ENVIRONMENTAL MANAGEMENT SYSTEM FORMS	Have you completed the template for your site and has it been filed?	Signed by: Date:
1. **Environmental Impacts Plan and Controls**		
2. **Accident / Pollution Incident Management Plan,** including; A – Site Plan B – Key Site and Emergency Contacts C – List of Substances and Storage Facilities D – Preventing Accidents… and what to do if they happen		
3. **Maintenance Checklist** and maintenance record		
4. **Training Checklist / Record** for your staff		
5. **Complaints Form** for recording complaints about your site from members of the public.		
6. **Accident (and incident) recording form**		
Appendix A Raw and Auxiliary Materials Assessment		
Appendix B Spillage Procedure		
Appendix C Electronic Site Diary		

1. Environmental Impacts Plan and Controls

Table 1

Site Activity: **CENTRAL TIPPER HIRE LTD NON-HAZARDOUS WASTE TREATMENT**

The key pieces of environmental legislation affecting this sector are:

*(Add as many as apply to your site activities – **you should ensure that this list is kept up to date for your site and covers all applicable legislation**)*

- The Environmental Permitting (England and Wales) Regulations 2016, SI 3538
- Groundwater regulations 1998, SI 2746
- Water Resources Act 1991, as amended.
- Environmental Protection Act 1990
- Control of Pollution (Oil Storage) (England) Regulations 2001, SI 2954

Processes / Activities / Equipment at your site:
(insert H or M or L where applies)

List all the processes / activities / equipment at your site in these columns.

Then put an (H) high impact, or (M) medium impact, or (L) low impact in the box next to the process / activity / equipment if it can result in an environmental impact listed below under normal or abnormal operation.

- Emissions to Air (including dust) - **A**
- Emissions to Water - **W**
- Energy Usage (e.g. electricity, gas, oil) - **E**
- Waste Disposal - **D**
- Land Contamination - **L**

Process / Activity/Equipment	A	W	E	D	L	N	R	Process / Activity/Equipment	A	W	E	D	L	N	R
e.g. Oil / water separator – operation	L	H	-	H	L	-	-								
Fuel Delivery and offloading	L	H	-	H	L	-	-								
Surface water drainage	L	H	-	L	L	-	-								
Waste Acceptance	M	L	L	H	L	L	H								
Waste Treatment Facility	M	H	-	H	H	L	H								

1. Environmental Impacts Plan and Controls (Table 1 - Continued)

Table 1

Site Activity: **CENTRAL TIPPER HIRE LTD NON-HAZARDOUS WASTE TREATMENT**

The key pieces of environmental legislation affecting this sector are:

*(Add as many as apply to your site activities – **you should ensure that this list is kept up to date for your site and covers all applicable legislation**)*

- Plant and Equipment
- Loading and Unloading

Processes / Activities / Equipment at your site:
(insert H or M or L where applies)

List all the processes / activities / equipment at your site in these columns.

Then put an (H) high impact, or (M) medium impact, or (L) low impact in the box next to the process / activity / equipment if it can result in an environmental impact listed below under normal or abnormal operation.

- Emissions to Air (including dust) - **A**
- Emissions to Water - **W**
- Energy Usage (e.g. electricity, gas, oil) - **E**
- Waste Disposal - **D**
- Land Contamination - **L**
- Nuisance (i.e. noise or odour) - **N**
- Resource Consumption (e.g. water, chemicals, not energy) - **R**

Process / Activity/Equipment	A	W	E	D	L	N	R
JCB EXCAVATOR	L	-	-	-	-	M	M
CAT 966 WHEELED LOADING SHOVEL	L	-	-	-	-	M	M
TRACTOR AND ROLLER	L	-	-	-	-	M	M
CRUSHER	L	-	-	-	-	M	L
SCREENER	L	-	-	-	-	M	L
NEW RECYCLING FACILITY	L	-	-	-	-	M	L

Process / Activity/Equipment	A	W	E	D	L	N	R

1. Environmental Impacts Plan and Controls

For each Process / Activity / Equipment identified in the Table 1 above complete the following tables if there is an environmental impact [at least High (H) or Medium (M)] under normal or abnormal operation *(the examples included are guidance only)*

Table 2A. Emissions to Air [A]

Process / Activity / Equipment on Site	Potential Impact	Is impact controlled by equipment?	Is equipment included on maintenance checklist?	Is impact controlled by a procedure?	Person using the procedure received training?	Comments
Dust from site activity A *(Dust from stockpiles)*	Potential for local air quality issues from dust. Also, a cause for complaints	Yes- dust suppression and inside building	Yes Spray	Yes-Dust Management Plan	Yes	Site Induction All staff
Dust from site activity A *plant traffic and site traffic)*	Potential for local air quality issues from dust. Also, a cause for complaints	Yes- dust suppression and water bowser	Yes Spray	Yes-Dust Management Plan Concrete roads	Yes	Site Induction All staff

Table 2B. Energy Usage [E]						
Process / Activity / Equipment on Site	**Potential Impact**	**Is impact controlled by equipment?**	**Is equipment included on maintenance checklist?**	**Is impact controlled by a procedure?**	**Person using the procedure received training?**	**Comments**
Electricity usage for site offices	The impacts associated with electricity production are well documented (e.g. Air emissions) There is scope to reduce these impacts by using electricity efficiently on site.	All equipment is PAT tested and energy using light bulbs	N/A	YES-SITE RULES AND SIGNS	Yes	See Appendix A
Electricity usage for recycling station	The impacts associated with electricity production are well documented (e.g. Air emissions) There is scope to reduce these impacts by using electricity efficiently on site.	All lights to be turned off in out of hours	N/A	YES SITE RULES AND SIGNS	Yes	
All Plant	Loading Shovel and Excavators	New engine, complies with EU Stage III 3a compliant	Yes	Yes R and M Contract with Volvo and CAT and JCB	Yes	
	Crusher	New engine, complies with EU Stage III 3a compliant	Yes	Yes R and M Contract Blue	Yes	
	Screener	New engine, complies with EU Stage III 3a compliant	Yes	Yes R and M Contract with Blue	Yes	
	Water Bowser		250 HOUR SERVICE		Yes	

Table 2C. Emissions to Water [W]						
Process / Activity / Equipment on Site	**Potential Impact**	**Is impact controlled by equipment**	**Is equipment included on maintenance checklist?**	**Is impact controlled by a procedure?**	**Person using the procedure received training?**	**Comments**
e.g. Oil/Water separator	Oil passes through the separator into a watercourse potentially causing harm to environment	Yes	Yes	Yes		
e.g. Surface water run-off from buildings, car parks and concrete hard standing	Under normal conditions surface water run-off should be uncontaminated. However, if contamination occurs by accident, it has the potential to cause water pollution to local watercourse if there is a site drain failure	Yes manual	N/A	Yes Spillage procedure set out in Appendix B		The accidental contamination case is considered in our Accident / Incident Management Plan-see Appendix B Spillage Procedure
Surface water discharge from site	All water runs to low sump area. Potential for leachate runoff and contamination stopped by bund at entrance to building	Yes	Yes	Yes		

Table 2D. Waste Disposal [D]						
Process / Activity / Equipment on Site	**Potential Impact**	**Is impact controlled by equipment ?**	**Is equipment included on maintenance checklist?**	**Is impact controlled by a procedure ?**	**Person using the procedure received training?**	**Comments**
e.g. Hazardous Waste from activity A *(state specific machine / activity)*	e.g. Chemicals, ink jet cartridges, fluorescent tubes, waste oils, all must be handled in accordance with Hazardous Waste Legislation					EMS Recycling Bins in offices
e.g. General unsorted waste	Waste from site offices sent to transfer station for sorting.					General rubbish sent to transfer station for sorting
Treatment Facility	No biodegrable waste is tipped at the site	Yes	Yes	Yes- Working Plan	WAMITAB In house	

Table 2E. Nuisance (e.g. Noise, Odour) [N]						
Process / Activity / Equipment on Site	**Potential Impact**	**Is impact controlled by equipment?**	**Is equipment included on maintenance checklist?**	**Is impact controlled by a procedure ?**	**Person using the procedure received training?**	**Comments**
Noise from site activities *(plant)*	Section III of the Environmental Protection Act 1990 , noise can be classified as a statutory nuisance	Yes,silencers on plant SAE JI1166 OCT98 Compliance	Yes	Yes	Yes PPE	Operations carried out inside building
Noise from transport movement on site	Section III of the Environmental Protection Act 1990, noise can be classified as a statutory nuisance	No	N/A	Yes site speed limit 10mph		Speed Limit 10mph
Odour from site activities	None from waste	N/A	N/A			

Table 2F. Resource Consumption (not energy) [R]						
Process / Activity / Equipment on Site	**Potential Impact**	**Is impact controlled by equipment ?**	**Is equipment included on maintenance checklist?**	**Is impact controlled by a procedure ?**	**Person using the procedure received training?**	**Comments**
use of chemicals for activity A *(state specific activity)*	Harm to human health or escape to the local environment. Management of hazardous substances according to COSHH and Hazardous Waste Regulations	Yes	Yes	SOP Health and Safety File	Yes	See Health and Safety Files See Appendix A
use of hydraulic oil for machine A *(state specific machine)*	Harm to human health or escape to the local environment. Management of hazardous substances according to COSHH and Hazardous Waste Regulations	Yes	Yes	SOP Health and Safety File	Yes	See Health and Safety Files See Appendix A
use of water	Inefficient use results in natural resource depletion	Yes	Yes	SOP Health and Safety File	Yes	See Health and Safety Files See Appendix A
use of diesel	Harm to human health or escape to the local environment. Management of hazardous substances according to COSHH and Hazardous Waste Regulations	Yes	Yes	SOP Health and Safety File	Yes	See Health and Safety Files See Appendix A
use of antifreeze	Harm to human health or escape to the local environment. Management of hazardous substances according to COSHH and Hazardous Waste Regulations	Yes	Yes	SOP Health and Safety File	Yes	See Health and Safety Files See Appendix A

Table 2G. Land Contamination (e.g. storage of hazardous substances) [L]						
Process / Activity / Equipment on Site	**Potential Impact**	**Is impact controlled by equipment ?**	**Is equipment included on maintenance checklist?**	**Is impact controlled by a procedure ?**	**Person using the procedure received training?**	**Comments**
e.g. Storage of substance A *(Fuel Diesel Tank Storage)*	Substance A can cause harm to the ecotoxicity of the soil, and could leak into groundwater.	Yes	Yes	Yes	Yes	Impact assessed in RA
Treatment Facility						Site Condition Report prepared to set baseline values

Table 3. General Waste Management Review to be carried out annually					
Waste Produced at Site *(with EWC, if known)*	**Where does the waste go?**	**Can it go to recovery / recycling?**	**Is it being stored correctly on site?**	**Are Duty of Care requirements being met?**	**Comments**
e.g. General waste (EWC ref) sent for disposal					

Table 4. List of Procedures ***(list procedures identified in Table 2A to 2G above, and any other procedures you have in addition)*** ***(use as many forms as required)***					
Procedure Name	**What process / activity / equipment does it relate to?**	**Where is the procedure kept?**	**Version Number**	**When was the procedure last reviewed?**	**Comments**
Non-Hazardous Waste Transfer	Excavators Loading Shovels Tractor and Roller Crusher Screeners	Head Office and Site Office	Health and Safety File Standard Operating Procedures	2026	
	Tractor and Bowser	R& M Maintenance		2026	
COSHH ASSESSMENTS		Head Office and Site Office	Health and Safety File Standard Operating Procedures	2026	

2. Accident / Pollution Incident Management Plan

Further help is available from Pollution Prevention for Business

Created by:_D DORLEY **Date: 01/02/2026**

Review Date: **Version:**

Accident / Pollution Incident Management Plan Contents

A – Site Plan

B – Key Site and Emergency Contacts

C – List of Substances and Storage Facilities

D – Preventing Accidents / Incidents… and what to do if they happen.

A – Site Plan

Insert site plan showing location of the following items:

- **Site entrances and exits** available to the emergency services
- **Buildings**; the buildings and other main constructions
- **Drainage**; including
  - foul drainage (marked in red),
  - surface water drainage (marked in blue)

showing

  - the direction of flow and
  - the discharge points to the sewer
  - The location of manhole covers and drains,
  - The location of stop and diverter valves and interceptors
- **Service mains**; the routes of
  - water supply, gas, electricity)
  - mains water stop tap, and gas and electrical supply isolating valves / switch.
- **Storage of hazardous materials**; eg oil and fuel tanks, chemical stores, raw materials, waste materials etc.
- **Process lines**; location and direction of main process lines/pipes.
- **Accident and emergency response items**; such as fire extinguishers, fire hydrants, fire water tanks / ponds, spill kits, sand bags, alarms, first aid kit etc.
- **Vulnerable receptors;** on site or adjacent receptors that could be affected by the site operations, such as porous / unmade ground, watercourses, springs, boreholes, ecologically sensitive sites, residential properties, schools, offices, hospitals etc.
- **Pollution control points**; such as inspection or monitoring points, bunds,.
- **Treatment**; location of any on site trade effluent or sewage effluent treatment plant.

B – Key Site and Emergency Contacts

This table contains information and contacts you may need in an emergency
(amend, as required, to suit your site).

SITE DETAILS			
Location: Non Hazardous Treatment at site at Highpark Wood, Boeley, Redditch			
Postcode:B98 9DT			
Site Access Grid Reference: National Grid Reference (NGR) 408640 271030			
SITE CONTACTS	Name	Office Hours (specify)	Out of hours
Owner:	Central Tipper Hire Ltd	See master file on site	See master file on site
General Manager:			
Site Manager:	Declan Doorley	See master file on site	See master file on site
Site Supervisor:		See master file on site	See master file on site
Security Contact:		See master file on site	See master file on site
Landowner / Agent:		See master file on site	See master file on site
EMERGENCY SERVICES		Office Hours	Out of hours
Emergency		999	999
Medical:			
Police:		999	999
Fire:		999	999
REGULATORS		Office Hours	Out of hours
Health and Safety Executive (HSE) Fax		0121 607 6344	0121 607 6344
Local Authority: Shropshire County Council		01352 703440	
Environment Agency		03708 506506	03708 506 506
EA (24 hour emergency hotline)		0800 80 70 60	0800 807060
UTILITY / KEY SERVICES	Name	Office Hours	Out of hours
Water undertaker:			
Sewerage undertaker:	Severn Trent		0800 783 4444
Gas supplier: TRANSCO			0800 0011 999
Electricity supplier:			0800 328111
Oil supplier:			
Fuel supplier:	TBC		
Chemical supplier:			
Oil spill contractor:			
Maintenance contractor:		Finlay, McCloskey,CAT,JCB	
Electrician:			
Plumber:			
OTHER KEY CONTACTS	Name	Office Hours	Out of hours
Head Office:			
Adjacent landowners:			
Neighbours:			
Specialist advisors:	Enviroarm Ltd	07801980984	

C - List of Substances and Storage Facilities

The following is a list of liquids, powders etc that are stored on site and could be harmful to the environment if they escape.

Use as many of these forms as required

Material	Maximum Quantity	Type and size of storage	Type and size of Secondary Containment
Fuel Oil	*2,400 litres*	*Above ground 2,500 litre single skin steel tank*	*Double skinned and bunded tank*
Antifreeze	25 Litres	Steel drums	ISO Steel Container
Lube Oil	25 Litres	Steel drums	ISO Steel Container
Grease	25 Litres	Steel drums	ISO Steel Container
Hydraulic Oil	200 Litres	Steel drums	ISO Steel Container

D - Preventing Accidents / Incidents ….. and what to do if they happen

The objectives of the emergency plan are to make use of the combined resources of the site and outside services to:

- Effect the rescue and treatment of casualties.
- Safeguard other people.
- Minimise the damage to property and the environment.
- Prevent escalation and ultimately bring the incident under control.
- Restore the site to normal operations as quickly as possible.

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
Spillages			
Spillage during transfer, sorting, crushing and compaction of wastes.	Contamination of land, drains, groundwater and watercourses.	Inspect and validate all in-coming wastes. Remove hazardous liquids from wastes prior to processing. Train the staff	Follow the spill response procedure. It describes what to do in the event of a spill and where the kit is kept.
Spillage during delivery of oil or fuel.		Supervise fuel deliveries. Use drip trays and spill materials.	
Spillages during refuelling of plant and equipment.		Plant and equipment will be refuelled in designated areas with impervious surface and will use drip trays and spill materials.	
Slow seepage of liquids from imported contaminated materials. Slow seepage can be less noticeable than ‘spills’.		Incoming materials that are contaminated e.g cutting oil or tramp fluid on swarf, will only be stored on impervious surfaces that are drained to an oil interceptor	
(Others: Please specify)			
Overfilling			
Overfilling of oil / fuel tanks during delivery.	Contamination of land, drains, groundwater and watercourses.	Stock level control checks, supervised delivery and high level alarms.	Spill response procedure as described above.

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
(Others: Please specify)			
Failure of Plant or Equipment			
Leakages; due to faulty pipe work, valves, over-pressure, blockages, corrosion, severe weather, ground movement etc.	Contamination of land, drains, groundwater and watercourses..	Daily visual inspection and completion of weekly inspection checklist record. Preventative maintenance regime. Any underground pipes and tanks will be tested for integrity. Insulation and protection of pipe work.	Spill response procedure as described above.
Puncture; of vessels and tanks etc due to impact – such as fork lift trucks.		Tanks and vessels generally located within / on secondary containment facilities. Storage locations of drums and non-permanent vessels protected by use of barriers or fencing. Movement of drums and containers using safe techniques.	
(Others: Please specify)			
Fire			
Fire	Smoke and pollution, Firewater causes contamination of land, groundwater and watercourses.	Separation of incompatible materials and of combustible materials and ignition sources. Incorporation of fire breaks into site layout and containment of fire water. No smoking policy. Maintain tidy site and minimize stockpile of combustible materials. Fire training and emergency drills.	Fire procedure describing what to do in the event of a fire, including details about fire alarms, exit routes and muster points, responsible personnel such as a fire warden and the location and use of emergency fire equipment such as extinguishers, hoses, sand bags and drain covers.
Cross contamination			
Due to transfer and mixing of incompatible materials, drainage cross connections etc.	Explosion, smoke and pollution of air, Contamination of	Maintenance of up to date drainage plan. Maintenance of inventory of substances with material	Fire procedure as described above.

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
	land, drains, groundwater and watercourses.	property details. Procedure for contractors to work on site including induction training and permit to work. Fail-safe filling systems.	
(Others: Please specify)			
Flood			
Due to ingress of watercourse floodwater, blocked drains, burst water main, use of fire water.	Contamination of raw materials, buildings, land, drainage system, groundwater and watercourses with fire and flood water.	Maintenance of drains. Fitting of flap / non return valves on drains. Safe location for storage of hazardous materials.	Flood procedure describing what to do in the event of a flood warning such as installation of barge boards, use of sand bags, movement or protection of sensitive materials.
(Others: Please specify)			
Failure of Services			
Due to failure of supply; water, electricity, gas supply and of sewerage system. Due to utility supply being struck and broken / cut.	Flooding, explosion with subsequent contamination of land, drains, groundwater and watercourses.	Provision of standby facilities. Maintenance of up to date plans showing location of utility services. Procedure for contractors to work on site including induction training and permit to work.	Utility supply failure procedure describing what to in the event of services supply failure such as manual shut down of process valves, start up of emergency generator, use of standby materials etc. Flood and fire procedure as described above.
(Others: Please specify)			
Failure of Containment			
Failure of containment facilities due to land movement, impact,	Contamination of land, drains, groundwater and	Provision of secondary containment for hazardous liquids.	Spill response procedure as described above.

Possible Accident / Incident	What would the harm be?	How do we reduce the chances of it happening?	What to do if it happens
corrosion etc.	watercourses.	Inspection of primary and secondary containment facilities. Integrity testing of tanks and bunds & pressure loss alarms.	
(Others: Please specify)			
Vandalism			
Unauthorised entry and tampering or malicious damage to property, plant and equipment.	Contamination of land, drains, groundwater and watercourses.	Secure gate and secure wall. Site locked when un-manned, tanks and valves locked when not in use out of hours. Plant and equipment locked in secure storage out of hours. Community Cameras	Spill response procedure as described above.

FIRE PROCEDURE

IMMEDIATE ACTION

Without risk to personal safety:

Inform the Site Manager immediately, who can assess the situation and arrange for the Emergency Services if necessary.

Ensure that all operations cease and mobile plant is moved out of the emergency area where possible.

Where possible, attempt to contain/extinguish the fire by use of water from the site tanker.

DO NOT RISK PERSONAL INJURY IN AN ATTEMPT TO CONTROL THE FIRE

The senior person on site is to liaise with the Emergency Services on their arrival, inform them about the fire and what action has been taken.

It is the responsibility of the Site Manager or his nominated deputy to remain with the Senior Fire Officer at all times.

3. Maintenance Checklist

(General Waste Sector Site) ***Use as many forms as required (the examples may or may not be applicable for your site – amend as appropriate)***

Item requiring maintenance	How often? (tick the appropriate box)						Where are maintenance instructions?	Who is responsible?
	Day	Week	Month	Year	250 Hours	5 years		
Check drains and drainage channels for blockages.		✔						
Clean up spills on surfaced areas or tank bunds		☐						
Check state of fences and gates – (to avoid vandals or children getting in and, for example, letting liquids out of a tank).		✔						
Visually check the un-surfaced areas to ensure that there are no spills. Clean up if necessary.		✔						
Inspect the bunds for potential leaks, cracks, holes etc.				✔				
Loading Shovels					✔			
Excavators					✔			
Roller					✔			
Screener					✔			
Crusher					✔			
Tractor					✔			
Water Bowser					✔			

3. **Maintenance Record**

You then need to keep a record that you have actually done these checks when they were supposed to be done. You could do this in a 5 year diary (easiest).

If you do them you should enter:

- The check or maintenance job done (e.g. *Checked interceptor)*
- Who did it (e.g. *Fred Smith)*
- The result (e.g. *40cm of oil was emptied)*

Alternatively you could use these forms. You will have to keep a good supply of them, for each line on your inspection checklist.

(use as many forms as required)

Item: inspect fences		**Due: weekly**
Completed on	***Completed by***	***Comments***

4. Training Checklist

(General Waste Sector Site)

POSITION	SITE MANAGER	SITE SUPERVISOR	PLANT OPERATIVE
Legislation for Non Hazardous Waste Treatment			
(COTC) CERTIFICATE OF TECHNICAL COMPETANCE	AT LEAST ONE PERSON TO HOLD A COTC LEVEL 4 RELEVANT TO SITE OPERATIONS		
DUTY OF CARE			
ENVIRONMENTAL PERMIT			
PLANNING PERMISSION			
HAZARDOUS WASTE REGS			
WRAP/RECYCLING			
REGULATIONS			
Procedures and Practices			
WASTE ACCEPTANCE PROCEDURES			
ENVIRONMENTAL RISK ASSESSMENT			
TROMMEL OPERATION			
ROAD CLEANING OPERATION			
SORTING CRUSHING PROCEDURES			
INCIDENT AND EMERGENCY PROCEDURES			
SITE DIARY			
Environmental Monitoring			
DUST MONITORING			
ODOUR MONITORING			
MUD ON ROADS			
NOISE MONITORING			
LITTER MONITORING			
SITE INSPECTIONS			
Other Skills			
DUMP TRUCK			
EXCAVATOR OPERATION			
TRACTOR OPERATION			
WHEELED LOADER OPERATION			
SKIP LORRY OPERATION			
GRAB HANDLER OPERATION			
FIRE SAFETY – EXTINGUISHER			

POSITION	SITE MANAGER	SITE SUPERVISOR	PLANT OPERATIVE
TRAINING			
FIRST AID			
SAFETY AWARENESS			
DRIVING LICENCE			
ROLL ON OFF OPERATION			

1 KEY

	CORE SKILLS: Training / knowledge required prior to completion of probationary period.
	Additional Training / knowledge required in order to fullfil all roles within the position.
	Optional training for additional responsibilities not specific to position.

4. **Training Record**

Employee Name	**Job Title**

Training Required	Date due	Date done	Passed as competent? yes/no	Reviewers Signature	Date for Refresher	Comments

5. Complaints Record

Who made the complaint? Name:	
Address	
Phone No	
Date and time they made the complaint	
What happened, what was it about?	
Was anyone else aware of this – other neighbours or your staff? If so who?	
Did the complaint relate to your site? If so, what happened? What went wrong?	
What have you done to make sure that it does not happen again?	
Was there any **significant pollution** or **environmental damage** to land, water or protected areas – for example: dust, odour or noise pollution outside the site or spillage of polluting liquids onto the ground, or at a site of special scientific interest, or into a drain or a watercourse? (If so, then complete an incident form in Section 6)	
If there was (or still is), then you must take steps to prevent further damage and notify the NRW on 0300 065300 and any other relevant regulators ASAP.Have you done so? Yes / No	Who did you phone? At what time did you phone?
You must also write or send an email to confirm this to the local office (see your accident management plan for the address) Have you done so?	Yes/No What date did you contact?
Please print your name and sign:	

Continue overleaf or on a separate sheet if you do not have enough room.
Keep the completed form in the file to discuss with the NRW when they visit.

6. Accident (and Incident) Record

Record of accidents, incidents or near misses

Date and time of the incident	
What happened, what was it about?	
Was anyone else aware of this – other witnesses? If so who?	
What caused it?	
What have you done to make sure that it does not happen again?	
Was there any **significant pollution** or **environmental damage** to land, water or protected areas – for example: dust, odour or noise pollution outside the site or spillage of polluting liquids onto the ground, or at a site of special scientific interest, or into a drain or a watercourse? If so what? Is there a continuing threat? Yes / No	
If there was (or still is), then you must take steps to prevent further damage and notify the NRW on 0300 065300 and any other relevant regulators ASAP. Have you done so? Yes / No	Who did you phone? At what time did you phone?
You must also write or send an email to confirm this to the local office (see your accident management plan for the address) Have you done so?	Yes/No What date did you contact?
Please print your name and sign	

Continue overleaf or on a separate sheet if you do not have enough room.
Keep the completed form in the file to discuss with the NRW when they visit.

Appendix A

RAW AND AUXILIARY MATERIALS SELECTION AND MINIMISATION ASSESSMENT

1. Identification of Materials

1.1 All materials supplied for use at the site are delivered against an invoice or some other delivery docket. Appropriate records of such deliveries are to be kept. Additionally waste materials that may have a secondary use will be directed from the weighbridge to the materials recycling facility wherever possible.

1.2 The principal bought-in material is fuel oil for the site plant and machinery. This is supplemented with hydraulic oils, lubricating oils, coolants and antifreeze and grease.

1.3 The chemical composition of such materials is readily available.

1.4 At times, insecticides and vermin control bait will be purchased for use or brought to site by Contractors. Proprietary brands are to be used and their chemical composition will be readily available from statutory labelling on the containers. Product data sheets are to be retained on site where available. Ideally these products will have formal approval for use by DEFRA.

1.5 The Office at the site operates as any other administrative centre and uses paper, envelopes, printer and toner cartridges, correction fluid, etc. Normal, good housekeeping is expected to reduce their consumption.

1.6 Water is supplied for operational site management (laying dust, washing down plant and equipment, as a coolant in plant and machinery, etc), collected as surface water runoff.

1.7 Where safe and practicable, water for such use is to be drawn from surface water impoundments.

1.8 The Office has mains electric to the office.

2. Fate of Materials

2.1 Fuel oil is burnt in the various internal combustion engines and, essentially, all is then emitted to the atmosphere as carbon dioxide and water in the exhaust.

2.2 Lubricating and hydraulic oils are used in topping-up and in programmed replacement. Oils that are drained out of plant and machinery are to be safely recovered and disposed off-site.

2.3 Grease is lost during wear and ultimately falls to the ground.

2.4 Chemicals used for insect and vermin control will all be used as 'product' and its fate will be into the body of the waste mass itself.

3. Other Considerations

3.1 There are no practical alternatives to the fuel, hydraulic and lubricating oils and grease used on the site plant and machinery.

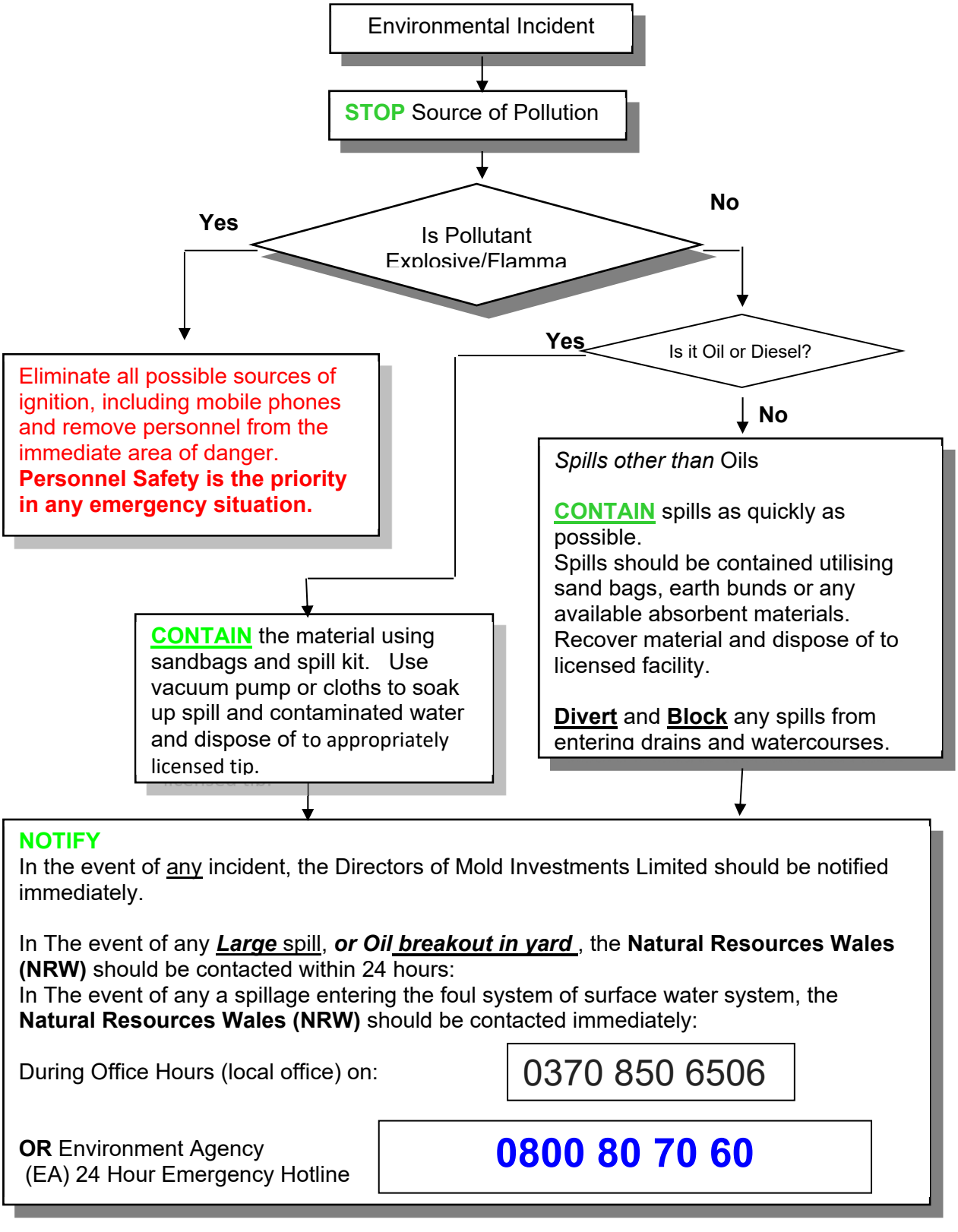
3.2 Only preparations approved for use by any appropriate Regulations are to be used either by site personnel or Contractors. These, of course, may change during the life of the site with more 'environmentally friendly' preparations coming to market: in which case, consideration is to be given to using such preparations, having regard to their effectiveness.

3.3 The Company expects and requires its management, staff and site operatives only to purchase and use raw and auxiliary materials as are sufficient for the duty or purpose envisaged. Care and attention during removal from containers, avoidance of spillages and correct dosing are expected to minimise their consumption.

APPENDIX B: SPILLAGE PROCEDURE

Environmental Incident Response Procedure

STOP – CONTAIN – NOTIFY



APPENXDIX C: SITE DIARY ELECTRONIC

Inspection of:	RESULT OF INSPECTION		INITIALS
FENCES & GATES	O.K	NOT O.K (note reasons & actions required below)	
ROAD SURFACE	O.K	NOT O.K (note reasons & actions required below)	
DUST SUPPRESSION	O.K	NOT O.K (note reasons & actions required below)	
HOUSEKEEPING	O.K	NOT O.K (note reasons & actions required below)	
DUST CONTROL	O.K	NOT O.K (note reasons & actions required below)	

INFORMATION TO BE RECORDED			
TCM attendance at site	**Name**:	**Time on**	**Time off**
	Name:	**Time on**	**Time off**

SAMPLING / MONITORING EXERCISES	RESULTS OR REFERENCE TO RESULTS
Wind Direction	

Maintenance of Plant and Equipment	**Comments**	
Road Sweeper Visit	**Yes**	**No**

NRW Visit To Site. Δ Yes Δ No	**Actions Required Δ Yes ΔNo**	
NRW Officer: Name	**Signature**	

Incidents / Events / Complaints / Non-Conformances /Actions Required
(N.B. Give a reference to any reports external to the diary)

Use overleaf if further space is required

SIGNATURE OF TCM (AFTER COMPLETION AND REVIEW)……