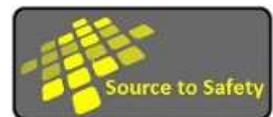


ENVIRONMENTAL POLICY 2017/18

BROCKS

BROCKS HAULAGE LTD

Beacon Hill Industrial Estate, Botany Way, Purfleet, Essex. RM19 1SR
Tel : 01708 861021 Fax : 01708 864224 Web : www.brockshaulage.co.uk



Issued by: Source to Safety Ltd

16 Clyde,
East Tilbury,
Essex,
RM18 8RY
Tel: 01375 355355
Email: start@sourcetosafety.com

Contents	Page
1.0 Preface	3
2.0 Glossary of Acronyms	4
3.0 Environmental Policy Statement	5
4.0 Environmental Organisation – Duties, Roles and Responsibilities	6
4.1 Organisation Chart	6
4.2 Directors	7
4.3 Contracts Director/Site Manager /Site Supervisor	7
4.4 Source to Safety Ltd (Environmental Adviser)	8
4.5 Employees.....	9
4.6 Sub-contractors' Duties.....	9
4.7 Designated Responsibilities.....	10
5.0 Environmental Management Procedures	11
5.1 Air Pollution	11
5.2 Contaminated Land.....	12
5.3 Ecology, Archaeology and Cultural Heritage.....	14
5.4 Noise and Vibration	15
5.5 Sustainable Development	16
5.6 Statutory Nuisance.....	17
5.7 Traffic Management.....	18
5.8 Waste Management	19
5.9 Water Pollution	21
5.10 Delivery, Storage, Refuelling and Spills of Fuel and Chemicals.....	23
5.11 Environmental Impact/Risk Assessments.....	25
5.12 Environmental Performance Monitoring and Review	27
5.13 Environmental Management Information	27
6.0 Miscellaneous Forms	28
6.1 Environmental Audit Checklist.....	28
6.2 Environmental Risk Assessment Form	31
6.3 Environmental Incident Report Form	32
6.4 Waste Transfer Note.....	33
6.5 Employee Environmental Training Record.....	34
7.0 Glossary of Key Environmental Terms	35
7.1 Environment Agency Information	36

1.0 Preface

Brocks Haulage Ltd. is a Haulier.

From here on Brocks Haulage Ltd. will be referred to as 'the Company'.

This document is the Environmental Policy for works carried out by, or on behalf of, Brocks Haulage Ltd. The document contains the policy statements and regulations that need to be followed to ensure the continued environmental considerations are met by the company, its employees and contractors whilst continuing to comply with the legislation that governs the work we undertake.

This is a comprehensive document that comprises of the following three sections:

- The Environmental Policy Statement.
- The Organisational Duties.
- The Company's Policy's and Main Statutory Instruments.

Environmental Policy Statement – A general statement of the intentions of the Company in regard to the Environment. The policy statement is signed and dated by Company therefore indicating that Environmental issues are highly regarded and that commitment comes from the 'top'.

The Organisational Duties – This section commences with a chart showing the Environmental responsibility structure of the company that is then followed by a list of individual responsibilities of personnel and contractors.

Policy's and main Statutory Instruments – This section will contain SI's that will need to be followed by all levels of management to ensure the company complies with current legislation and reduce the risk to all persons who may be affected by the works carried out on its behalf.

In order to reduce accidents and incidents, all personnel and contractors must adhere to the policies whilst carrying out the company's undertakings.

Where help is needed, the company engages the services of our appointed Safety Consultants Source to Safety Ltd, for safety auditing, site safety inspections, advice on training and, should the need occur, to investigate or advise on accidents.

The Company accepts that the overall responsibility for the Environmental Policy belongs to the corporate mind behind the company. This is reflected in the Company Organisation Chart where the head of the organisation is 'Responsible for the Environment'.

2.0 Glossary of Acronyms

A.C.o.P	-	Approved Code of Practice
BS	-	British Standard
CE	-	European Conformity (To European Standards)
Client	-	Brocks Haulage Ltd
EA	-	Environmental Agency
INDG	-	Industry Guidance Note
STS Ltd	-	Source to Safety Ltd

3.0 Environmental Policy Statement

Brocks Haulage Ltd. is a professional and environmentally conscious organisation, which acknowledges the impact that our operations may potentially have on the environment. The clear objective of Brocks Haulage Ltd. is to minimise any impact on the environment by:

- Preventing pollution, reducing waste and ensuring wherever practical measures are implemented to protect and preserve natural habitats, flora and fauna;
- Considering the effects that our operations may have on the local community;
- Taking action to eliminate or reduce as far as practicable, any potentially adverse environmental impacts;
- Promote environmental awareness amongst our suppliers, contractors and partners by implementation of operational procedures;
- Seek to work in partnership with the community by behaving in a considerate and socially responsible manner;
- Ensure effective and expedient incident control, investigation and reporting

Management and supervisory staff have responsibilities for the implementation of the policy and must ensure that environmental issues are given adequate consideration in the planning and day-to-day supervision of all work.

Brocks Haulage Ltd. will fully comply with the duties placed upon it within the requirements of Statutory Legislation, whilst at all times complying with, as a matter of best practice, the requirements and duties set out within Approved Guidance as issued by the Environmental Agency and other organisations.

All employees and sub-contractors are expected to co-operate and assist in the implementation of this policy, whilst ensuring that their own works, so far as is reasonably practicable, are carried out without risk to themselves, others, or the environment. This includes co-operating with management on any environmental related matter.

Brocks Haulage Ltd. will take all practical steps to ensure that potential hazards and risks to the environment are identified and that suitable and effective preventative and control measures are implemented. All employees will be provided with the necessary resources, equipment, information, instruction and training to fulfil the requirements of this policy.

The Directors have overall responsibility for all Environmental matters. The operation of this policy and the associated procedures will be monitored and reviewed on a regular basis to ensure that they remain current and applicable to the company's activities. This policy has been endorsed by the Board of Directors who gives their full support to the implementation of the policy.

Signed



William Brown

Dated 1st August 2017

Signed



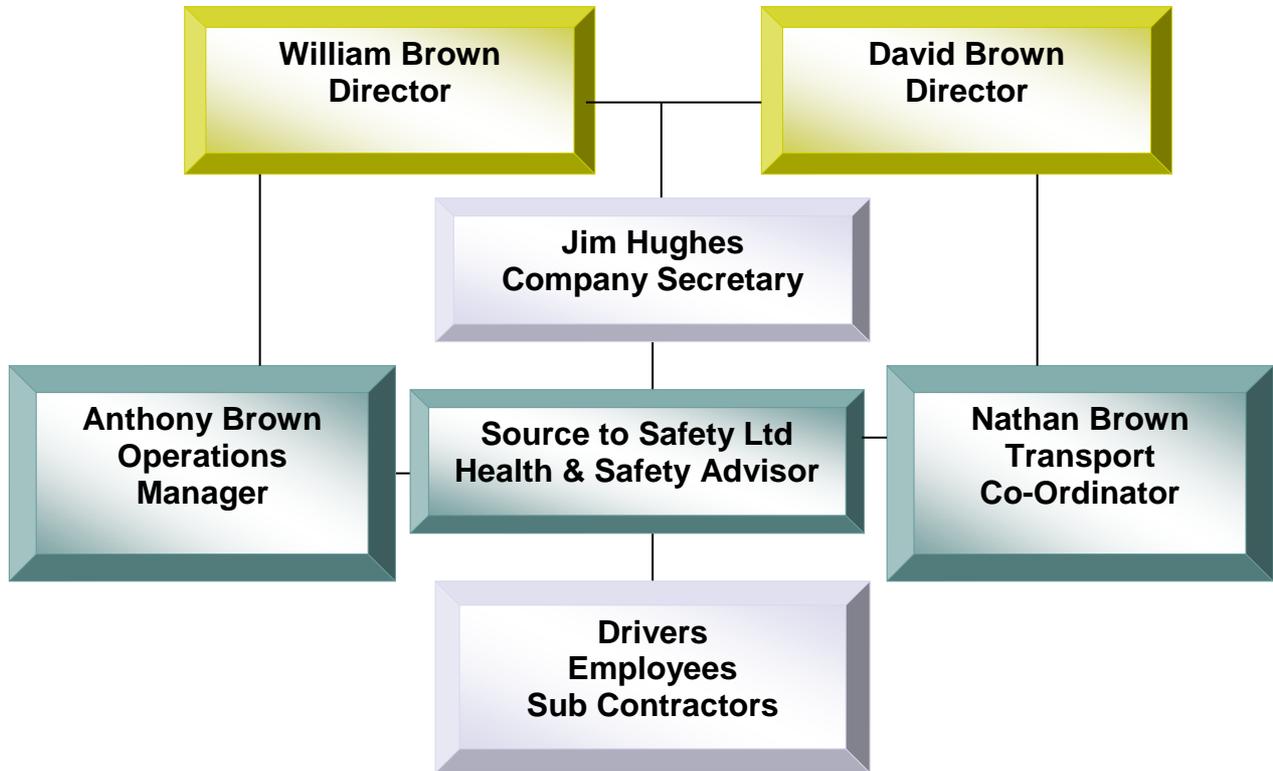
David Brown

Review date August 2018

4.0 Environmental Organisation – Duties, Roles and Responsibilities

4.1 Organisation Chart

Brocks Haulage Ltd. have identified and included specific responsibilities in relation to Environmental as they relate to each post in their organisation.



The effectiveness of the management of environmental issues is dependant on the persons who are responsible for ensuring that all aspects of work are carried out with due consideration for the environment.

Ultimate responsibility lies with the Directors, but specific duties are delegated to others according to their experience and training.

Company Directors and senior management, both individually and collectively, will ensure that this policy is applied throughout the company and that those employed by the company are kept fully informed of its content.

Managers will ensure this policy is adopted by al employees, sub-contractors, suppliers, and visitors. Furthermore every individual person has a duty of care.

To assist the company in fulfilling its duties and obligations, an external advisor/consultant may be appointed to provide advice and assistance to the management and employees of Brocks Haulage Ltd. Their contact details will be clearly displayed on the company notice board.

Brocks Haulage Ltd
Beacon Hill Industrial Estate
Botany Way
Purfleet
Essex, RM19 1SR
Telephone Numbers:
Office 01708 861021
Fax 01708 864224

STS Environmental
16 Clyde
East Tilbury
Essex
RM18 8RY
Telephone Numbers:
Office: 01375 355355
Fax: 01375 355400

4.2 Directors

The Directors have ultimate responsibility for ensuring that Brocks Haulage Ltd. fulfils its legal responsibilities, that policy objectives are achieved and that effective management is in place for the achievement of the policies concerned with health, safety, welfare and environmental protection. They will also ensure that Company policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To these ends, they will ensure the allocation of the resources necessary to maintain sound and efficient Environmental arrangements.

4.3 Contracts Director/Site Manager /Site Supervisor

(Please refer to the Organisation chart)

The Directors are responsible for implementing this Environmental Policy, encouraging and assisting in developing safety procedures and ensuring that established rules and safe working practices are adhered to. They must also ensure that employees are properly trained and receive the support they need to perform their duties.

The Directors will:

- Ensure that necessary consideration is given at all times to the requirements of Brocks Haulage Ltd Environmental Policy and, in particular, to the following:
 - Safe methods of working.
 - Induction training including Environmental matters.
 - Welfare facilities.
 - Fire precautions.
 - Hazards arising from work activity
 - Carrying out workplace inspections and advising as and where necessary to improve methods of working.
 - Investigating accidents and dangerous occurrences and recommending means of preventing recurrence.
 - Advising and assisting with safety training of personnel.
- They know their own, and other persons', responsibility for implementing the Environmental Policy.
- All accidents and dangerous occurrences are fully investigated and preventive actions are recommended in close liaison with the Environmental Advisor.
- Documented safe systems of work are implemented and are adhered to
- They are aware of, and implement, all safe working practices and procedures.
- All necessary arrangements are made and maintained in respect of emergency plan(s) and procedures.
- All relevant statutory records are regularly maintained and inspected.
- Ensuring that all activities carried out by Company employees will not create a risk or hazard to anyone (both employees and non-employees)
- Ensuring, likewise, that no operation carried out by contractors will place employees, or members of the public, at risk.
- Ensuring that all employees are adequately trained and competent to carry out the work allotted to them without risk.
- Ensuring that where Environmental training needs are identified, arrangements for training will be made as appropriate.
- Ensuring that all Company procedures are adhered to at all times.

4.4 Source to Safety Ltd (Environmental Adviser)

Brocks Haulage Ltd. has appointed Source to Safety Ltd (STS Ltd) as their Environmental Advisor and Competent Person to assist in undertaking the measures required to comply with the requirements and prohibitions imposed by or under the relevant statutory provisions.

The Environmental Advisor advises John Hoole on the day-to-day implementation of the Company's general Environmental policies, the established schedules and environmental working practices, and for providing employees with information about precautions in general.

They are additionally responsible for the introduction of remedial measures to reduce or eliminate unsafe acts or conditions.

Their responsibilities also include informing, instructing, training and supervising employees in safer methods of work, and investigating accidents that occur in their area or to an employee who reports to them.

The Environmental Adviser has the responsibility to advise on and for:

- Ensuring Brocks Haulage Ltd. is aware of statutory obligations and recommended Codes of Practice.
- Advising the Directors of their responsibilities for accident prevention and avoidance of Environmental hazards.
- Interpreting and keeping the Directors and Employees informed of new and developing legislation and other standards.
- Advising where improvements in Environmental standards or practices are appropriate.
- Regular Environmental inspections which cover buildings, plant, equipment, services to ensure conformity with regulations.
- Maintaining statutory safety records and making statutory safety returns, in addition to maintaining Environmental records required by the Company.
- Advising on possible hazards when considering the introduction of new machinery, new materials, new processes, or changes in existing ones.
- Overseeing and reviewing accident investigations and assist in preparing statistics to enable monitoring of Environmental performance.
- Identifying Environmental training needs and advising on suitable training programmes.
- The provision of monitoring systems / procedures is suitable.

4.5 Employees

All Employees of Brocks Haulage Ltd. will ensure that:

- They are fully conversant with this Environmental Policy.
- They co-operate with the Company in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- No-one intentionally or recklessly interferes with or misuses anything provided in the interest of Environment.
- All accidents, dangerous occurrences, and near misses are immediately reported verbally to the Site Manager and John Hoole.
- They are fully conversant with all emergency procedures applicable to the area in which they are working.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects reported immediately to their Supervisor.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their Site Manager or Supervisor either verbally, by telephone or e-mail.
- During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:
 - Arranged, provided and/or otherwise approved by the Company.
 - Provided by the Principle Contractor(s) with specific authorisation that they may be used by employees of the Company.
 - Provided for unrestricted use by members of the general public.

4.6 Sub-contractors' Duties

All Sub-contractors will ensure that:

- They are fully conversant with Brocks Haulage Ltd. Environmental Policy.
- They co-operate with the Company in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- No-one intentionally or recklessly interferes with or misuses anything provided in the interest of the Environment.
- All accidents, dangerous occurrences and near misses are immediately reported verbally to their Site manager or Supervisor.
- They are fully conversant with all emergency procedures applicable to the area in which they are working.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects reported immediately to their Site manager or supervisor.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their Site Manager or supervisor either verbally, by telephone or e-mail.
- During the course of their normal duties, they use equipment and facilities that are fit and proper for the intended purpose in a safe, correct manner, as provided within the following categories:
 - Arranged, provided and/or otherwise approved by the Company.
 - Provided by the Principle Contractor(s) with specific authorisation that they may be used by employees of the Company.
 - Provided for unrestricted use by members of the general public.

4.7 Designated Responsibilities

Topic	Personnel
Environmental administration	Anthony Brown\Nathan Brown
Facility administration	Anthony Brown\Nathan Brown
Procedures for serious and imminent danger	Directors\Graham Dockrill
Environmental Impact assessments	Directors \Graham Dockrill
Site waste management plans	Anthony Brown\Nathan Brown
Waste production assessments	Anthony Brown\Nathan Brown\Graham Dockrill
Waste transfer assessments	Anthony Brown\Nathan Brown\Graham Dockrill
Work activity assessments	Anthony Brown\Nathan Brown\Graham Dockrill
sub-contractors	Anthony Brown\Nathan Brown\Graham Dockrill
Site inspections	Directors\Graham Dockrill
Environmental Audits	Graham Dockrill

5.0 Environmental Management Procedures

This section details the arrangements and procedures that we will use to help implement our Environmental Management Policy and ensure compliance with current Environmental Legislation.

Within the procedures, reference is made to the 'Project Environmental Management Plan'. This is a project specific document which should be prepared for all new projects and it should detail the project specific arrangements and constraints for the management of all environmental issues on the site.

5.1 Air Pollution

PURPOSE

The purpose of this procedure is to provide guidance and assistance with the development and production of project specific procedures with regards to air pollution for inclusion in a Project Specific Environmental Management Plan.

SCOPE

This procedure applies to all Brocks Haulage Ltd. personnel and operational activities. The responsibilities for implementing the procedure are outlined below:

Site Manager

- Overall responsibility for air pollution control on site
- Develop section of the Project Environmental Management Plan to include air pollution control
- Ensure all sub-contractors and suppliers abide by air pollution control guidelines
- Liaise with the Environmental Manager for all air pollution control issues

Environmental Manager

- Assist Site Managers in the development of the Project Environmental Management Plan regarding the control of air pollution
- Ensure all staff comply with the air pollution control procedures

PROCEDURES

Operational Control Guidelines

1. Any requirements for air quality monitoring throughout the project must be identified prior to the commencement of any works.
2. All activities which may cause air pollution should be highlighted and specific risk assessments and safe systems of works should be prepared.
3. All operations are to be carefully planned and managed to ensure that impacts are kept to a minimum.
4. All plant and equipment will be chosen and serviced regularly to minimise emissions.
5. Where air monitoring is carried out, all records will be retained for a minimum period of 12 years.
6. All permanent and temporary employees, including sub-contractors and suppliers, will be made aware of their responsibilities to ensure that no air pollution incidents occur.
7. In the event of an air pollution incident, the Emergency Control Procedures outlined below will be followed.

Emergency Control Procedures

1. In the event that excessive dust is arising from operations on site due to plant or traffic movements, then damping down of the roads and surrounding area shall be used to control the dust. Road sweepers shall also be used to keep roads clean and tidy where appropriate.
2. If the problem persists it may be necessary to install wheel-washing systems.
3. Where dust is arising from excavations, water shall be applied across the working area.
4. Where dust is arising from stockpiles of materials, water shall be applied to the stockpile, or the stockpiles should be sheeted.
5. Care shall be taken in both instances where water is being applied to the soil to prevent excessive run-off causing a further pollution incident, or a safety hazard due to the weakening of the ground.
6. If any item of plant is releasing excessive emissions through its exhaust, it should be turned off, returned to the hire firm, and replaced with better quality plant.
7. Where emissions are becoming a problem during cutting the method of working will be changed to use damping or extractive techniques.
8. Should any excessive odours arise from storage areas including fuel, chemicals, and waste the cause should be investigated and changes made to storage arrangements.
9. Waste must be regularly collected and removed from site to prevent odour emissions.
10. In the event that a serious environmental incident occurs, contact the company's Environmental Manager and advise the Environmental Agency using the 24 hour Emergency line – **0800 80 70 60**.

5.2 Contaminated Land

PURPOSE

The purpose of this procedure is to provide guidance and assistance with the development and production of project specific procedures with regards to contaminated ground for inclusion in a Project Specific Environmental Management Plan.

SCOPE

This procedure applies to all Brocks Haulage Ltd. personnel and operational activities. The responsibilities for implementing the procedure are outlined below:

Site Manager

- Overall responsibility for prevention and control of known contaminated land issues on site.
- Develop section of the Project Environmental Management Plan to include prevention and control of known land contamination.
- Ensure all sub-contractors abide by contaminated land guidelines.
- Liaise with the Environmental Manager for all contaminated land issues.

Environmental Manager

- Assist Site Managers in the development of the Project Environmental Management Plan regarding the prevention and control of land contamination issues.
- Ensure all staff comply with the contaminated land guidelines.

PROCEDURES

Operational Control Guidelines

1. Any areas of contaminated land must be identified from the site investigation data and contract documents so that its treatment and/or disposal can be managed.
2. If additional sampling or testing is required, this must be identified prior to the commencement of any works.
3. All operations involving contaminated land must be clearly identified and project specific risk assessments and method statements must be prepared.
4. If contaminated materials are stored on site, the method of containment must prevent any escape of dust, leachate or other substances.
5. Disposal of contaminated materials off site must be to licensed sites and in accordance with the Duty of Care.
6. All permanent and non-permanent employees, including sub-contractors, must be made aware of their responsibilities to ensure that contaminated land is unable to cause further pollution.
7. In the event that contaminated land causes further pollution then the Emergency Control Procedures stated below must be followed.

Emergency Control Procedures

1. When dealing with known contaminated land and 'run-off' is becoming a problem the Emergency Control Procedures for water pollution must be followed.
2. When dealing with known contaminated land and dust generation is becoming a problem the Emergency Control Procedures for air must be followed.
3. In addition to this all operatives in the area must be issued with dust masks to prevent ingestion of the contaminated materials.
4. Stop work immediately, seal off the area, and report to the Site Manager in the event that one or more of the following are found:
 - Discoloured or oily soil (chemical or oil residues)
 - The soil has a fibrous texture (asbestos)
 - Presence of foreign objects (chemical/oil containers)
 - Evidence of underground structures and storage tanks
 - Existence of waste pits
 - Old drain runs and contamination within building and tanks.
5. The contaminated materials must be tested at an approved laboratory to ascertain what hazards may be presented by the substance.
6. Following the receipt of the laboratory results a project specific method statement and risk assessment must be prepared to dispose of/deal with the material. Approval will be needed from the Environmental Agency and the Environmental Manager.
- 7.
8. In the event that a serious environmental incident occurs, contact the company's Environmental Manager and advise the Environment Agency using the 24 hour Emergency line – **0800 80 70 60**.

5.3 Ecology, Archaeology and Cultural Heritage

PURPOSE

The purpose of this procedure is to provide guidance and assistance with the development and production of project specific procedures with regards to ecology, archaeology, and cultural heritage for inclusion in a Project Specific Environmental Management Plan.

SCOPE

This procedure applies to all Brocks Haulage Ltd. personnel and operational activities. The responsibilities for implementing the procedure are outlined below.

Site Manager

- Overall responsibility for ecology, archaeology, and cultural heritage on site.
- Develop section of the Project Environmental Management Plan to include ecology, archaeology, and cultural heritage.
- Ensure all sub-contractors comply with the ecology, archaeology, and cultural heritage guidelines.
- Liaise with the Environmental Manager on all ecology, archaeology, and cultural heritage issues.

Environmental Manager

- Assist Site Managers in the development of the Project Environmental Management Plan ecology, archaeology, and cultural heritage issues.
- Ensure all staff comply with the ecology, archaeology, and cultural heritage guidelines.

PROCEDURES

Operational Control Guidelines

1. Any contractual requirements for the preservation, monitoring, and management of ecology, archaeology, and cultural heritage issues must be prior to the commencement of any works.
2. All areas where ecological, archaeological, and cultural heritage issues exist should be highlighted in the Project Environmental Management Plan.
3. Specific risk assessments and method statements must be completed for all operations that may impact on sensitive parts of the site. This is to ensure that all such operations are properly managed and controlled.
4. The Site Manager is responsible for liaising with English Heritage and other interested parties to ensure that no issues are overlooked when planning potentially disruptive works.

5.4 Noise and Vibration

PURPOSE

The purpose of this procedure is to provide guidance and assistance with the development and production of project specific procedures with regards to noise and vibration for inclusion in a Project Specific Environmental Management Plan.

SCOPE

This procedure applies to all Brocks Haulage Ltd. personnel and operational activities. The responsibilities for implementing the procedure are outlined below.

Site Manager

- Overall responsibility for control of noise and vibration on site.
- Develop section of the Project Environmental Management Plan to include prevention and control noise and vibration.
- Ensure all sub-contractors abide by noise and vibration guidelines.
- Liaise with the Environmental Manager for all noise and vibration issues.

Environmental Manager

- Assist Site Managers in the development of the Project Environmental Management Plan for environmental noise and vibration issues.
- Ensure that all staff comply with the noise and vibration guidelines.

PROCEDURES

Operational Control Guidelines

1. Requirements regarding the control of noise and vibration levels should be identified so that the appropriate control measures can be implemented.
2. The company's environmental policy and procedures will be taken into account when selecting plant and equipment and when developing safe systems of work.
3. Where it has been identified that buildings and services may be affected by noise and vibration, all necessary control measures are to be highlighted within applicable safe systems of work.
4. In sensitive areas, such as urban and commercial districts, liaison with the Environmental Health Officer will be needed to ensure that noise and vibration levels are maintained within permissible levels.
5. Noise emissions should be regularly monitored and recorded as deemed appropriate.
6. Where necessary vibration will be monitored to ensure that no structural damage is being caused to adjacent buildings and services.
7. Local residents and businesses are to be kept informed to when activities producing excessive noise and vibration are to take place.
8. All operations should be sequenced, where appropriate, to minimise the generation of noise and vibration, and where practical, plant and material stockpiles should be located to absorb noise emissions.

Brocks Haulage Limited

9. Where appropriate, prior consent will be sought from the local authority under Section 61 of the Control of Pollution Act 1974.
10. All employees, sub-contractors and suppliers will be made aware of their responsibilities and duties to ensure that noise and vibration generated by them is correctly managed and controlled.
11. In the event that noise and vibration emissions exceed permissible levels, then the following Emergency Control Procedures are to be followed.

Emergency Control Procedures

1. In the event of noise and vibration limits being exceeded the work or activity causing the noise/vibration is to be stopped.
2. Where appropriate plant is to be re-orientated to re-direct emissions away from sensitive receptors.
3. Where appropriate material is to be stockpiled to provide a noise barrier to absorb noise emissions.
4. Where appropriate erect additional noise barriers.
5. If these steps are unsuccessful in reducing emissions to an acceptable level then working practices and arrangements will be changed accordingly.
6. Monitoring shall take place throughout the operation to ensure compliance.

5.5 Sustainable Development

PURPOSE

The purpose of this procedure is to provide guidance and assistance with the development and production of project specific procedures with regards to sustainable development for inclusion in a Project Specific Environmental Management Plan.

SCOPE

This procedure applies to all Brocks Haulage Ltd. personnel and operational activities. The responsibilities for implementing the procedure are outlined below.

Site Manager

- Overall responsibility for control of on site sustainable development issues.
- Develop section of the Project Environmental Management Plan to include control of sustainable development.
- Ensure all sub-contractors abide by the sustainable development guidelines.
- Liaise with the Environmental Manager for all sustainable development issues.

Environmental Manager

- Assist Site Managers in the development of the Project Environmental Management Plan regarding the control of resource consumption.
- Ensure all employees are abiding by sustainable development guidelines.

Operational Control Guidelines

1. All timber including temporary works should, wherever practical, be from a temperate sustainable resource and certified as such from an independent inspection agency accredited by the Forest Stewardship Council (FSC).
2. Peat is not to be imported for use as a soil conditioner for landscaping or planting.
3. Imported soil conditioners will be free from peat and be produced from recycled and renewable materials free from weed seeds, disease, and fungal organisms.
4. All materials will be accurately ordered to minimise waste.
5. Where possible the use of recycled materials and other environmentally friendly options should be investigated.
6. During construction the work area will be kept tidy to minimise the risk of damage to materials.
7. All operations will be adequately supervised to ensure that the wastage is kept to a minimum.
8. All plant and office equipment will be turned off when not in use to conserve power/fuel.
9. Where possible the consumption of stationery in all offices will be used conservatively.
10. Waste paper and empty toner cartridges will be recycled.

5.6 Statutory Nuisance

PURPOSE

The purpose of this procedure is to provide guidance and assistance with the development and production of project specific procedures with regards to statutory nuisance for inclusion in a Project Specific Environmental Management Plan.

DEFINITION

Although there is no legal definition of a statutory nuisance, for action to be taken, the nuisance must, or be likely to be prejudicial to a persons health, or interfere with a persons legitimate use and enjoyment of land. This particularly applies to nuisance to neighbours in their homes, offices, and gardens.

A statutory nuisance could arise from the poor state of the company's premises or sites, or from any noise, smoke, fumes, gases, dust, steam, smell, effluvia, the keeping of animals', deposits and accumulations of refuse and/or their other material, and other discharges from company premises.

SCOPE

This procedure applies to all Brocks Haulage Ltd. personnel and operational activities. The responsibilities for implementing the procedure are outlined below.

Site Manager

- Overall responsibility for control of statutory nuisance on site.
- Develop section of the Project Environmental Management Plan to include prevention and control of statutory nuisance.
- Ensure all sub-contractors abide by statutory nuisance guidelines.
- Liaise with the Environmental Manager for all statutory nuisance issues.

Environmental Manager

- Assist Site Managers in the development of the Project Environmental Management Plan for statutory nuisance issues.
- Ensure all staff comply with the statutory nuisance guidelines.

PROCEDURES

Operational Control Guidelines

1. The procedures for air pollution, contaminated land, noise and vibration, and water pollution should be followed to prevent any statutory nuisance in these forms.
2. If the site is located adjacent to residential areas then any lighting that is required is to be located to minimise disruption through glare or light pollution.
3. All complaints from local residents are to be collated and where appropriate procedures developed to prevent any recurrence.
4. In the event of an incident involving statutory nuisance the Emergency Control Procedures below must be followed.

Emergency Control Procedures

1. Should any incident surrounding statutory nuisance occur, the appropriate operational procedures, as identified above, must be followed.
2. All complaints shall be recorded and the Environmental Manager shall be notified.
3. Where problems occur regarding site lighting then the lighting shall be relocated to reduce the impact upon the surrounding residents and neighbours.

5.7 Traffic Management

PURPOSE

The purpose of this procedure is to provide guidance and assistance with the development and production of project specific procedures with regards to traffic management for inclusion in a Project Specific Environmental Management Plan.

SCOPE

This procedure applies to all Brocks Haulage Ltd. personnel and operational activities. The responsibilities for implementing the procedure are outlined below.

Site Manager

- Overall responsibility for traffic management on site and for liaising with the local highway authorities.
- Develop the Project Environmental Management Plan to include traffic management proposals.
- Ensure all sub-contractors abide by traffic management requirements.
- Liaise with the Environmental Manager for all traffic management issues.

Environmental Manager

- Assist Site Managers in the development of traffic management proposals for the Project Environmental Management Plan.
- Ensure all staff comply with the statutory nuisance guidelines.

PROCEDURES

Operational Control Guidelines

1. All traffic management issues identified in the contract documents must be incorporated into the Project Environmental Management Plan.
2. Where appropriate, arrangements for the delivery of materials should take place outside peak hours.
3. All access roads should be regularly monitored for damage and deposition of mud and debris, where mud and debris are found to be a problem, all debris should be quickly removed, and the roads kept clean and tidy.
4. All plant should be regularly serviced to ensure that it does not cause excessive pollution and operates safely and efficiently.
5. In the event that a traffic management problem occurs the Emergency Control Procedures below should be followed.

Emergency Control Procedures

1. In the event that the increased numbers of traffic movements adjacent to the site cause problems with congestion, road conditions, or noise, then measures should be implemented to minimise them.
2. Where congestion is occurring at the beginning and end of the day, the use of flexible working hours and staggered starting times should be considered.
3. Where excess mud and debris is being deposited on local roads around the site, the incorporation of wheel washes and use of road sweepers should be considered.

5.8 Waste Management

PURPOSE

The purpose of this procedure is to provide guidance and assistance with the development and production of project specific procedures with regards to waste management for inclusion in a Project Specific Environmental Management Plan.

SCOPE

This procedure applies to all Brocks Haulage Ltd. personnel and operational activities. The responsibilities for implementing the procedure are outlined below.

Site Manager

- Overall responsibility for waste management on site.
- Develop section of the Project Environmental Management Plan to include the management of waste, including the segregation of waste and the use of recycling initiatives.
- Ensure all sub-contractors abide by waste management guidelines.
- Liaise with the Environmental Manager for all waste management issues.

Environmental Manager

- Assist Site Managers in the development of waste management proposals for the Project Environmental Management Plan.
- Ensure all staff comply with the waste management guidelines.

PROCEDURES

Office Waste Guidelines

1. All consumables and office supplies are to be used conservatively, including the recycling and reuse of supplies where practical.
2. Company paper is only to be used for business purposes and waste paper should be recycled rather than disposed of.
3. The use of double-sided copying and printing should be made wherever practical.
4. Scrap paper will be reused for draft printing whenever possible.
5. Office paper supplies will be discarded separately into segregated and designated recycling bins. All cardboard materials will be discarded separately into respective segregated bins. All other rubbish will be discarded in the normal manner.

OPERATIONAL CONTROL GUIDELINES

1. All work shall be carefully considered and implemented to minimise the generation of waste.
2. Where it has been identified that wastes are to be produced, or potentially produced, by a new project or activity, this will be clearly identified prior to the commencement of the work.
3. Specialist disposal requirements including any Waste Management License issues will be identified prior to commencement.
4. All employees, including sub-contractors will be requested to identify the types of waste that can be reduced, reused, or re-cycled on-site or off-site.
5. All employees, suppliers and sub-contractors will be made aware of their responsibilities to ensure the correct disposal of waste.
6. Where the production of hazardous wastes is envisaged, the Site Manager will liaise with the Environmental Manager and the appropriate Environment Agency office to determine the most appropriate method of disposal.
7. All sites producing hazardous waste must be licensed with the Environmental Agency.
8. Waste disposal contractors must possess the appropriate license to dispose of the waste from site. The site manager should periodically check the waste contractor's current license.
9. All waste disposal operations shall comply with the Duty of Care. A Waste Transfer Note/Consignment Notice will accompany all waste transfers. The Waste Transfer Note must be retained for a minimum of three years.
10. The storage requirements for wastes are to be identified to allow for the segregation of the waste and the prevention of odours, water pollution and the cross contamination of materials.
11. In the event of the escape of waste the Emergency Control Procedures below must be followed.

Emergency Control Procedures

Liquid Waste

1. In the event of liquid waste escaping the site manager is to be notified.
2. The Site Manager is to notify the Environmental Manager and the appropriate Environmental Agency office.
3. Stop the flow of pollution using earth, sand polythene and divert away from drains and watercourses.
4. Deploy spill kits as necessary to contain and absorb the spill.
5. Contaminated sand, earth, or granules must be disposed of as contaminated material.
6. The reasons and cause of the escape must be thoroughly investigated, and recommendations made to prevent a reoccurrence.

Odours from Waste

1. In the event that odours become a problem from waste storage, the skips must be emptied immediately.
2. If similar waste is likely, then covered skips must be used and emptied regularly.

5.9 Water Pollution

PURPOSE

The purpose of this procedure is to provide guidance and assistance with the development and production of project specific procedures with regards to water pollution for inclusion in a Project Specific Environmental Management Plan.

SCOPE

This procedure applies to all Brocks Haulage Ltd. personnel and operational activities. The responsibilities for implementing the procedure are outlined below.

Site Manager

- Overall responsibility for prevention of water pollution on site.
- Develop section of the Project Environmental Management Plan to include water pollution.
- Ensure all sub-contractors abide by the water pollution guidelines.
- Liaise with the Environmental Manager and respective Environmental Agency for all water pollution issues.

Environmental Manager

- Assist Site Managers in the development of water pollution proposals for the Project Environmental Management Plan.
- Ensure all staff comply with the water pollution guidelines.

PROCEDURES

Brocks Haulage Ltd. will ensure that no contamination of adjacent watercourses and the groundwater will occur as a result of their operations. This will also include minimising the impact of operations upon wildlife habitats, aquatic flora and fauna, fisheries, recreation and amenity facilities and landscape features.

Brocks Haulage Ltd. will ensure that any operations that may pose a threat to these areas are carefully planned and managed to minimise the risk of pollution and environmental damage.

Operational Control Guidelines

1. Water quality sampling requirements must be identified and implemented prior to the commencement of any works.
2. The requirement for discharge consents to watercourses, surface water drains or foul drains must also be identified as soon as possible.
3. All watercourses and drainage systems adjacent to the site are to be highlighted in the Project Environmental Management Plan.
4. Suitable storage areas should be prepared to ensure that the quality of surface water and ground water is not put at risk.
5. If appropriate, the need for concrete wash out points will be identified and established on site.
6. All operations that are to take place in, above or adjacent to watercourses will be clearly identified, with specific risk assessments and safe systems of work being established prior to the commencement of any work.
7. All operations taking place in, above, or near watercourses must be strictly supervised and monitored to ensure that no pollution incidents occur.
8. All permanent and temporary employees, including sub-contractors, are to be made aware of their responsibilities to ensure that no water pollution incidents occur.
9. In the event that a water pollution incident occurs then the Emergency Control Procedures below must be followed.

Emergency Control Procedures

1. All spillages, including fuel, oils, chemicals, and silt run-off, must be reported to the Site Manager.
2. Where appropriate, the Site Manager must notify the Environmental Manager and the appropriate Environmental Agency office.
3. The source of pollution must be identified and the flow should be stopped or diverted using spill kits, earth, sand, or polythene and diverted away from all drainage systems and watercourses.
4. Where flammable substances are involved, any adjacent sources of ignition must be switched off.
5. An absorbent boom must be placed across watercourses to contain and absorb any spills.
6. Spillages must not be washed into drainage systems or watercourses and detergents must not be used.
7. All absorbent materials used to soak up the spill must be disposed of as contaminated material.

8. The incident is to be investigated with the Environmental Manager. The reasons and cause of the escape must be thoroughly investigated, and recommendations made to prevent a reoccurrence.
9. Details of the investigation and any changes to working practices will be reported to the Environmental Manager and where appropriate to the Environmental Agency.
10. In the event that a serious environmental incident occurs, contact with company's Environmental Manager and advise the Environmental Agency using the 24 hour Emergency line – **0800 80 70 60**.

5.10 Delivery, Storage, Refuelling and Spills of Fuel and Chemicals

PURPOSE

The purpose of this procedure is to provide guidance and assistance with the development and production of project specific procedures with regards of the delivery, storage, refuelling, and spillage of fuel and chemicals.

SCOPE

This procedure applies to all Brocks Haulage Ltd. personnel and operational activities. The responsibilities for implementing the procedure are outlined below.

Site Manager

- Overall responsibility for the control of fuel and chemicals on site.
- Development of a specific section for the Project Environmental Management Plan to address the delivery, storage, refuelling, and spills of fuel and chemicals.
- Ensure all sub-contractors abide by these guidelines.
- Liaise with the Environmental Manager on all issues regarding the delivery, storage, refuelling, and spills of fuel and chemicals.

Environmental Manager

- Assist Site Managers in the development of procedures for the delivery, storage, refuelling, and spills of fuel and chemicals, for the Project Environmental Management Plan.
- Ensure all staff comply with the guidelines.

PROCEDURES

DELIVERIES

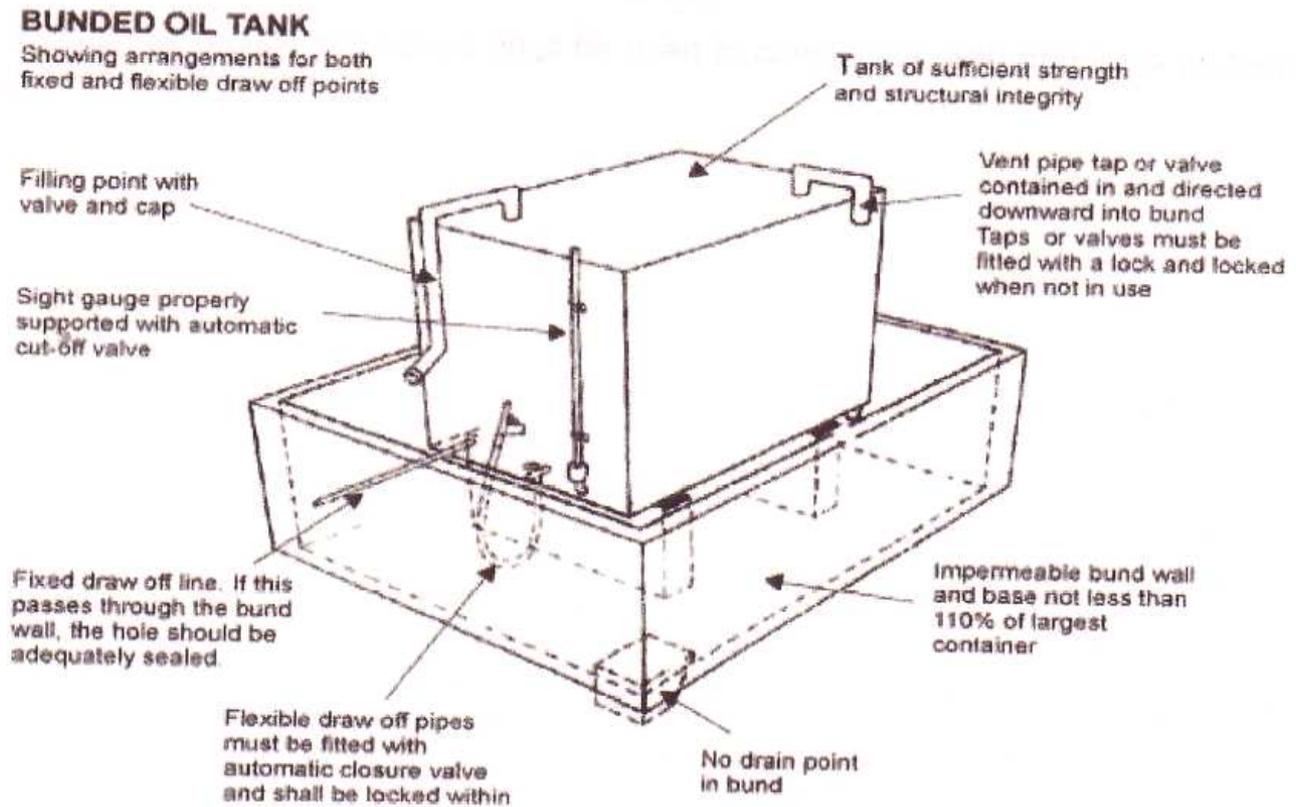
All deliveries will be supervised by a competent person capable of dealing with any spills or other incidents that may occur. The level of all storage tanks will be checked before delivery to prevent overfilling and to ensure that the product is delivered to the correct tank.

STORAGE

Fuel, oil, and chemical tanks must be sited on an impervious base, within a secure bund. The base and bund must be impermeable to the substance being stored and have sufficient capacity for daily use and for the receipt of additional deliveries. Leaking damaged or empty tanks/drums must be removed from the site immediately and disposed of via a licensed waste disposal contractor. All bowsers must be banded to prevent any accidental spills.

All tanks and containers shall be stored in a secure, locked area, protected from vandalism, and clearly marked with the contents of the substance. To help limit the impact of any spills, all such storage areas should be located at least 10 metres from any drain or watercourse.

Where large quantities of fuel or oil are to be stored on-site, the above ground storage tank should be constructed to the relevant British Standard. The bund should be constructed to contain 110% of the capacity of the storage tank and monitored regularly for any build up of rainwater. Any rainwater from within the bund must be treated as contaminated waste and should be appropriately disposed of appropriately to eliminate the potential for further pollution. The diagram below highlights the features that are required for the correct storage of fuels and oils.



SECURITY

All valves and trigger guns must be protected from vandalism and unauthorised use. When not in use they should be turned off and securely locked. Any tanks or drums should be stored in a secure container or compound, which should be kept locked when not in use. Bowsers must also be stored within secure compounds when not in use.

REFUELLING

All mobile plant will be refuelled in designated areas on an impermeable surface and away from drains, a spill kit will be available at all times.

USE OF PLANT

All fuel operated plant and equipment shall be operated within strict controls, including the use of drip trays to contain any leaks or overflow etc.

SPILLS

Spill kits and absorbent booms shall be available on site, where a risk assessment recommends this, to ensure that in the event of a spillage the environmental impacts are kept to a minimum. In the event of a spillage occurring, this equipment shall be used to help minimise any environmental damage prior to the implementation of more comprehensive solutions. Nominated members of staff will be trained to use and deploy the spill kits in the event of an incident. In a serious emergency, where the spill kits are to be of no use, the Environmental Agency, fire service, and ambulance service shall be contacted as necessary dependent on the consequences of the spill. Any method statements shall identify emergency procedures for each operation.

Plant such as mobile generators shall be used on conjunction with drip trays to contain any leaks and overflows.

5.11 Environmental Impact/Risk Assessments

A key element of the Environmental Protection Act 1990 is to identify the impacts our business operations have on our surrounding environment. The environmental impacts of all work carried out by Brocks Haulage Ltd. will be assessed prior to the commencement of any operations which may have an adverse impact on the environment. These assessments will be monitored and reviewed on an annual basis and amended where appropriate to cater for the requirements of specific projects.

All senior managers should consider the impact their operations have on the environment and raise a formal environmental risk assessment using the template provided in Section 3 of this Manual. Guidance covering the areas and elements to be considered within such risk assessments should be drawn from the contents of this Manual, the contract documentation and any site specific requirements.

Sub-contractors and other staff working for Brocks Haulage Ltd. should make themselves aware of any assessments that have been undertaken to address the activities that they are carrying out. Any actions that are required to keep these assessments valid and relevant must then be followed.

The basic stages to be adopted when carrying out an environmental risk assessment are as follows:

Stage 1: Hazard identification

Guidance defines a hazard as a “property or situation that in particular circumstances could lead to harm.” This may be determined by properties or circumstances and could include, for example, the release of chlorofluorocarbons (CFCs); a tidal surge along a stretch of the coast; a dry summer leading to low river flows; or the planting of a genetically modified crop. Where risk assessments are to be applied, the hazards may be as broad as the adverse impacts of road transport on the environment, or the adverse impacts of induced climate change from the contribution of fossil fuel-derived carbon dioxide emissions.

The identification of relevant hazards will therefore have an important bearing on the overall assessment and the credibility of the final assessment.

One common pitfall in establishing the hazards is to overlook secondary hazards that may arise. For example, during a river flood, sediments may be deposited within the working area. If these sediments were to be contaminated, they might pose an additional hazard.

Stage 2: Identification of consequences

The potential consequences that may rise from any given hazard are inherent to that hazard. Although the full range of potential consequences must be considered at this stage. Although the full range of potential consequences must be considered at this stage, no account is taken of likely exposure and therefore likely consequences. For example, while the potential consequences of a discharge of toxic metals to a watercourse may be self-evident, a flood may have additional, non-

Brocks Haulage Limited

obvious consequences such as pollution arising from an over-stretched sewerage system, or loss or habitats due to river scouring.

These examples help to highlight why it is necessary to take a broad look at the potential environmental damage that may occur, if only to be clear why some potential consequences are rejected for further assessment.

Stage 3: Estimation of the severity of consequences

The consequences of a particular hazard may be actual or potential harm to human health, property or the natural environment. The severity of such consequences can be determined in different ways depending on whether they are being considered as part of a risk screening process, or as part of a more detailed quantification of risk. At all stages of risk assessment several key features need to be considered, as described below:

The spatial scale of the consequences

The geographical scale of harm resulting from an environmental impact will often extend considerably beyond the boundaries of the source of the hazard. Failure to consider this at an early stage may result in the scope of the risk assessment being too limited. For example, a major accident in a chemical plant is likely to have significant effects on the environment well beyond the perimeter of the site.

The temporal scale of the consequences

The duration of the harm that results may be so prolonged that the damage can be assumed to be permanent and the environment beyond recovery. For example, the release of a genetically modified crop could result in extensive cross-breeding with adjacent indigenous flora, any harmful environmental impacts could extend far into the future.

The time to onset of the consequences

A further factor to consider is how quickly harmful effects might be seen. Standard economic techniques tend to discount impacts that will happen in the future but sustainable development emphasises the need to protect the interests of future generations. Risk assessment and management must therefore pay as much attention to long-term problems as to the more immediate risks. For example, the spillage of a solvent on porous ground may not result in an impact on the underlying aquifer for decades. However, once realised, the duration of the harm is likely to be of the order of decades and will compromise the value of that aquifer as a source water for future generations.

Stage 4: Estimation of the probability of the consequences

The above stages have assumed that realisation of the hazard will lead to environmental harm. However, the probability or likelihood of the consequences occurring must also be taken into account. This has three components:

The probability of the hazard occurring

The probability of the receptors being exposed to the hazard

The probability of harm resulting from exposure to the hazard

Stage 5: Evaluating the significance of a risk

Having determined the likelihood and severity of the consequences that may arise as a result of the hazard, it is important to place them in some sort of context. It is at this point that some value judgements are made, either through reference to some pre-existing measure, such as an environmental quality standard or flood defence standard, or by reference to social, ethical, or political standards.

Options appraisal

Having estimated the magnitude and the significance of the risks posed by the hazard(s), the options for risk management are identified and evaluated. It is important to carry out this procedure as a distinct preliminary step because ill-considered risk management strategies may otherwise result in wasted effort and expenditure on the part of the decision-maker. The options that will usually be available are:

- exploring the acceptability, or otherwise, of the risk – this can include rejecting unacceptable risks altogether or accepting the risk being imposed.
- reducing the hazard through new technology, procedures or investment; or
- mitigating the effects, through improved environmental management techniques.

The decision on precisely which option or combination of options to choose will involve a balance of risk reduction, costs, benefits, and social considerations.

5.12 Environmental Performance Monitoring and Review

The Environmental Manager will review the company's environmental performance and the effective implementation of the environmental management policy. The annual review shall cover:

- i. Environmental management monitoring results.
- ii. Environmental management inspection results.
- iii. Comparison and the objectives stated in the previous review.
- iv. Effects and requirements of new legislation or changes to best practice guidance.

Irrespective of time periods, a review shall be conducted in the event of:

- i. Significant environmental incident.
- ii. Incidence of Environmental Agency enforcement action.
- iii. Major change to environmental management arrangements or company activities.

5.13 Environmental Management Information

The company will periodically purchase and maintain a selection of key environmental management documents and reference material for use by its staff and employees. These will be retained within the company's offices and requests for additional material shall be made via the Environmental Manager.

An Environmental Management notice board will be erected within the company offices and copies of all Environmental Alerts/Notices and other environmental related information shall be displayed on the notice board.

6.0 Miscellaneous Forms

6.1 Environmental Audit Checklist

Project:				Project No:	
Client:				Date:	
ITEM	Satisfactory			Action required to rectify Deficiencies	Priority
	Y	N	N/A		
Site Security					
Complaints					
Waste Management					
Cleaning Operations					
Hazardous Wastes					
Chemicals & Fuels					
Water Pollution Prevention					
Pollution Response					
Dust & Air Pollution					
Light Pollution					
Noise & Vibration					
Visual Impact					
Permits, licenses & Consents					
Nature conservation & countryside protection					
Heritage & archaeology					

The following guidance is designed to highlight some of the environmental aspects that should be considered when completing the Environmental Audit Checklist.

ITEM	POINTS TO CONSIDER
Site Security	Integrity of perimeter fencing; gates; lighting and signage. Ensure that the keys are removed from all plant; liaise with police/council; check alarm systems and ensure that the client's security arrangements are in place.
Complaints	Check with the site manager and client to determine if any environmental complaints have been received from local residents or other interested parties.
Waste Management	Ensure all wastes are properly stored in segregated skips and check to see if storage containers are leaking or overflowing. Skips and other receptacles should be covered to prevent any accumulation of rainwater and to help prevent waste from being blow away. Ensure waste is being properly disposed of and that copies of the Waste Transfer Notes are available.
Cleaning Operations	Where cleaning activities could result in contaminated effluent or chemicals draining into any foul or surface water sewer; ensure that appropriate arrangements are in place to prevent any such contamination and that the area is properly bunded and drains are clear of debris.
Hazardous Waste	These include waste oils, solvents, acids, wood preservatives, and batteries. Ensure hazardous wastes are properly stored; ensure that all hazardous waste is disposed of by authorised persons/authorities; Check Waste Transfer/Consignment Notes are in place.
Chemicals & Fuels	Ensure all such substances are stored within bunded areas; the bund should contain 110% of the maximum volume of the container/tank. Drip trays should be used to catch any drips or leaks from portable equipment and spill kits must be provided near storage and refuelling points. Check for leaks or damage to bunds and containers and ensure the storage facilities are secure and safe from vandalism.
Prevention of Water Pollution	All deliveries should be supervised with bunding provided around all storage areas; spill kits should be readily available; concrete wash-out areas should be carefully positioned to prevent pollution of watercourses, drains or the subsoil/groundwater.
Pollution Response	Appropriate spill kits are to be provided at key locations around the site, this should include all refuelling and storage areas. Emergency spill procedures and contact numbers are to be prominently displayed and communicated to all staff on site.
Dust & Air Pollution	All operations likely to cause excessive dust, such as the cutting of concrete, use of road saws, excavations of loose dry material and vehicle movements during dry weather should be carefully controlled and the use of water sprays, wheel washes and sheeted stockpiles shall be considered. Road sweepers to keep roads clean and the maintenance of plant and equipment shall also be adopted to minimise emissions of dust and exhaust fumes etc.
Light Pollution	Ensure that any temporary site lighting does not cause a nuisance to the neighbours of the site; give careful consideration of the position of such lighting and where appropriate erect barriers and screens in mitigation.
Noise & Vibration	Ensure any noise reduction measures and barriers are in place and operational. Plant should be well maintained and regularly inspected with the most suitable plant for the job being used, this will help to prevent both

	noise and vibration issues. Ensure that all plant is turned off when not in use to help reduce and eliminate any unnecessary noise pollution.
Visual Impact	Regular checks should be made to ensure that the site is clean and tidy in appearance. The approach to the site should be clear of obstructions and no employee or contractor vehicles should be allowed to park on the approach roads.
Permits, licences & Consents	All permits, consents and necessary licences are in place and valid for the relevant works.
Nature conservation & countryside protection	Consider the impact that any works may potentially have on local flora and fauna.
Heritage & archaeology	Has the local authority archaeological service been informed of any significant historical features or discoveries on or near the site of the works.

6.2 Environmental Risk Assessment Form

Environmental Risk Assessment

Project Title:		Risk Assessment No:	
Task/Activity:		Project No:	
		Date Prepared:	

ENVIRONMENTAL HAZARDS		Potential Impact on:					Likelihood			Severity				Risk Score		
Ref	Key hazards/Impacts associated with the above task/activity	Air	Water	Land	Noise & Vibration	Flora & Fauna	Visual	Probable	Occasional	Remote	Major Env. Incident	Serious Env. Incident	Legislative Breach	Minor Incident	Negligible	Likelihood x Severity
Risk Assessment Scores:		10+ Very High Risk					5-9 High Risk				1-4 Low Risk					

Persons Affected				Specialist Equipment			
Operatives	Members of Public	Site Visitors		Spill Kits	Fuel Bunds	Respiratory Protection	
Other Workers	Managers	Young Persons		Hearing Protection	Water Sprays	Hand/Face Protection	
Others				Acoustic Screens			

ADDITIONAL CONTROL MEASURES	
Information/Instruction/Training	Managerial & Procedural Controls
•	•

Physical Controls	Environmental Agency Guidance
•	•

Comments
•

6.3 Environmental Incident Report Form

Environmental Incident Report

Project Title:	Project No:
Client:	Site Manager:
Client Contact Details:	Site Manager Contact Details:
Date & time of incident:	Discovered by:
Incident details: (Indicate approx. quantities where applicable)	
Cause of incident:	
Details of any affected watercourse, drain or sewer:	
Details of action taken immediately after incident:	
Details of any further actions needed:	
Incident report to: EA: Yes/No Local Authority: Yes/No Water Authority: Yes/No Other: Yes/No	Third party contact detail:
Additional comments:	

6.4 Waste Transfer Note

Duty of Care Controlled Waste Transfer Note

DESCRIPTION OF WASTE

1. Description of the waste being transferred:
2. European Waste Catalogue Code:
3. How is the waste contained?

Loose Sacks Skip Drum Other → please describe

4. What is the quantity of waste (number of drums, tonnes etc.):

CURRENT HOLDER OF THE WASTE (TRANSFEROR)

Full Name:

Name and address of company:

Which of the following are you? (one or more boxes may apply)

Waste producer	holder of waste management licence	→	licence no: issued by:
Waste importer	exempt from waste management licensing	→	reason why:
Waste collection authority	registered waste carrier	→	registration no: issued by:
Waste disposal authority (Scotland only)	exempt from requirement to register	→	reason why:

PERSON COLLECTING THE WASTE (TRANSFEEE)

Full Name:

Name and address of company:

Which of the following are you? (one or more boxes may apply)

Waste collection authority	authorised for transport purposes	→	licence no: issued by:
Waste disposal authority (Scotland only)	holder of waste management licence exempt from waste management licensing	→	reason why:
	registered waste carrier	→	registration no: issued by:
	exempt from requirement to register	→	reason why:

Address of place of Transfer:

Date of transfer:

Time of transfer (for multiple loads give between dates):

Name and address of broker (if applicable):

	Transferor	Transferee
Signature:		

Full name:

Representing:

7.0 Glossary of Key Environmental Terms

ISO 14001: An environmental management system (EMS) is a systematic approach to dealing with the environmental impacts of an organisation. It is a framework that enables an organisation of any size or type to control the impact of its activities, products, or services on the natural environment. An ISO 14001 Environmental management system is an international standard that specifies the requirements.

Landfill (sites): Licensed facilities where waste is permanently deposited for disposal.

Landfill tax: A tax that applies to active and inert waste, disposed at a licensed landfill. The aim of the tax is to send a tough signal to waste managers to switch to less environmentally damaging alternatives to disposal.

Land spreading: Recovering waste by spreading onto land principally for agricultural benefit or ecological improvement. Sewage sludge and wastes from, for example, the food, brewing, and paper pulp industries can be used for this purpose.

LFD: Landfill Directive

Licensed site/Waste management facility: A waste disposal or recovery facility licensed under the Environmental Protection Act.

Life Cycle Analysis (Assessment): LCA is a systematic technique for identifying and evaluating the potential environmental benefits and impacts (use of resources; human health; ecological consequences) associated with a product or function throughout its entire life from extraction of raw materials to its eventual disposal and assimilation into the environment. LCA helps to place the assessment of the environmental costs and benefits of these various options, and the development of appropriate and practical waste management policies, on a sound and objective basis.

Pollution incidents:

- Category 1: incidents having persistent and extensive impact on land, air, or water.
- Category 2: incidents having significant impact on land, air, or water.
- Category 3: incidents having minimal impact on land, air, or water.

Process Mapping: A logical step by step representation of business activities showing key inputs/outputs.

Producer responsibility: Requires industry and commerce involved in the manufacture, distribution, and sale of particular goods to take greater responsibility for the disposal and/or recovery of those goods at the end of their useful life.

Recovery: Involves the recovery of value from waste, through recycling, composting, or incineration with energy recovery.

Recycling: Involves the reprocessing of wastes, either into the same material (closed-loop) or a different material (open-loop recycling). Commonly applied to non-hazardous wastes such as paper, glass, cardboard, plastics, and metals. However, hazardous wastes (such as solvents) can also be recycled by specialist companies, or using in-house equipment.

Reduction: Reducing the quantity or the hazard of a waste produced from a process. It usually results in reduced raw material and energy demands – thus also reducing costs.

Re-use: Using materials or products again, for the same or a different purpose, without material reprocessing (such as glass milk bottles or returnable plastics crates).

Sustainable development: Development which meets the needs of the present without compromising the ability of future generations to meet their own needs.

Sustainable waste management: Using material resources efficiently to cut down on the amount of waste produced. And, where waste is generated, dealing with it in a way that actively contributes to the economic, social, and environmental goals of sustainable development.

TCOW: True Cost of Waste The cost of waste is always much greater than just the cost of disposal, and can be as much as 5-10% of a company's turnover. Waste disposal is the obvious 'visible' cost but there are numerous hidden costs.

Treatment: Involves the physical, chemical, or biological processing of waste to reduce their volume or harmfulness.

Waste hierarchy: The ranking of waste management options in order of sustainability.

Waste management: Management of the collection, recovery, and disposal of wastes, including options for waste reduction.

Waste minimisation: The reduction of waste at source, by understanding and changing processes to reduce and prevent waste. This is also known as process or resource efficiency. Waste minimisation can include the substitution of less environmentally harmful materials in the production process.

7.1 Environment Agency Information

Do I need to register my company as a waste carrier broker or dealer?

http://www.environment-agency.gov.uk/static/documents/Business/Who_should_register.pdf

Register or renew as a waste carrier/dealer, broker/dealer or carrier/broker/dealer

The hyperlink page will help you work out if you need to register with the Environment Agency also what being registered means to you and your organisation and how to go about it.

<http://www.environment-agency.gov.uk/business/sectors/wastecarriers.aspx>

If you are already familiar with the registration process, please use the links to apply online:

What are my legal obligations?

<http://www.environment-agency.gov.uk/business/128255.aspx>

As a regulator, The EA will take action to uphold the law in a manner that is appropriate and fair to all.

Every offence is considered on its own merits having regards to public interest factors. The following highlights your main obligations in relation to the requirement to be registered as a waste carrier, broker and dealer

General Environmental Agency Information

Notification of changes to register details:

You are obliged to notify us of changes to your details that affect the information we have on the register, within 28 days of the change.

If you do not update these details within 28 days, we may remove you from the register until such time as these updated details are supplied. This means that during this period you are not authorised to carry out the activity for which you are registered. You could face legal action and your details will not appear on the public register so you could lose custom. It is therefore very

Brocks Haulage Limited
important that you update these details.

Duty of care:

Any person who imports, produces, carries, keeps, treats or disposes of controlled wastes is subject to the duty of care. Brokers and dealers are also subject to this duty.

These terms are wide ranging and there can, for example, be more than one person who can be classed as the producer of the waste and therefore will be subject to the requirements.

The duty of care requires that you must take all the measures you reasonably can to:

prevent another person committing certain offences with the waste

prevent the escape of waste from you or the other person's control

transfer waste to an authorised person (such as a waste collection authority, a permitted or registered exempt waste facility or a registered waste carrier) or to a person for authorised transport purposes

complete and keep a transfer note.

Householders have a reduced duty of care by which they do not need to complete transfer notes but they do need to check that their waste goes to an authorised person or to a person for authorised transport purposes.

If you don't comply with the duty of care this is an offence and you may face legal action. This is a relevant offence. This means that being convicted of this offence could prevent you from remaining or becoming registered as a carrier, dealer and/or broker.