TITLE: Preventing Water Pollution

Purpose

This procedure describes the method that Bakkavor Meals Boston will take to control water discharges from its sites.

Objective

To eliminate or reduce any risk of potential contamination to water.

Strategy

Identify all waste water streams and address potential issues.

Method

Establish regular SHE meetings and environmental monitoring at Bakkavor Meals Boston encompassing all outflow points and treatment plants to ensure compliance with discharge consents. To also ensure that consideration is given at all times to best practice in this area.

Legislation

Under Section 85 of the Water Resource Act 1991 it is an offence to cause or knowingly permit a discharge of poisonous, noxious, or polluting matter or solid waste into any 'controlled waters' without the proper authority.

Definitions

Foul Sewer Drains - These normally lead into the municipal sewage system and eventually lead to a waste water treatment works. On the Bakkavor Meals Boston site, all foul waste is processed by the site Klargesters and then blended into water from the new effluent plant.

Surface Water Drains (controlled waters) - These leads via an interceptor into the local dikes and/or rivers without any prior treatment of the water

Discharge Consent - A formal document from either the local water company, or the Environment Agency which allows the site to put water discharge to the related outlet, either drain, dike or waterway.

Interceptor - A mechanism within the site drain network that separates waters as required e.g. an oil, water, silt interceptor will separate substances from the surface of the water

Water

'Controlled Waters' include groundwater and all coastal or inland waters, including lakes, ponds, rivers, streams, canals and field ditches. Temporarily dry watercourses are included. 'Proper authority' is usually consent to discharge from the Environment Agency under section 86 of the Water Resources Act 1991 – (Section 85 and 86 of the Water Resources Act)

Scope

All senior Operational, Engineering, Technical Management, and site services. These include pollution prevention measures to all water streams on site. Roof water, surface water, trade foul and domestic foul.

Responsibilities
SHE, Operations and Engineering department.

Implementation
All site personnel, contractors and visitors. These are all provided with information and/or training which is recorded.

Policy
Waste water is water that is contaminated with any chemical or diluted solution; this includes cleaning materials, preservatives, foods, or soiled water from washing down. Although sump pumps are situated around the factory to prevent any minor floor sweepings entering the surrounding watercourses, all waste water must be disposed of at the designated drain, which is situated in various departments.

References
Site drainage map.
Discharge Consent Permit.
Waste Water tankers removal consignment notes (Duty of Care) for sludge from the effluent plant and interceptor waste.

In the event of a significant spillage (25 litres or more) away from the effluent plant, then the spillage procedure should be followed and the SHE Manager, Engineering Manager or Senior Manager on duty informed.

A competent registered waste disposal operator must also be used to dispose of solid waste from the clean-up of spillages, loose chemicals, heavily contaminated equipment, protective clothing, materials used to soak up chemicals, oils, spillages, and the like. In the advent of Hazardous waste spillage see Hazardous Waste Procedure EMS 008.

Actions and Responsibilities
All water courses and procedures to be reviewed annually. This will be carried out by the SHE & Engineering Function.

The Engineering Manager will map all water courses and investigate any anomalies as required. Any alteration to the watercourses is to be investigated for potential issues and the subsequent alterations drawn up and approved.

Periodic tests will be carried out by the site on the water, suing the site based test equipment.

A mapped copy of Bakkavor Meals Boston watercourses and outlets is to be maintained within the manual.

A sample of the water at the discharge points from Bakkavor Meals Boston will be taken periodically and corrective action taken if parameters are found to be above the normal background levels, this is controlled by the SHE Manager.

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Bakkavor Meals Boston site has consent from the proper authority to discharge treated effluent which is discharged into the Field dike. This will be sampled daily by the effluent plant and corrective action taken if parameters are found to be above the levels stated in the discharge consent.

The system used to store, handle and dispose of waste water must be designed to cope with volumes in accordance with the Government guidelines and legislation. This was considered and adhered to during the design and build of the effluent plant.

Details of equipment available on site or available locally at short notice, which can be used to deal with a pollution problem; for example what equipment we have to plug land drains, dam ditches, or hold oil spillages by placing spills booms across the surface of a watercourse should be available.

Examples of potential localised hazards

Fuel oils

Holding tanks should conform to relevant Government legislation and guidelines (Oil Storage Regulations) and should be at least 10 metres from any drains or watercourses which fuel oil could get into if it escaped.

Oil Spillage

In the advent of a significant (Over 25 Litres) oil spillage the principle concerns are to reduce the fire hazard and prevent the oil from entering sewers, watercourses or groundwater – The Environment Agency should be informed immediately (by the SHE or other designated manager) so they can assess any risks to surface or ground waters. The next step is to remove the spillage as much as possible in accordance with the Spillage Procedure EMS 015 and/or advice from the Environment Agency.

Pesticides / Fertilisers

It should not be a requirement to use Pesticides or Fertilizers at Bakkavor Meals Boston. If however any application is proposed, professional advice should be taken and application should be undertaken by a qualified professional in accordance with Government guidelines and regulations and the contractor must be familiar with all aspects of the water courses at Bakkavor Meals Boston.

Water erosion / run off

Water that runs off dirty concrete or gravelled yards or leaches directly through waste skips directly into drains, ground water or watercourses may be contaminated by sediment, nutrients and chemical residues. Therefore all waste skips should be located with consideration given to run off. If any yard areas have the potential for run off then grass strips should be considered next to dikes and ditches to provide a buffer. Where possible, bunding should be provided for stand trailers or skips.

Drainage Colour Scheme

BLUE – Storm water (roof and yard)
RED – Foul water (toilet and general waste)
Yellow-

Bulk Storage Tanks – Waste Water

a) For any underground storage tanks that are on site or introduced to site, that contain anything other than clean water, the integrity of the tank structure should be ascertained. Leak

detection procedures should be in place and maintained. Any equipment used needs to be calibrated.

b) Above ground storage tanks should be structurally sound and monitored for leakage.

c) There must be a test regime in place, with records maintained to ensure that any high level alarms are operational and recorded in the site Monitoring and Measuring Matrix

d)

e) If this tank is routinely cleaned out, controls within the waste management procedure should be applied.

Surface Water Drains

a) Only uncontaminated rainwater is permitted to discharge to surface water drains

b) An assessment needs to be carried out of potential run off to surface water – e.g. location of skips to help identify any mitigating action required.

c) Where applicable conditions of any consent must be met, which will include monitoring of specific parameters (e.g. PH levels, suspended solids). **Make sure you read through any permits carefully for all relevant conditions.** As minimum, sites should have a sample independently tested against all parameters at least once unless otherwise directed by the Environment Agency or Authority within the permit. All conditions of any consent, including any with a zero tolerance, should be complied with and tested to ensure compliance. The correct sample point should also be recorded and used when testing for compliance (this should be at the last point of exit from the site unless otherwise specified). The frequency and date of future checks must be included in the Monitoring and Measuring Matrix and records maintained accordingly.

Interceptors

Routines should be in place for regular inspection and maintenance of interceptors and this should be included in the Monitoring and Measuring Matrix. Where residues are removed from site, controls within the relevant waste management procedure should be applied.

Any visual checks that can be made to drains or interceptors shall be included in monthly Environment Tours and documented.

The dike at Bakkavor Meals Boston is to undergo a daily inspection by the Yard Supervisor and periodic photographs will be taken of it.