

Appendix C – Management System Summary



Associated Waste Management Ltd, Sheffield

EPR/CB3540HM

Management System Summary

Introduction

This document corresponds to **Question 3d** of Application for an environmental permit – **Part C2** – General – varying a bespoke permit. It summarises the management system that is in place at the site and any relevant information relating to the application.

Summary of Changes

This permit variation application seeks to extend the operational boundary of the current permitted area to accommodate a waste transfer and treatment building. The area into which the boundary will extend is existing industrial land. A Site Condition Report for the extension area has been supplied as part of the application, as well as an environmental risk assessment and Fire Prevention Plan specific to the proposed building.

The environmental risk assessment concluded that the proposed varied activities, will have no significant environmental impacts on the surrounding area.

The Environmental Management System (EMS) documents will be updated upon permit issue.

Management System Summary

The site-specific EMS documents identify the risks that the activities undertaken at the site pose to the environment as well as the measures taken to prevent or minimise those risks.

Operations are carried out in accordance with the company management system which is certified to ISO14001.

The site is managed by a dedicated and competent on-site team. They ensure compliance with the conditions of the permit and that effective operational and preventative maintenance procedures are in place to prevent any impact on the environment.

The site has documented procedures for:

- Operations
- Maintenance
- Accidents, Incidents, and non-conformances
- Competence and training
- Managing documentation and records

These procedures are part of the management system which is accessible by all staff. The documents are held electronically and regularly updated. A copy of the Environmental Permit the EMS documents are available at all times for reference by staff working at the facility.



Site Infrastructure Plans

The EMS contains plans showing the locations of site infrastructure, including:

- Boundaries
- Buildings
- Drainage
- Vulnerable receptors (if any)
- Emission points (if any)
- Site Entrance/Exits
- Fuel and hazardous material storage
- Accident and emergency facilities/tools

Site Operations

The EMS provides details of the following:

- Operational hours
- Responsible personnel
- Security arrangements
- Activities and processes undertaken
- Waste types accepted and any prohibited

Details of waste storage are included in the EMS, including:

- Tonnage limits (total and storage limits)
- Storage time limits
- Waste acceptance procedures
- Waste rejection and quarantine procedures
- Waste segregation methods

Procedures are in place to cover all aspects of operations on site that may have an adverse impact upon the environment; the procedures are held in the management system.

These procedures cover:

- Operation of equipment
- Maintenance of equipment
- Material handling operations
- Spill contingency procedures
- Housekeeping

A Fire Prevention Plan is included within the site's management system. This includes an assessment of fire risk, waste storage volume calculations, fire detection and suppression systems, water storage and supply calculations, emergency contact details and response procedures.

The procedures mentioned above are reviewed and amended periodically, in response to an incident on site or in the event of a legislative change.



Equipment Maintenance

Planned preventative maintenance

The programme of planned preventative maintenance seeks to minimise the risk to safety, health, and the environment by ensuring that all appropriate items and elements within the site are serviced and inspected on a regular basis. The manufacturer's inspection and maintenance schedules are followed where available.

Breakdown or repairs

Whilst the maintenance programme is followed to make sure that equipment does not fail, there may be faults, breakdowns or repairs needed at other times. If this does happen details of faults, breakdowns and repairs are documented within the site diary as and when they occur. Faults and breakdowns will be investigated, and the service schedule revised if necessary.

Auditing of maintenance system

The maintenance system is subject to an internal auditing programme. Including regular checks and formal inspections of any tanks, pipework, retaining walls and bunds. Audit reports and recommendations are regularly reported to senior management.

Contingency Management Plan

The EMS contains a contingency management plan, detailing the environmental impacts that could arising in event of unplanned shutdowns, breakdown of equipment, other unforeseen events. It details how these impacts would be mitigated to reduce their impact.

Accident Management Plan

Procedures for investigating incidents and non-conformances as well as the corrective action to take are provided. Incidents that require investigation include any malfunction, breakdown or failure of plant, equipment and techniques and any near misses.

A formal written procedure is in place for reporting, recording, and investigating incidents and near-misses.

Staff are trained in detecting abnormal operations (see staff competence and training). In the short-term procedures are followed to ensure normal operation is resumed. In the long-term steps are taken to prevent the problem happening again. There is a formal written procedure to cover the reporting of non-conformances, assigning actions and tracking to completion of the actions.

There are documented procedures for handling, investigating, communicating, and reporting complaints, and tracking the completion of corrective actions.

Climate Change

A climate change risk assessment forms part of the EMS documents for this site. It includes an assessment of the risks presented to operations at the site in event of projected climate change weather extremes and how any resultant impact to the environment might be reduced.

A climate change adaptation plan will be fully embedded into the EMS by 2026.



Complaints Procedure

Any complaints received at the site are fully investigated by competent personnel. Records of complaints and any actions taken in response are recorded internally. The EMS contains details of how complaints are reporting, investigated and processed.

Staff Competence and Training

The facility is supervised by staff who are suitably trained and fully conversant with the requirements of the Permit.

Training is carried out in accordance with a company training policy. The training and competence required of each position on-site are identified and summarised in the training matrix, which provides details on mandatory training requirements and those which may be relevant during career progression.

Employees are given induction training. A portion of the training relates to the Environmental Permit and EMS, including:

- the Permit and regulatory requirements
- potential environmental impacts from operations under their control
- reporting procedures to inform managers of deviations from Permit conditions
- procedures to be used by managers for reporting of deviations to the Regulator
- prevention of accidental emissions and procedures to be taken if they do occur

Employees are only permitted to perform procedures that they have been trained for.

The training and competence required for contractors is also identified as part of the company training policy. Contractor training records are evaluated and kept on site as part of the tender process. All contractors are given an induction prior to starting work on site.

Competency records are kept for each member of staff. These record the date and type of training undertaken, the training provider and how the skills and training received met the training requirements.

Record Keeping

Records of the following will be kept electronically (unless stated otherwise in the Permit) and be available to access:

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| • Permits | • Training records |
| • Risk Assessment | • Complaints |
| • Waste types and tonnages | • Audits (internal and external) |
| • Duty of care records | • Incidents |
| • Up to date management system documents | • Inspections |
| | • Procedures |

The management system documents detail how records will be kept and for how long (in accordance with permit requirements for example).

Management System Review

Management system documents and procedures will be reviewed periodically, in the event of an accident/incident on site, as part of an application to vary the Permit, or if requested by the Regulator. Details of the reason for the update as well as a revised version reference will be provided for audit purposes.