



Environmental Management System Summary

High View Farm Waste Transfer Station Environmental Permit Application

West London Composting Limited

Prepared by:

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Basis of Report

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Table of Contents

Basis of Report	ii
1.0 Introduction	4
2.0 Compliance with Environmental Agency Guidelines.....	4
2.1 Site Infrastructure	4
2.1.1 Drainage	4
2.1.2 Water, Gas, and Electricity	5
2.2 Site Operations	5
2.3 Site and Equipment Maintenance Plan.....	5
2.4 Contingency Plans	5
2.5 Accident Prevention and Management Plan	5
2.5.1 Online Security	5
2.6 Resilience to Climate Change	5
2.7 Complaints Procedure.....	6
2.8 Managing Staff Competence and Training.....	6
2.9 Records.....	6
2.10 Review of the Management System	7
2.11 Site Closure.....	7
2.12 Understanding the Operations on Site.....	7

Appendices

Appendix A	ISO14001:2015 and ISO 9001:2015 Certificate of Approval
Appendix B	Existing Environmental Management System Contents Page



1.0 Introduction

SLR Consulting Ltd (SLR) has been instructed by West London Composting Limited (WLC) to prepare an environmental permit (EP) variation application for the proposed Waste Transfer Station (WTS) (the 'Facility'), located in High View Farm, New Years Green Lane, Harefield, Middlesex, UB9 6LX (the 'Site').

The Facility will undertake waste bulking and transfer operations, managing up to 75,000 tonnes per annum (tpa) of mixed waste, a small proportion of which will consist of clinical waste (approximately 10,000 tpa) including nappies and sharps.

As part of the EP application, a summary of the Environmental Management System (EMS) is required to be submitted. This document provides that summary. WLC will have a full EMS in place which will be in line with the Environmental Agency's guidance on *Developing a management system: environmental permits*¹.

This summary of the EMS provides an overview of how the EMS will comply with the Environment Agency's guidance by providing a summary on the systems that are or will be in place at the time of EP issue. WLC will work under "Envvar Composting Ltd's" EMS, which has been approved by LQRA to ISO14001:2015 and ISO9001:2015 standards. A copy of the certificate of approval is provided as Appendix A. A copy of the contents page of the EMS is provided as Appendix B.

2.0 Compliance with Environmental Agency Guidelines

2.1 Site Infrastructure

Plans will be available showing the layout of the site, drawn to scale. The site plans will highlight where permitted activities are carried out.

Site plans will show:

- Buildings, and other main constructions, such as storage silos and security fences;
- Storage facilities for hazardous materials like oil and fuel tanks, chemical stores, waste materials;
- Location of items for use in accidents and emergencies, like absorbents for chemical spills;
- Entrances and exits that can be used by emergency services;
- Points designed to control pollution, for example inspection or monitoring points; and
- The proximity of sensitive receptors, including rivers and streams, groundwater used for drinking water, residential, commercial, and industrial receptors, and areas where wildlife is vulnerable or protected.

These plans will be made available to relevant members of staff, visitors, and the emergency services as necessary to assist in their role and reduce the potential for accidents and pollution events.

2.1.1 Drainage

The site plans will show foul and combined drainage facilities marked in red and surface water drainage facilities marked in blue. It will also show:

¹ [Develop a management system: environmental permits - GOV.UK](https://www.gov.uk/guidance/develop-a-management-system-environmental-permits)



- The direction of flow of the water in the drain;
- The location of discharge points to the sewer, watercourse or soakaway;
- The location of manhole covers and drains; and
- The location of stop and diverter valves and interceptors

2.1.2 Water, Gas, and Electricity

Records will be kept detailing the location of all services. This will include plans showing the location of the mains water stop tap, gas and electric isolating valves and switches, and the routes for gas, electricity, and water supplies around the site. Electric wiring and gas and water pipes will also be labelled.

2.2 Site Operations

The site operations are described in the Operating Techniques report. The site will operate in accordance with the measures set out in the Operating Techniques report, adhering to the Environment Agency's guidance on Appropriate Measures.

2.3 Site and Equipment Maintenance Plan

The EMS will include procedures for planned maintenance of equipment in accordance with the manufacturer's instructions. All equipment will be inspected and serviced on a regular basis. A record will be kept of all maintenance.

2.4 Contingency Plans

Should an equipment breakdown occur, which may lead to an impact on the environment, operations of the equipment will cease until repairs are made by an appropriately qualified and competent engineer.

All equipment is fitted with safety mechanisms.

2.5 Accident Prevention and Management Plan

A plan will be in place to deal with any incidents or events that could result in a pollution incident or being unable to comply with the permit.

The plan will include a list of up-to-date emergency contacts, including out of hours contacts.

All incidents will be investigated and suitable remedial actions taken as necessary. Should an accident or incident occur, records will be kept so that the occurrence of incidents can be reviewed and the procedures updated where necessary.

The plan will be reviewed annually to ensure that it reflects the risk of accidents and incidents.

2.5.1 Online Security

Measures will be taken to manage online security. Back-up copies of records will be made to protect data and to ensure as far as possible that systems are working correctly and records are stored securely.

2.6 Resilience to Climate Change

Climate change adaptation planning will be incorporated into the EMS.



Management plans for the Site such as the Fire Prevention Plan, Dust and Emissions Management Plan and Odour Management Plan will be reviewed annually and amended where required to include additional measures to mitigate hot and dry conditions.

2.7 Complaints Procedure

Should complaints be received, these will be recorded. Details of the complaint, nature of the complaint and the time of the complaint will be recorded.

All complaints will be passed onto to management team, who will investigate the complaint as soon as possible. A record will be made of whether the complaint was substantiated, the likely cause and the mitigation put in place to prevent further issues.

The complainant will be informed of the outcome of the investigation and the measures taken, unless the have requested otherwise.

Records relating to complaints will be made available to the Environment Agency upon request.

2.8 Managing Staff Competence and Training

All staff will undergo an induction, including health and safety and environmental awareness training. They will be made familiar with the environmental permit and procedures relevant to their role.

All staff will be competent in their role, for example having had appropriate training. Records will be kept regarding the qualifications required for each role.

The site will be under the control of a Technically Competent Manager (TCM) who holds the appropriate qualifications. The TCM will ensure that their site attendance will comply with the Environment Agency's requirements on TCM attendance.

2.9 Records

All records will be kept securely and will be made available to staff or to the Environment Agency as required, either as hard copies or in digital format. Back-up copies will also be maintained and stored electronically.

Records will include:

- The Environmental Permit;
- Environmental Management Systems;
- Records of site inspections and audits;
- Results of environmental monitoring;
- Records of complaints and subsequent actions;
- Plant servicing and maintenance;
- Abnormal conditions, including plant breakdown and the actions taken; and
- Staff training records
- Information on delivery of waste to the Site:
 - its quantity (weight or volume)
 - its List of Waste (LoW) Code
 - its origin (for example, the location the waste sent from)
 - the identity of the producer of the waste (for example the company name)



- the date the waste arrives at your site
- the date the waste was first produced, if the waste is likely to cause odour
- any quarantined materials that are part of the delivery, and following actions.

2.10 Review of the Management System

Procedures for checking compliance with the Environmental Permit, procedures and management system will be in place. Records will be kept of the checks carried out, who carried out the checks and what actions were taken.

The management system will be reviewed, and updated where necessary, when the following apply:

- Changes are made to the site, the equipment used or the operations;
- If a permit variation application is made;
- Following any accident, complaint or breach to the permit;
- If a new environmental problem or issue is encountered, and any new control measures have been put in place to control it.

2.11 Site Closure

Site closure and environmental permit surrender will take place in accordance with written procedures with due consideration for environmental issues.

Procedures will include maintenance of the cap and restored area, maintenance of pollution control systems and post closure environmental monitoring.

2.12 Understanding the Operations on Site

All staff will receive training which is appropriate to their role, as outlined in Section 2.10. The Management System, Environmental Permit, Odour Management Plan, Dust Management Plan, and other relevant documents will be available on site for reference.



**Appendix A ISO14001:2015 and
ISO 9001:2015
Certificate of
Approval**



Certificate of Approval

This is to certify that the Management System of:

Envar Composting Ltd

The Heath, Woodhurst, Huntingdon, PE28 3BS, United Kingdom

has been approved by LRQA to the following standards:

ISO 14001:2015, ISO 9001:2015

Approval number(s): ISO 14001 – 00007410, ISO 9001 – 00007411

This certificate is valid only in association with the certificate schedule bearing the same number on which the locations applicable to this approval are listed.

The scope of this approval is applicable to:

The production of compost from green and category 3 catering wastes.



David Derrick

Area Operations Manager UK & Ireland

Issued by: LRQA Limited

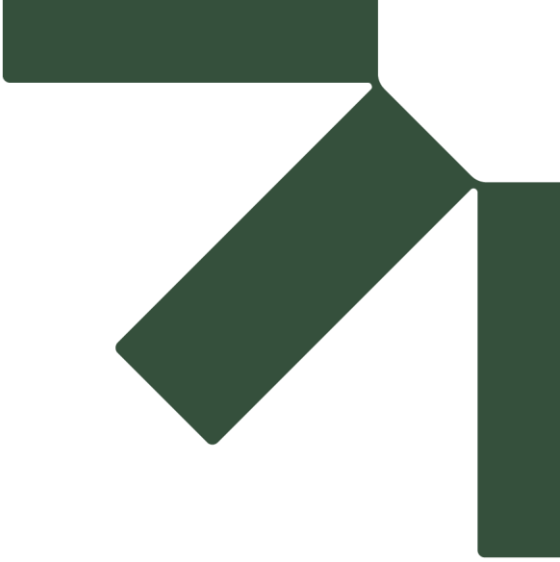


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Certificate Schedule

Location	Activities
The Heath, Woodhurst, Huntingdon, PE28 3BS, United Kingdom	ISO 14001:2015 & ISO 9001:2015 The production of compost from green and category 3 catering wastes.
Envar Composting (West London) Ltd 1 Newyears Green Lane, Harefield, Newyears Green, Uxbridge, UB9 6LX, United Kingdom	ISO 14001:2015 & ISO 9001:2015 The production of compost from green and category 3 catering wastes.





Appendix B Existing Environmental Management System Contents Page





Envar Composting Ltd

QUALITY AND ENVIRONMENTAL MANAGEMENT SYSTEM
CONTENTS

Contents

Document Name and Reference	
Envar MS 1.1 Scope V2	
Envar MS 1.2 Identification and Communication of Legal and Other Regulatory Requirements (Context) V0	
Envar MS 1.3 Improvement Plan	
Envar MS 1.4 Control and Management of Planning License and Permit Applications	
Envar MS 1.5 Structure, Leadership, Responsibility and Resources	
Envar MS 1.6 Management System Documentation and Document Control	
Envar MS 1.7 Contract Tendering Review and Acceptance	
Envar MS 1.8 Sales	
Envar MS 1.9 Invoicing and Credit Control	
Envar MS 1.10 Customer Satisfaction V1	
Envar MS 1.11 Internal Audit and Inspection V1	
Envar MS 1.12 Management Review	
Envar MS 1.13 Complaints	
Envar MS 1.14 Recruitment and Selection	
Envar MS 1.14 1 Employee Handbook Sep 2020-V1	
Envar MS 1.15 Documentation Retention Times	
Envar MS 2.1 Risk Assessment, Hazard Control, Aspects and Impacts Evaluation (updated July 24)	
Envar MS 2.1 Risk Assessment, Hazard Control, Aspects and Impacts Evaluation	
Envar MS 2.2 PPE Policy-V1	
Envar MS 2.3 Welfare	
Envar MS 2.4 Procurement & SODA V1 March 2023	
Envar MS 2.4 Procurement & SODA	
Envar MS 2.4.1 Credit Cards and Expenses	
Envar MS 2.5 Waste Management, Storage and Disposal V1	
Envar MS 2.5 Waste Management, Storage and Disposal	
Envar MS 2.6 Training Awareness and Competence V2	
Envar MS 2.6 Training Awareness and Competence V2	
Envar MS 2.6.1 Training Awareness and Competence	
Envar MS 2.6.2 Plant Operator Checks Procedure	
Envar MS 2.7 Communication and Consultation	

Envvar MS 2.8 Records and Records Management	
Envvar MS 2.9 Emergency Preparedness and Response V1	
Envvar MS 2.10 Site Safety and Traffic Management V4	
Envvar MS 2.11 Monitoring Inspection and Maintenance	
Envvar MS 2.12 Calibration of Measuring and Test Equipment	
Envvar MS 2.13 Accidents Incidents Reporting and Investigations	
Envvar MS 2.14 Control of Contractors and Visitors V3	
Envvar MS 2.15 On Site Contractor Control and Internally Permitted Works	
Envvar MS 2.16 Housekeeping and Checks V1	
Envvar MS 2.17 Management of Interceptors and Surface Water Management	
Envvar MS 2.18 Occupational Health and Hygiene	
Envvar MS 2.19.1 Driving on Business	
Envvar MS 2.20 Use of Electrical Equipment	
Envvar MS 2.21 Gas Oil Delivery, Storage and Refueling V1	
Envvar MS 2.22 Working at Height	
Envvar MS 2.23 Lone Working Procedure V2	
Envvar MS 2.24 Non-Conformities, Corrective and Preventive Actions V3	
Envvar MS 2.25 Plant and Machinery – Maintenance and Servicing V2	
Envvar MS 2.26 Non-Conforming Loads	
Envvar MS 2.27 Lockout	
Envvar MS 2.28 Spill Flow Chart	
Envvar MS 2.29 Safe Handling of Hazardous Waste and Asbestos	
Envvar MS 2.30 Requirements for Sending Materials from Site	
Envvar MS 2.31 Waste Acceptance, Inspection, Quarantine and Rejection V6	
Envvar MS 2.31.1 Food Waste Specification Meat inc	
Envvar MS 2.31.2 Green Waste Specification	
Envvar MS 2.31.3 Wood Waste Specification	
Envvar MS 2.31.4 Comingled Food and Green Waste Acceptance Criteria	
Envvar MS 2.33 Responsibilities V1	
Envvar MS 2.34 Drug, Alcohol and Substance Misuse Policy 2021-V1	
Envvar MS 2.35 Guidance on Completion of the Daily Diary & EoS	
Envvar MS 2.36 Training Requirements Matrix	
Envvar MS 2.37 Needlestick Safety Procedure – Jan 2022 V1	
Envvar MS 2.38 Business Continuity Plan V2	
Envvar MS 2.39 Pops Procedure	
Envvar MS 2.40 Strike Policy V1	



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