document Title	SUMMARY MANAGEMENT SYSTEM V1
Document Reference	WBW/EMS/SMS
Version	2
Published	September 2024
Author	Wayne Glynn
Reviewed	Susan Wheeldon-Gorst Sept 24
EMS File Index Section	4