

# Environment Management System Manual (EMS)

Importation of Inert Material for  
Construction of a Slurry Lagoon

**Operator: CJ & PH George**

Nansmerrow Farm  
Tresillan  
Truro  
Cornwall  
TR2 4AP



Environmental Permit Application Reference:  
EA/EPR/KB3506UU/A001

Permit Type: Bespoke

**Author:** R Farmers

**Company:** Groundscape Environmental Ltd

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Contents

|   |    |
|---|----|
| Environmental Policy Statement                | 4  |
| 1 Scope of the EMS                            | 5  |
| 2 Organisation & Site Profile                 |    |
| 2.1 Overview                                  | 5  |
| 2.2 Location                                  | 5  |
| 2.3 Site Description                          | 5  |
| 2.4 Environmental Sensitivities               | 6  |
| 2.4.1 Human Receptors                         | 6  |
| 2.4.2 Hydrogeology                            | 6  |
| 2.4.3 Surface Water                           | 6  |
| 2.4.4 Air Quality Management Areas            | 6  |
| 2.4.5 Ecological Receptors                    | 7  |
| 2.4.6 Habitats                                | 7  |
| 2.5 Process Description                       | 7  |
| 2.5.1 Overview                                | 7  |
| 2.5.2 Waste Types                             | 7  |
| 2.5.3 Waste Reception                         | 7  |
| 2.5.4 Waste Rejection                         | 8  |
| 2.5.5 Spillages                               | 8  |
| 2.6 Drainage Description                      | 8  |
| 2.7 Hours of Operation                        | 8  |
| 2.8 Site Security                             | 8  |
| 3 Management Responsibility                   | 8  |
| 3.1 Overview                                  | 8  |
| 3.2 Site Manager                              | 8  |
| 3.3 Site Foreman                              | 9  |
| 3.4 Technically Competent Managers            | 9  |
| 3.5 Site Operatives                           | 9  |
| 3.6 First Aid                                 | 10 |
| 3.7 Training                                  | 10 |
| 4 Implementation & Operation                  | 10 |
| 4.1 Overview                                  | 10 |
| 4.2 Competence, Training & Awareness          | 10 |
| 4.3 Communication                             | 10 |
| 4.3.1 Internal & External Comm's & Reporting  | 10 |
| 4.3.2 Environmental Permit Reporting          | 10 |
| 4.3.3 Complaints                              | 10 |
| 4.4 Operational Controls & Emergency Response | 11 |
| 4.5 Document & Record Control                 | 12 |
| 4.5.1 Overview                                | 12 |
| 4.5.2 Control of Documents                    | 12 |
| 4.5.3 Control of Records                      | 12 |

## CJ & PH George Environmental Management System

|     |   |                   |
|-----|---|-------------------|
| 5   | Monitoring                                    | 13                |
| 5.1 | Environmental Monitoring                      | 13                |
| 5.2 | Inspection & Maintenance of Equipment         | 13                |
|     | Site Drawings                                 | 14                |
|     | Appendix A - Environmental Risk Assessment    | 15-20             |
|     | Appendix B - Organogram for Operational Staff | 21                |
|     | Appendix C - Wamitab Certificate              | 22-23             |
|     | Appendix D - Procedures                       | 24-27             |
|     | Appendix E - Site Forms                       | 28-41             |
|     | <b>Associated Documents</b>                   |                   |
|     | Environmental Setting & Site Design (ESSD)    | Separate Document |
|     | Hydrological Risk Assessment                  | Separate Document |
|     | Dust & Emissions Management Plan              | Separate Document |

## **CJ & PH George**

### **Environmental Policy Statement**

The object of this document is to set out and give a clear and precise format to the procedures of operating the transfer and treatment facility, to ensure that the Company adheres to the permit conditions and remains compliant with current legislative requirements.

The Company is committed to fulfilling our responsibilities to minimise the impact that the site activities may have on the environment.

The Company have developed a bespoke Environmental Management System (EMS) which is the structure for underpinning our commitment to the prevention of pollution and the continued evolution in environmental performance at the facility.

The EMS will be used as the base mechanism for controlling, monitoring and measuring environmental standards and their continuing improvement. It also acts as a detailed operational procedure for the site activities and the methods of recording data, reporting of accidents, incidents, non-conformances and complaints.

The Company is committed to operating in accordance with relevant environmental legislation and regulations and strives to make continued improvements to operating procedures.

The Company is committed to the prevention of pollution from its facilities operations and will ensure that any activities carrying a risk of pollution in any format are minimised and where achievable eliminated or controlled effectively through the management of applied control structures.

The Company will ensure that all employees or third parties associated with the facility are informed of this policy and appropriately trained in their responsibilities to the document and the environment.

The Company will take due consideration of the concerns of interested parties such as regulatory authorities, employees and the public and will ensure that any concerns are dealt with efficiently.

Copies of this policy statement are freely available to all parties upon request and duly recorded through the appropriate mechanisms.

The Company actively supports the adoption by our suppliers and customers of similar environmental standards.

This policy will be internally reviewed on an annual basis, and amendments may be made as stipulated by legislation in company activities or external requirements.

Review date as recorded on the front page of this document.

The Company management will uphold its moral and legislative requirements to carry out all relevant risk assessments regarding health & safety and environmental responsibilities.

**Signed:**

**Print:**

**Date:**

## 1. Scope of the EMS

The scope of the Environmental Management System (EMS) applies to all processes and activities undertaken by CJ & PH George with respect to the operation of importation of inert waste materials to construct earth bound slurry lagoon herein termed the site.

The Environmental Permit for the operation is environmental permit reference **EA/EPR/KB3506UU/A001**. The activity is classified as a waste recovery operation. The development of this EMS supports a permit to allow the use of inert wastes for the construction of a slurry lagoon to support the farming operation. Waste soils will be compacted as per the approved design to form the banks with site won clays to form a natural liner. Demolition hardcore and concrete will also be imported to construct the permanent haul roads to access the lagoon. All imported wastes will comply with the waste types set out in the Environmental Permit.

This EMS is based upon a Site-Specific Environmental Risk Assessment, which forms Appendix A and has been developed to cover the risks associated with the importation of inert waste material and the construction of the lagoon.

- Assess the potential environmental risks from the existing and proposed operations;
- Determine if existing control measures are sufficient; and
- Propose additional control measures where appropriate.

## 2. Organisation & Site Profile

### 2.1 Overview

CJ & PH George operates a waste recovery operation at the site. Waste is brought into the site from:

- Third parties permitted to tip by prior arrangement only.

### 2.2 Location

**Address: Nansmerrow Farm, Tresillan, Truro, Cornwall TR2 4AP**

**National Grid Reference: SW85758-47631**

**Planning Authority: Cornwall Council**

### 2.3 Site Description

The site is located in a rural setting approximately 5 miles east of Truro.

The site has a footprint of approximately 1 hectare. The site is part of an agricultural dairy farm which is in the process of expanding its cattle herd operation.

The construction of the lagoon is required to deal with the slurry produced by the increased heard capacity for use as a natural managed fertilizer. The lagoon is to be constructed of inert waste soils for the bund and demolition hardcore and concrete for the haul roads.

## 2.4 Environmental Sensitivities

### 2.4.1 Human Receptors

Human receptors within 500m of the site are captured in Table 1 below and are shown in Sensitive Receptor Plan (Site Drawings).

In addition to the receptors identified below within 500m there are several other properties that are situated just over the 500m and could be considered as borderline, these are marginally over the 500m distance and are identified as the Pencoose hamlet, consisting of

Pencoose Farmhouse Mr & Mrs Trehane Northwest

Pencoose Pantry Mr & Mrs Marsden Northwest

Pencoose Barn Mr & Mrs Potter Northwest

**Table 1: Sensitive Receptors 500m**

| Name                | Type of receptor | Distance from site (m) | Direction from site | Owned by       |
|---------------------|------------------|------------------------|---------------------|----------------|
| Trenans Caravan     | Residential      | 200                    | Northeast           | CJ & PH George |
| Rehoboth            | Residential      | 300                    | Southwest           | CJ & PH George |
| Polperrow Farmhouse | Residential      | 500                    | Southwest           | CJ & PH George |
| Public Byway        | Right of Way     | 0m                     | On Site             | Public         |
|                     |                  |                        |                     |                |

Additional details on Human Receptors can be found within the ESSD Appendix- F

### 2.4.2 Hydrogeology

The site is not within a groundwater Source Protection Zone.

The site is not within a Drinking Water Safeguard Zones (Surface Water).<sup>1</sup>

The site is not situated in any flood zones

Detailed analysis can be found in the Hydrogeological Risk Assessment Appendix G

### 2.4.2 Surface Water

The site naturally drains to the northeast towards the adjacent field. The closest watercourse to the site is the Trevella Stream which is approximately 300 metres from the northwest boundary of the site and runs in a southwest direction.

### 2.4.3 Air Quality Management Areas

There are no Air Quality Management Area (AQMA) in proximity to the site.

### 2.4.4 Ecological Receptors

There are no designated environmentally sensitive receptors within 500 metres of the site. There is a SSSI site approximately 1.5 km

<sup>1</sup> <https://magic.defra.gov.uk/MagicMap.aspx> Accessed 5th August 2023

- Tresillian River valley (southeast from the site)

#### 2.4.5 Habitats

- Priority habitat deciduous woodland 50m northwest identified as the Trevella River Valley (Broad Leave National Forest Inventory)

### 2.5 Process Description

#### 2.5.1 Overview

The construction of the lagoon will be built using the importation of inert waste soils from the local area, brought to site by third party hauliers and contractors. Waste soils will be pre checked for their suitability by means of either laboratory analysis to a designated standard or a detailed W.I Form being completed for sites producing less than 12 loose tipper loads (14m<sup>3</sup> capacity per load)

#### 2.5.2 Waste Types

To be populated upon Environmental Permit approval

|        |   |
|--------|---|
| 01     |   |
| 010102 | wastes from mineral non-metalliferous excavation  |
| 010408 | waste gravel and crushed rocks other than those mentioned in 01 04 07                   |
| 17     |   |
| 170101 | Concrete  |
| 170102 | Bricks  |
| 170103 | Tiles and ceramics  |
| 170107 | Mixtures of concrete, bricks, tiles and ceramics other than those mentioned in 17 01 06 |
| 170302 | Bituminous mixtures other than those mentioned in 17 03 01                              |
| 170504 | Soil and stones other than those mentioned in 17 05 03                                  |
| 170506 | Dredging spoil other than those mentioned in 17 05 05                                   |
| 170508 | Track ballast other than those mentioned in 17 05 07                                    |

#### 2.5.3 Waste Reception

All vehicles bringing waste on to site must have a completed Waste Transfer Ticket, a legible copy to be deposited in the site hut located at the start of the lagoon haul road.

In the event of commercial waste being brought onto site without a Waste Transfer Note hauliers will be requested to complete a generic Waste Transfer Note provided in the site hut. Waste can only be accepted if it complies with L.O.W codes (List of Waste) and descriptions set out in the sites Environmental Permit (E.M.S) and site permit. Site permit to be displayed in the site hut with a copy of the sites EMS and risk assessments. If a site operative is available a visual inspection and counter signature on the Waste Transfer Ticket is to be obtained. Once preliminary checks have been completed the driver will be informed where to discharge the load or a marker board will identify the tipping location.

All individual waste carriers must produce evidence of a valid Waste Carriers Licence a copy to be retained on site. Where possible a secondary inspection of the load will then be conducted by the machine operator/banksman to ensure that the waste is compliant with the permit conditions this will include a visual and olfactory.

Donor sites producing more than 10 loads of suitable soils and sub soils must provide a completed W.I.Form (Waste Information Form) see attachment 1.

Donor sites producing more than 12 loads of suitable soils and sub soils must provide chemical analysis of the material.

All hauliers depositing waste material on site must undertake Waste Acceptance Procedure training prior to importing waste material on site.

#### **2.5.4 Waste Rejection**

If the load is deemed unsuitable on visual inspection prior to being tipped, then it will be rejected from site a waste rejection form completed and a note made on the Daily Site Report. This procedure will also be followed if the paperwork is noncompliant. If the load is deemed to be unsuitable after being discharged, then it will if practical be reloaded on to the vehicle and rejected from site. A record of the Waste Transfer Note will be made and filed in the site Waste Rejection Folder.

If this is not possible the load will be moved to the designated quarantine area and arrangements made for disposal at a suitable permitted facility. A record will be made and filed in the Waste Rejection File.

#### **2.5.5 Spillages**

*Spillages are managed in accordance with the Spill Response Procedure (ST-PROC-04).*

### **2.6 Drainage Description**

The site doesn't benefit from a drainage system. As previously described water may infiltrate the ground or run off in a north-easterly direction.

### **2.7 Hours of Operation**

*Hours of operation for the reception of waste, recycling and transfer are:*

*Monday - Friday – 7.30am - 5pm, Saturday 7.30am-12.00pm*

### **2.8 Site Security**

*The entrance gates will be closed and locked during out of hours' time and whenever the site is unmanned.*

*No public access will be permitted on site without prior arrangement.*

## **3.0 Management Responsibility**

### **3.1 Overview**

This section of the Manual sets out the management structure at Nansmerrow Farm along with the general responsibilities placed on operational staff at different levels within the organisation. Specific responsibilities are also set out in the accompanying operational procedures.

All members of staff should be clear on their role, responsibilities, and position within the management structure to facilitate effective environmental management.

### **3.2 Site Manager**

The Site Manager is Paul George who will take overall responsibility for the operation of the site including:

- a) Carrying out Daily Checks or delegating responsibility to others;



- b) Ensuring any Maintenance is carried out in accordance with the Maintenance Schedules;
- c) Maintain competencies required to oversee the operation of the site;
- d) Ensure the site processes and procedures are implemented and upheld across all areas of operation;
- e) Implementing and overseeing emergency response procedures as required;
- f) Ensure staff awareness and competencies are upheld relating to the EMS;
- g) Ensure emergency response drills are undertaken where required at planned intervals;
- h) Ensure the ongoing maintenance and calibration of work equipment where required;
- i) Approving and endorsing the EMS and any amendments;
- j) Ensuring appropriate resource allocation to enable the effective operation and continual improvement of the EMS;
- k) Reviewing the EMS procedures and processes ensuring any changes to the EMS are planned and implemented;
- l) Providing the Site Foreman and the Technically Competent Manager with such support and guidance as necessary to fulfil the requirements of the EMS within the organisation;
- m) Retain overall responsibility for ensuring that the operation is compliant with the environmental permit;
- n) Fulfilling the specific role requirements of individual procedures;
- o) Ensuring all necessary Risk Assessments are completed for the site operations and are current, valid. Including regular reviews

### **3.3 Site Foreman**

The Site Foreman is T Smith and is managed by the Site Manager. The Site Foreman has responsibility and authority for:

- a) Fulfilling the specific role requirements within procedures;
- b) Taking on Site Manager responsibilities during holiday and absence periods;
- c) Supporting the Site Manager and the Technically Competent Manager.

### **3.4 Technically Competent Managers**

The role of the Technically Competent Manager will be fulfilled by Kevin Robert Mathis who holds a LROC 4 Wamitab Qualification for Inert Physical Treatment

The Technically Competent Manager has the responsibility for:

- a) Maintaining technical competence
- b) Ensuring that operations at the site comply with all relevant environmental and health and safety legislation and where possible relevant guidance.

### **3.5 Site Operatives**

The Site Operatives are responsible for:

- a) The operation of plant equipment and machinery under the instruction of the Site Manager or Site Foreman;

- b) Working in accordance with the documented procedures and instructions; and;
- c) Reporting site issues or incidents to the Site Manager or Site Foreman.

### **3.6 First Aid**

The farm has provision for first aid. First aid equipment is located in the main administration office. All accidents are to be recorded in the site Accident Book, the Daily Site Report and a Near Miss/Accident report completed when necessary. See HSE Guidance on reporting serious accidents and incidents under RIDDOR regulations.

### **3.7 Training**

All staff involved in yard activities are required to undertake training, this shall include a basic understanding of the sites Environmental Management System (EMS), Spillage procedure, Fire Procedure, Plant and Equipment Operating, individuals requirements for reporting accidents and near miss etc. Training records for all staff will be kept in a separate folder in the administration office and a Training Matrix will be updated accordingly.

## **4.0 Implementation & Operation**

### **4.1 Overview**

This section of the EMS Manual outlines the procedures and processes for identifying and delivering training requirements, communications, emergency preparedness and response, operation controls and documentation in relation to the EMS.

### **4.2 Competence, Training & Awareness**

The Operator will ensure all persons performing tasks for the organisation or on its behalf, whose work may have a significant impact on the environment, are competent based on appropriate education, training and/or experience, and shall retain associated records.

The Operator will identify the training needs associated with the operation of the site and the retention of staff competencies.

All formal training and Toolbox Talks received will be logged in a training folder held for each individual employee.

### **4.3 Communication**

#### **4.3.1 Internal & External Communications & Reporting**

For internal communication, the Manager will ensure information regarding the EMS such as the procedures including emergency response procedures are readily available to employees.

It is essential that all staff are fully aware of the EMS to ensure that procedures and controls are upheld. All new staff will receive appropriate training using the EMS and documented procedures to understand and reduce environmental impact of the organisation's activities.

#### **4.3.2 Environmental Permit Reporting**

Reporting of performance against the requirements of the sites environmental permit will be carried out by the Site Manager in accordance with the requirements stipulated in the Standard Rules permit. This will include the submission of quarterly waste returns detailing waste coming and going out of the site every quarter. The returns will be made within a month of the end of the reporting quarter.

#### **4.3.3 Complaints**

The Operator understands the importance of addressing both internal and external complaints in a prompt and comprehensive manner to resolve any issue as quickly as possible.

All complaints from a member of the public, an employee or a regulator will be dealt with in accordance with the following procedure.

All staff are responsible for reporting all complaints to the Site Manager as soon as possible  
The Site Manager is responsible for:

1. Contacting the complainant finding out in detail the circumstances of the complaint.
2. Carrying out an assessment of site activities and weather (if applicable).
3. Implementing actions to rectify or prevent recurrence.
4. Recording complaint and investigation on Complaint Record Form (ST-FT-02) and storing completed form in file in site office.
5. Ensuring that feedback is provided to the complainant and that all members of staff and senior management is made aware of the complaint.

#### 4.4 Operational Controls & Emergency Response

The Operator is in the process of establishing and implementing, procedures relevant to the operational processes and the organisation's significant environmental risks.

It is the responsibility of all employees and contractors to follow the procedures at all times. The Site Manager will ensure that all procedures are communicated to personnel to whom they apply. Procedures will be reviewed every two years, or sooner if there are any operational changes on site and revised when necessary.

Table 5 below lists the procedures that are being implemented with associated logs and forms for recording.

*Table 5: Procedures*

| <b>Procedures &amp; Forms for Operational Control</b> |  |
|---|--|
| <b>Document Reference</b>                             | <b>Items Covered</b>                                   |
| <b>Overarching Documents</b>                          |  |
| ST-OD-01  | Environmental Management System Manual (this document) |
| ST-OD-02  | Daily Site Report (Diary Record)                       |
| <b>Procedures</b>                                     |  |
| ST-PROC-02  | Dust Procedure   |
| ST-PROC-03  | Mud Procedure  |
| ST-PROC-04  | Spill Response Procedure                               |
| ST-PROC-05  | Fire Procedure   |
| <b>Logs &amp; Forms</b>                               |  |
| ST-LG-01  | Plant & Equipment Maintenance Schedules                |
| ST-FT-01  | Daily Report   |
| ST-FT-02  | Complaint Record Form                                  |
| ST-FT-03  | Waste Rejection Form                                   |
| ST-FT-04  | Incident/ Near Miss Record Form                        |
| ST-FT-05  | Accident Investigation Report Form                     |
|   |  |

## **4.5 Document & Record Control**

### **4.5.1 Overview**

The Operator is committed to maintaining document and record controls in order to provide an audit trail of evidence in support of the company's activities.

### **4.5.2 Control of Documents**

The EMS requires that all documents are clearly identifiable and traceable through their version history, and that only the current versions of documents are in circulation. The Site Manager will ensure that documents are appropriately organised, stored and archived in a place (physical or electronic) that is easily accessible to staff who may need to consult or edit documents.

The documentation associated with the EMS will be presented in a consistent format. The Site Manager will ensure that all documentation is legible, dated (with date of issue), readily identifiable and maintained in an orderly manner. To indicate the status of each document, and to prevent the use of obsolete or outdated documents, the following information will be stated on each management system document or procedure:

- Document reference;
- Document title;
- Revision number;
- Date of issue;
- Author; and
- Issued by.

The Site Manager is responsible for:

- Ensuring that only controlled and current copies of documents are used.
- Distributing controlled documents to relevant personnel whenever updated versions are available.
- Removing all obsolete documents as part of the process and archive the relevant obsolete documents.
- Ensuring all staff are familiar with the updated documents related to their roles and responsibilities.

### **4.5.3 Control of Records**

Record shall be maintained to provide evidence of conformity with the requirements of the EMS.

These records will:

- a) be legible;
- b) be made as soon as reasonably practicable;
- c) if amended, be amended in such a way that the original and any subsequent amendments
- d) remain legible, or are capable of retrieval; and
- e) be retained, unless otherwise agreed in writing by the Environment Agency, for at least 6 years from the date when the records were made, or in the case of the following records until permit surrender:
  - (i) Off-site environmental effects; and
  - (ii) Matters which affect the condition of the land and groundwater.

Records will be stored and maintained to protect against damage, deterioration, or loss.

## 5 Monitoring

### 5.1 Environmental Monitoring

The Operator will monitor on an ongoing basis the environmental performance of the site through environmental monitoring as required by any environmental permit along with any additional metrics deemed necessary to control environmental risks, as determined through the Environmental Risk assessment which forms Appendix A of this document.

The Operator has established and implemented environmental monitoring schedules relevant to the operational processes and the organisation's significant environmental risks. This is detailed in Appendix -F Site DEMP.

Environmental monitoring schedules shall be adhered to at all times, by all employees working for or on behalf of the organisation. The Site Manager will ensure that all environmental monitoring procedures are communicated to personnel to whom they apply.

Table 6 below lists the environmental monitoring procedures and check lists that LBRE have implemented.

*Table 6: Environmental Monitoring Schedules*

| <b>Monitoring Schedules for Environmental Monitoring</b> |   |
|--|---|
| <b>Schedule Reference</b>                                | <b>Items Covered</b>                    |
| <b>Monitoring Schedules</b>                              |   |
| ST-LG-01   | Plant & Equipment Maintenance Schedules |
| ST-FT-01   | Daily Site Report                       |

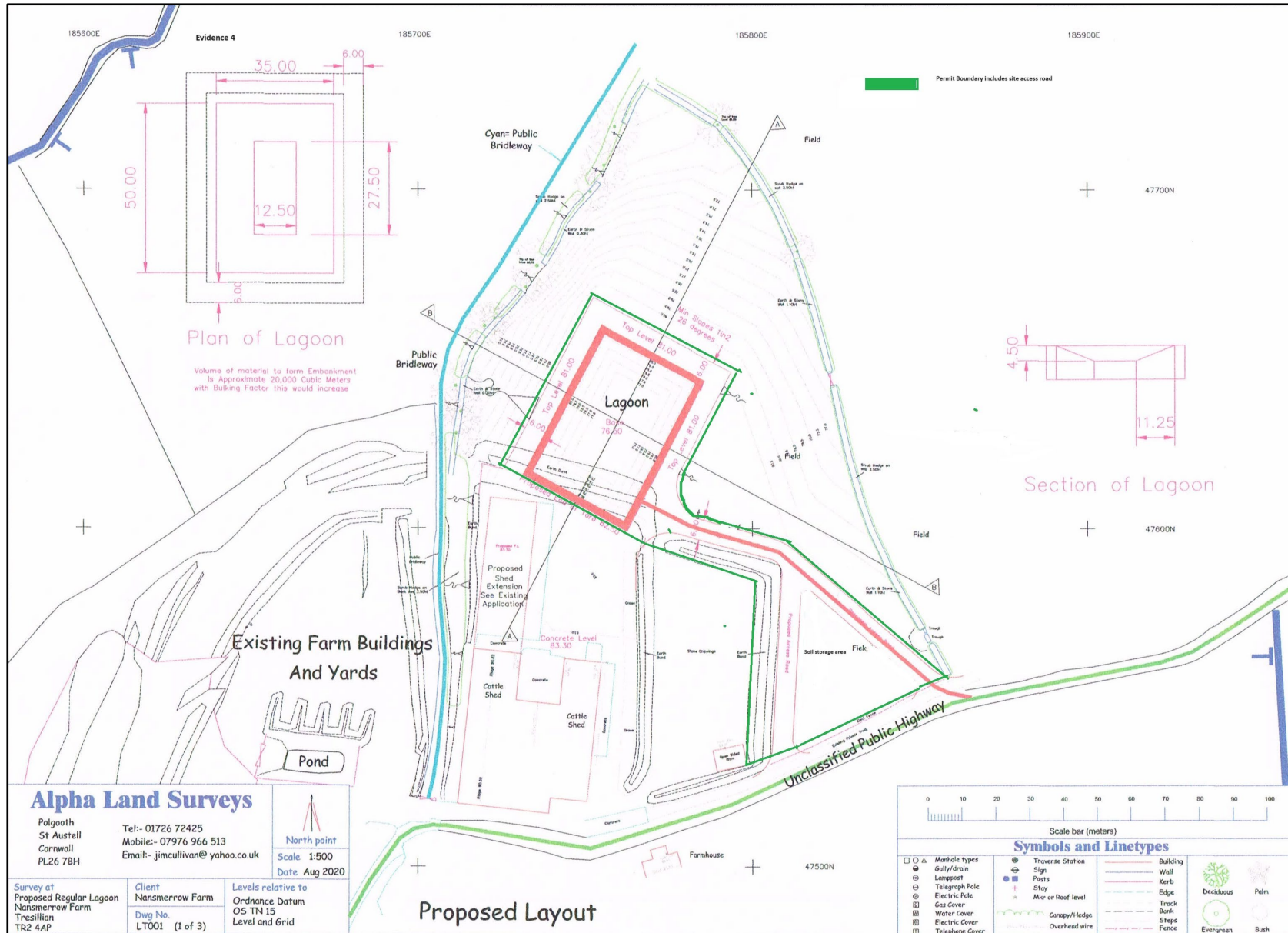
### 5.2 Inspection & Maintenance of Equipment

The Operator will ensure that all plant and equipment is fit for purpose, maintained, and where appropriate calibrated to appropriate standards (UKAS approved where applicable); this includes the mobile plant, the weighbridge and fixed plant. The schedules listed in Table 7 are being implemented to ensure continued maintenance of the sites infrastructure. A suitably qualified person shall undertake all maintenance and calibration work.

*Table 7: Maintenance Schedules*

| <b>Maintenance Schedules</b> |   |
|------------------------------|---|
| <b>Schedule Reference</b>    | <b>Items Covered</b>                    |
| <b>Maintenance Schedules</b> |   |
| ST-LG-01                     | Plant & Equipment Maintenance Schedules |
| ST-FT-01                     | Daily Report                            |

# Site Plan (not to scale)



# Appendix A

## Environmental Risk Assessment

Slurry Lagoon, Nansmerrow Farm,  
Tresilin, Turo

Version 2

| Data and information  |  |  |   | Judgement                   |  |  |   | Action (by permitting)  |   |
|---|--|--|---|-----------------------------|--|--|---|---|---|
| Receptor  | Source   | Harm   | Pathway   | Probability of exposure     | Consequence  | Magnitude of risk                          | Justification for magnitude   | Risk management   | Residual risk   |
| What is at risk?<br>What do I wish to protect?  | What is the agent or process with potential to cause harm? | What are the harmful consequences if things go wrong?      | How might the receptor come into contact with the source? | How likely is this contact? | How severe will the consequences be if this occurs ? | What is the overall magnitude of the risk? | On what did I base my judgement?  | How can I best manage the risk to reduce the magnitude?   | What is the magnitude of the risk after management? (This residual risk will be controlled by Compliance Assessment). |
| Local human population.<br><br>Domestic dwellings within 1000m range of the facility as identified in the ESSD p6 and the sites DEMP p7-8 | Releases of particulate matter (dust)                      | Harm to human health - respiratory irritation and illness. | Air transport then inhalation.                            | Low                         | Low  | Low  | The activities may produce dust from movement of vehicles, tipping operations and during the construction process in placing materials. The risk will be elevated in dry and windy weather. | The site activities will be stopped in windy and dry conditions where the potential for particulate to migrate and have an adverse effect on local dwellings.<br>Control measures and monitoring are outlined in the DEMP p14. The ESSD concludes that there will be no adverse effects on local receptors. | Low   |

## CJ & PH George Environmental Management System

|   |   |  |                                |        |        |          |  |  |          |
|---|---|--|--------------------------------|--------|--------|----------|--|--|----------|
| Members of the public using Public Rights of Way (Public Footpath) 375m and 990m As identified p6 | Releases of particulate matter (dust)   | Harm to human health - respiratory irritation and illness. | Air transport then inhalation. | Low    | Low    | Low      | The activities may produce dust from movement of vehicles, tipping operations and during the construction process in placing materials. The risk will be elevated in dry and windy weather.                        | Local knowledge of the landowner states that the footpaths are little used during working hours through the week and that they are mainly used in evenings and weekends when the facility won't be operating.  | Low      |
| Local human population.   | Releases of particulate matter (dust) . | Harm to human health - respiratory irritation and illness. | Air transport then inhalation. | Medium | Medium | Medium   | Permitted waste types are mainly inert and have a low potential to produce bioaerosols. The activities may produce dust from movement of vehicles and tipping operations especially in dry and also windy weather. | Activities are not permitted within a specified air quality management area (AQMA) for particulate matter of 10 microns or less (PM10). Activities shall be managed and operated in accordance with a management system that includes measures to prevent and reduce risk of dust being produced and where it is produced from leaving the site boundaries. Rules can be invoked to require a particulate management plan. | Low      |
| Local human population.   | Releases of particulate matter (dust) . | Nuisance - dust on cars, clothing etc.                     | Air transport then deposition. | Medium | Low    | Medium   | Permitted waste types are mainly inert. The activities may produce dust from movement of vehicles and tipping operations especially in dry and also windy weather.   | Activities shall be managed and operated in accordance with a management system that includes measures to prevent and reduce risk of dust being produced and where it is produced from leaving the site boundaries. Rules can be invoked to require a particulate management plan.   | Low      |
| Local human population.   | Litter.                                 | Nuisance, loss of amenity and harm to animal health.       | Air transport then deposition. | Low    | Low    | Very low | Waste types if compliant with the rules should have a low risk of litter from contraries in the waste.   | There are rules in place to control waste acceptance. The management system should have procedures to remove and contain any litter to prevent it being deposited at the site or to leave the site boundaries. Rules can be invoked to require a litter management plan. Any contaminants such as light plastics, wood and litter will be picked and stored in a skip container before disposal at a licenced facility     | Very low |



## CJ & PH George Environmental Management System

|   |  |   |   |          |          |          |   |   |          |
|---|--|---|---|----------|----------|----------|---|---|----------|
| Local human population.                       | Mud and waste on road.                   | Nuisance, loss of amenity, road traffic accidents.  | Tracked on tyres of vehicles entering and leaving the site and from loads which are not properly contained. | Medium   | Medium   | Medium   | Waste types are typically ones that will produce mud especially during wet weather.                     | The management system will contain procedures to minimise the risk of mud and waste being tracked out onto the highway. This may include wheel-cleaning facilities where appropriate. All vehicles should have adequate containment such as sheeting to prevent waste spillage. The facility is situated along a private road owned by the operator who has adequate equipment on site to clean metal roads before reaching the Public Highway. | Low      |
| Local human population .                      | Odour .                                  | Nuisance, loss of amenity.  | Air transport.  | Very low | Very low | Very low | Permitted waste types are mainly inert and therefore should not be odorous.                             | The management system should contain procedures to prevent non-permitted wastes being deposited at site and to deal with rogue loads if they do occur. There is a dormant Rule that can be utilised if odour should be a problem.   | Very Low |
| Local human population.                       | Noise and vibration.                     | Nuisance, loss of amenity, loss of sleep.   | Noise through the air and vibration through the ground.   | Medium   | Medium   | Medium   | Local residents often sensitive to noise and vibration but there is usually low potential for exposure. | Noise and vibration shall be minimised and not cause nuisance. A noise and vibration management plan may be required.   | Low      |
| Local human population.                       | Scavenging animals and scavenging birds. | Harm to human health from waste carried off site and faeces. Nuisance and loss of amenity . | Air transport and over land.  | Low      | Low      | Very low | Wastes are limited to mainly inert wastes that are not normally attractive to animals and birds.        | Risk limited by permitted waste types and good onsite management practices detailed in management system of non-conforming wastes.  | Low      |
| Local human population and local environment. | Pests (e.g.) flies.                      | Harm to human health. Nuisance, loss of amenity.  | Air transport and overland.   | Low      | Medium   | Medium   | Wastes are limited to mainly inert wastes that are not normally likely to encourage pest infestations.  | Risk limited by permitted waste types and good onsite management practices detailed in management system of non-conforming wastes.  | Low      |

## CJ & PH George Environmental Management System

|  |   |   |   |     |        |               |   |   |          |
|--|---|---|---|-----|--------|---------------|---|---|----------|
| Local human population and local environment.  | Flooding of site.   | If waste contaminated water is washed off site it may contaminate buildings, gardens, watercourses and natural habitats.                            | Flood waters .  | Low | Medium | <b>Medium</b> | Permitted waste types are mainly inert so any waste washed off site will add to the volume of local post-flood clean up workload rather than the hazard. However they may cause increased siltation and need for dredging in water courses. Increased suspended solids. | Activities are not permitted within 10 metres of a watercourse or to be deposited sub-water table. The written management system should identify and minimise risks of pollution, including those arising from operations, maintenance, accidents, incidents and non-conformances.                      | Low      |
| Local human population and /or livestock gaining unauthorised access to the waste operation. | All on-site hazards, wastes, machinery and vehicles.  | Bodily injury.  | Direct physical contact .   | Low | High   | <b>Medium</b> | Permitted waste types are inert therefore only a low risk from the actual waste. However there could be stockpiles that people could climb or void spaces that people could fall into and wastes have a higher risk in wet conditions where deep mud could form.        | The written management system will identify and minimise risks from unauthorised access and site security measures identified to prevent such access. Site visitors will be informed of the Site Rules all staff working or using the site will be adequately trained in accordance with the sites EMS. | Low      |
| Local human population and the environment.  | Arson and/ or vandalism causing the release of polluting materials to air (smoke or fumes) and firewater or spillage of polluting liquids to water or land. | Respiratory irritation, illness and nuisance to local population. Injury to staff, fire fighters or arsonists/ vandals. Pollution of water or land. | Air transport of smoke. Spillages and contaminated firewater by direct run-off from and via surface water drains and ditches. | Low | Medium | <b>Low</b>    | Permitted waste types are inert so very low-risk of combustion. Site machinery and fuels and oils are more of a risk but quantities would typically be low.   | The written management system will identify and minimise risks from unauthorised access and site security measures identified to prevent such access. The system should also describe how any polluting liquids or materials will be stored safely.   | Very Low |
| Local human population and local environment.  | Accidental fire causing release of polluting materials to air (smoke or fumes), water or land.  | Respiratory irritation, illness and nuisance to local population. Injury to staff, fire fighters. Pollution of water or land.                       | Air transport of smoke. Spillages and contaminated firewater by direct run-off from and via surface water drains and ditches. | Low | Medium | <b>Low</b>    | Permitted waste types are mainly inert so very low-risk of combustion. Site machinery and fuels and oils are more of a risk but quantities would typically be low.  | The written management system will identify and minimise risks. The system will describe how any polluting liquids or materials will be stored safely. Staff to be adequately trained in the event of.  | Very low |

## CJ & PH George Environmental Management System

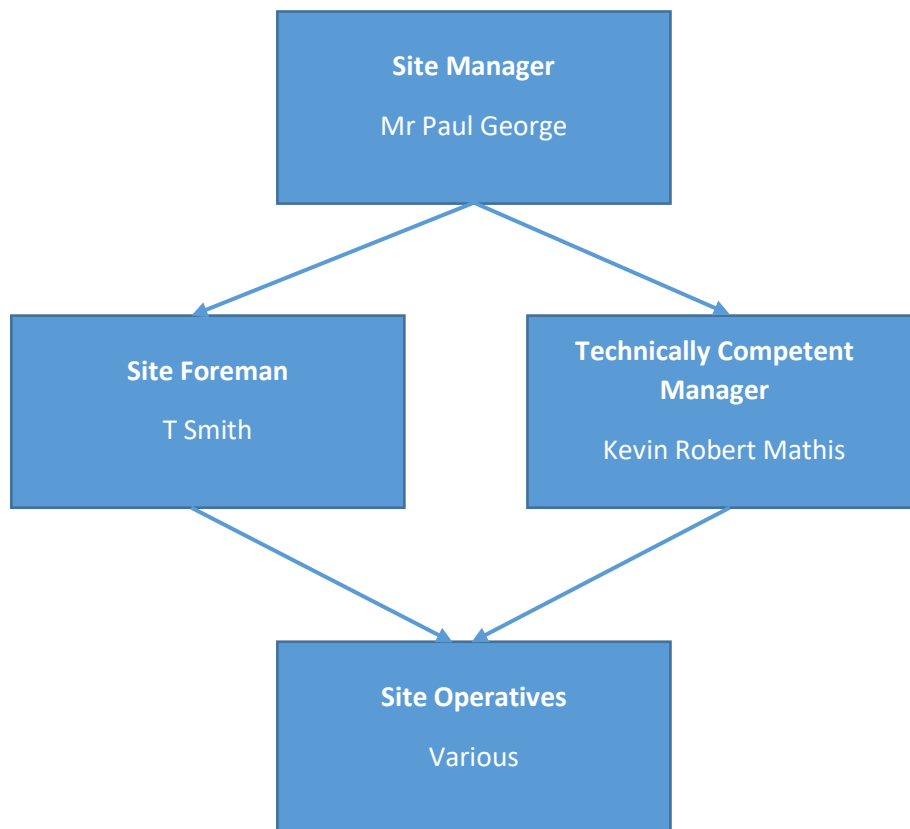
|   |  |   |  |        |        |               |  |   |     |
|---|--|---|--|--------|--------|---------------|--|---|-----|
| All surface waters close to and downstream of site. | Spillage of liquids, including oil.  | Acute effects: fish and invertebrate kill .   | Direct run-off from site across ground surface, via surface water drains, ditches etc. | Low    | Medium | <b>Medium</b> | Wastes are solid and mainly inert. Potential for spillage from any fuel and oil storage for machinery or directly from machinery operating on the site.  | The Rules do not allow any point source discharges of contaminated water to controlled waters. Distance criteria of 10 metres from watercourse. All liquids shall be provided with secondary containment. The written management system will identify and minimise risks. The system should describe how any polluting liquids or materials will be stored safely and how machinery/plant will be maintained to prevent liquids from leaking. A Spill Kit will be stationed on site with a spill procedure. Staff will be trained in the event of. A specialist contractor is readily available in the event of a larger spill. | Low |
| All surface waters close to and downstream of site. | Leachate from waste and contaminated rainwater run-off from waste e.g. suspended solids. | If waste contaminated water is washed off site it may contaminate watercourses and natural habitats leading to chronic effects: and deterioration of water quality. | Surface waters, leachate from infiltration through the waste                           | Medium | Medium | <b>Medium</b> | Permitted waste types are mainly inert so any waste washed off site will not be chemically hazardous however they may cause increased siltation and need for dredging in water courses. It will also reduce water quality and may smother fish breeding grounds and invertebrate populations. The waste will not produce liquid in itself but rainwater percolating through the waste will produce a waste leachate which should still be very low in contamination. | Risk limited by waste acceptance rules and limits to permitted waste types. Good onsite management practices must be detailed in the management system for controlling and containing water and leachate generated on the site. The Hydrogeological Risk Assessment conclusion on page 20 summarised the potential risk as “very low”.  | Low |
| Groundwater   | Leachate from waste and contaminated rainwater run-off from waste e.g. Suspended solid   | Chronic effects: contamination of groundwater, requiring treatment of water or closure of borehole.   | Transport through soil/groundwater then extraction at borehole.                        | Medium | Medium | <b>Medium</b> | Permitted waste types are mainly inert with limited uses of road planings and organic wastes so any waste should not contain hazardous substances or non-hazardous pollutants in quantities that pose a risk to groundwater.   | The management system will set out any additional stringent waste acceptance procedures to ensure only waste listed in the Rules are deposited on site. The procedures will also set out how to deal with rogue or non-conforming loads. Waste Acceptance Procedure included in the Waste Recovery Plan. The Hydrogeological Risk Assessment conclusion on page 20 summarised the potential risk as “very low”.   | Low |

## CJ & PH George Environmental Management System

|   |   |   |     |     |        |        |   |   |     |
|---|---|---|-----|-----|--------|--------|---|---|-----|
| Protected Habitat under the Biodiversity Framework within 50m.  | Dust, noise, vibration contaminated run-off leachate etc. | Harm to protected sites through contamination, smothering, disturbance etc. | Any | Low | Medium | Medium | Emissions to air may cause harm to and deterioration of nature conservation sites. Vehicles moving on and around site causing disturbance through noise. Potential for run-off and siltation of habitats etc. | Written Management System (EMS) to incorporate monitoring and surveillance of the habitat area. Environmental Policy Statement setting out operations commitment to the environment. Staff are trained to identify and monitor any such occurrence. | Low |
| Protected nature conservation sites - European sites and SSSIs. | Dust, noise contaminated run off of leachate etc.         | Harm to protected sites through contamination smothering etc                | Any | Low | Medium | Medium | Emissions to air may cause harm to and deterioration of nature conservation sites. Vehicles moving on and around site causing disturbance through noise. Potential for run-off and siltation of habitats etc. | Written Management System (EMS) to incorporate monitoring and surveillance of the habitat area. Environmental Policy Statement setting out operations commitment to the environment. Staff Training.  | Low |

|              | Very low (1) | Low (2) | Medium (3) | High (4) |
|--------------|--------------|---------|------------|----------|
| High (4)     |              |         |            |          |
| Medium (3)   |              |         |            |          |
| Low (2)      |              |         |            |          |
| Very low (1) |              |         |            |          |

## Appendix B - Organogram for Operational Staff



**Appendix C Wamitab Certificate**







# WAMITAB

WASTE MANAGEMENT INDUSTRY TRAINING AND ADVISORY BOARD

CERTIFICATE No: 4926

## CERTIFICATE OF TECHNICAL COMPETENCE

*This Certificate confirms that*

Richard Arney Farmers

has demonstrated the standard of technical competence required for the management of  
a facility of the type set out below

*Facility Type:*

Managing Treatment Operations -

Biodegradable Waste (Level 4) - TMB4



Authorising Signatures:

Director General

Director

Date of issue:

13 January 2003

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**CJ & PH George**

**ST-PROC-03**

**Mud Procedure**

Mud is produced during periods of wet weather due to the nature of the imported waste in the form of soils and hardcore fines. The Hazards associated with this is a slippery track surface which can hamper access to the lagoon through traction issues with plant and vehicles and unsuitable for staff access. In addition to this there is the high risk of mud being dragged onto which is a public highway causing further unsafe conditions.

Additional mud can be produced from washdown from the soil piles during wet weather.

To reduce the impact of mud on site the following procedures will be adopted.

- Visual monitoring/inspections of the access tracks and public metal roads leading to Nansmerrow Farm to be undertaken periodically during periods of wet weather.
- Haul roads to be scrapped intermediately by machine with residues being stockpiled in a suitable location on site.
- Public metal roads leading Nanesmerrow farm to cleaned and swept if required either manually or by mechanical sweeper.
- Site perimeter to be inspected to ensure no run off is occurring.
- All actions to be recorded on Daily Site Report

**CJ & PH George**

**Spill Response Procedure**

**Date: 1.7.22**

**ST-PROC-04**

In the event of a spill or leak at the site (e.g. of fuel or oil from items of plant and machinery), follow the spill response procedure below. This procedure shall be reviewed periodically and may be amended if necessary.

| <b>Spill Response Procedure</b> |  |                           |
|---------------------------------|--|---------------------------|
| <b>Action</b>                   |  | <b>Responsible Person</b> |
| 1                               | Move away from the spill and evacuate the area. Notify others working nearby.  | All Staff                 |
| 2                               | Identify the area affected using site line paint if available and establish a perimeter around the area.   | Site Supervisor           |
| 3                               | Identify the spillage. Ensure the necessary personal protective equipment is worn.   | All Staff                 |
| 4                               | Try to cut off the source of the spill.  | All Staff                 |
| 5                               | Retrieve the spill kit and deploy as required.   | All Staff                 |
| 6                               | <p><b>Small Area-</b> Scape up material affected by the spill and place in a container/skip. Make arrangements for appropriate disposal of the material after relevant testing and paperwork has been undertaken. Record in site diary.</p> <p><b>Large Area-</b> Contain the spill, inform the Environment Agency of the incident and seek advice on clearance procedures. Consult with an outside specialist for clean-up.</p> <p><b>Yellowstone Environmental Solutions Ltd</b><br/><b>01747 858561</b></p> | Site Supervisor/All Staff |
| 7                               | Record the spill using the Incident Record Sheet and on Daily Site Checklist, attach any relevant photographs.   | Site Supervisor           |
| 8                               | Replace any resources used during the procedure.   | Site Supervisor           |
| 9                               | <p>Make arrangements for the disposal of any residues at a licenced facility.</p> <p><b>Yellowstone Environmental Solutions Ltd</b><br/><b>01747 858561 or local alternative</b></p>   | Site Supervisor           |

**CJ & PH George**

**Fire Response Procedure**

**ST-PROC-05**

In the event of a fire at the site, follow the fire response procedure below. This procedure shall be reviewed periodically and may be amended if necessary.

| Fire Response Procedure |   |                     |
|-------------------------|---|---------------------|
| Action                  |   | Responsible Person  |
| 1                       | Raise the alarm<br><br>The fire bells for the premises is located: <ul style="list-style-type: none"> <li>• Weighbridge Office</li> </ul> Ensure all staff make their way to the Fire Muster Point<br>The fire muster point is located at start of haul road and identified by signage  | Any member of staff |
| 2                       | <b>Small Scale Fire</b><br><br>Cordon off the area and direct employees to the Fire Muster Point outside main gate. Attempt to control the fire using the appropriate equipment kept on site. Where safely possible and without restricting emergency access close doors and shutters to prevent fire spreading. If it becomes clear that the fire cannot be dealt with safely and effectively by site personnel, evacuate the site and contact the Fire Brigade on 999, giving clear directions and address, (If in doubt as to the severity of the fire call Fire Brigade and evacuate):<br><br>or<br><b>Large Scale Fire</b><br>Do not attempt to control the fire. Evacuate all personnel from the site to the designated Fire Muster Point outside the Main Gate and contact the Fire Brigade on 999, giving clear directions and address. | Site Supervisor     |
| 3                       | Report the situation to the Fire Brigade on their arrival. If possible, provide the emergency services with a copy of the Accident Management Plan.   | Site Supervisor     |
| 4                       | Once the fire has been extinguished, seek the advice of the Fire Brigade on future precautionary action.  | Site Supervisor     |
| 5                       | Clear up any residual foam and water as necessary.  | Site Supervisor     |
| 6                       | Inform the Environment Agency of the incident.  | Site Supervisor     |
| 7                       | Record the fire using the Incident Record Sheet. Include any details provided by the Fire Brigade.  | Site Supervisor     |
| 8                       | Notify the insurance Company  | Site Supervisor     |

**Fire Extinguisher Identification and their applications**

| Type         | CLASS A<br>Combustible materials<br>(e.g. paper & wood) | CLASS B<br>Flammable liquids<br>(e.g. paint & petrol) | CLASS C<br>Flammable gases<br>(e.g. butane and methane) | CLASS D<br>Flammable metals<br>(e.g. lithium & potassium) | Electrical<br>Electrical equipment<br>(e.g. computers & generators) | CLASS F<br>Deep fat fryers<br>(e.g. chip pans) | Comments                               |
|--------------|---|---|---|---|---|--|--|
|              |   |   |   |   |   |  |  |
| Water        | ✓   | ✗   | ✗   | ✗   | ✗   | ✗  | Do not use on liquid or electric fires |
| Foam         | ✓   | ✓   | ✗   | ✗   | ✗   | ✗  | Not suited to domestic use             |
| Dry Powder   | ✓   | ✓   | ✓   | ✓   | ✓   | ✗  | Can be used safely up to 1000 volts    |
| CO2          | ✗   | ✓   | ✗   | ✗   | ✓   | ✗  | Safe on both high and low voltage      |
| Wet Chemical | ✓   | ✗   | ✗   | ✗   | ✗   | ✓  | Use on extremely high temperatures     |

## Appendix E – Site Forms

### CJ & PH George

*It is the responsibility of the operator/driver to ensure that this checklist is completed prior to the plant being operated* **ST-LG-01**

Plant Type: \_\_\_\_\_

Plant Number: \_\_\_\_\_ Service Intervals \_\_\_\_\_ End of Week \_\_\_\_\_

Recorded Hours \_\_\_\_\_

Operator Name \_\_\_\_\_ Operator's Signature: \_\_\_\_\_

|  | MON | TUES | WED | THU | FRI | SAT | SUN | REPAIRS CARRIED OUT |
|--|-----|------|-----|-----|-----|-----|-----|---------------------|
| Month:   |     |      |     |     |     |     |     |                     |
| 1. Warning Devices, Signs, Gauges. etc                         |     |      |     |     |     |     |     |                     |
| 2. Fuel/Oil leaks, damage, connections.                        |     |      |     |     |     |     |     |                     |
| 3. Components - damaged, broken.                               |     |      |     |     |     |     |     |                     |
| Tracks, Sprockets, Pins, wear/<br>Tyres, Wheels.<br>Nuts       |     |      |     |     |     |     |     |                     |
| 4. Pins - pivots, lift arms,.                                  |     |      |     |     |     |     |     |                     |
| 5. Other Damage  |     |      |     |     |     |     |     |                     |
| 6. Guards - in place, secure, warnings.                        |     |      |     |     |     |     |     |                     |
| 7. Hydraulic Level   |     |      |     |     |     |     |     |                     |
| 8. Loose objects.  |     |      |     |     |     |     |     |                     |
| 9. Operation of, steering controls, levers, before moving off. |     |      |     |     |     |     |     |                     |

|  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|
| <b>10. Other e.g. Electrical connections, wiring etc.</b>  |  |  |  |  |  |  |  |  |
| <b>11. Fuel Level</b>                                      |  |  |  |  |  |  |  |  |
| <b>12. Engine Oil Level</b>                                |  |  |  |  |  |  |  |  |
| <b>13. Coolant Level</b>                                   |  |  |  |  |  |  |  |  |
| <b>14. Quick Hitch</b>                                     |  |  |  |  |  |  |  |  |
| <b>IMPORTANT<br/>Check around plant<br/>before moving.</b> |  |  |  |  |  |  |  |  |

Please continue on rear of form if necessary.

**CJ & PH George**

**Daily Operational Report Form**

**ST-OD-02**

**Date:**

**Manager:**

**Weather:**

**Wind Conditions:**

| T.C.M                     | On Site |   | Off Site            | Total Hours |   |
|---------------------------|---------|---|---------------------|-------------|---|
| Item                      | Remarks |   |                     |             |   |
| Litter                    |         |   |                     |             |   |
| Security                  |         |   |                     |             |   |
| P.P.E                     |         |   |                     |             |   |
| Cleanliness               |         |   |                     |             |   |
| Damage                    |         |   |                     |             |   |
| Fuel/ Lubricants          |         |   |                     |             |   |
| Plant/ Equipment          |         |   |                     |             |   |
| Deposits on Roads         |         |   |                     |             |   |
| Drainage                  |         |   |                     |             |   |
| Odour                     |         |   |                     |             |   |
| Noise                     |         |   |                     |             |   |
| Dust Visual               |         |   |                     |             |   |
| Dust Measurement          | Time    |   | PM10                |             |   |
| Dust Measurement          | Time    |   | PM10                |             |   |
| Dust Measurement          | Time    |   | PM10                |             |   |
| Mud                       |         |   |                     |             |   |
| Stock Pile Size           |         |   |                     |             |   |
| Surface Water             |         |   |                     |             |   |
| Pest Control              |         |   |                     |             |   |
| Unsafe Practice           |         |   |                     |             |   |
| Spill Kits                |         |   |                     |             |   |
| First Aid Kits            |         |   |                     |             |   |
| Stocks                    |         |   |                     |             |   |
| Records                   |         |   |                     |             |   |
| Site walkround completed? | Y       | N | Site diary updated? | Y           | N |

**Additional Information:**

**Actions:**

**CJ & PH George**

**ST-FT-02**

**Complaint Form**

**Ref:**

| Complainant Details   |  |
|---|--|
| Complainant Name -  |  |
| Address -   |  |
| Postcode -  |  |
| Customer Contact Details -                                    |  |
| Tel -   |  |
| Email -   |  |
| Date -  |  |
| Complaint Ref Number -  |  |
| Complaint Details -   |  |
| Investigation Details   |  |
| Investigation carried out by -                                |  |
| Position -  |  |
| Date & time investigation carried out -                       |  |
| Weather conditions -  |  |
| Wind direction and speed -                                    |  |
| Investigation findings -                                      |  |
| Feedback given to Environment Agency and/or local authority - |  |
| Date feedback given -   |  |
| Feedback given to public -                                    |  |
| Date feedback given -   |  |
| Review and Improve  |  |
| Improvements needed to prevent a reoccurrence -               |  |
| Proposed date for completion of the improvements -            |  |
| Actual date for completion -                                  |  |
| If different insert reason for delay -                        |  |
| Does the odour management plan need to be updated -           |  |
| Date that the odour management plan was updated -             |  |
| Closure   |  |
| <b>Site manager review date</b>                               |  |
| <b>M.D signature to confirm no further action required</b>    |  |

**CJ & PH George**

**Rejected Load Form**

**FT-ST-03**

| <b>Rejection Load Form</b>                   |   |
|--|---|
| <b>Permit No.</b>                            | <b>Site Name. Nansmerrow Farm, Lagoon</b> |
| Date:  | Time:                                     |
| Haulier:                                     |   |
| Origin of Material:                          |   |
| Conveyance/Transfer Ticket No. (Attach Copy) |   |
| Reason for Rejection:                        |   |
| Action Taken:                                |   |
| Recorded in Site Diary:                      |   |
| Reported to:                                 |   |
| Rejected by                                  |   |

**CJ & PH George**

**Rejected Load Form**

**FT-ST-03**

| <b>Rejection Load Form</b>                   |  |
|--|--|
| <b>Permit No.</b>                            | <b>Site Name. Nansmerrow Farm Lagoon</b> |
| Date:  | Time:                                    |
| Haulier:                                     |  |
| Origin of Material:                          |  |
| Conveyance/Transfer Ticket No. (Attach Copy) |  |
| Reason for Rejection:                        |  |
| Action Taken:                                |  |
| Recorded in Site Diary:                      |  |
| Reported to:                                 |  |
| Rejected by                                  |  |



**CJ & PH George**

**Incident/ Near Miss report form**

**ST-FT-04**

Reference: \_\_\_\_\_ Date of incident: \_\_\_/\_\_\_/\_\_\_ Time \_\_\_\_\_ am/pm

1. What was the Incident, Near Miss?

|  |
|--|
|  |
|  |
|  |
|  |

2. Where there any injuries? (Note: Any injuries require an Accident Report Form)

|  |
|--|
|  |
|  |
|  |
|  |

3. Was there any damage to property or plant?

|  |
|--|
|  |
|  |
|  |
|  |

4. What caused the incident/Accident ?

|  |
|--|
|  |
|  |
|  |
|  |

5. What actions will be taken to eliminate future repeats of the incident?

|  |
|--|
|  |
|  |
|  |
|  |

6. Management comments

|  |
|--|
|  |
|  |
|  |
|  |
|  |

Signed off by management when corrective actions have been adopted and monitored.

Management signature \_\_\_\_\_ Date of sign off \_\_\_\_\_

**Please continue on reverse of form if required.**

## **8c Accident Report Form**

### **What is an Accident Report Form?**

All accidents are considered as incidents; however, an accident report form focuses more on the injury whereas the incident report form is intended to focus on the cause and prevention of further occurrences.

The Accident Report Form is in 2 parts. The first part is completed by the employee who suffered the accident, and the second part is completed by the supervisor.

An accident report is an important tool used to document the accident and assist in investigating the cause. It also assists to develop procedures that may be put in place to prevent it from happening again.

The supplied template calls on the employees, with the assistance of a manager, to fill in the first page details including:

- ✓ employee details,
- ✓ injury details- including date, time and expected time off,
- ✓ medical treatment required, and
- ✓ events leading up to the injury- this is important to gain the employees perspective of what actually happened.

### **Supervisor's Report**

The second section of the form is to be completed by the manager and requires the manager to identify the following:

- ✓ witness details,
- ✓ how the accident happened, and
- ✓ how a recurrence can be prevented.

It is important to show outcomes of the investigation, and to document what actions can or will be taken to prevent another injury occurring in a similar scenario.

The Manager should decide, or, if requested by employees, whether or not the accident should also be documented as an incident needing further investigation. This may well be the case depending on the cause of the accident and the possibility of it happening again due to job design, system or procedural faults needing additional investigation and control.

Should your company decide to merge both the accident and incident form together into one document then the suitability of this should be assessed at senior management level to ensure that a detailed and documented approach to both matters is still achieved.

**Accident Investigation Report Form**

Part 1 of 3 ST-FT-05

**EMPLOYEE DETAILS**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

**INJURY DETAILS**

Date of accident: \_\_\_\_\_ Time: \_\_\_\_\_ Date Reported: \_\_\_\_\_ Time: \_\_\_\_\_

Date ceased work: \_\_\_\_\_ Time: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Time lost (to date): \_\_\_\_\_ Time lost (anticipated overall) \_\_\_\_\_

Medical Treatment required: \_\_\_\_\_

|                             |  |  |                                      |
|-----------------------------|--|--|--------------------------------------|
| Nature and extent of injury |  |  |                                      |
| Part of body injured        | <input type="checkbox"/> Head          | <input type="checkbox"/> Trunk           | <input type="checkbox"/> Multiple    |
|                             | <input type="checkbox"/> Eyes          | <input type="checkbox"/> Arm             | <input type="checkbox"/> General     |
|                             | <input type="checkbox"/> Neck          | <input type="checkbox"/> Leg             | <input type="checkbox"/> Unspecified |
| Nature of injury            | <input type="checkbox"/> Sprain        | <input type="checkbox"/> Laceration      | <input type="checkbox"/> Burn        |
|                             | <input type="checkbox"/> Fracture      | <input type="checkbox"/> Concussion      | <input type="checkbox"/> Superficial |
|                             | <input type="checkbox"/> Multiple      | <input type="checkbox"/> Dislocation     | <input type="checkbox"/> Amputation  |
|                             | <input type="checkbox"/> Contusion     | <input type="checkbox"/> Other           |                                      |
| Type of incident            | <input type="checkbox"/> Flying object | <input type="checkbox"/> Manual handling | <input type="checkbox"/> Electricity |
|                             | <input type="checkbox"/> Struck by     | <input type="checkbox"/> Poisons         | <input type="checkbox"/> Fall        |
|                             | <input type="checkbox"/> Caught in     | <input type="checkbox"/> Temperature     | <input type="checkbox"/> Other       |

CJ & PH George Environmental Management System

|   |
|---|
| Describe the events leading up to the injury and how the injury occurred (witness or injured person's statement). |
|   |
|   |
|   |
|   |

**Accident Investigation - Supervisor's Report**

part 2 of 3

ST-FT-05

|   |
|---|
| Witness Details   |
|   |
|   |
| How did the accident happen?  |
|   |
|   |
| What caused the accidents   |
| <input type="checkbox"/> Ineffective guarding                         |
| <input type="checkbox"/> Lack of protective equipment                 |
| <input type="checkbox"/> Lack of training                             |
| <input type="checkbox"/> Lack of maintenance                          |
| <input type="checkbox"/> Safety rules not followed                    |
| <input type="checkbox"/> inexperience                                 |
| <input type="checkbox"/> Unsafe work methods                          |
| <input type="checkbox"/> Misconduct                                   |
| <input type="checkbox"/> Workplace design (equipment, design, layout) |
| <input type="checkbox"/> Weather                                      |
| <input type="checkbox"/> Poor housekeeping                            |
| <input type="checkbox"/> Language difficulties                        |
| Explain   |
|   |

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|                                    |
| How can a recurrence be prevented? |
|                                    |
|                                    |
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|                                    |

Supervisor's name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Appropriate Government/insurance bodies Advised? (If applicable)  
Yes/No

Date: \_\_\_\_\_

Is this a Work-related injury?            Yes/No

Is this injury required to be reported under RIDDOR            Yes/No?

See HSE Guidelines [www.hse.gov.uk](http://www.hse.gov.uk)

Accident Investigation - Supervisor's Report \_\_\_\_\_ **part 3 of 3**

|                                      |
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| <b>Employer/Supervisor comments:</b> |
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CJ & PH George      Date:

Permit No:

**Daily Waste Input Record Sheet**

ST-OD-02

| N.L | LOW Code | Ticket Number | Haulier | Location | Veh/ Registration | WIF/WAC | Volume |
|-----|----------|---------------|---------|----------|-------------------|---------|--------|
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