

Project name:	Galileo Depot (West Country Waste)	Project No:	01/010/003/01
Site/work location:	Galileo Close, Plympton, Plymouth PL7 4JW		

1 ENVIRONMENTAL MANAGEMENT SYSTEM - SUMMARY

The purpose of this Environmental Management System (EMS) is to ensure that the treatment of wastewater from welfare units is carried out responsibly and that all impacts are managed and reduced. The EMS implemented by West Country Waste Management also seeks to identify and control the risks that the activities may pose to the environment and human health.

The EMS ensures that all procedures are documented. The EMS is reviewed to ensure that the activities continue to provide an adequate and effective system for compliance and reduce exposure to environmental risk and to improve the environmental performance of the organisation.

The EMS follows the current Environment Agency guidance contained within:

- www.gov.uk/guidance/develop-a-management-system-environmental-permits
(last accessed 24 May 2023)

The following is a summary as requested by the Environment Agency. If additional details are required, they can be requested.

Section	Title	Description
1	Introduction	Section detailing the wastewater treatment activity undertaken on site including list of other relevant documents
2	Responsibility and Obligation	Section detailing the responsibilities of the Technically Competent Manager and Nominated Competent Persons alongside any delegation of responsibility in the absence of any one of these individuals. Included within this section are the competencies required for operators, training checks for relevant staff and names and contact details of all parties named above.

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Section	Title	Description
3	Operations and Maintenance	<p>Section defining the procedures taken to ensure that the acceptance, treatment, storage and discharge operations take place without causing pollution or nuisance.</p> <p>Included are procedures that illustrate how each activity and action is managed and recorded.</p> <p>Procedures include:</p> <ul style="list-style-type: none">• Off-site waste assessment• Waste acceptance• Plant and machinery monitoring and maintenance schedule• Vehicle checks• Sampling procedure
4	Risk Assessment	<p>Section detailing the procedures taken to ensure that the treatment and storage operations take place without causing pollution or nuisance. Within this section are the risk assessments for potential emissions, and storage and treatment risk assessments for activities.</p> <p>Documents include:</p> <ul style="list-style-type: none">• Environmental Risk Assessment• Climate Change

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5	Accidents and Incidents	<p>Section defining the procedures taken when an accident/incident occurs and ensures that the activities on site can continue without causing further pollution or nuisance.</p> <p>For the purpose of the EMS:</p> <ul style="list-style-type: none">• An “accident” is defined as “any action attributable to the operation that leads to an actual impact on the environment”.• An “incident” is defined as “a malfunction, breakdown or failure of plant and equipment or techniques that potentially affect the environment”.• A “non-conformances” is defined as “any action or operation not followed as defined within the EMS or permit” <p>Documents include:</p> <ul style="list-style-type: none">• Accident Management Plan• Accident and Incident reporting and investigation <p>The main actions during an incident are:</p> <ul style="list-style-type: none">• No further material is accepted on site until the incident is resolved.• Any material that must be collected and treated during an incident period is collected and taken to a southwest water wastewater treatment works until the incident is resolved.
6	Complaints and Public contact	<p>Section detailing the procedure to be taken when a complaint arises that is directly attributable to the operations carried out at treatment works.</p> <p>Records of all complaints will be maintained electronically, and details will include the source of the complaint, actions taken, and changes implemented.</p> <p>Documents include:</p> <ul style="list-style-type: none">• Complaints procedure• Complaints record <p>Members of the public are directed to contact the Depot reception for all communications including complaints. Communications can be by post at the depot address, email: email@glanvilleltd.co.uk or phone 01752 690400</p>

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7	Training	<p>Section defining the procedures for the training of staff. Records of all staff training will be maintained electronically on company server.</p> <p>Training will include training courses, "Toolbox Talks" and 'in house' training given to staff and sub-contractors to explain specific issues.</p> <p>Documents include:</p> <ul style="list-style-type: none">• Training Procedure• Individual and Contractor Training records
8	Monitoring and Review	<p>Section defining the procedures taken to monitor the site and its activities including the review of all activities undertaken on site, not covered by other sections, and the EMS.</p> <p>Documents include:</p> <ul style="list-style-type: none">• EMS review procedure and schedule