

Appendix E

ENVIRONMENTAL MANAGEMENT SYSTEM [EMS] OVERVIEW





Reading

Management System

June 2023

i. Version History

Version	Date	Revised By	Reason for change	Approved by
01	27/11/19	Chris Walsh	Draft Issue	Karen Kinsella
02	06/01/20	Tim O'Leary	Version 1	Karen Kinsella
03	28/02/20	Chris Walsh	Version 2	Karen Kinsella
04	01/01/21	Chris Walsh	Version 3	Karen Kinsella/Glen Long
05	02/03/23	Paul Beardall	Version 4	Karen Kinsella /Glen Long
06	15/06/2023	Rachel Metcalfe	Permit Variation	Paul Beardall

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1.0 WRITTEN STATEMENT

1.1 General Considerations

R Collard Ltd. Operates the material recycling facility at:

128 Cardiff Road,
Reading,
Berkshire,
RG1 8PQ.

The Reading Material Recycling Facility (the site) is located off Richfield Avenue on Cardiff Road. The site has been carrying out the processing and sorting of waste since 2010. The types and quantities of waste we are permitted to receive are specified in the permit number EPR/EP3893VZ.

Collard Environmental Waste Carriers License is registration number CBDU96607.

The average number of people employed on the site is 40. There will be managers working at the site who have the appropriate technical competency to ensure that the minimum requirement for cover is met at all times.

1.2 Operating Hours

The material recycling facility operations can be operated 7 days a week. The site's approved hours:

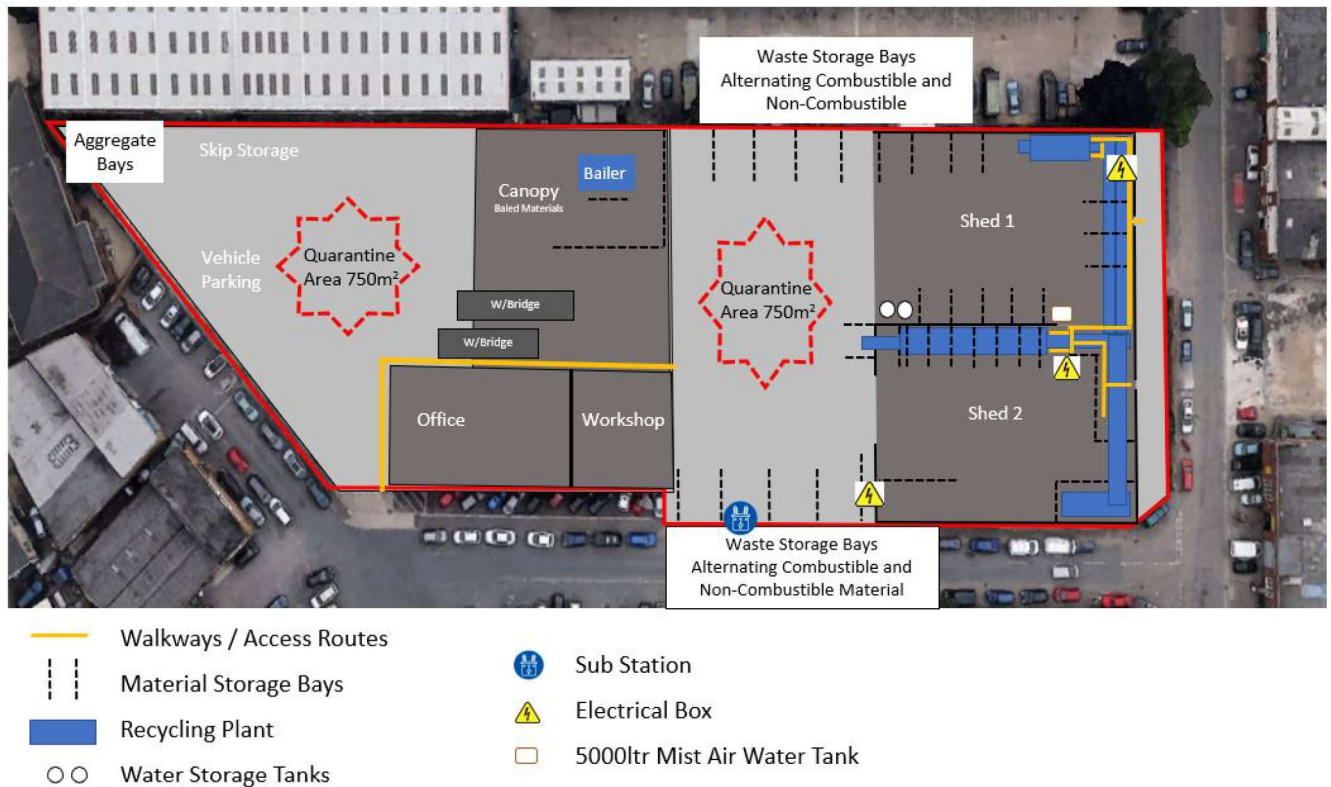
- Monday - Saturday 07:00 – 19:00
- Sunday/ Bank Holidays 09:00 – 18:00

Except for the following HGV vehicle movements:

- Six 2-way daily movements: Monday – Saturday 19:00 – 07:00
- Seven 2-way daily movements: Sunday/ Bank Holidays 18:00 – 09:00

No removal of material, acceptance of waste, or operations will be conducted outside of these hours.

1.3 Site Layout



1.4 Site Access and Security

Access to and from the site is through the main gates, which are kept locked outside of operational hours to prevent unauthorised access. In addition, there is a further gate which is also permanently kept locked on the main access road.

Fencing and clear signage further discourages unauthorised access.

CCTV is installed at the facility providing colour records of any activity on site during and outside working hours.

All buildings, offices and stores are kept locked outside working hours.

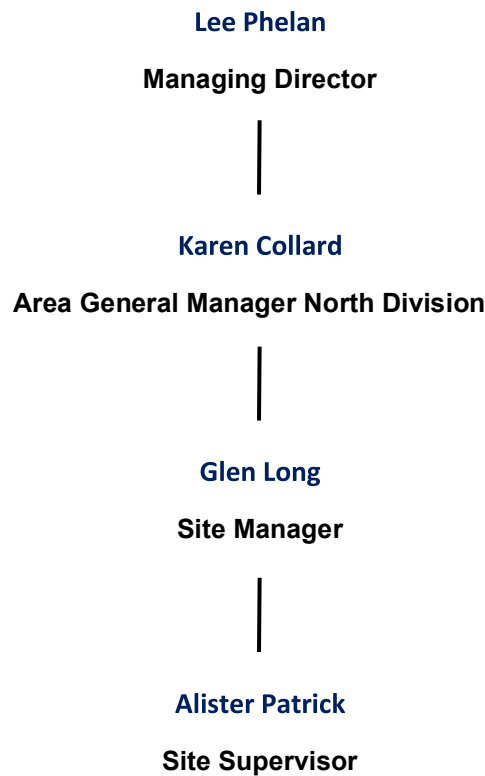
Site staff have been instructed to report any evidence of unauthorised access to a member of the site management team who will then investigate the incident.

1.5 Contact information for the Public

At all times, there will be a notice board outside the site that displays information that is relevant to the public. The notice board will consist of:

- Permit Holders name.
- Emergency contact name and telephone number.
- A statement that confirms the site is controlled under a permit from the Environment Agency.
- The permit number.
- The telephone number for the Environment Agency (03708 506506) and the Environment Agency incident hotline (0800 807060).

1.6 Site Organisation



2.0 SITE OPERATIONS

2.1 Waste Quantities

The maximum quantity of waste storage, treating and recycling at the site shall not exceed 75,000 tonnes in any year.

2.2 Waste Acceptance

No waste will be accepted at the site which does not comply with the conditions of the Sites' Environmental Permit. Any loads that are found not to comply with the conditions of the Permit, or do not conform to the description provided by the waste producer/carrier, will not be accepted at the site. A note will be made in the site diary of any incidents involving unauthorised waste, and a record of the rejected waste will be maintained.

Upon arrival to the facility, all waste delivery vehicles will be directed to the weighbridge/site office. Drivers will then report to the weighbridge/site office and provide documents detailing the source and description of the waste. All waste must be accompanied by a waste transfer note in order to be accepted at the site. A waste acceptance check will be undertaken at the weighbridge with additional visual checks being undertaken at the point of discharge and during the processing of the waste. In the event that non-permitted wastes are inadvertently delivered to the site, the unauthorised waste will be loaded back onto the vehicle that discharged it, if it is possible and safe

to do so. If this is not possible, then the unauthorised waste will be stored on the site in the quarantine area and removed from the site as soon as practicable.

In the event that a hot load is received, for example, a load which is emitting steam, smoke or has a temperature of >10°C above ambient, the load will be quarantined to allow it to cool sufficiently to allow processing.

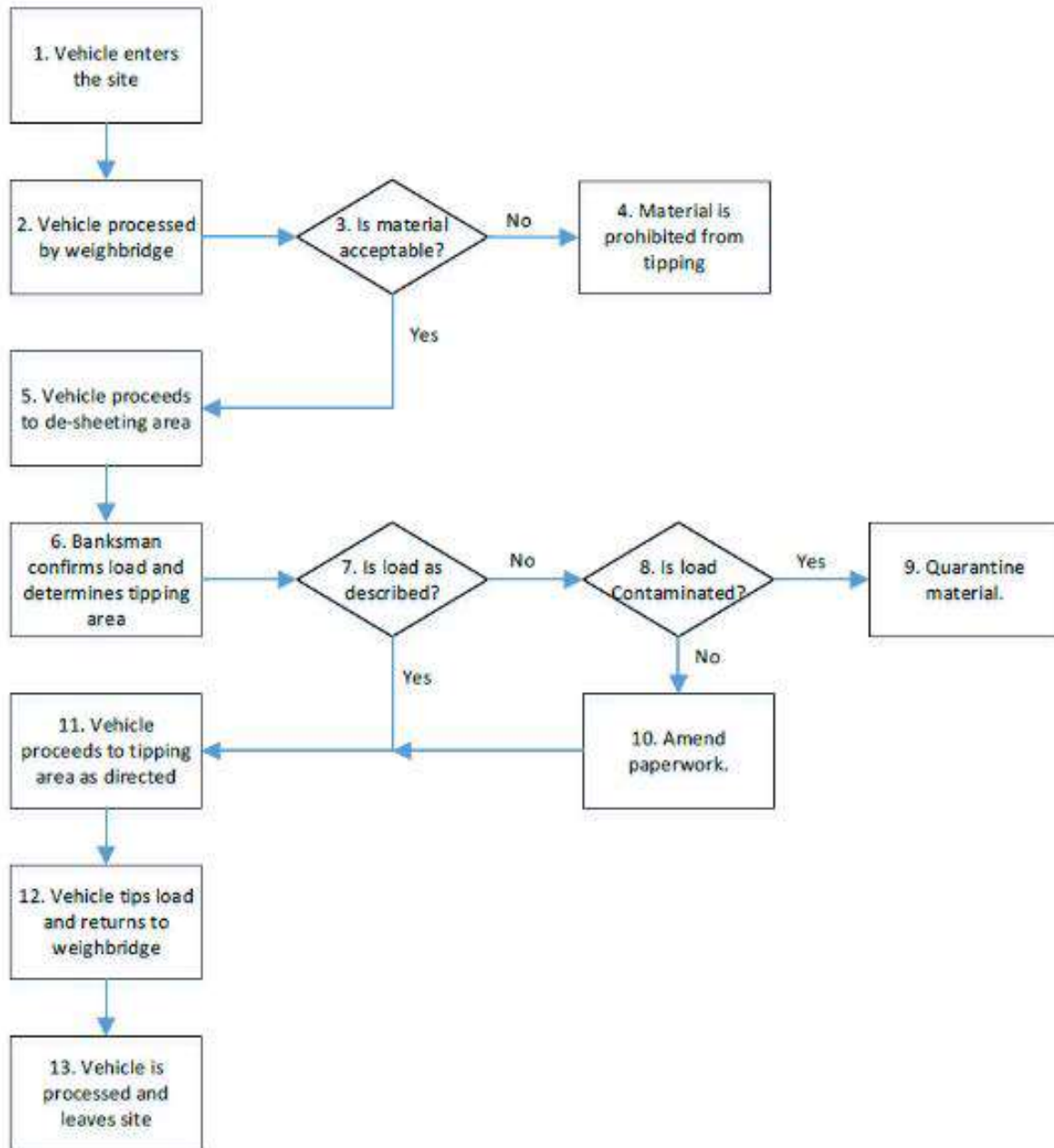
Waste will only be accepted from licenced waste carriers.

The following details will be recorded;

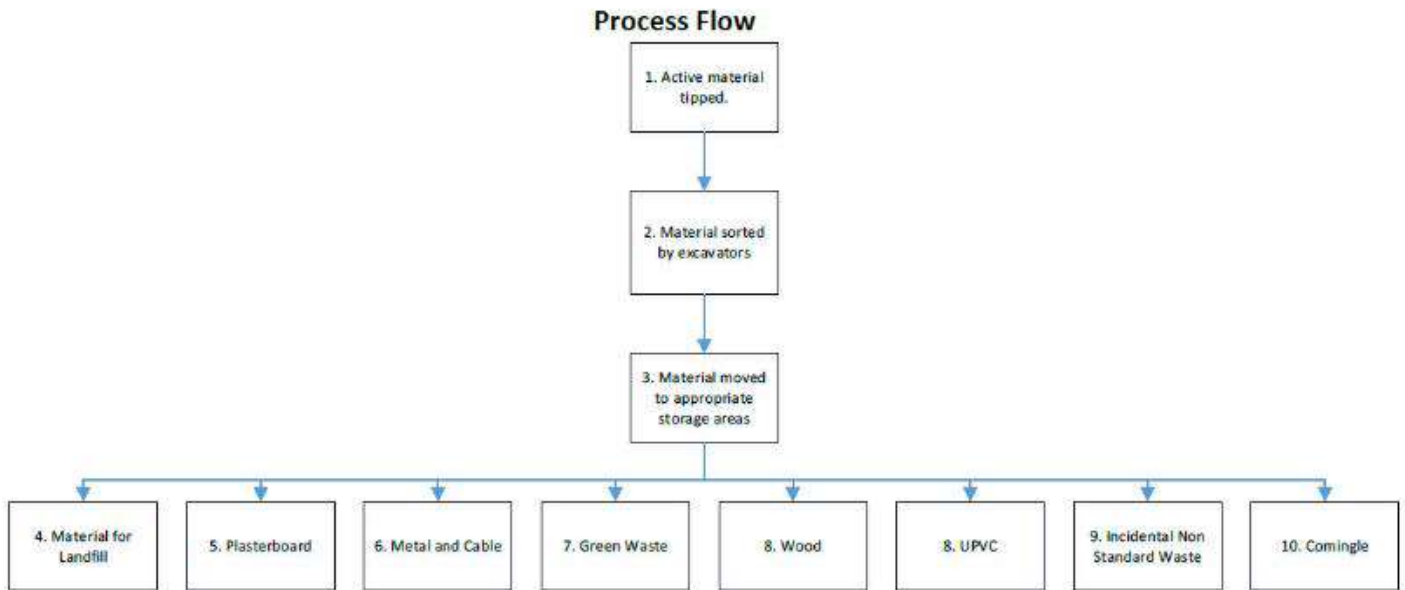
- The date and time of delivery of the load;
- The origin of the waste;
- The quantity and characteristics of the waste;
- The producer;
- Details and description of the vehicle delivering the waste, the driver's signature and the operator of the vehicle.
- Any other information as applicable, such as whether the load is 'hot' and requires quarantine prior to processing, or whether a non-permitted waste code has been received.

2.3 Receipt of Material into Site

Process Flow



2.4 Processing of Active Material



Active material must only be stored and processed on the concrete pads. If material does not require sorting, it can be tipped directly into the appropriate area. Mixed material is sorted by excavators to remove any larger items of material (wood, metal, hardcore, green waste, UPVC and landfill).

Any incidental waste such as tyres, gas cylinders, etc. must be stored in the appropriate skip, cage or container until collection can be arranged.

2.5 Stockpile Restrictions

Stockpiles of waste and recycled material shall not exceed **FOUR** metres in height.

2.6 Stockpile Management

The Excavator Operator should constantly be assessing the tipped material to ensure material is compliant. Any material deemed to be non-compliant, or is contaminated, must be segregated and the Site Manager must be informed. The Site Manager will contact the supplier of the non-compliant material and appropriate arrangements will be made to remove the material as soon as practical.

Given the nature of the material stockpile, faces will be kept at a standard that will prevent the material moving during wet conditions. When excavating the stockpiles care must be taken not to leave the material;

- In an unstable condition,
- In shear steep slopes resulting in 'overhangs',
- at risk of collapse.

2.7 Storage Times of Waste

Storage of all accepted waste streams will adhere to Section 2 of The Environmental Permitting (England and Wales) Regulations 2016, Storage of Waste. As per the regulations, approved storage times vary from 3 – 12 months but generally waste is not stored on the site for more than 7 days.

Storage time of healthcare waste on the site will not exceed 7 days outside or 14 days when stored within a building.

2.8 Site and Equipment Maintenance

Please see Reading Material Recycling Facility - Site and Equipment Maintenance Plan 2021 for full details. The site is committed to regular site and equipment inspections to ensure safe functionality. Daily inspections are carried out on all operational plant, equipment and vehicles. Site walkarounds are also undertaken daily and recorded on the sites' inspection form.

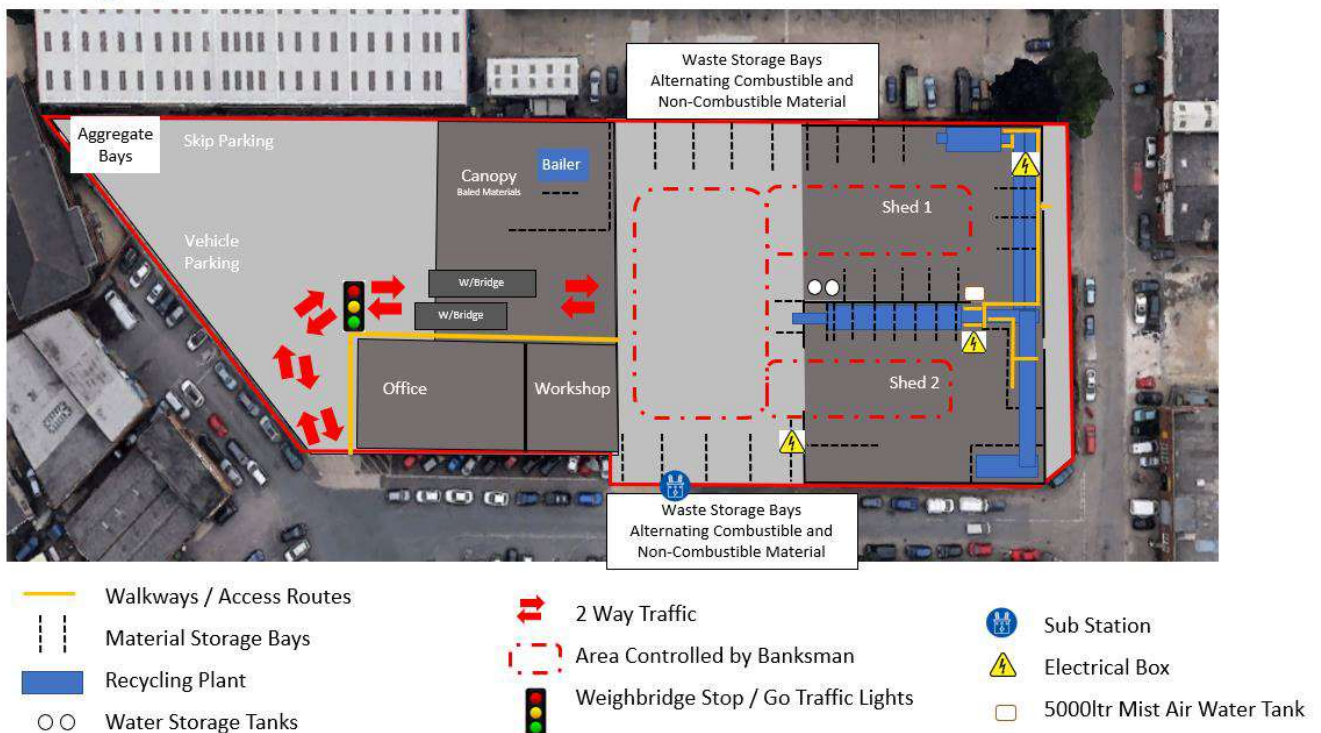
Any defects found are reported to site management and appropriate action taken.

2.9 Accident Prevention and Management

Please see Reading Material Recycling Facility – Accident Prevention and Management Plan 2023 for full details on the measures taken to prevent/ reduce the likelihood and impact of accidents.

Accident prevention measures at work include; the creation of a safe working environment, safe working practices/ procedures, personal safety of all employees. Risk assessments are used to identify risks associated with work activities and specified control measures put in place to prevent/ reduce the likelihood of accidents occurring. Health, safety and environmental audits are used to assess compliance against current regulations and policies as well as identifying areas for improvement.

2.10 Traffic Management



3.0 EMERGENCY ARRANGEMENTS

There are notice boards located within the main site office and employee canteen providing key contact information in the event of an emergency. Emergency procedures are communicated to all employees upon induction.

3.1 Fire Emergency

Please refer to Reading Material Recycling facility – Fire Prevention Plan for full details. The fire prevention plan is reviewed, as a minimum on an annual basis, or if there is a significant site

change, or incident. The site has a fire risk assessment which ensures the continued suitability of the fire control measures against the level of risk present, it is reviewed annually or more frequently if there is a significant site change, or an incident occurs.

Trained Fire Marshalls for the site are as below:

- Sammi Byer
- Alister Patrick

In the event of discovering a fire:

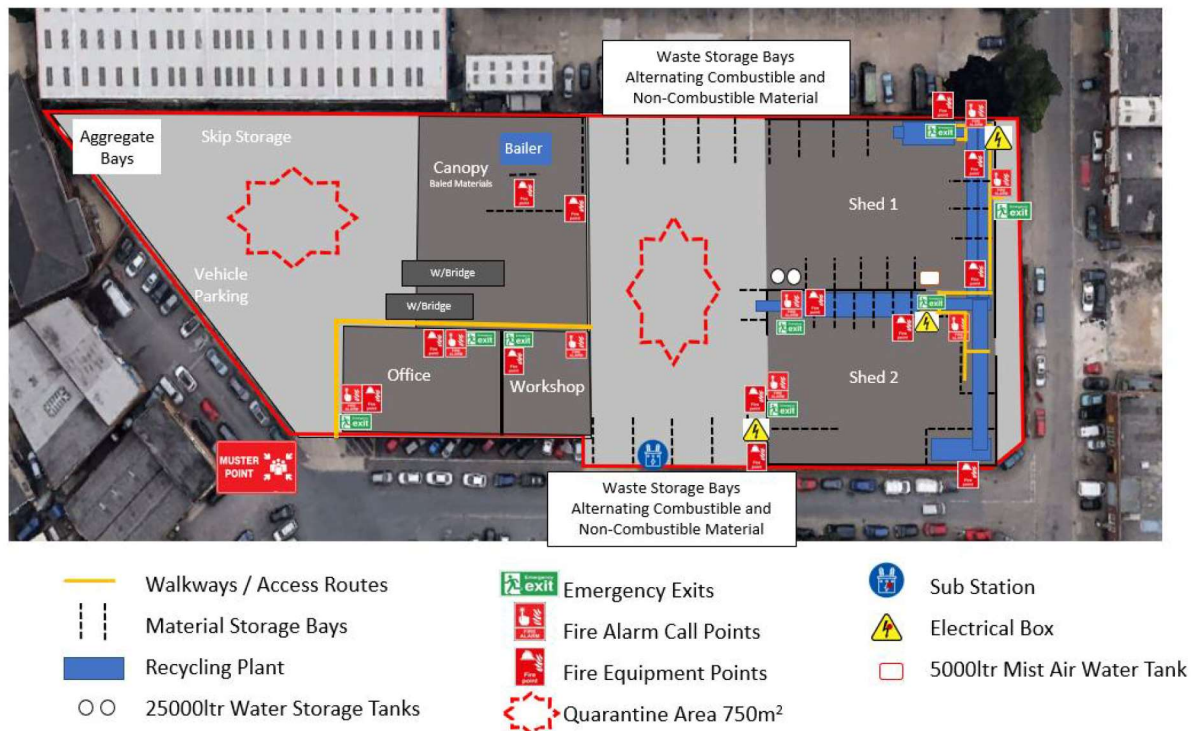
1. Sound the alarm by operating the nearest fire alarm call point to initiate evacuation.
2. Call the fire and rescue services (999).
3. Only attempt to tackle the fire if safe to do so (if it is contained to a small area for instance) with the appropriate firefighting equipment. **DO NOT** endanger yourself or others in doing so.
4. If unable to extinguish or tackle the fire, evacuate to the closest nominated muster point.
5. Fire Marshall to headcount and ensure anyone onsite at the time of the fire is present.

In the event of hearing the fire alarm:

1. Leave the building (or site area) by the nearest available exit.
2. Close all doors and windows to contain the smoke and fire (if applicable). If possible, turn off any hazardous machinery.
3. Report to the closest nominated assembly point, where the Fire Marshall will take a headcount and ensure all visitors are accounted for.
4. **DO NOT** take personal risks.
5. **DO NOT** stop to collect personal belongings.
6. **DO NOT** re-enter the building for any reason, unless authorised to do so.

Firefighting equipment is located throughout the facility, refer to site emergency plan below. The nominated muster point in the event of an emergency is located at the main site entrance gate, see site emergency plan below.

Following the above actions, any fire incident must be reported as soon as possible and safe to do so by site management. All fires must be reported to the Health and Safety Team and a full investigation undertaken in line with site management and procedures.



3.2 First Aid Emergency

The First Aid point, including a defibrillator is located within the site office.

Nominated First Aiders are as below:

- Zara Blake
- Alister Patrick

In the event of an accident, it should immediately be reported to a First Aider who will:

1. Administer where possible treatment to the injured person.
2. Contact/ delegate another to contact emergency services for assistance if required.
3. Ensure the accident book is completed at the earliest opportunity.
4. Ensure SD001 Incident Report Form is completed within 10 days and reported to the Health and Safety Team.

The nearest Accident & Emergency Hospital is –

Royal Berkshire, London Rd, Reading RG1 5AN

3.3 Environmental Emergency

3.3.1 Spills, Leakages or Overspill

Staff are trained in the procedures required to deal with spillages, leakages or overspill. Any such incident should be reported to site management immediately so that appropriate action may be taken without any undue delay. Site management are responsible for ensuring spills are dealt with appropriately. In the event of a chemical spill, the procedure for containment and clean-up of a chemical spills (PR050 Spill Procedure) must be followed.

All fuels, oils and liquids used on the site will be kept in a safe place which will be securely locked at the end of each working day. Material Safety Data Sheets and COSHH assessments are present for associated substances, copies will be available onsite.

The fuel storage tank is enclosed within a bund to catch any leakages or spills of fuels.

- The bund capacity will be at least 110% of the total capacity of the bowsers' maximum capacity.
- All pipes and gauges will be positioned within the bund wall.
- Spill kits will be kept on site to deal with any minor spill.

The following substance maybe encountered on this site:

- Diesel fuel / gas oil
- Oils – hydraulic, engine, transmission etc.
- Anti-freeze
- Screen wash
- Lubricants
- Brake fluid
- Fuel additives

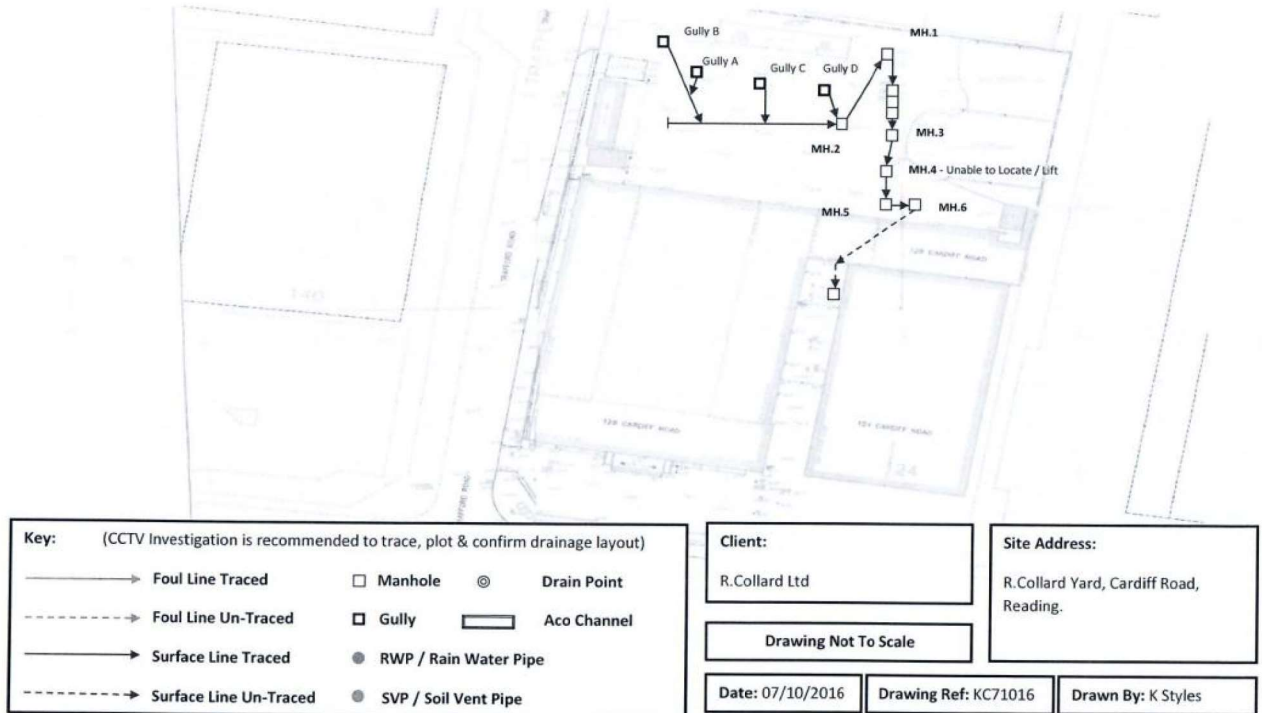
Spill kit to include the following contents to ensure the above substances can be adequately contained and cleaned-up:

- Oil absorbent granules
- String
- Floating “booms” or “sausages”
- Gloves
- Absorbent mats
- Drain covers
- Shovels (kept onsite)
- Polythene sheeting
- Bags

All water from site, drains into the surface water drainage system which contain interceptors to filter out pollutants from entering the system. The water interests of the site are shown in the below plan, where possible these must be secured in the event of a chemical spill to limit impact on the drainage system.

SITE DRAINAGE PLAN

Showing Line of Drain



4.0 ENVIRONMENTAL POLLUTION AND CONTROL

The company has an approved BS EN ISO 14001 management system. This is an international standard that ensures the organisation is effectively measuring and improving our environmental impact.

4.1 Control of Dust

Dust levels are assessed on a daily basis and recorded within daily site inspection reports.

The focus of dust management is to control dust generation and movement at source. The main sources of dust are likely to be from vehicle movements and the processing and recycling of waste.

During dry periods water is applied onto the site several times a day as required to damp down the ground. A water suppression system is used within shed's 1 and 2, a water suppression cannon is used in the external yard area and sprinklers used on/ around the weighbridge.

Occupational dust monitoring will be undertaken on an annual basis or more frequently if conditions required.

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4.2 Noise Control

The site monitors, as required, exposure levels to ensure that legal limits on noise exposure are not exceeded. All Collard vehicles are fitted with DPF filters and white noise reversing alarms which reduce noise plant fitted.

4.3 Control of Pest and Vermin

The site supervisor will undertake regular inspection of the working areas and surrounding areas to check for signs of infestation, and if necessary, will instigate measures to control the infestation.

An annual pest control contract is in place at the site, this will include monthly site visits with regular recommendation/guidance reports. If increased pest activity is identified, then extra visits/measures are taken.

4.4 Odours

Odours are assessed on a daily basis and recorded within daily site inspection reports. All complaints are logged in the sites complaint log. In the event of any complaints a full investigation will be carried out to investigate the cause and any actions implemented as required.

4.5 Litter

All operations and activities on site will be conducted in such a manner as to minimise the incidence and volume of litter. Operators of vehicles delivering and removing waste to and from site, who have the potential to create litter, are obliged under site rules to ensure that their loads are secured with either a net or tarpaulin.

Litter fencing has been erected at various places on the site perimeter with the purpose of catching and containing the majority of the wind-blown litter. Fencing is also regularly checked to ensure it is clear of litter build-up.

As required, litter pickers are deployed around the site and surrounding areas to maintain good levels of housekeeping. A road sweeper is deployed to site at least once a week and more frequently if required.

4.6 Fires on Site

No burning of waste or open fires are permitted anywhere within the site.

The site will have the necessary firefighting equipment to fight fires, as per the current Fire Risk Assessment (see section 3.1).

All mobile plant will carry a fire extinguisher which will be inspected and maintained.

5.0 MANAGING STAFF COMPETENCE AND MAINTAINING TRAINING RECORDS

5.1 Capability

The type and extent of our operational capabilities depend on our identified operations, the risks and opportunities, significant environmental aspects and compliance obligations. We have the flexibility to select the type of operational control methods, individually or in combination, that are

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necessary to make sure our processes are effective and achieve the desired results. Such factors will include:

- a) Designing processes in such a way as to prevent error and ensure consistent results;
- b) Using technology to control processes and prevent adverse results;
- c) Using competent personnel to ensure the desired results;
- d) Monitoring or measuring (a) processes to check the results;
- e) Determining the use and amount of documented information necessary.

5.2 Competence

We shall determine the necessary competence of a person doing work under our control that affects our environmental performance and our ability to fulfil our compliance obligations. We will ensure that these persons are competent on the basis of appropriate education, training, and experience.

Ongoing training needs that are associated with our environmental aspects will be determined and where applicable, we take appropriate actions to acquire the necessary competence.

Due to our locations being permitted, we will comply with the requirements of the scheme run jointly by the Chartered Institution of Wastes Management (CIWM) and Waste Management Industry Training and Advisory Board (WAMITAB).

5.2.1 Record the operating hours of your waste facility

Each day we will record the hours of operation of our site and when our technically competent manager arrives and leaves. Our site is operational when we are carrying out any activity covered by our permit.

We will use these records to demonstrate that our manager meets the attendance requirements. These records will be made available to the Environment Agency on request.

5.3 Site Manager Roles and Responsibilities

We will ensure that the responsibilities and authorities for relevant roles are assigned and communicated within the company. The Site Manager will be assigned the responsibility of:

- Ensuring that the operations of the site are strictly in accordance with the Environmental Permit.
- Ensuring that the Environmental Management System conforms to the requirements of our ISO Standard.

5.4 Maintaining Competency

The Training Coordinator maintains electronic records for all staff including external and internal training with details of date attended and course content. It is their responsibility to update training records and ensure that certification always remains live, following internal review against legal requirements. Certificates obtained are held in hard copy and electronically.

6.0 RECORDS

6.1 Creating and Updating

When creating and updating documented information (records), we shall ensure appropriate:

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- Identification and description (e.g. a title, date, author, or reference number);
- Format (e.g. language, software version, graphics) and media (e.g. paper, electronic);
- Review and approval for suitability and adequacy.

6.2 Control

Documented information (records) required by the environmental management system, shall be controlled to ensure:

- It is available and suitable for use, where and when it is needed;
- It is adequately protected (e.g. from loss of confidentiality, improper use, or loss of integrity).

For the control of documented information (records), we will address the following activities as applicable:

- Distribution, access, retrieval, and use;
- Storage and preservation, including preservation of legibility;
- Control of changes (e.g. version control);
- Retention and disposition.

Documented information of external origin is necessary for the planning and operation of the environmental management system shall be identified, as appropriate and controlled.

6.3 Waste Operator

The weighsoft system stores all ticket information electronically for a minimum of five years.

Copies of records (waste movements, incidents and accidents and personal records) are retained on site in the weighbridge or main office. These records are available for inspection.

A record is maintained of any waste that is quarantine. The record includes the date, time, company, and vehicle responsible for the delivery and corrective actions taken.

For any serious breach the appropriate statutory body will be contacted, and the contact recorded.

Quarterly returns are completed and returned to the Environmental Agency.

As we are a waste operator, as a minimum, we will record the following information for each delivery of waste to our site:

- Its quantity (weigh or volume);
- Its list of waste (LoW) code;
- Its origin;
- The identity of the producer of the waste;
- The date the waste arrives at a site;
- The date the waste was first produced;
- If the waste was quarantined.

7.0 PERFORMANCE EVALUATION

7.1 Monitoring, Measurement, Analysis and Evaluation

We will monitor, measure, analyse and evaluate our environmental performance by understanding:

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- What needs to be monitored and measured;
- Methods for monitoring, measurement, analysis and evaluation, to ensure valid results;
- The criteria against which we will evaluate its environmental performance, and appropriate indicators;
- When the monitoring and measuring shall be performed;
- When the results from monitoring and measurement shall be analysed and evaluated.

We will ensure that calibrated or verified monitoring and measurement equipment is used and maintained, as appropriate. We will evaluate our environmental performance and the effectiveness of the environmental management system.

We will communicate relevant environmental performance information, both internally and externally, as required by its compliance obligations.

7.2 Evaluation of Compliance

We shall establish, implement, and maintain the processes needed to evaluate fulfilment of our compliance obligations, our permit requirements, our Management System and our associated internal procedures. The will also:

- Determine the frequency that compliance will be evaluated;
- Evaluate compliance and take action if needed;
- Maintain knowledge and understanding of its compliance status.

All documented information (records) will be retained as evidence of the compliance evaluation result(s).

Internal and external auditing and inspections are undertaken to ensure compliance with legal and regulatory requirements. The Audits are digitally recorded and any actions identified tracked to completion.

7.3 Environmental Management System Review

Senior management will review the environmental management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. The management review shall include consideration of:

- The status of actions from previous management reviews;
- Changes in:
 - External and internal issues that are relevant to the environmental management system;
 - The needs and expectations of interested parties, including compliance obligations;
 - Its significant environmental aspects;
 - Identified risks and opportunities;
- The extent to which environmental objectives have been achieved.

7.4 Management System Review

We will review and update our management system:

- When we make changes to our site, operations or equipment that affect the activities covered by our permit;
- Whenever we apply to vary our permit;

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- After any accident, complaint, or breach of our permit;
- If we encounter a new environmental problem or issue and have implemented a new control measure to control it.

7.5 Communications Policy

The Company shall ensure they have adequate communication routes in place to ensure all staff are made aware of and understand the requirements of all company policies and procedures. Typically, this shall be achieved via:

- Management of the company Quality Policy.
- Induction of New employees.
- Signed Acknowledgements of policies, procedures, memos, and internal training.
- Posting of documents on noticeboards.
- IRIS HR Management System
- Contracts of Employment

8.0 COMPLAINTS

8.1 Complaints Procedure

A register of complaints will be kept recording all concerns made either directly to the site manager or via the regulatory authorities.

Please see *PR027 Complaints Procedure*.

Certificate of Registration

This is to certify that the Management System of:

Collard Group Ltd Incorporating, R Collard Ltd, Collard Environmental Ltd, Amiante STR Ltd

Eversley Haulage Park, Brickhouse Hill, Eversley, Hook, RG27 0PZ

has been approved by Alcumus ISOQAR and is compliant with the requirements of:

ISO 14001: 2015



Certificate Number:	11439-EMS-001
Initial Registration Date:	23/10/2013
Previous Expiry Date:	23/10/2022
Recertification Audit Date:	15/09/2022
Re-issue Date:	24/11/2022
Current Expiry Date:	23/10/2025

Scope of Registration:

The provision of demolition, waste management, secondary aggregates, ready mixed concrete, provision of Licensed and non-licensed asbestos removal, asbestos surveying, and sampling services, skip hire, and transport services

Signed:
Alyn Franklin, Chief Executive Officer
(on behalf of Alcumus ISOQAR)



This certificate will remain current subject to the company maintaining its system to the required standard. This will be monitored regularly by Alcumus ISOQAR. Further clarification regarding the scope of this certificate and the applicability of the relevant standards' requirement may be obtained by consulting Alcumus ISOQAR

Alcumus ISOQAR Limited, Cobra Court, 1 Blackmore Road, Stretford, Manchester M32 0QY.

T: 0161 865 3699 **E:** isoqarenquiries@alcumus.com **W:** alcumus.com/isoqar

This certificate is the property of Alcumus ISOQAR and must be returned on request.

Certificate of Registration

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Collard Group Ltd Incorporating, R Collard Ltd, Collard Environmental Ltd, Amiante STR Ltd

Eversley Haulage Park, Brickhouse Hill, Eversley, Hook, RG27 0PZ

has been approved by Alcumus ISOQAR and is compliant with the requirements of:

ISO 45001: 2018



Certificate Number:

11439-OHS-001

Initial OHSAS 18001 Registration Date:	23/10/2013
Initial ISO 45001 Registration Date:	10/10/2019
Previous Expiry Date:	23/10/2022
Recertification Audit Date:	15/09/2022
Re-issue Date:	24/11/2022
Current Expiry Date:	23/10/2025

Scope of Registration:

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Alyn Franklin, Chief Executive Officer
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Certificate Annex

**Collard Group Ltd Incorporating, R Collard Ltd, Collard Environmental Ltd,
Amiante STR Ltd**

**Annex 1 of 1 to Certificate number 11439-QMS/EMS/OHS-001
Containing 9 locations including Head Office**

01/02/2023

ISO 9001: 2015, ISO 14001: 2015, ISO 45001: 2018

Scope of Registration:

The provision of demolition, waste management, secondary aggregates, ready mixed concrete, provision of Licensed and non-licensed asbestos removal, asbestos surveying, and sampling services, skip hire, and transport services

HEAD OFFICE

001 Eversley Haulage Park, Brickhouse Hill, Eversley, Hook, RG27 0PZ

OTHER LOCATIONS

- 003 Gold Farm, Government Road, Aldershot, GU11 2DX
- 004 128 Cardiff Road, Reading, RG1 8PQ
- 005 A303 Enviropark, Drayton Road, Barton Stacey, SO21 3QS
- 006 Lee Lane, Nursling, Southampton, SO16 OAD
- 007 Old Newbury Road, Chilton, OX11 ORP
- 008 Beacon Hill Road, Ewshot, Farnham, GU10 5BZ
- 009 Old Forest Road, Wokingham, RG41 1QN
- 010 Brickhouse Hill, Eversley Hook, RG27 OQB

Signed:
Alyn Franklin, Chief Executive Officer
(on behalf of Alcumus ISOQAR)



This certificate will remain current subject to the company maintaining its system to the required standard. This will be monitored regularly by Alcumus ISOQAR. Further clarification regarding the scope of this certificate and the applicability of the relevant standards' requirement may be obtained by consulting Alcumus ISOQAR



Reading

Site and Equipment Maintenance Statement

Jan 2021

SITE AND EQUIPMENT MAINTENANCE STATEMENT

There will be a firm management commitment to regularly inspect site conditions, site equipment and site infrastructure, so as to identify report and rectify defects that could potentially lead to an Environmental impact.

The Process:

1. A Responsible Person will undertake a daily walk around check of all plant, equipment and vehicles, so as to identify defects that could potentially lead to an Environmental impact.

A Responsible Person will undertake a daily walk around check of site conditions and site infrastructure, so as to identify defects that could potentially lead to an Environmental impact.

2. The Responsible Person will promptly report any defects that could potentially lead to an Environmental Impact.
3. If the defect is significant, the equipment or area will be quarantined and have unauthorised access prohibited.
 - Defect reports used to record any defects and defect rectification work will be kept for at least 15 months.
 - Inspections will be carried out in frequencies specified by the manufacturer and applicable legislation.
 - This system of works will be regularly monitored at Top Management level
 - Reports are recorded and records will be made to record details of any rectification work done.

For accident prevention, please refer to the Accident Prevention Management Plan.