



## EMS Summary

Rotherham Road, Dinnington, Sheffield,  
S25 3RD

Universal Glass Ltd.

Document Reference: Application Bespoke 432-1 EMS Summary V2



Minerals  
Waste  
Environment

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## **1 Introduction**

1.1 The glass recycling facility at Rotherham Road, Dinnington, Sheffield, S25 3RF will be carried out under a comprehensive Environmental Management System (EMS). The following is a summary of the EMS that will be used at The Site.

1.2 The EMS will be written in accordance with the Environment Agency guidance 'Develop a Management System: Environmental Permits' (3 April 2023).

1.3 A hard copy of the EMS will be kept on site (within the site offices and electronically) at all times. The EMS folder will include a copy of the approved Environmental Permit, together with the following sections.

1.4 The Environmental Management System incorporates and cross-references the site's Fire Prevention Plan, Dust & Emissions Management Plan, and Environmental Risk Assessment. These documents form part of the EMS and must be followed by all site personnel. Any revision to the operations or permit will trigger a review of the EMS and its associated management plans.

## **2 Section 1 – Site Infrastructure Plan**

2.1 This section will relate to The Site's infrastructure / layout plan and detail the site operations, layout and any emergency kits. Additionally, the plan details emergency access points and monitoring points, drainage details (this will be shown on a separate drainage plan), and utility supply points where applicable.

2.2 The activities have the potential to cause pollution to land and water. Therefore, all storage and treatment will take place on an impermeable surface with sealed drainage. Oils and fuel will be stored securely with secondary containment. Spill kits will be provided on site.

### 3 Section 2 – Site Operations

- 3.1 Universal Glass Ltd receives, inspects and processes glass waste. The site accepts glass from licensed carriers, carries out a visual inspection on arrival, and either accepts, rejects or quarantines loads as appropriate. Accepted material is conveyed into the main process area where it is screened, crushed and passed under magnets and vacuum pods to remove contaminants (such as metals, paper and plastic). It is then reprocessed or screened into different grain-size products which are bagged and stored. In simple terms, the site is a glass recycling and processing facility, it does not dispose of waste, but processes incoming glass into products. The facility is permitted to handle up to 75,000 tonnes per annum of specified glass waste types.
- 3.2 This section provides details on the layout of The Site, including access and parking, site surfaces and drainage, infrastructure (weighbridge, office etc), security, to reduce potential risks to the environment.
- 3.3 The Site is located to the southwest of Rotherham Road on an industrial estate and is currently a glass recycling facility covering an area of approximately 2.1ha. Operations at the site includes the crushing and screening of glass before bagging it for sale.
- 3.4 The working hours are proposed to be 08:00 to 17:00 Monday to Friday.
- 3.5 This section also includes the list of wastes accepted at The Site, and the steps taken at each stage of the site processes to minimise the risk of pollution, including Waste Acceptance Procedures. Additionally, maximum storage quantities and time limits, as well as procedures for ensuring these are not exceeded, are included in this section.
- 3.6 This section will mirror, as relevant, part 2.4 Operating Techniques of Standard Rules 2022 No.4. It is considered that the following techniques would be

relevant to the proposed operations: 1, 2, 3, 6, 16 and 17. These techniques relate to storage of material, surfaces activities can be carried out on and dust suppression.

- 3.7 It is proposed to restrict the wastes that can be accepted at The Site under the waste code 19 12 12. The operator's target material from this waste code is glass. Therefore, the following wording is proposed to be added alongside the waste code: "Wastes consisting predominantly of glass, with smaller fractions of packaging materials".

#### **4 Section 3 – Site and Equipment Maintenance Plan**

- 4.1 This section includes plans for the maintenance of site plant and equipment, as well as site infrastructure itself. Details of how and when maintenance is carried out is included in this section. Maintenance of the site notice board at the site entrance is included in this section, for example, updating contact details should they change.

- 4.2 The following plant and equipment are / will be used on site for the movement and processing of waste:

- Powerscreen Warrior 2100 Screen (2 No)
- Canica VSI Crusher
- Powerscreen Commander Feed Conveyor
- CAT Generator
- CAT Telehandler
- Finlay Stacking Conveyor
- Vacuum Pod
- Dust Suppression Water Cannon

- Overband Magnet
- Komatsu / Volvo Loading Shovels (2 No)
- Komatsu / Volvo Excavator PC210LC (2 No)

4.3 Plant is only operated by trained drivers / operators. Training includes the requirement for daily checks for the specific plant operated, in order to ensure that it is operated safely and to prevent the failure of equipment which could have potential adverse impacts on the operations or The Site, cause pollution, or constitute a fire risk.

4.4 All plant and vehicles on site are subject to routine preventative maintenance and manufacturer's maintenance. A spillage procedure is in place, which would be followed in case of leaks or spillage of oils or fuels.

## 5 Section 4 – Contingency Plans

5.1 This section includes details of how impacts on the environment caused by unforeseen issues such as breakdowns, enforced shutdowns or extreme weather will be minimised through contingency plans.

5.2 This section also contains information on the controls in place to prevent environmental incidents taking place such as the control of mud, dust, odour, litter etc. and details of the operator's complaints procedure should an issue arise.

5.3 Details of non-compliance will also be provided in this section. Such information would include what the non-compliance is, how it was identified, resolutions to the non-compliance and corrective actions.

## 6 Section 5 – Accident Prevention and Management Plan

6.1 This section details how accidents that could result in pollution or non-compliances will be dealt with, including an assessment of the likelihood of potential types of accidents i.e. breakdowns/flooding, how accidents will be avoided, minimised and managed, how they are recorded and any action taken as a result, including corrective actions going forward.

6.2 If an event is considered an emergency, the Site Manager would immediately assess the situation and a decision would be made as to whether the Site should suspend operations until the elevated dust issue is controlled. The measures required would be considered on a case-by-case basis. Operations would not be restarted until an investigation into the cause of the emergency is completed, and any required operational or mitigation measures have been altered or updated.

## **7 Section 6 – A Changing Climate**

7.1 This section will include details on how the potential effects of climate change could impact the ability of The Site to prevent pollution. This will include details relating to monitoring of weather, upgrading systems and plant and equipment where applicable. Dust in particular will be considered here, as the most likely impacts that could be affected by climate change.

## **8 Section 7 – Complaints Procedure**

8.1 This section will detail the complaints procedure for The Site. This will include how records of complaints are kept, how complaints are dealt with, investigated and resolved. In addition, the procedure for updating any procedures or corrective actions as a result of a complaint will be detailed in this section.

- 8.2 Any complaints made about operations on the Site must be made by telephoning the operator, the Environment Agency hotline, in writing, or by completing the Dust Complaints form.
- 8.3 To gather enough information to enable a proper investigation, all complaints received must provide, as a minimum, the level of detail required by the complaints form. All complaints will be responded to within 5 working days of receipt.
- 8.4 Complaints will be investigated by the operator to find a cause of the complaint using information from the site diary to determine the cause. As necessary, operational procedures will be updated, and staff will receive refresher training on procedures. The Site Manager will assess whether the complaints are justified and if changes are required to the operations to reduce any potential impact.
- 8.5 A copy of the complaint, investigation and responses will be recorded and made available to the Environment Agency for inspection.
- 8.6 Any complaints received by the site directly will be notified to the Environment Agency by using the hotline telephone number or national email address and the notification form in Schedule 5 of the environmental permit. A copy of the sent notification form and any attachments will be retained by the operator's site office.

## **9 Section 8 – Managing Staff Competence and Training Records**

- 9.1 This section details the training requirements of the operator and site staff for areas such as general site rules, duty of care, and fire safety as well as technical competency (such as WAMITAB). The details of training record keeping and

refresher training requirements / continuing competency will also be included here.

9.2 If specific training is required from an external source, details of how this is carried out and who requires training, will be included in this section.

9.3 The Site Manager provides training on induction and also has toolbox talks throughout the year, when necessary, prior to annual refresher training. The Site Manager is also responsible for ensuring appropriate control measures are in place to reduce the potential for impacts.

## 10 Section 9 – Keeping Records

10.1 This section details the records that are kept, how they are kept and for how long. This section will include details of records of waste received at The Site. The Site Condition Report (SCR) will also be referenced in this section, as well as the procedure for maintaining and / or updating the SCR.

## 11 Section 10 – Review of Management System

11.1 The procedures for reviewing the management system will be detailed in this section. This includes checking that the site is operating in compliance with the Permit, as well as the update procedures if any site processes are changed which affect the EMS, or any other possible changes to the potential impact on the environment.

11.2 Details of how changes are recorded are also included in this section.

11.3 The EMS will be reviewed by site management on an annual basis, or sooner in the event of an operational change, near-miss, or incident.