

Environmental Management System - Summary

- 1.1. PJ Brown (Civil Engineering) Limited will operate under an Environmental Management System (EMS).
- 1.2. A hard copy of the EMS will be kept on the Site at all times.
- 1.3. The EMS folder shall include a copy of the Environmental Permit and will contain the following sections:

EMS Report:

This report contains a description of the purpose and scope of the EMS, all Site details including the location of the Site, receptors located in close proximity to the Site boundary, waste storage, the plant and equipment that is used on the Site, the different types of waste treatment activities carried out on Site, the Site security measures, information on the competence of the staff working on Site, roles and responsibilities for each member of staff and details for Site closure.

Appendix A. 1 Site Condition Report:

This is used to record the condition of land covered by the Environmental Permit at various stages during the life of the permit. Site Condition Report, Part 1 to record the condition of the land at the permit application stage is included as Appendix 3 in this application report.

Appendix A.2 Environmental Impacts and Controls Assessment:

This assessment will provide information on the processes, activities and equipment on site, the potential emissions and impact that they may have on air, water, energy usage, waste disposal, land contamination, nuisance and resource consumption and how any identified impact may be controlled.

Appendix A.3 Environmental Accident Management Plan:

This report will contain an assessment of the potential accidents that could occur on Site, details of the likelihood of each accident occurring, consequences of the accident happening, the preventative measures taken to reduce the risk of each accident occurring, actions to be taken in the case of an accident on Site and an explanation on how to record any accidents that occur on Site. The types of accident included in this report include.

- Leaks or spillages.
- Fire.
- Flooding (increasing risk from climate change).
- Unauthorised entry.
- Failure of plant and equipment.
- Cross-contamination.
- Failure of services.

Appendix A.4 Flood Management Plan:

This report will contain a brief description of the Site, its size, the key contacts to contact in an emergency, whether there are staff employed with any special needs, the locations of any gas, water and / or electric cut off points of Site and ways to keep all plant and computers / files safe in the event of a flood.

Appendix A.5 Dust Management Plan:

This report identifies the potential impacts of dust emissions from the Site in relation to the nearby sensitive receptors. Information is included with regard to the mitigation measures employed on the Site, for example using daily checks to monitor weather/dust and take actions by deploying road sweepers and using water sprays.

Appendix A.6 Climate Change Risk Assessment

This risk assessment assesses the risk of how the site and processes will be affected by climate change and includes any proposed mitigation measures.

Appendix B Authorisations

A copy of the permit and EA Registrations for the Site will be found in the EMS.

Appendix C Procedures & Forms

The EMS contains a number of procedures that cover its implementation, waste acceptance & storage, site management, environmental protection, environmental monitoring, emergency provisions and reporting. Records to be produced in accordance with these procedures are provided in the EMS as forms. These completed forms provide records that evidence the implementation of the EMS. The following list details procedures that are included in the EMS.

Implementation

- Environmental Training.
- Roles and Responsibilities.
- Reviewing & Auditing Documentation.
- Compliance with Legal & Other Requirements.

Waste Acceptance & Storage

- Waste Acceptance.
- Waste Rejection.
- Waste Storage & Handling.

Site Management

- Fuel & Oil Storage.
- Refuelling of Plant / Equipment.
- Housekeeping, Litter, Pest & Vermin Control.
- Wheel Washing.
- Site Security.
- Recycling Operations.
- Removal of Waste.

Environmental Protection

- Dust, Fibres and Particulate.
- Mud and Debris.
- Noise Control.
- Odour Control.
- Surface Water Management.

Maintenance

- Maintenance

Emergency Provisions

- Environmental Accidents / Incidents / Complaints
- Near Miss Reporting.
- Spill Response.
- Flood Management.
- Utility / Equipment Failure.

- Fire Prevention.
- Fire Suppression & Containment.

Reporting

- Waste Returns.
- Notifications to the Environment Agency.

Drawings

- Permit Boundary Plan – showing the boundary of the permitted area.
- Site Layout Plan – showing waste storage and treatment areas, storage facilities for hazardous materials (fuel and oil), location of spill kits, and access for emergency services.
- Sensitive Receptors Plan – showing nearby receptors including water courses, protected habitats, and residential, commercial and industrial premises.

- 1.4. The Waste Storage & Handling Procedure will include a Waste Storage Plan that will specify maximum storage times, maximum storage area capacities, and where different waste types will be stored on Site.
- 1.5. The Maintenance Procedure will ensure inspections of infrastructure, plant and equipment will be carried out on a daily, weekly and monthly basis. This procedure will also specify when planned preventative maintenance should be carried out on each item of plant and equipment located on the Site.
- 1.6. The EMS will include a Utility / Equipment Failure Procedure and Flood Management Procedure to ensure contingency measures are implemented in the event of a utility / equipment failure or a flood on the Site. The Flood Management Procedure will account for the potential increase in the risk of flooding at the Site due to climate change.
- 1.7. The Site will display a notice board at the site entrance which will include the following details:
 - The permit holder's name.
 - An emergency contact name and telephone number.
 - A statement that the site is permitted by the Environment Agency.
 - The permit number.
 - Environment Agency telephone number and the incident hotline telephone number.
- 1.8. The EMS will include a Complaints Procedure that will provide details for recording, investigating and resolving complaints in regard to the permitted activities.
- 1.9. Each procedure within the EMS will specify who is responsible for implementing the required actions. The EMS will include a staff organogram which will show the roles and responsibilities of each staff member in relation to the activities covered by the permit.
- 1.10. An Environmental Training Procedure will be included in the EMS to ensure regular training on the EMS procedures is given to all site staff and is well documented.
- 1.11. Records required by the permit e.g. waste transfer notes, chemical analysis, hazardous waste assessments, maintenance records, staff training records etc. will be kept on file within the EMS.
- 1.12. The Reviewing & Auditing Documentation Procedure included within the EMS will ensure regular checks are carried on the EMS documentation in order to assess whether the EMS implements the requirements of the permit and relevant environmental legislation. Any changes to the permit or site operations will be recorded within the EMS and the relevant EMS documents will be updated accordingly.

1.13. Each member of staff at the Site will have access to the EMS.