

Engreen Environmental Consultants Ltd.

Report Title: EMS Summary

Client: Woolley Bros
(Wholesale Meats)
Limited– Rother Valley
Abattoir

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Report Issue History		
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Appendix 1 –Environmental Management System, System Index

1 Environmental Management System

1.1 Introduction

A Bespoke Environmental Management System (EMS) is currently implemented on site. During determination of the variation application site management will commence a review of the EMS to ensure it suitability covers operations included as part of the variation application. The EMS will include many of the relevant Permit variation application documents and will continue to be developed and implemented on site during the expansion programme.

1.2 Environmental Management System Structure

The Environmental Management System has been organised using the following structure:

- Index;
- System Documents and Management Plans;
- Environmental & Operating Procedures;
- Internal Monitoring and Recording Forms;
- External Report Forms;
- Environmental Training Documents;
- Schedules and Timetables;
- Plans and Drawings;
- Records.

The sections below provide more details as to the structure outlined above. A copy of the current EMS Index is provided within Appendix 1.

1.3 Management System Outline

1.3.1 Index, System Documents and Management Plans

This section of the system will contain the reports that will be produced as part of the permit variation process for the Environmental Permit and will form the core of the installations EMS. This section will for example contain specific management plans such as the Environmental Accident Management Plan.

The environmental Accident Management Plan (EAMP) contains the following detail:

- Identification of the Hazards;
- Identification of the Risks
- Measures in place to reduce environmental risks from accidents;

In the event of an environmental accident on site resulting in impact on sensitive receptors, Site Management will:

- Instigate remedial action immediately;
- Promptly record the events and actions taken;
- Ensure the regulator is made aware without delay.

The environmental policy will also be held within this section of the management system.

1.3.2 Environmental and Operating Procedures

All procedures developed as part of the assessment and control of environmental risk are stored in this folder. This will include both the system and operational procedures. These procedures will include, but not be limited to:

- A Delivery and Collection Procedures for control of delivery and collection of potentially hazardous materials and wastes;
- Hazardous Materials Storage Procedures that details how materials that are potentially hazardous to the environment will be controlled on site;
- Communication and Complaints Procedure that details how complaints will be dealt with including investigating, communicating reporting and implementation of appropriate actions;
- Procedure for investigating environmental incidents and near misses and identifying corrective actions;
- Procedure for dealing with spills and leaks.

Further detail with regards to these procedures has been detailed in Section 1.5 below.

1.3.3 Internal Monitoring & Recording Forms

All internal inspection forms developed in order to reduce the risk of items of equipment or process failures that have the potential to impact on the environment are stored in this section of the system. The section includes, but not limited to, the following

- Incident & Corrective Action form;
- Infrastructure Inspection forms;
- Schedule 5 EA report form.

1.3.4 External Reporting Forms

All external reporting forms will be stored in this folder. These mainly focus on the reporting requirements of the Environmental Permit.

1.3.5 Environmental Training Documents

Each employee is given training commensurate with their work activity. Induction training covering basic environmental issues is provided. All training records, assessments and training materials related to the Environmental Management System will be recorded. Training for all relevant staff will include:

- Awareness of regulatory implications of the Permit for the operation and how this relates to them;
- Awareness for the need for reporting deviations from the permit and who to report to;
- Actions to be taken to prevent and mitigate accidental emissions.

A training needs analysis is carried out to identify specific training needs for key posts. This analysis will include contractors, where relevant, and those responsible for purchasing materials and equipment. As the EMS is developed, relevant staff will continue to be trained in the required elements, according to the training needs matrix.

1.3.6 Schedules and Timetables

Schedules and timetables will be held as part of the EMS and/or related systems (eg Maintenance systems). The schedules will include, but not be limited to, waste schedule, raw materials schedules and emergency contact lists.

1.3.7 Plans and Drawings

This element of the Environmental Management System will contain all relevant site plans and drawings referenced within the EMS. This will include the Emission Points, Installation Boundary and the Drainage Plan.

1.3.8 Records

This section of the EMS will contain all records that are required to be stored by the Environmental Permit such as those required by the Site Closure Plan and Fugitive Emissions Management Plan.

1.4 Management Structure and Responsibility

All staff will have clearly defined roles and responsibilities. The site will operate to an organogram implemented as part of the EMS and training requirements will reflect the various levels of responsibility. The organogram will be documented and made available to all staff members to clarify the extent of each level of employee's responsibility with regard to the control of the process and its environmental impacts.

Responsibility will be designated to a management representative for ensuring site operations are carried out in accordance with the Environmental Permit, to liaise with the Environment Agency as required and the liaise with the public with regard to complaints.

The potential environmental risks posed by the work of contractors will be assessed and instructions provided to contractors about protecting the environment while working on site.

1.5 EMS Summary

Table 1.1 below outlines the procedures and policies in place at the site to minimise the potential for environmental risk and form part of the Environmental Management System as summarised above.

Table 1.1 – EMS Summary	
Procedures / Policies Identified in ERA	Justification for Use to Minimise Environmental Risk
Emergency and Incident Procedures	These procedures will identify potential for and respond to environmental emergency and incident situations in order to prevent and mitigate the environmental impacts associated with emergency and incident situations.
Delivery and Collection Procedure	Control of deliveries and collections of potentially hazardous materials at site ensures that they are supervised. E.g. if an environmental incident such as a spill occurs it is cleaned up appropriately and not left to become a potential odour source and / or escape off site.
Hazardous Substance Storage Procedures	Control the storage of hazardous substances on site to minimise the potential for environmental accidents.
Fugitive Emissions Monitoring	The site infrastructure monitoring programme provides a robust mechanism that ensures fugitive emissions of materials, including those that are potentially hazardous and those which could impact upon sensitive receptors are kept to a minimum.
Communication and Complaints System	Communication with regulatory authorities and environmental complaints from third parties is covered by this procedure so that the relevant corrective action can be undertaken in the event of a complaint. The system is designed to deal with environmental issues including odour and noise.
Chemicals Spillage Procedure	Control, mitigate, clean-up of spills and / or leaks of potentially hazardous materials on site to ensure they are cleaned up appropriately minimising potential impacts on the environment.
Planned Preventative Maintenance	Scheduling of maintenance of environmentally critical equipment will ensure it is maintained to prevent breakdown and minimise the potential for environmental

Table 1.1 – EMS Summary	
Procedures / Policies Identified in ERA	Justification for Use to Minimise Environmental Risk
	incidents.

Appendices

Appendix 1 –Environmental Management System, System Index



Woolley Brothers (Wholesale Meats) Ltd

ENVIRONMENTAL MANAGEMENT SYSTEM INDEX

Document Name	Reference	Version No
Environmental Management System Index	WBQ.PR.109	draft
System Documents and Management Plans		
Environmental Management System Manual	WBQ.RS.096	02
Aspects and Impacts Register	WBQ.RA.007	01
Odour and Noise Management	WBQ.RA.009	01
Legal Register	WBQ.RA.008	01
Environmental Policy	WBQ.PO.018	01
Environmental Targets and Objectives	WBQ.PO.020	01
Environmental Management Review	WBQ.PR.158	01
Environmental Accident Management Plan	TBC	draft
Fugitive Emissions Monitoring Programme	TBC	draft
Site Closure Plan	TBC	draft
Environmental & Operating Procedures		
Environmental Communications Procedure	WBQ.PR.060	01
Environmental Audit and Inspections Procedure	WBQ.PR.061	01
Chemicals Spillage Procedure	WBQ.PR.105	01
Non-Conformance Procedure	WBQ.PR.125	01
Animal By-Products and Waste Management	WBQ.PR.146	01
Storage and Disposal of Animal By-Products	WBQ.PR.062	02
Storage and Disposal of Non Food Waste Products	WBQ.PR.063	01
Storage and Disposal of Chemicals and Oils	WBQ.PR.147	01
Contingency Plan Procedure	WBQ.PR.109	01
Blood Tank Operating Procedure	WBQ.PR.065	02
Operational Control - Process	WBQ.PR.160	01
Emergency, Incident & Non-conformance Procedure	TBC	draft
Communications and Complaints Procedure	TBC	draft
Internal Monitoring and Recording Forms		
Environmental Audit Form	WBQ.AF.009	01
Monitoring and Measuring – Air Emissions	WBQ.PR.148	01
COSHH Safe Use of Chemicals	WBQ.PR.127	01
Operational Control - Boilers	WBQ.PR.152	01

DOC REF	WBQ.RS.109	ISSUE DATE	draft	AUTHOR	O. Rusakeviciene
DOC NAME	Environmental Management System Index	VERSION No	draft	AUTHORISED BY	C. Woolley



Woolley Brothers (Wholesale Meats) Ltd

Document Name	Reference	Version No
Operational Control – Refrigeration Plant	WBQ.PR.156	01
Monitoring and Measuring - Energy	WBQ.PR.149	01
Operational Control - Energy	WBQ.PR.154	01
Monitoring and Measuring – Water Monitoring	WBQ.PR.151	01
Operational Control – Water Usage	WBQ.PR.157	01
Monitoring and Measuring – Water Emissions	WBQ.PR.150	01
Operational Control – Effluent and Water Emissions	WBQ.PR.153	01
Operational Control – Odour Abatement	WBQ.PR.155	01
Monitoring and Measurement – Site and Operations	WBQ.PR.159	01
Incident and Corrective Action Form	TBC	draft
External Report Forms		
Schedule 5 Notification Form	TBC	draft
Annual Permit Reports	TBC	draft
Environmental Training Documents		
Training Record	TBC	draft
Schedules and Timetables		
Emergency Contact List	TBC	draft
Waste and Animal By-Products Schedule	TBC	draft
Raw Materials Schedule	TBC	draft
Plans and Drawings		
Installation Boundary Plan	TBC	draft
Drainage Plan	TBC	draft
Sensitive Receptor Plan	TBC	draft
Emission Point Location Plan	TBC	draft
Records		
Environmental Permits	Records stored in the Site Office	
EA Correspondence	Records stored in the Site Office	
Compliance Assessment Reports	Records stored in the Site Office	
Infrastructure Monitoring Records	Records stored in the Site Office	

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