

EMS Summary – CB Skips, St Thomas’s Farm Waste Transfer Station.

This summary explains the documents that comprise the Environmental Management System (EMS) for St Thomas’s Farm Waste Transfer Station, London Road, Laverstock, Salisbury, SP1 3YU. The site is operated by C Bialek Limited, under the current Environmental Permit EPR/XP3393FX.

This summary has been developed in line with the government guidance:

[Develop a management system: environmental permits - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/develop-a-management-system-environmental-permits)

System Development

The EMS follows the requirements set out in ISO14001:2015 and utilises the plan-do-check-act model.

Site Infrastructure Plan

The EMS contains a site plan that details the following key aspects:

- Location of waste reception, processing and storage areas.
- Location of buildings and processing equipment.
- Emergency access, traffic management and pedestrian segregation.
- Location of interceptors, drainage and inspection points.
- Location of service isolation points – water / electric.
- Location of firefighting equipment.
- Location of COSHH and fuel stores.
- Location of neighbouring premises / assets.

Locations are given identification codes which are replicated throughout the EMS and site operations.

Site Operations

The EMS is documented in one overarching manual called ‘The Environmental Management System Manual’ which contains the following sections (extract from the contents pages from the EMS Manual):

1. Introduction to the company and the scope of the management system
2. Environmental Management System
 - 2.1. Policy
 - 2.2. Organisation
 - 2.2.1. Company Organogram
 - 2.2.2. Roles and Responsibilities
 - 2.2.3. Key Site and Emergency Contacts
 - 2.3. Objectives, Targets and Management Programmes
 - 2.3.1. Objectives
 - 2.3.2. Environmental Management Programmes
 - 2.4. Control of Environmental Aspects and Impacts
 - 2.4.1. Aspects and Impacts – initial assessments
 - 2.4.2. Aspects and impacts – Significant List
 - 2.5. Legal and Other Requirements
 - 2.6. Competence, Awareness and Training
 - 2.7. Communication
 - 2.7.1. Internal communication
 - 2.7.2. External communication
 - 2.8. Environmental Measurement and Monitoring

- 2.8.1. Site Plan
- 2.8.2. Site Environmental Monitoring Checks
- 2.8.3. List of substances on site
- 2.8.4. Accidents, Incidents and near-misses
- 2.8.5. Non-conformities and Corrective action
- 2.8.6. Quarantine Procedure
- 2.8.7. Complaints Procedure
- 2.8.8. Maintenance Records
- 2.9. Emergency Preparedness
- 2.10. Management Review
- 3. Documents and Records
- 4. Appendix

Some of the sections within the EMS Manual point to specific and separate procedures outside of the EMS Manual.

The philosophy of the system can be expressed as:

PLAN	DO
• Policy Statement • Risk Management • Legal and Other Requirements • Emergency Planning • Objective and Targets • Roles and Responsibilities	• Operational Control • Resources • Documentation • Communication
CHECK	ACT
• Monitoring and Measurement • Evaluation of Compliance Audits • Handling Non conformances	• Improvement • Corrective and Preventative Actions • Management Review

The Environmental Policy sets out the statement of intent, detailing the key factors that influence the business and it sets Environmental Objectives and a framework for how these will be monitored, achieved and/or reviewed. The policy highlights the Managing Director as the responsible person for the EMS.

The EMS details the key responsibilities for the levels of management, supervision, workers within the company structure and details who does what when.

A changing climate

An environmental Risk Assessment has been completed for the operations and this is reviewed annually, or when there are changes or lessons learnt. The assessment followed the classic source-pathway-receptor methodology and is illustrated as an aspects and impacts assessment. The environmental assessment is linked to legal obligations and considers:

- Storage of materials / waste.
- Delivery of materials / waste.
- Processing of waste.
- Shredding of waste.
- Transfer of waste / materials off site.
- Vehicle operations and movements.
- Use of energy, fuel and chemicals.

- Vehicle washing / general maintenance.
- Management of surface water.
- The affects of climate change (a **changing climate** adaptation risk assessment)

Annual targets are set and monitored throughout the year via a series of environmental programmes.

Managing staff competence and training

The EMS addresses training and competency of employees and covers how the EMS, and other related information will be communicated to employees, visitors and contractors.

Checks are made regularly to ensure employees training is up to date and regular refresher training on the EMS and associated procedures is delivered.

Site and equipment maintenance plan

Maintenance records are kept for all machinery and equipment used on site and they are serviced in accordance with the manufacturer's instruction. There is a team of in-house maintenance engineers to facilitate minor repairs and general maintenance.

Monitoring

The EMS contains a mechanism for completing daily environmental checks against permit requirements and important elements highlighted from the environmental risk assessment. The daily checks address the following:

- Checking the longest amount of time waste has been stored on site.
- Checking the maximum amount of each type of waste stored - in terms of volume.
- Checking the maximum height of storage piles on site.
- Checking waste segregation.
- Checking for
 - Litter – control of litter from the waste skip.
 - Odour – odour monitoring and management plan.
 - Pests – pest control and management.
 - Dust – control and management plan.
- General site cleanliness – controls to reduce the impact the operation has on the local community.
- Maintenance of plant and equipment - a general overview
- Checking the condition of the site infrastructure / containment integrity
- Checking the arrangements for water management
- Looking for any signs of any spillages
- Reviewing the Quarantine – checking the status of any quarantine items
- Energy usage.

The site Technically Competent Manager (TCM) completes these inspections.

Contingency plans

Contingency plans are in place and are based upon control of incoming waste volumes. Waste inputs are controlled by the operator and can therefore be adjusted as required. Wastes can be diverted to neighbouring facilities if needed.

Accident Prevention and Management Plan

The EMS contains emergency procedures specific to the site, which includes spillages, fire, flooding, breakdowns, loss of containment. These procedures detail what to do in the event of an emergency and contain information of the management of risk down to and liaise with the emergency services and regulator, where required.

Complains Procedure

Within the EMS there is a complaint procedure, where complaints are logged, and remedial actions taken.

Review your Management System

The EMS contains processes for documenting and reviewing environmental accidents, incidents and near-misses and provides a process for non-conformity, corrective actions, and management review (annually).

Record Keeping

The EMS contains the following records:

- Environmental Permit
- Aspects and Impacts Register
- Aspects and Impacts Significance List
- Plant and Equipment Maintenance Records
- Vehicle maintenance records
- Site Environmental Monitoring Checks
- Environmental Permit Returns to the Environment Agency
- Environmental Agency CAR forms
- Waste Returns
- Weighbridge Records
- List of substances stored on site (under COSHH)
- Employee Training Records
- Accidents and Incident Records
- Corrective Action Records
- Complaints Records

Make sure people understand what you do.

The EMS is communicating to all employees during induction and through regular briefings. The key element that applies to visitors and contractors are picked up in the visitor site rules and contractor inductions.

A copy of the EMS manual is available on the office notice board along with a copy of the Environmental Policy.